

## Doubleknot merit badge instructions.

- How to log in to your Doubleknot account for summer camp, as well as sign up your Scouts for activities. Navigate to the following link where you will be presented with the below webpage.

<http://sdicbsa.doubleknot.com/signon/2129>

doubleknot

Log on

Home | About Us | Support | Blog | Charge Lookup | Get a Demo

Organizations We Serve | Software Solutions | Integrated Features | Sales Station POS/mPOS | Professional Services

User ID  
camplog

Password

Remember me

Log On

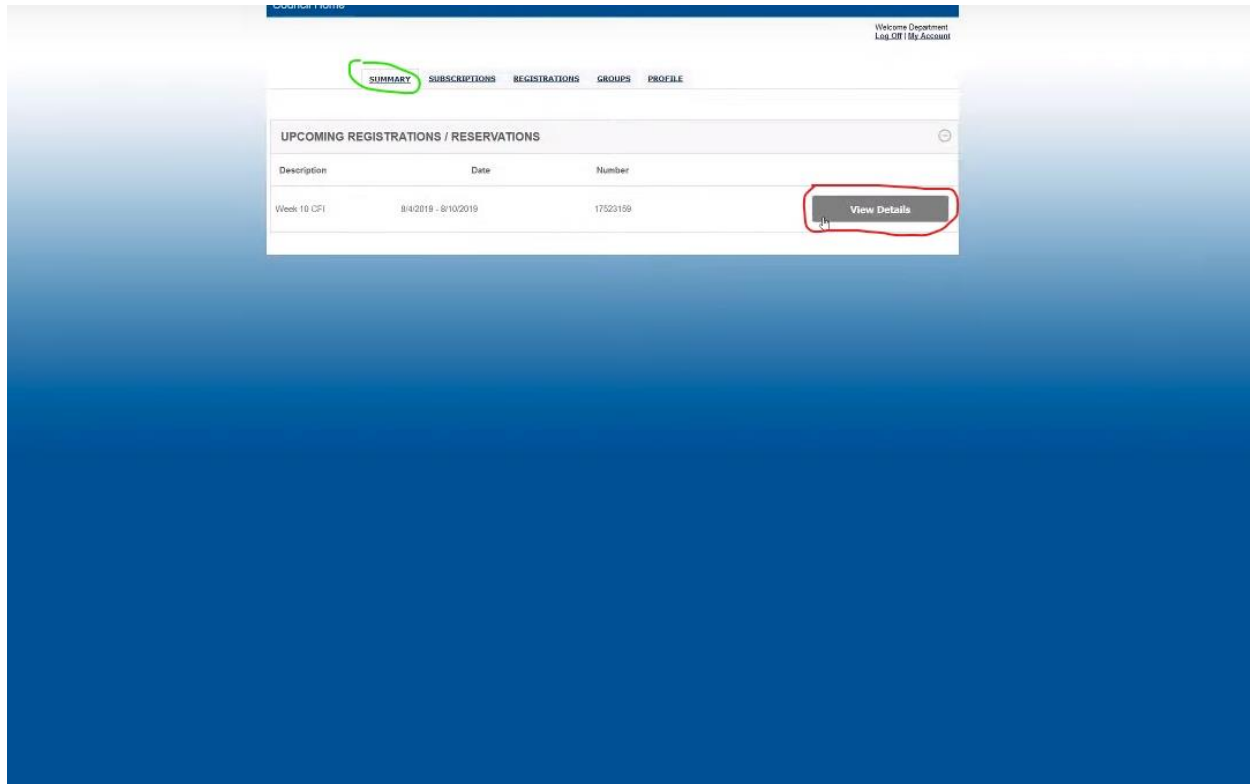
Need help logging on?

American Public Gardens Association  
American Alliance of Museums  
ASTC  
ASSOCIATION OF CHILDREN'S MUSEUMS  
anca

Doubleknot LLC  
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- This will be the same login you used or created when you initially created your registration. Usernames are usually a combination of your last and first name, or in some cases your email.
- If you have any issues logging in, click the button circled in red to reset your password or call us so that we can help.
- Once logged in you will be presented with the following screen. You will want to navigate to your Summer Camp registration, either CFI or MSR. Click on the 'View Details' button circled in red to the right. If you have used your account for multiple events and have trouble finding the summer camp one, use this tab circled in green, the 'Summary' tab which should show the registrations in chronological order.

