Overview

NCAC has developed an online application available via the Internet to assist Unit Coordinators in tracking of camp registrations and payments made to Council. This document will walk you through the process step-by-step.

Please take the time to read the manual as we have written it to answer all your questions regarding the new Goshen Camp registration process.

Below is an overview of the steps involved.

1) Go to www.GoToGoshen.org, create an account as a first time user and request access to the unit(s) for which you will be the Camp Coordinator.
2) Within 24 business hours, you will receive an email from NCAC indicating you have been granted access to your unit(s).
3) Go back to www.GoToGoshen.org and login.
4) Check for camp site availability and register for a camp and week.
5) Enter the estimated number of youth and adults attending camp, the preferred site camp, and if applicable, the estimated number of patrols (Boy Scouts only), Meal Schedule (Olmsted only) and any special needs your unit may require.
6) Enter the names of the campers that will attend camp.
7) Assign campers to camp reservation you made.

Do not let your computer stay idle for more than 20 minutes as this may lock the system.

Please read the manual. You will find that it can answer many of the questions you may have regarding the new online Goshen Reservation camp registration process.

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I. CREATE AN ONLINE ACCOUNT TO MANAGE YOUR UNIT REGISTRATION

Go to: http://www.gotogoshen.org

To create an account as a first time user, click on the ***REGISTER*** button, top right-hand side of page. Use the **LOGIN** button once you already have an account.

When selecting a User Name do not use your first name and last name, create a unique loginID.

The password must be complex (use letters, numbers and special characters, such as ! @ # % * ^) and it must be at least 8 characters. Keep your password in a safe place.

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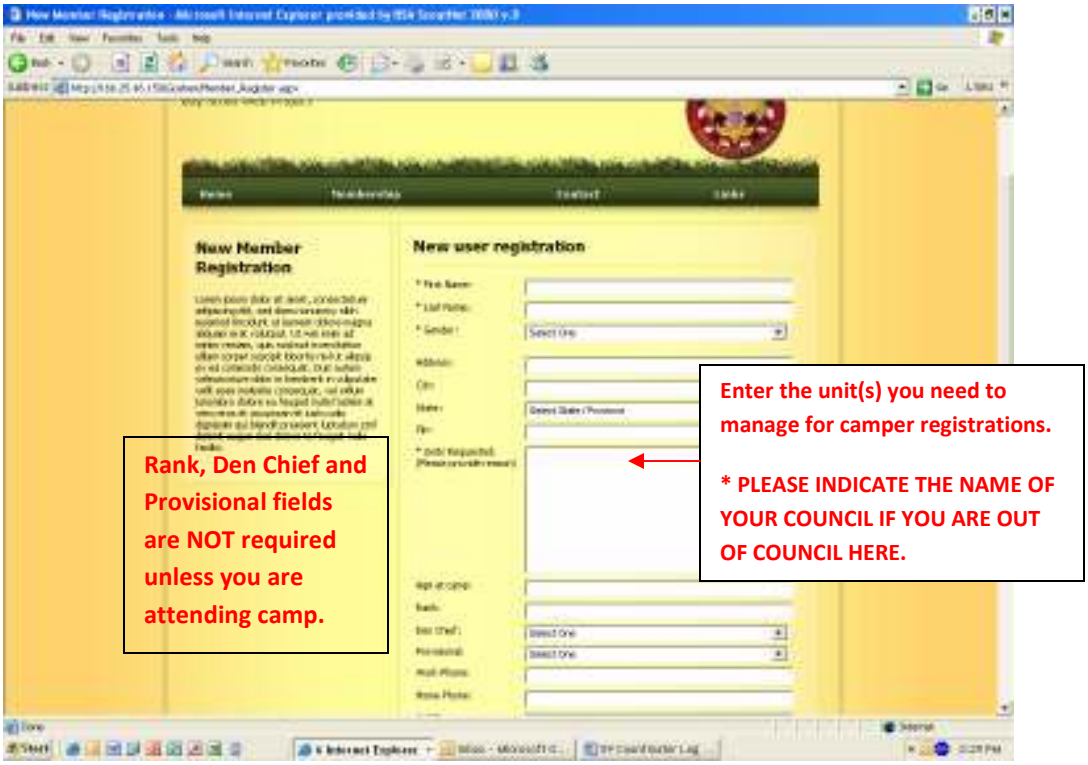
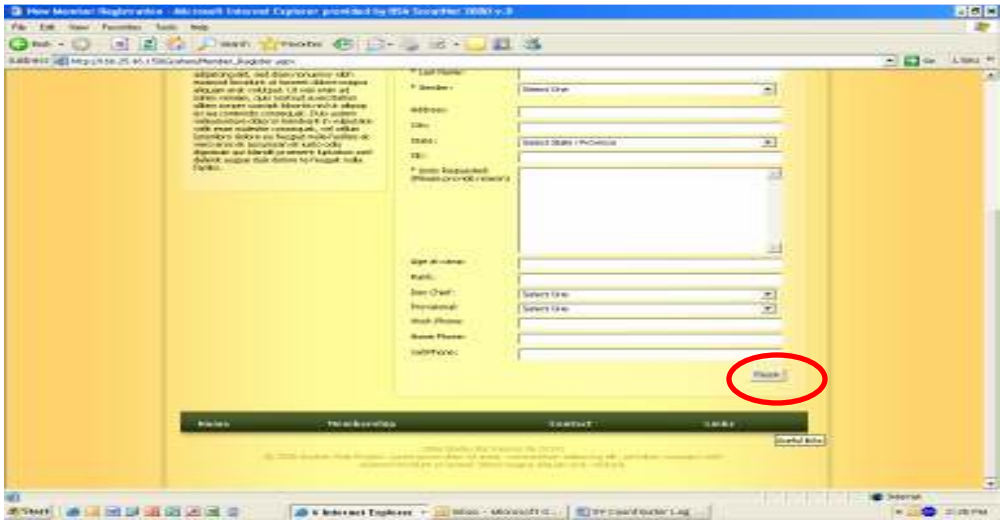
I. CREATE AN ONLINE ACCOUNT TO MANAGE YOUR UNIT REGISTRATION (cont.)



When registering you will need to provide us the unit(s) you would like to coordinate. ***Please include the name of your council if you are an OUT OF COUNCIL unit.***

If a camper belongs to a unit other than yours you should request access to that unit as well, so you can include that camper in your registration.



When you are done entering your information, click FINISH. An email will be automatically sent to the program office requesting access to your unit(s).

Once the council verifies your access to the unit(s), you will be sent an email stating you have been granted access and can proceed with your registration. You can expect an mail within 24 business hours.

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II. REGISTER FOR A CAMP AND WEEK

After you receive an email from Council stating you have been granted access to your unit(s), login using the username and passwords you created earlier.

The next step is to check for camp availability by clicking on the LINKS button on the navigation bar.

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II. REGISTER FOR A CAMP AND WEEK (cont.)

Click on the “CHECK FOR CAMP AVAILABILITY” link and a new page will open from our main website.

The link will take you to our main website which displays a chart of available camps for Goshen Scout Reservation. Verify that space is available at your camp of choice.

