

Online Registration System

specifics to register, signup for advancement and make payments online

In addition to mailing checks to the council office, units have the option to make payments online. Follow these steps to reserve space, register campers and make payments for your unit. Units may edit their registration and advancement until 1 week prior to camp.

Registration Road Map

Camper Reservation

1. Part A to login and make the reservation.
2. Part C to reserve camper space. Please estimate the total youth and adults you expect to bring to camp. Spaces you reserve will be held until April 1st at which time all spaces not assigned to a name will be released to other units.
3. Part J to select your campsite.
4. Part E to complete your reservation.

Camper Deposit

1. Part B to login and edit your registration.
2. Part D to assign names to the space you reserved with your Camper Reservation.
3. Part E to complete your reservation.

Advancement / Activity Signup

1. Part B to login and edit your registration.
2. Part F or G to register campers for specific advancement. Fees associated with specific activities will be charged and appear on your bill upon registering for the activity.
3. Part I to check camper schedules for conflicts
4. Part H to remove an advancement session.
5. Part E to complete your reservation.

A. Login to Create a Camper Reservation

1. Browse to: www.heritagereservation.org/tools/register.php and select the camp.
2. Select the camp session, then "*Click here to Register*" and then "*Register*".
3. Sign in using an existing login (from a previous event) and continue to step 4 or create a new User ID and Password and sign on. Fill in Group Information then click "*Save & Continue*." Proceed to part C to reserve space.
4. Select your group and click "*Continue*" then proceed to part C to reserve space.

B. Login to Edit an Existing Registration

Use to edit your registration once you have made a camper reservation.

1. Browse to: www.heritagereservation.org/tools/register.php.
2. Login with your username and password.
3. Once logged into the system click on "View Registrations," then click "View Details."
4. You will see a summary of your registration including payments, unit contacts, and registered campers. Click "Update" to register campers or make a payment.

Questions regarding online registration should be directed to the
Camping Department on 412-325-7921 or michael.oehmke@scouting.org

C. Reserve Space

Use to hold space for campers until April 1 at which time all spaces not assigned to a name will be released to other units.

1. Click “C. Reserve Space” under the Add, Modify or Delete Registrants section and enter estimates for each attendee type. Click “Continue” and Click “Continue” again. You can come back at a later date to reserve additional space.
2. Go to Part J to select your desired campsite if not already selected.
3. Go to part E to complete the reservation process if you already selected your campsite.

D. Register Individuals

1. Choose “D. Register Individuals” under the Add, Modify or Delete Registrants section.
2. To add a new camper to your roster click “Add Names” and fill out the information. Click “Save” and you will be redirected to the list of registered individuals.
4. Check “Attendee Box” & choose “Attendee Type” for each individual attending. Click “Continue” and Click “Continue” again. An adult sharing the week with another adult should be entered with one name as First Name and the other as Last Name.
3. Follow the steps in part E below to complete the registration. You can come back at a later date to add additional campers. You must click continue and complete the registration or your changes will not be saved.

To save time, units can upload their rosters from an excel spreadsheet using the “Import Names” function under the “Register Individuals” section.

E. Completing Your Registration

1. Click “Complete Registration Step 1 of 2,” after editing your registration.
2. Select payment type (to save camp credit card fees please use EFT if possible):
3. Electronic Funds Transfer (EFT) - from a checking/savings account. (Costs camp \$1)
4. Mail/offline - select if you will be mailing your payment to the council office or not making a payment at this time.
5. Credit card - visa, mastercard, discover, American express (Costs camp 3-6%)
6. Fill out appropriate information and click “Agreement Box”
7. Click “Purchase” to complete transaction and view your receipt.
8. Print receipt for your records and click “Done.” A receipt will also be emailed to you.
9. Click “Go Back,” then “Done,” then “Logoff.”

Even if you are not making a payment at this time you must complete this step or you will lose your work. Select Mail/Offline Payment in this case.

F. Register by Activity

1. Click “F. Register by Activity” under the Register for Activities section.
2. Click “View Classes” for the program area that includes the merit badge/activity you would like to sign up Scouts for.
3. Use the drop down list to choose the merit badge/activity.
4. Check the “Attendee” box for all the Scouts that will be taking the class.
5. Click “Continue” - You must click continue or your selections will not be saved. “Registered” should show in the status column for all the Scouts you selected.
6. Choose the next class from the drop down list and repeat the process.
7. After you have picked all the merit badge/activities from the program area click “Continue.” Choose another program area or click “Finished.”
8. Follow the steps in part E to “Complete your Registration” - you must complete your registration or your changes will not be saved.

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G. Register by Individual

1. Click "*G. Register by Individual*" under the Register for Activities section.
2. Use the drop down box to select the camper.
3. Click "*Add Classes*" to add a merit badge/activity session.
4. Use the drop down box to select the program area of the merit badge/activity.
5. Check the Sign-Up/Remove box for the session that the Scout chooses.
6. Click "*Continue*" - You must click continue or your selections will not be saved.
7. The status will change from "*Not Registered*" to "*Registered*" or "*Waitlisted*". If the class is full, there is a waitlist of up to 10 Scouts. If a class and the waitlist are full, the class will not appear as a choice.
8. To sign the Scout up for another class, chose the program area from the drop down box at the top, then check the desired merit badge/activity.
9. Click "*Continue*" when you are done adding all of the Scout's merit badges/activities. The next screen will list all the advancement sessions for the Scout. It is best to check for schedule conflicts here. You can remove the unwanted advancement sessions by unchecking the box beside the session(s) you want to remove.
10. If you are done click "*Continue.*" - You must click continue or your selections will not be saved. You will be redirected to the main menu. At this point you can register another Scout by repeating these steps.
11. Follow the steps in part E to "*Complete your Registration*" - you must complete your registration or your changes will not be saved.

H. Remove an Advancement Session

1. Click "*G. Register By Individual*" under the Register for Activities section.
2. Use the drop down box to select the camper.
3. The Scout's merit badges/activities will show in a list, uncheck the box besides the merit badges/activities you want to remove.
4. Click "*Continue*" - you must click continue for your changes to be saved.
5. Click "*Go Back.*"
6. Follow the steps in part E to "*Complete your Registration*" - you must complete your registration or your changes will not be saved.

I. Check Schedule Conflicts

1. Click "*I. Check Schedule Conflicts*" under the Conflict Resolution section.
2. Campers with Schedule Conflicts will be listed. This list will include every day that the merit badge/activity is scheduled for so look over the list, before making changes.
3. Click the "*Check to Unregister*" box for the activities you are deleting from the camper's schedule.
4. Click "*Delete.*"
5. Once all conflicts are resolved click "*Finished.*"
6. Follow the steps in part E to "*Complete your Registration*" - you must complete or your registration or your changes will not be saved.

J. Select Campsite

1. Click "*J. Select Campsite*" under the Select the Facility section.
2. Select your campsite based on the number of campers you are planning for. Multiple Units are able to share the same campsite.
3. Follow the steps in part E to "*Complete your Registration*" - you must complete your registration or your changes will not be saved.

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