- Another option is if you still have a balance to pay on your registration you can use this tab, 'Upcoming Payment' tab, which lists all registration with payments due in order. But for our purposes we will be going straight over here to the right for 'View Details'.



- This is a details page of your registration, it has many different functions. This page is where you can see the registration owner's information, the number of youth and adult, the names of the participants if you have named them, and a breakdown of all charges and changes.
- However, because we would like to make changes to this registration we will be scrolling down to the 'Update' button circled in red. This will eventually disappear once the registration closes, and you are unable to make any more changes.

DETAILS FOR REGISTRATION # 17523159

To update or make a payment, use the buttons at the bottom of the page.

Description: Week 10 CFI  
 Purchase Number: 17523159  
 Create Date: 5/6/2019 11:08:39 AM  
 Last Update: 5/6/2019 11:10:34 AM  
 Last Updated By: Justin Wilson  
 Group: Camping department  
 Owner(s): Department Camping  
 Purchased By: Camping Department  
 sdccamp@scouting.org  
 619-298-6121  
 1207 Upas St  
 San Diego, CA 92103  
 US

Summary:	Type	Registered
Adult Leader		1
Scout Youth		2

Store Order: Order # 5079933

Details:	Name	Phone	Email	Attended	Type	Cost
1	sam beagle	619-298-6121	sdccamp@scouting.org	0	Scout Youth	\$480.00
2	test acct	44465466	u@me.com	0	Scout Youth	\$480.00
3	john smith	12345678	sdccamp@scouting.org	0	Adult Leader	\$360.00

Payment History:	Date	Type	Details	Amount
	5/6/2019	Online Purchase	New registration	\$1,310.00
	5/6/2019	Misc Credit	Misc Credit (bust) made through store order 5079933	(\$1,310.00)
			Balance:	\$0.00

← Go Back   **Update**   Reports

- Here is the update page for your registration, much like the last page this has multiple functions.
- Most important of which for merit badge signups is having your participants named prior. We encourage you to have all participant information filled out before your time and date to sign up for badges. Any participant lacking name and info will not be available for merit badge sign up.
- To name a participant, click the 'Who's Coming?' button circled in red all the way to the left. Type in the information for each field, adults will need emails and phone numbers in addition to name and gender. All the fields are required as we would like to have multiple ways to contact the attending unit if needed.
- In the event you can only fill out part of the information and don't know it all in one shot you may close out of your registration and come back in

later. Except for your first time creating the registration, all changes made to your registration are always saved even if you do not completely check out. After naming all your participants scroll to the bottom of the page and navigate to the continue button. This will bring you back here to the update page. The next button to your right circled in blue will take us to the activities sign up page.

The screenshot displays the Boy Scouts of America San Diego-Imperial Council website. At the top left is the council logo and name. A navigation bar includes "Council Home" and user account information: "Welcome Department", "You have 1 item in your cart", "Log Off | My Account", "Subtotal: \$0.00 | Checkout".

The main content area features a message: "In the event you are not able to change your participant number use the **Change My Reservation Form** on our Council website." Below this are three primary buttons: "WHO'S COMING?" (circled in red), "WHAT ARE THEY DOING?" (circled in blue), and "CHECKOUT".

Below these buttons are three smaller buttons: "Price Group", "Edit Group", and "Reports". At the bottom of the interface are three navigation buttons: "Go Back", "Cancel", and "Checkout".

Welcome Department You have 1,000 in your cart  
 Log Out My Account Submit \$100 Checkout

NAME INDIVIDUALS

STEPS TO COMPLETE THIS REGISTRATION  
 Register individuals by name for this event.

How many?

1/2 week Adult	0
Venturer	0
Scout Youth	2
Day Trekker	0
Provisional	0
Adult Leader	1

HIDE DETAILS

**sam beagle (Scout Youth)** LESS

\*First Name: sam  
 \*Last Name: beagle  
 \*Gender: Male

Clear

**test scout (Scout Youth)** LESS

\*First Name: test  
 \*Last Name: scout  
 \*Gender: Male

Clear

**John smith (Adult Leader)** LESS

\*First Name: john  
 \*Last Name: smith  
 \*Gender: Male  
 \*Primary Telephone: 12345678  
 \*Primary Email: johnsmith@scouting.org

Clear

- At the top of this page there will be a drop-down menu of all the named participants on your registration. Directly below will show their schedule as you build it from the activities below.
- Under the participants schedule is the activities list, this will be separated out just like the leaders guide you had received from the camp director. The activities are broken into the same categories to keep the long list of offerings showing on the screen much shorter.
- Adding activities to a participant is very simple, you will only need to click the add button here to the left of any activity in the list.