When you are done, close the new window and proceed to the next step

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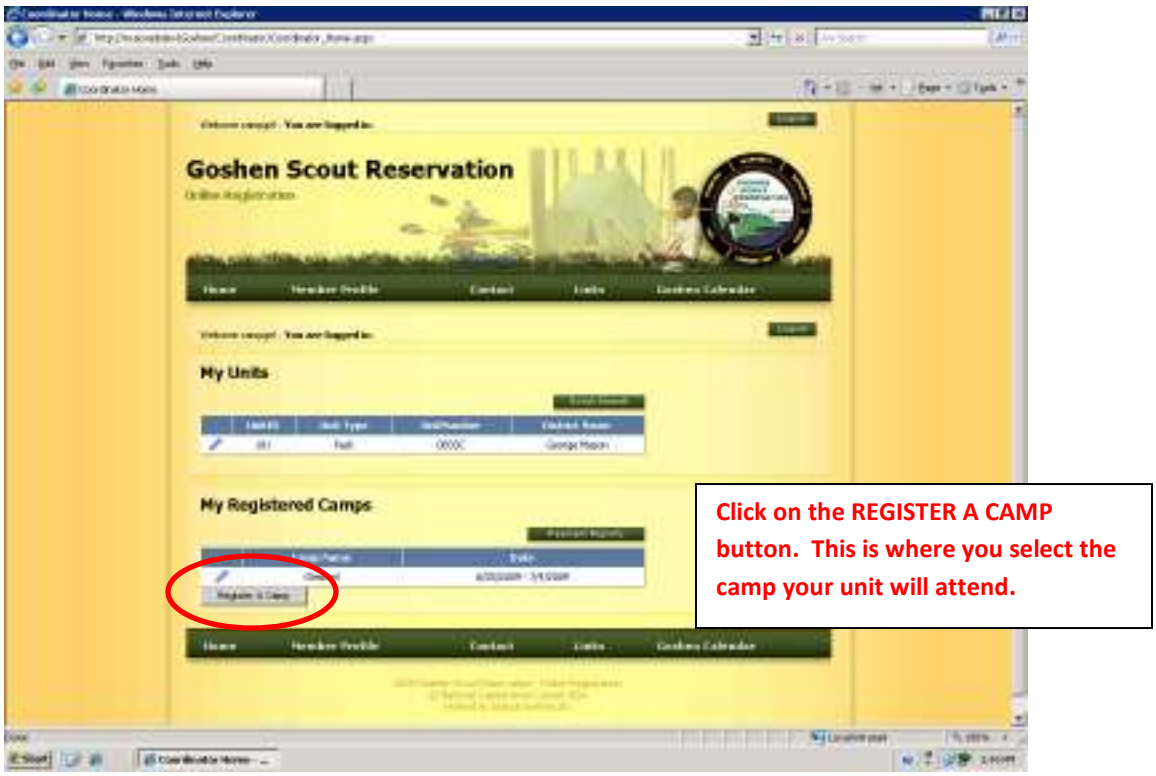
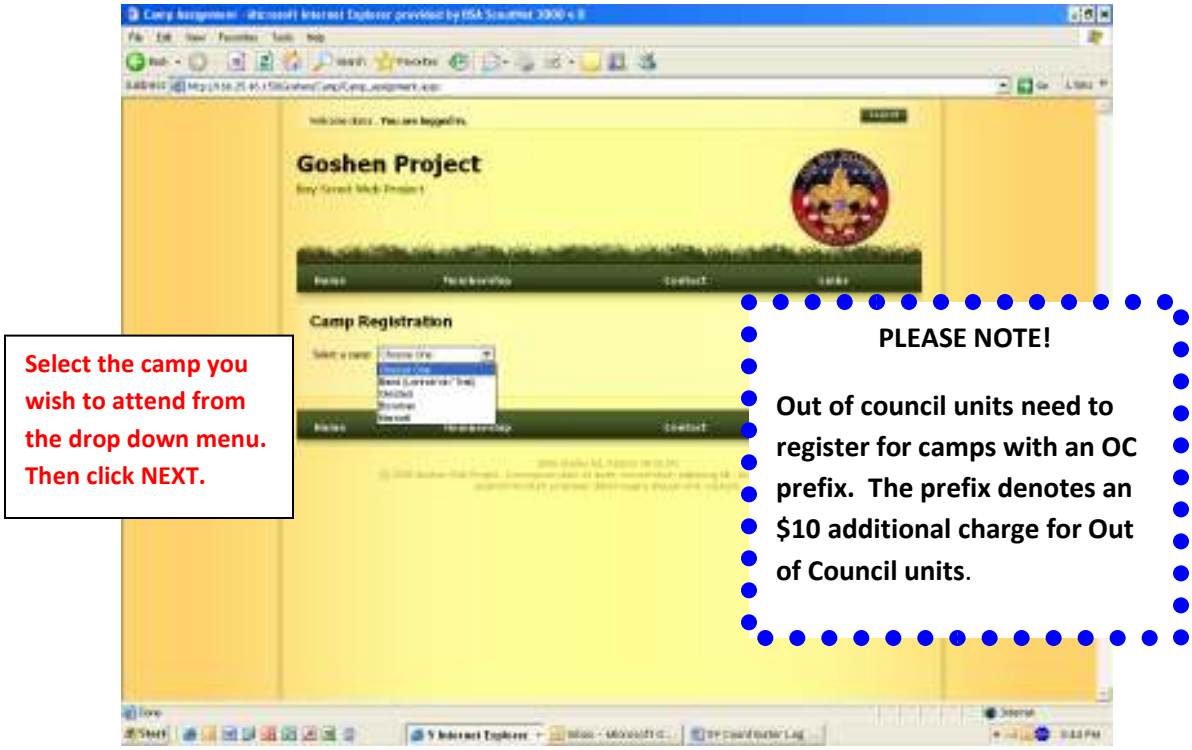
II. REGISTER FOR A CAMP AND WEEK (cont.)





The first step is to select the name of the camp your unit wishes to attend from the drop down menu.

Click on the NEXT button (the NEXT button is not visible in the screenshot above, but it is located directly beneath the 'Choose One' menu box).

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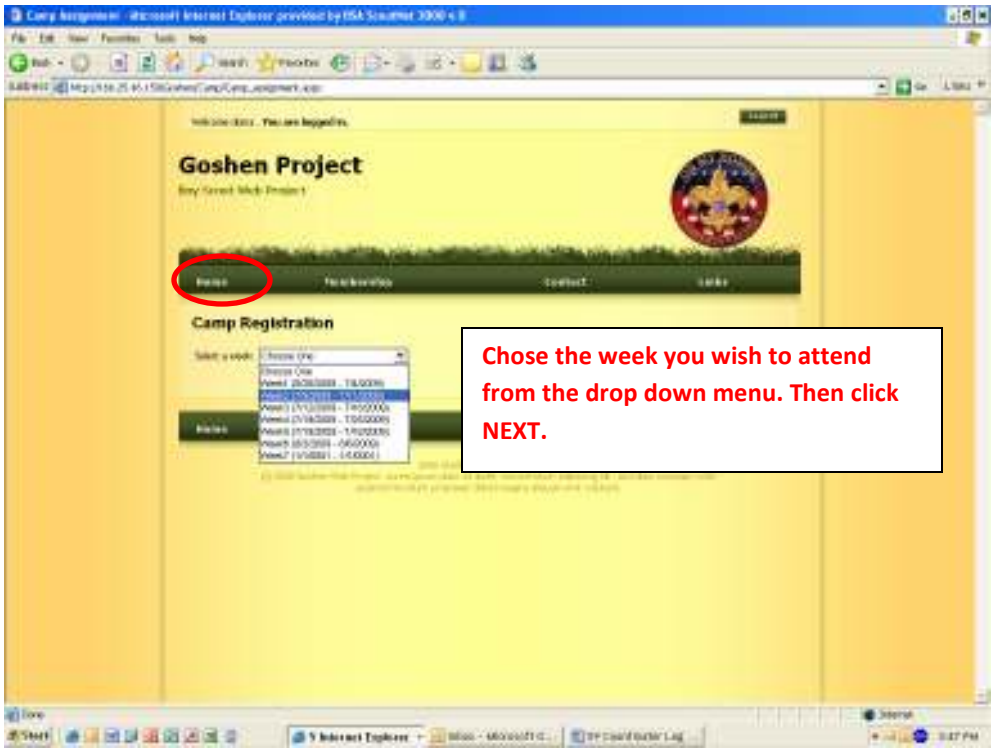
II. REGISTER FOR A CAMP AND WEEK (cont.)



