



## Summer Camp Registration Instructions

1. Go to [www.broadcreekbsa.org](http://www.broadcreekbsa.org).
2. Select the Camp you would like to register for from the top of the page. This will take you to the pricing and fee structure page. Scroll to the bottom and click *Register*.
3. Choose the week or session that you would like to register
4. Enter your Unit's information with a Point of Contact with a valid email, phone number and address and click *Continue*.
5. Select *Tell us the number of Youth and Adults attending Camp*.
6. Enter the number of each type of Registrant (i.e. Scout, Adult, etc.) and click *Continue*.
7. If you know the names of the individual going select *Tell us the Names of Youth and Adults attending Camp*. **If you do not have the names at time of registration move on the Step 9.**
8. Select *Add a New Participant* and fill in their First and Last name as well as Registrant Type (i.e. Scout, Adult, etc.). When you are finished click *Continue*.
9. Select *Reserve a Facility for this Registration* and choose your preferred campsite for the list and click *Continue*. **Note: Camp Oest registrations do not need to select a facility.**
10. Once you have entered the number of registrants and a campsite select *Checkout*.
11. You will see a breakdown of your registration. Please confirm it is correct and select you payment type and fill out all appropriate billing information.
12. Select *Make Payment* or *Save*, if choosing to submit a mail/offline payment.
13. Check the Point of Contact email for a mail copy of your receipt, as you will need that information to access the registration again. For instructions on how to do that click [here](#).