- The system will not allow you to register for two activities during the same time slot. By rolling your cursor over an activity title more information about that activity will be displayed.
- Removing an unwanted activity from a participant's schedule is just as simple as adding one. Up in the participant's schedule are all the activities currently assigned to them, to remove one simply click the trash can icon to the left. As there will be many people doing this at once please allow time for the page to load between changes, clicking multiple times may result in a headache of changes later.
- Once one participant's schedule is done you may select a new person from the drop-down menu at the top and repeat the process. In the event you cannot find an activity that is supposed to be there it is likely that the event is full and not able to accept new participants.
- Keep in mind that once you select an activity for a participant you now hold that spot you do not need to rush to check out to keep your spot.

STEPS TO COMPLETE THIS REGISTRATION

Make sure to fill out the [CFI Prerequisite Form](#) if needed. More information in the Leader's Guide and Merit Badge Catalog

SCHEDULE FOR:

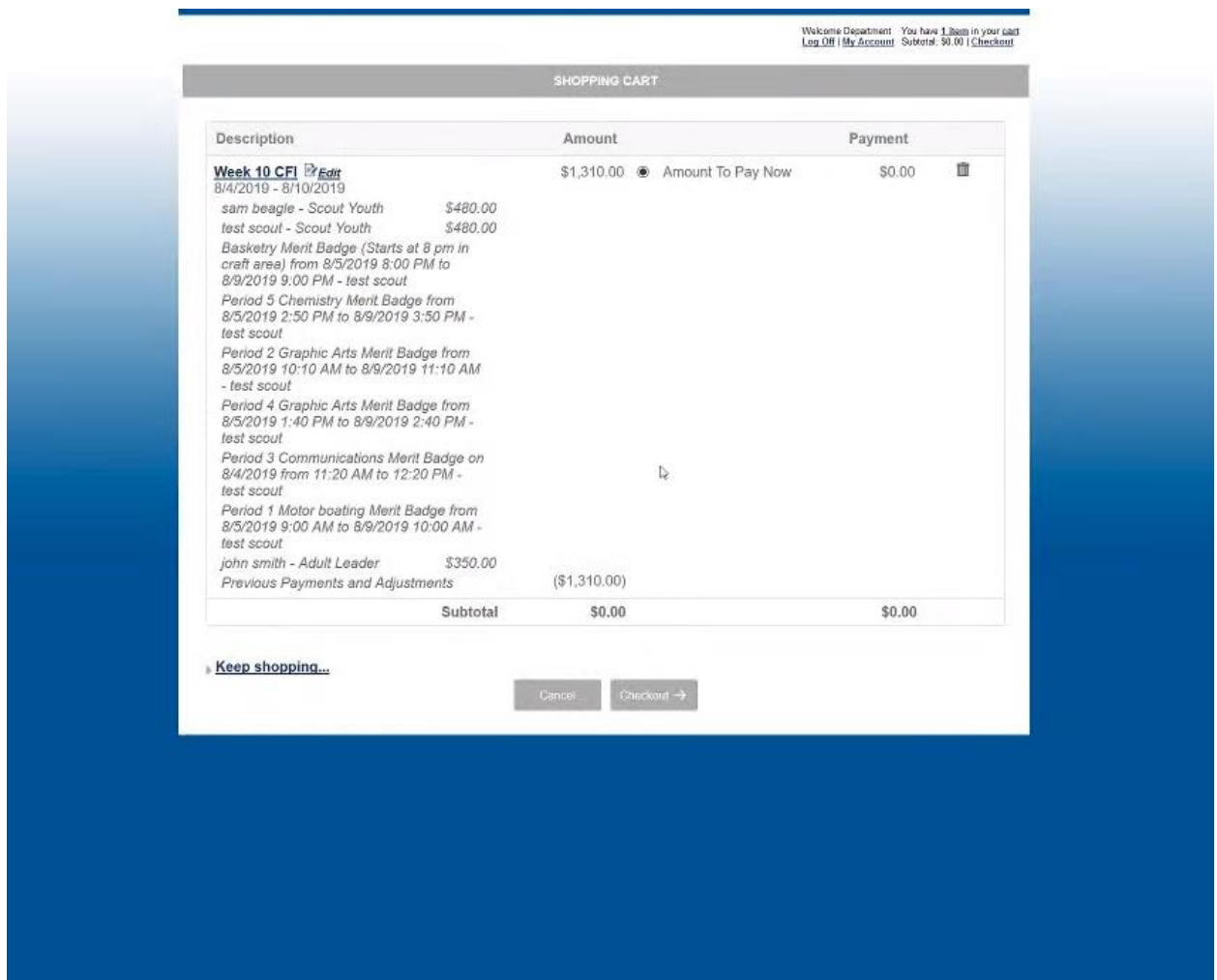
Category	Activity	Date/Time	Schedule	Status
This participant is not registered for any activities.				