Select the week your unit will attend camp. The NEXT button is obscured in the screenshot above, but it is located directly beneath the 'Choose One' menu box.

If you're managing registrations for more than one camp, click on the HOME button and repeat this process (starting on page 5) to select the second camp.

Now that you've selected the camp and week you wish to attend, the next step is to enter the members of your unit(s) that will be attending camp. Click on the HOME button to proceed.

Please do not let the system stay idle for more than 20 minutes at a time. If you need to stop entering data, just LOG OFF and you can return at a later time to continue the registration process.

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Select the unit that is going to camp from the UNIT NUMBER drop down menu.

Type in the estimated number of Youth that will be attending this camp.

Type in the estimated number of Adults attending camp.

Write down the Preferred Camp Site

Estimate the Number of Patrols (this applies only to Boy Scouts). Leave this field blank if you are taking only Webelos Scouts.

If you are attending camp at Olmsted, type in your Meal Schedule A or B.

Write any special accommodations/needs your unit requires. Write down as much as you need, the text will wrap around at the end of the box.

When you are done, click the HOME button.

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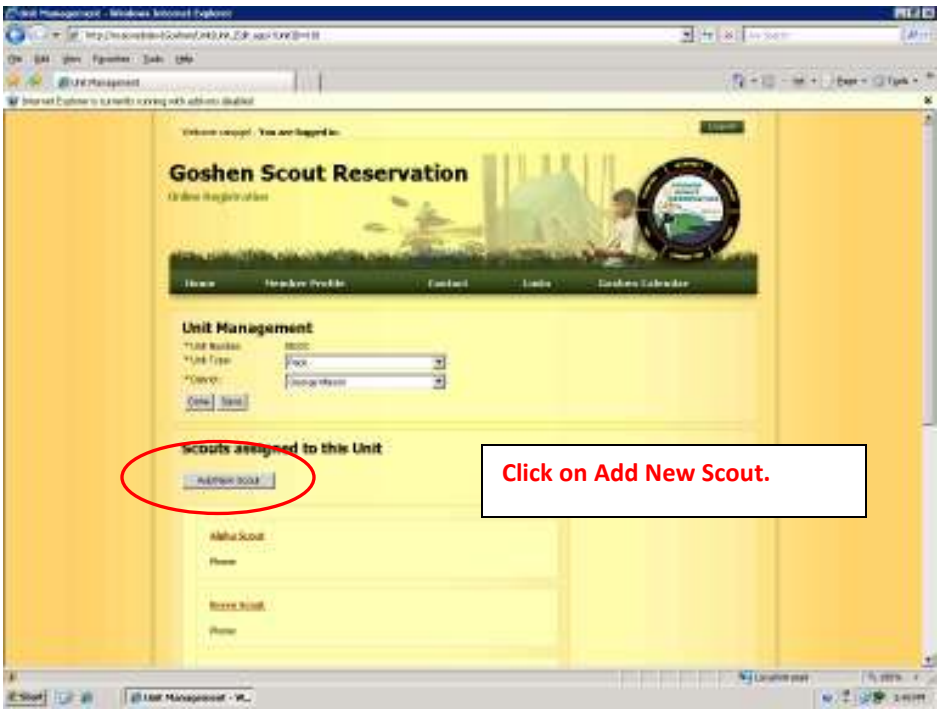
III. REGISTER SCOUTS AND SCOUTERS.

Once you are logged in, you will see the unit(s) to which you have access.

Under the UnitNumber column, you'll see the unit number followed by a letter. This letter is for administration purposes and represents the unit type.

Click on the pencil icon to open the unit information page.



Click on ADD NEW SCOUT to start the camper registration process.

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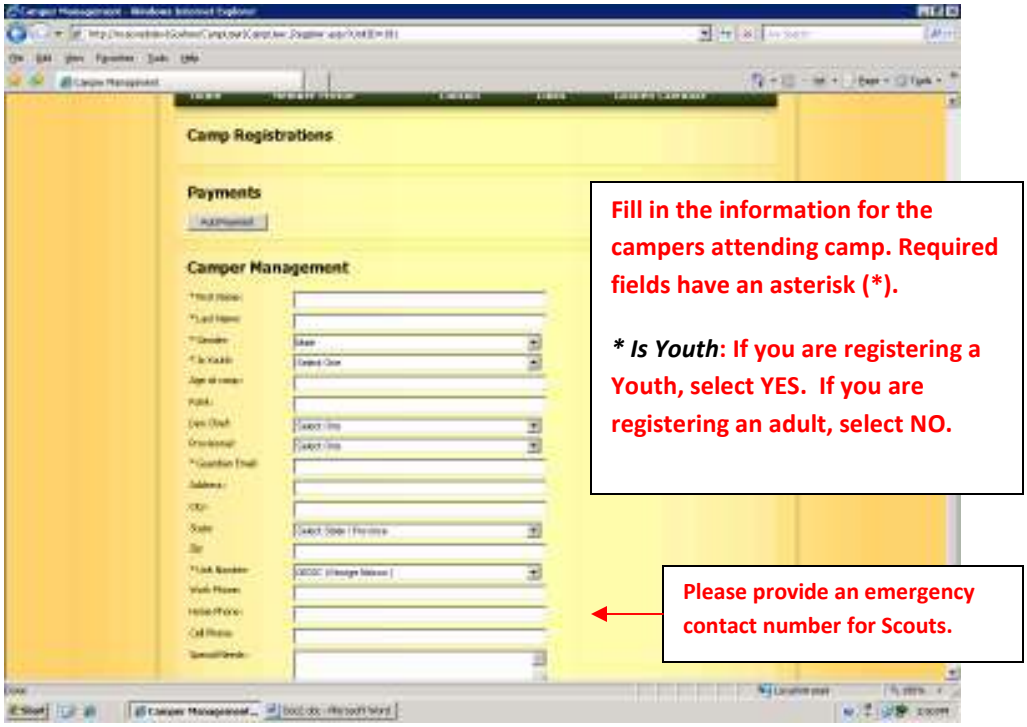
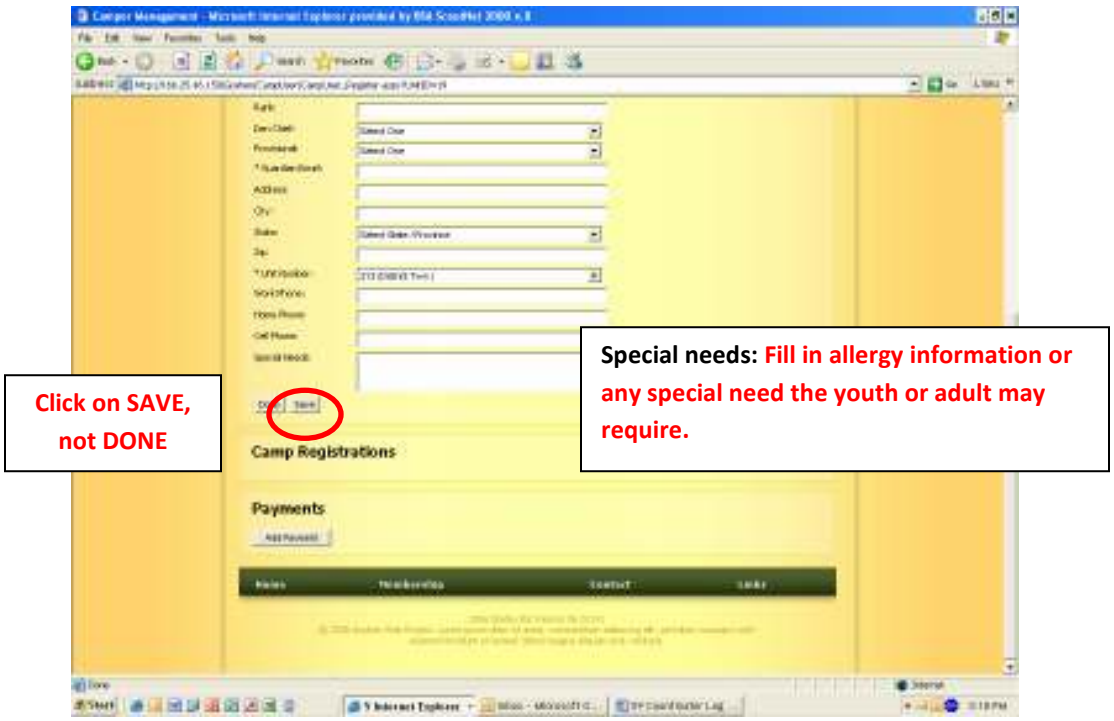


Fill in the required information. We do not collect youth's email address, therefore you can leave it blank.
Please provide a guardian/parent emergency contact phone number for Scouts. This is important.



After you add one registration, click on SAVE, not the DONE button.
Please include special needs such as physical limitations, food allergies, etc. in the SPECIAL NEEDS area.

Payment information will be discussed later in this document (page 15).

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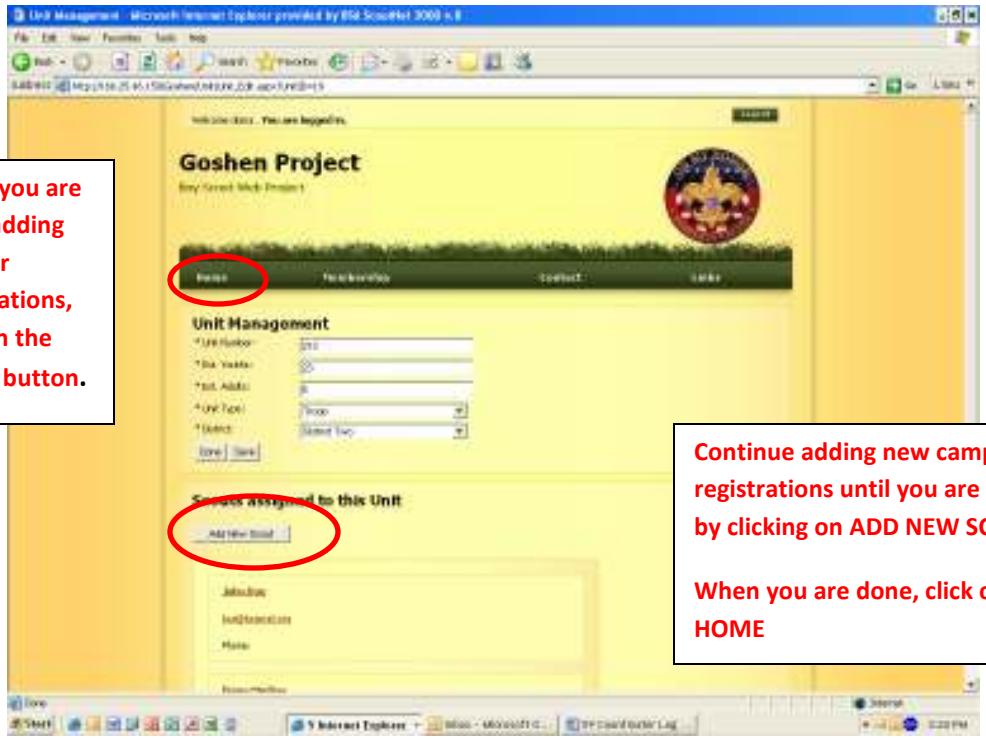
III. REGISTER SCOUTS AND SCOUTERS (cont.)



When you are done adding camper registrations, click on the HOME button.

Continue adding new camper registrations until you are done by clicking on ADD NEW SCOUT.

When you are done, click on HOME

Continue adding camp registration by clicking on the ADD NEW SCOUT button for each registration.

Please do not let the system stay idle for more than 20 minutes at a time. If you need to stop entering data, just LOG OFF and you can return at a later time to continue the registration process.

You've selected your camp and week, then entered the members of your unit. Now you will assign campers to the camp/week. Click on the HOME button to get to the main registration page and proceed to the next step.

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IV. ASSIGN SCOUTS AND SCOUTERS TO SITE/WEEK

Click on the pencil icon below MY REGISTERED CAMPS to begin the process.

Click on the ASSIGN SCOUTS button.

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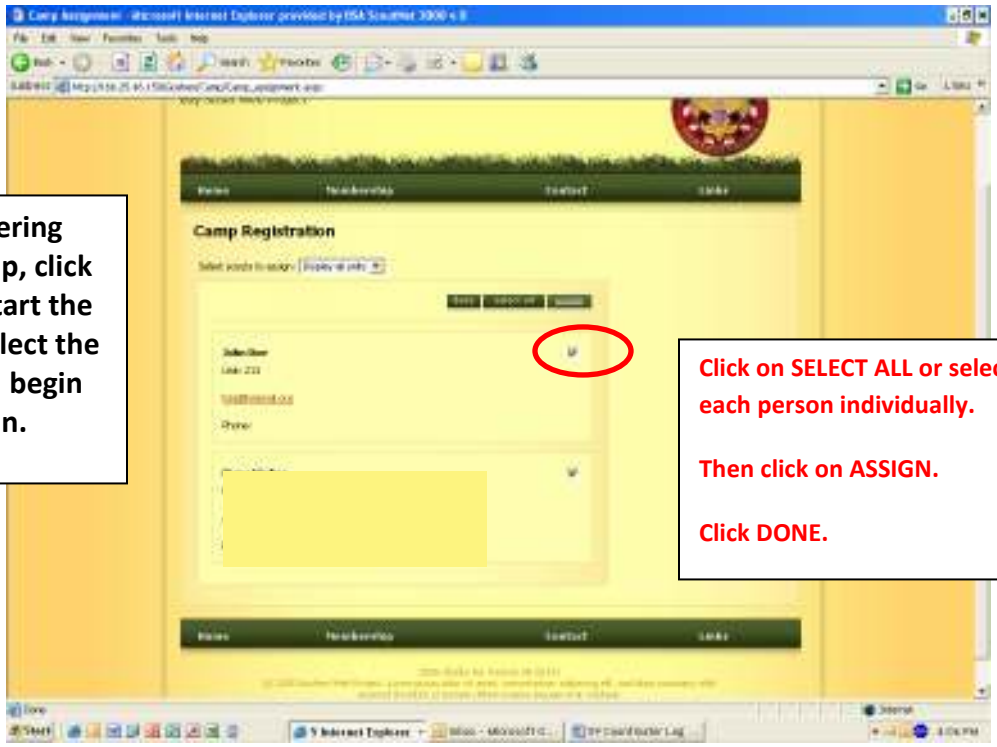
IV. ASSIGN SCOUTS AND SCOUTERS TO SITE/WEEK (cont.)

If you're the Camp Coordinator for more than one unit, all campers you manage will be listed.