CHOOSE ACTIVITIES IN CATEGORY: "West Broadway" Merit Badges

Activity	Date/Time	Schedule
<input type="checkbox"/> Add Period 1 Movie Making Merit Badge	8/5/2019 - 8/9/2019 9:00 AM - 10:00 AM	Monday - Friday
<input type="checkbox"/> Add Period 1 Theater Merit Badge	8/5/2019 - 8/9/2019 9:00 AM - 10:00 AM	Monday - Friday
<input type="checkbox"/> Add Period 2 Music Merit Badge	8/5/2019 - 8/9/2019 10:10 AM - 11:10 AM	Monday - Friday
<input type="checkbox"/> Add Period 2 Public Speaking Merit Badge	8/5/2019 - 8/9/2019 10:10 AM - 11:10 AM	Monday - Friday
<input type="checkbox"/> Add Period 4 Music Merit Badge	8/5/2019 - 8/9/2019 1:40 PM - 2:40 PM	Monday - Friday
<input type="checkbox"/> Add Period 4 Theater Merit Badge	8/5/2019 - 8/9/2019 1:40 PM - 2:40 PM	Monday - Friday
<input type="checkbox"/> Add Period 5 Movie Making Merit Badge	8/5/2019 - 8/9/2019 2:50 PM - 3:50 PM	Monday - Friday
<input type="checkbox"/> Add Period 5 Public Speaking Merit Badge	8/5/2019 - 8/9/2019 2:50 PM - 3:50 PM	Monday - Friday

CONTINUE →

- After filling out all your participants schedules scroll to the bottom of the page for the 'continue' button. This will bring you back to the registration update page mentioned previously.
- Now that we are done making changes to the registration we will click on the 'checkout' button on the bottom right of the window. Here we have your shopping cart, it shows a current view of what changes have been made to your registration.



- Verify here that everything is right. If you need to make any adjustments use the 'edit' button up in the top left by the event title. Once you are satisfied with your adjustments click the 'checkout' button here.

Scouting Home

Welcome Department You have 1.36pm in your cart  
[Log Off](#) | [My Account](#) | Subtotal: \$0.00 | [Checkout](#)

### INFORMATION

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\* Indicates required fields

**Name and Address**

\*Name:

\*Address 1:


Address 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Country:

\*E-mail Address:  

\*Telephone:

### ORDER SUMMARY

Total	\$0.00
Balance Due	\$0.00

**COMPLETE ORDER**

SECURED BY  
GeoTrust  
click to verify  
05-May-13 18:18 GMT

- This is the billing page, you may make a payment now via card or e-check. If you would like to mail in a payment later use this mailbox icon to defer the payment. The mail box icon will be located above the red line.
- Once all your information is entered or the mailbox is selected click the large red button here to the right. You will then be shown your receipt. Make sure to always keep your receipt as they are a snapshot taken every time changes are made to your account.”

\*Tips section



- Classes listed in the leaders guide that have a relatively small capacity can and will fill up quickly on a busy week of summer camp. We recommend that you jump between participants and add all the classes you are worried about filling up first. Then go back and finish the rest.
- If you run into an issue with signing up and this guide does not address your concern email us immediately. We will be monitoring the emails during the release of signups. The Tuesdays and Thursdays of release the camping department is open from 9 am to 9:30pm. Keep in mind that email may be a faster way to get a hold of us.