You can use the filter option to select a single unit by using the "Select scouts to assign' drop down menu and clicking on the unit you want.

You can use the 'Display All Units' option to include all campers.

Click in the box next to the camper's name to assign him to this camp. You can click on SELECT ALL to assign all campers if applicable.



If you are registering for another camp, click on HOME and start the process over, select the camp/week and begin the process again.

Once a camper is assigned they will no longer show up on the assignment page.

If you are the camp coordinator for more than one unit, select the unit using the drop down menu and follow the previous steps for the unit. Select **DONE** when you are finished.

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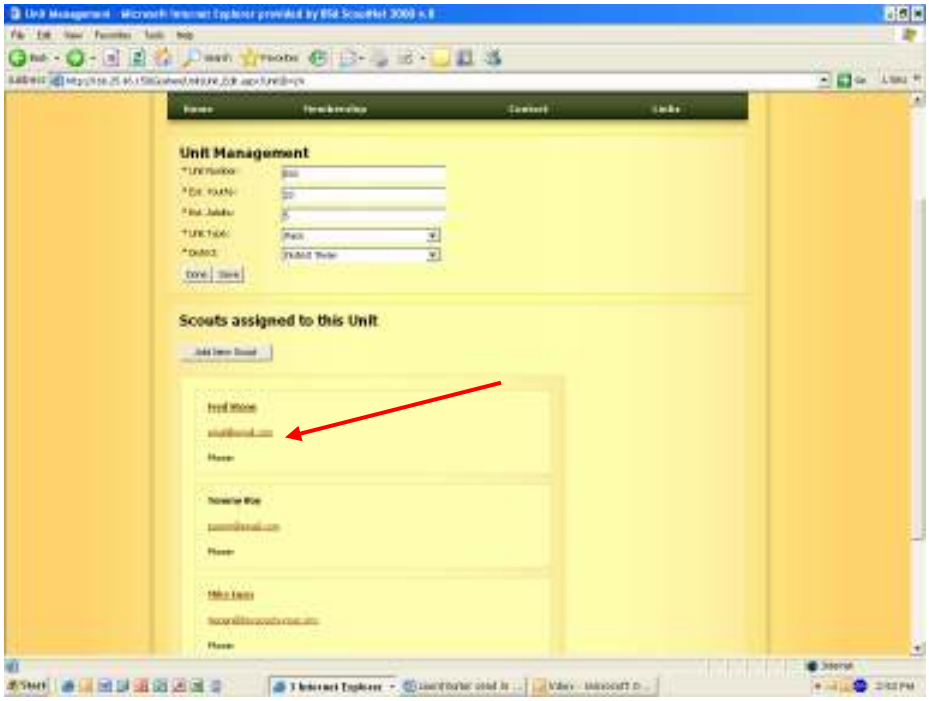
V. HOW TO RECORD A PAYMENT TO THE UNIT FROM A CAMPER

The first step is to click on the pencil icon under MY UNITS

The units to which you have access and the camps to which you have registered are found on main registration page.

The first step to record a payment is to click on the pencil icon. This opens the unit management page. Please notify Council if the information on this page is not correct (such as the wrong district being listed).



Click on the name of the scout (which is underlined) to record payment.

The example above shows the name Fred Stone and it's underlined, click on the name.

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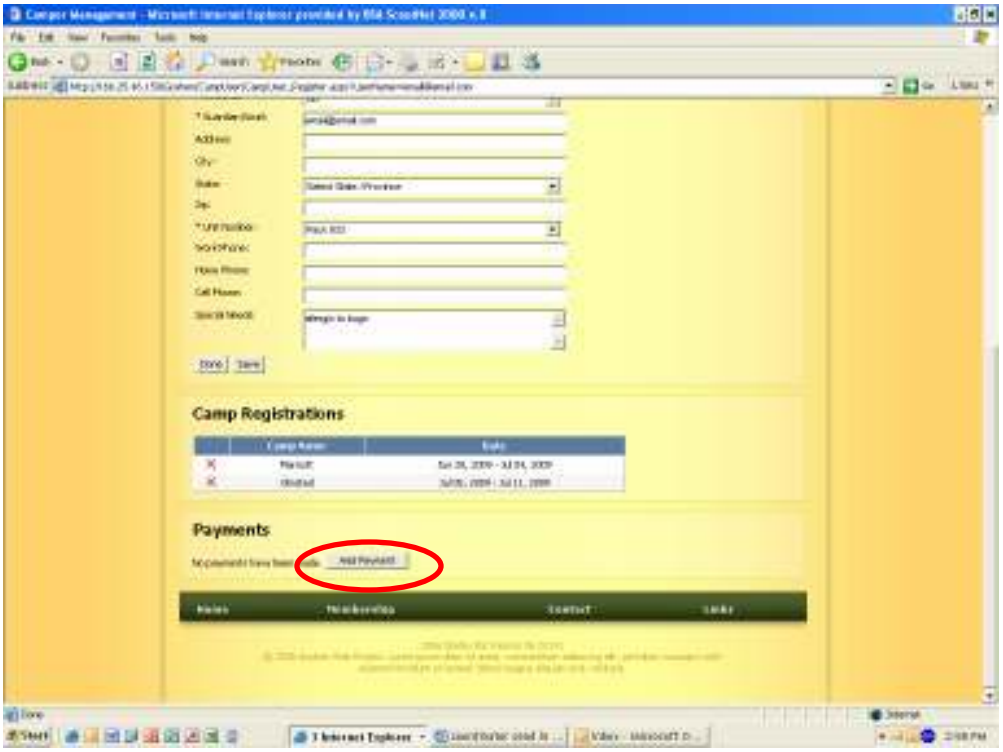
V. HOW TO RECORD A PAYMENT TO THE UNIT FROM A CAMPER (cont.)



Scroll down the page until you see the **ADD PAYMENT** button. Click on the ADD PAYMENT button.

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V. HOW TO RECORD A PAYMENT TO THE UNIT FROM A CAMPER (cont.)

Enter your ***TRANSACTION NUMBER*** : check number; your own code for your records, for example: 1st payment, 2nd payment, etc.

From the ***PAYMENT FOR*** drop down menu, chose a camp to which this payment will be applied.

From the ***PAYMENT TYPE*** drop down menu, select Hat incentive, early bird, full payment, **Adult Partial Week***, etc. ***If you are not attending the entire week, please indicate this by selecting Adult Partial Week in the Payment Type field.**

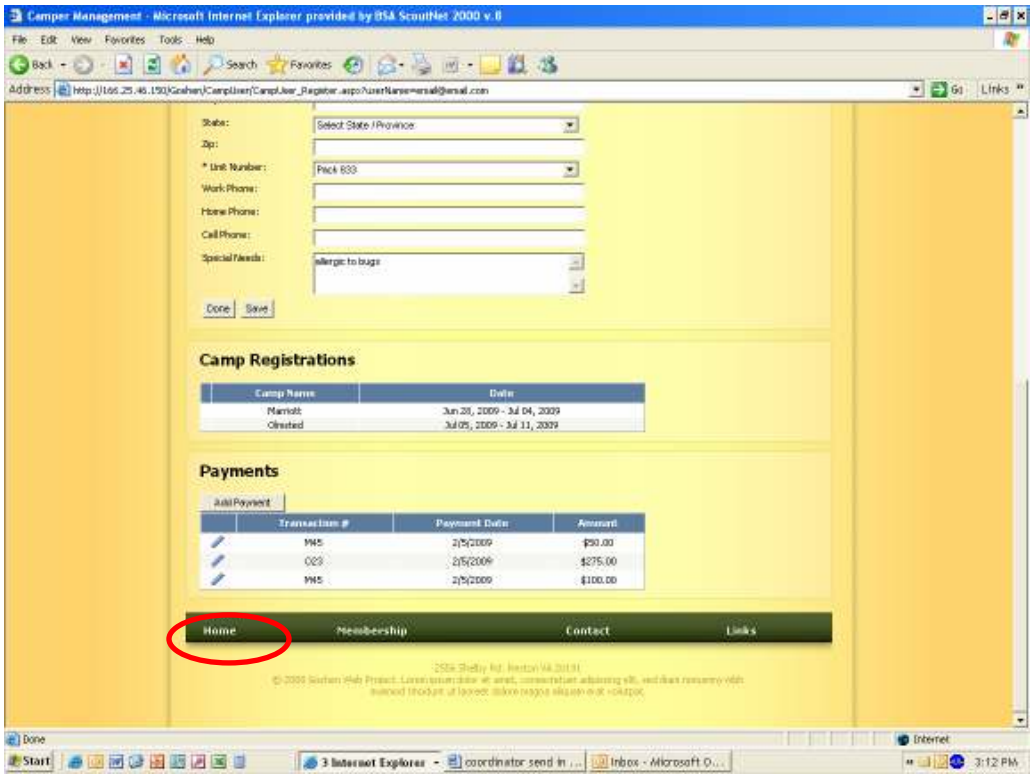
Enter the ***AMOUNT:*** Enter the amount. Do not include the $ sign.

Enter the ***PAYMENT DATE***: use the calendar icon.

Under ***PAYMENT DESCRIPTION***: enter check, credit card, cash, etc

Enter **SAVE** when finished.

NOTE: All Balances due will not reflect Payments that have not been validated by Council.



Anytime you want to record a payment for a Scout or Adult, click on his/her name and fill out the information as above. A record of all the payments will be seen.

Click **HOME** when you are done entering payment information for a particular person.

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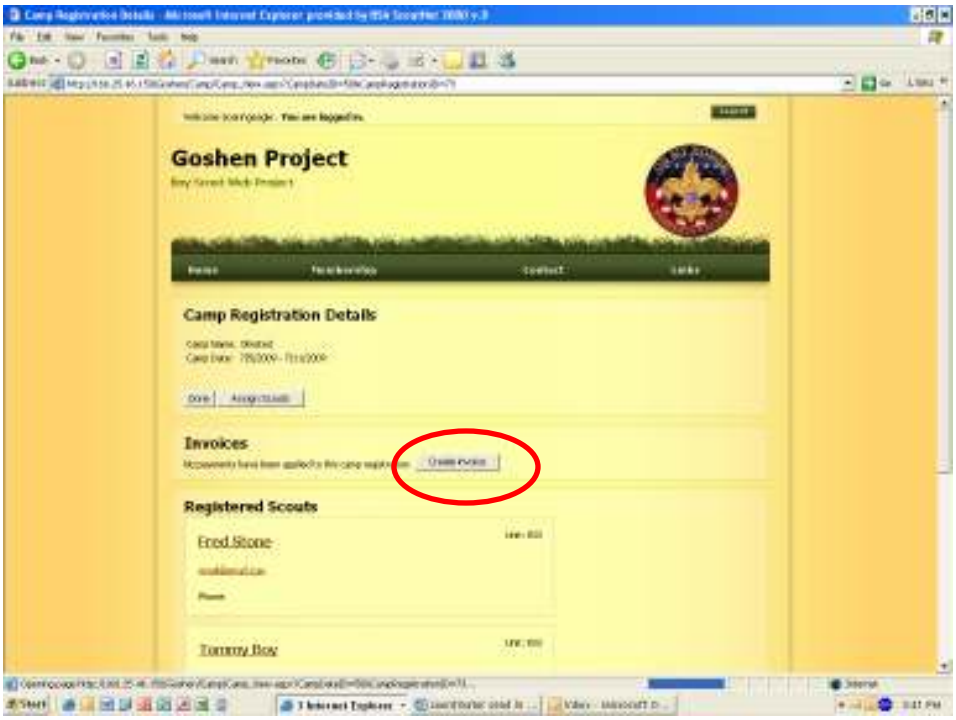
VI. HOW TO SEND A PAYMENT TO COUNCIL

Click on the HOME button to get to the main registration page.

Click on the pencil icon.



Click on the CREATE INVOICE button.

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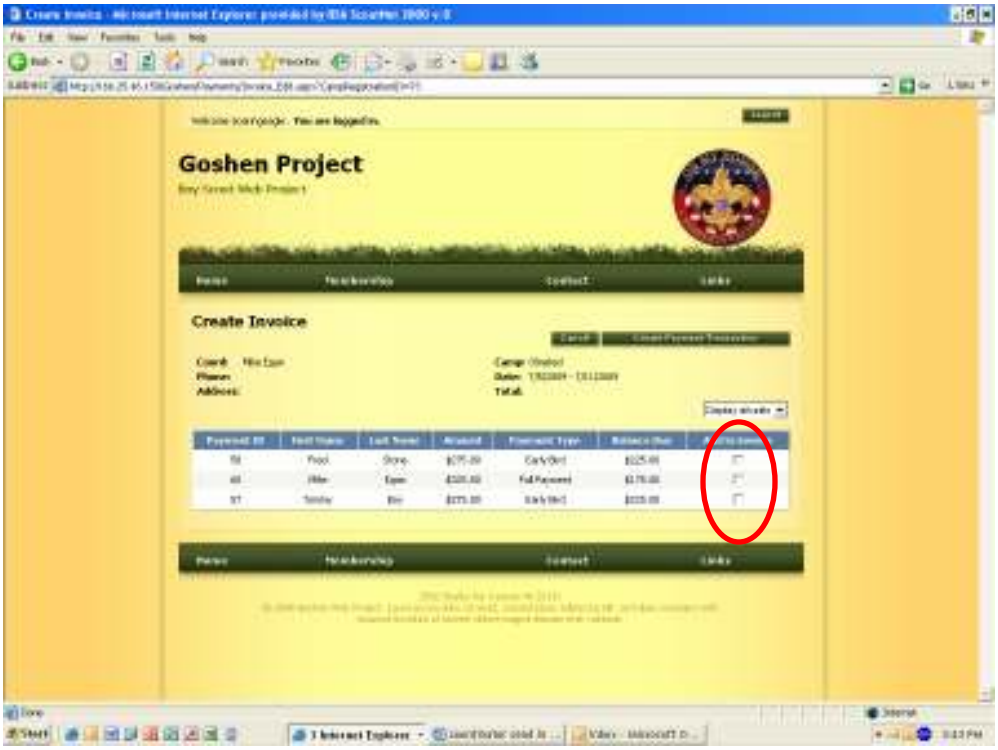
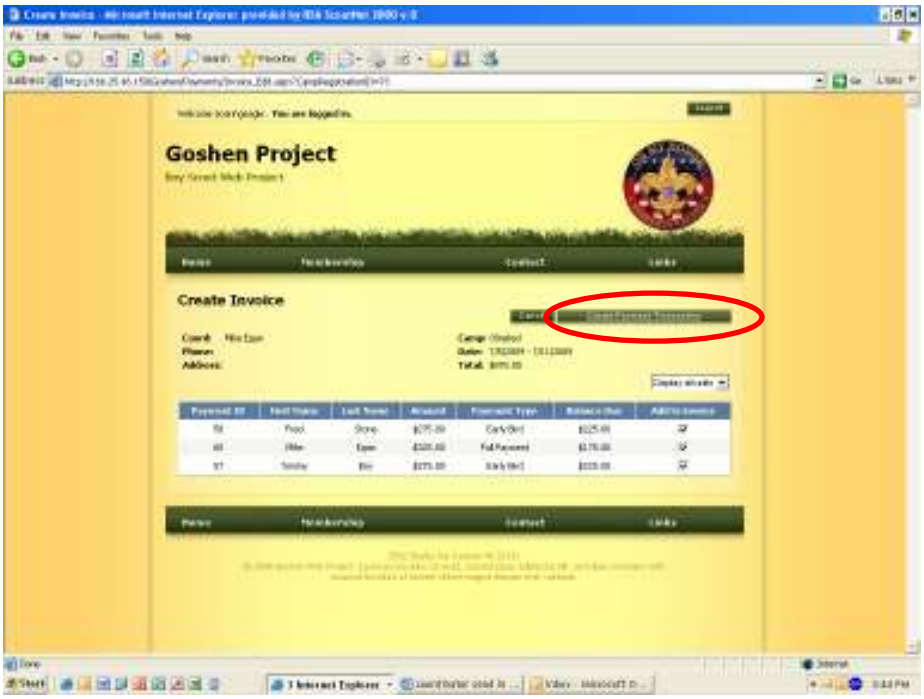


To reflect which payment s are being sent to council, click on the box under the ADD TO INVOICE column.

NOTE: All Balances due will not reflect Payments that have not been validated by Council. Allow a few days for payment validation.



Then click on CREATE PAYMENT TRANSACTION. This will bring you to the “Camp Registration Details” page.

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Click on the pencil icon if you want to edit the payment.

NOTE: Balance due will not reflect payments that have not been validated by Council. Allow a few days for payment validation.

Click on the PRINT button.

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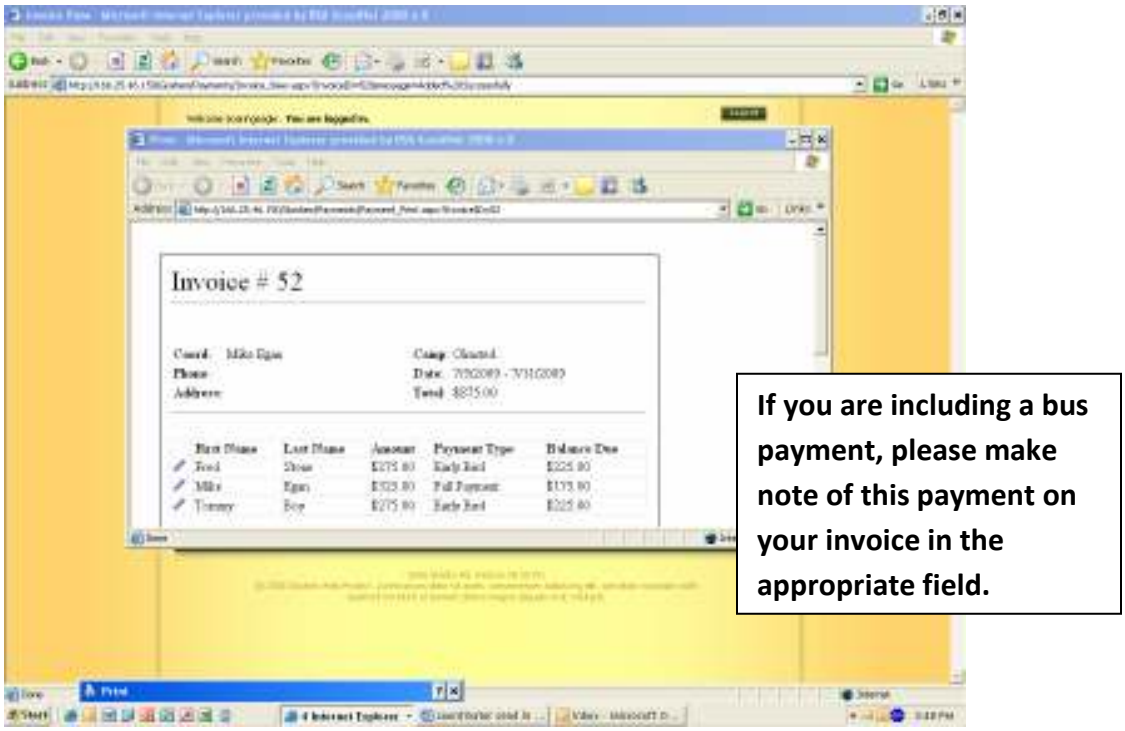

An invoice is generated.

Print the invoice (Ensure the unit number is on the Invoice – you may have to write it in) and mail it with your payment to the Program Dept, Marriott Scout Service Center, Program Department, 9190 Rockville Pike, Bethesda, MD 20814 OR drop it by in person at the reception desk.

Print a copy for your records.

FOR ADULTS PARTIAL PAYMENTS: Please indicate on your invoice whether any ADULT PARTIAL PAYMENTS are included. Adults pay $35/day.

For walk-in payments, please bring in a copy of the invoice with you.

NOTE: Balances due will not reflect payments that have not been validated by Council. Allow a few days for payment validation.

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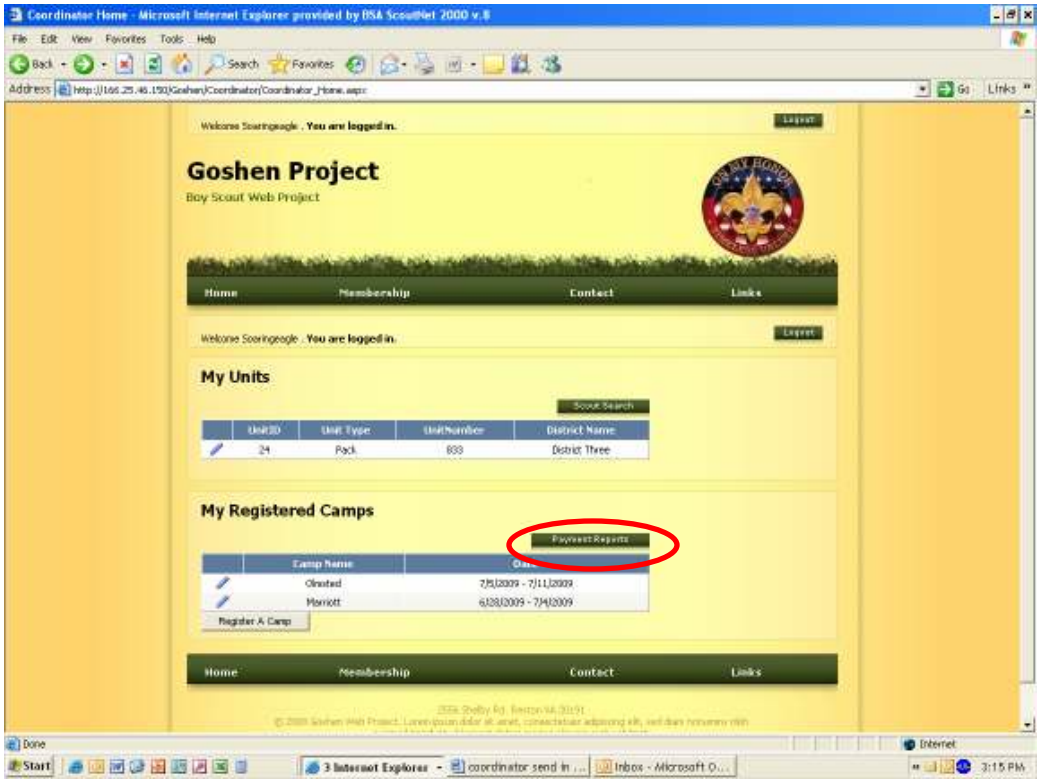
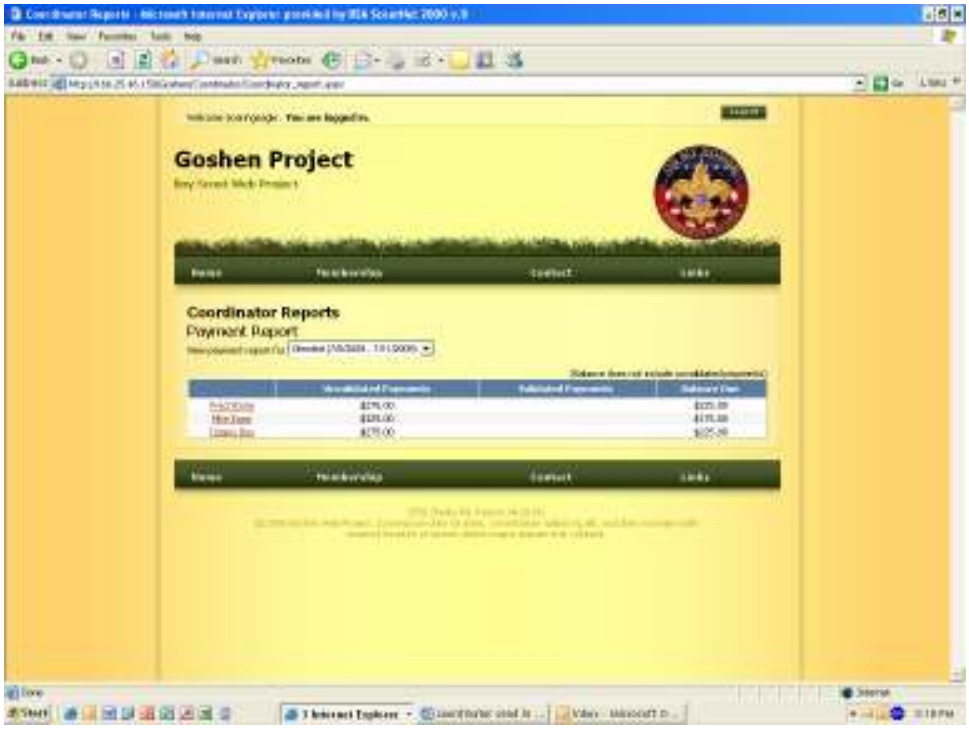
VII. HOW TO PRINT A PAYMENT REPORT



Click on the HOME button to get to this page.
Click on the **PAYMENT REPORTS** button.

Select the camp you are attending from the drop down menu.

VII. HOW TO PRINT A PAYMENT REPORT (cont.)



You will see a record of all payments for a particular camp.

Check marks under **VALIDATED PAYMENTS** mean the Council has received your payment and it has been validated.

NOTE: All Balances due will not reflect Payments that have not been validated by Council, Allow a few days for payment validation.

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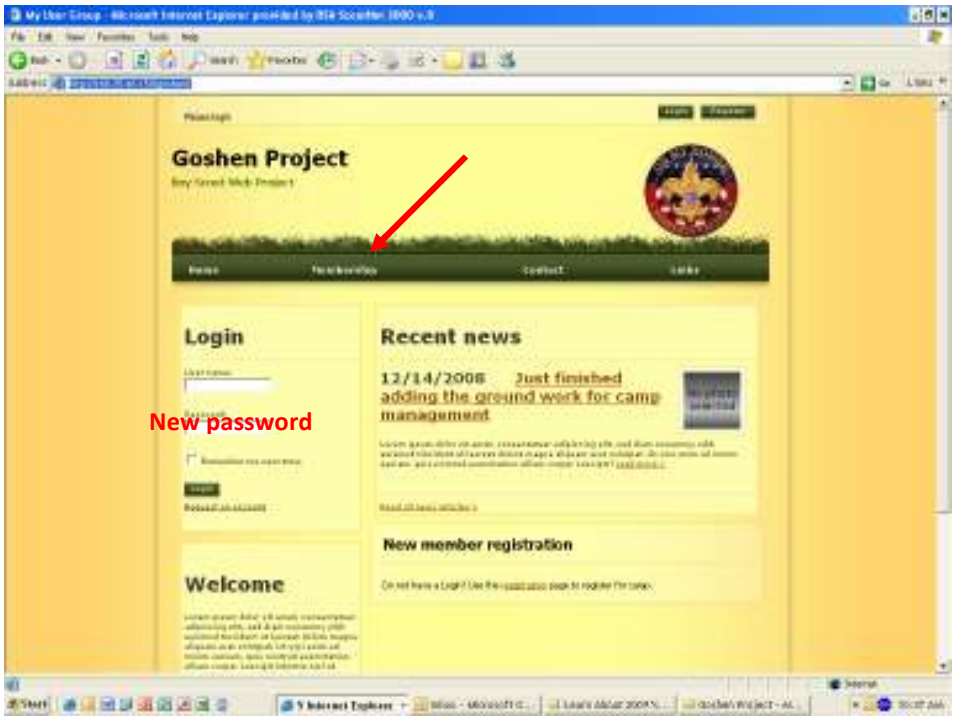
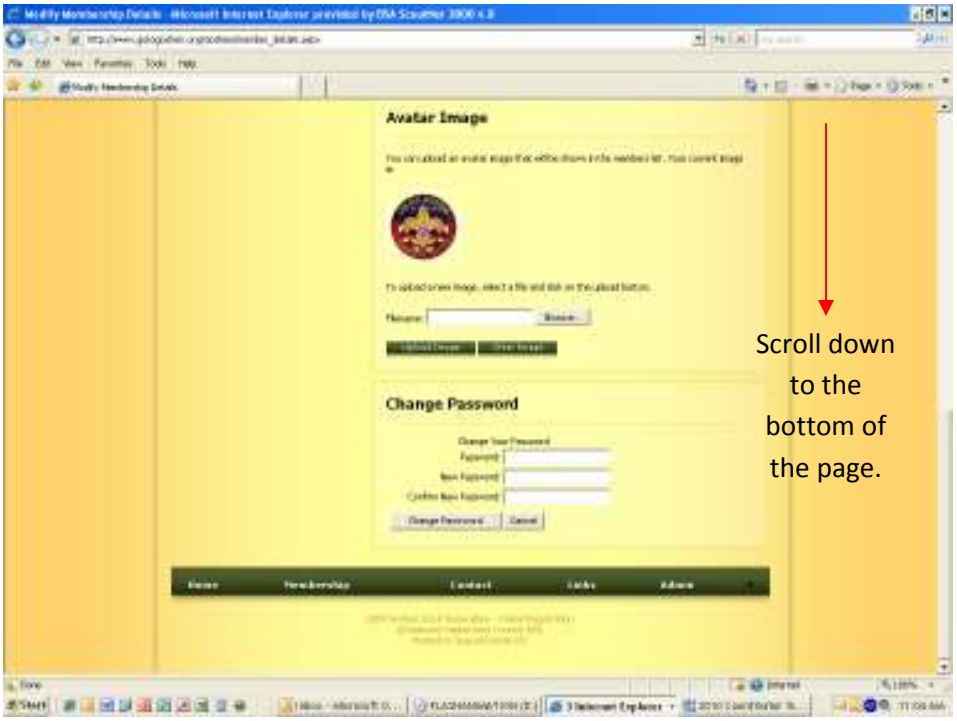
VIII. HOW TO CHANGE YOUR PASSWORD

Email the program department (margee.egan@scouting.org) and request a new password. The Program administrator will reset your password and email you the new password.

Log into the website using your username and the new password.

Click on the MEMBERSHIP link on the top navigation bar AFTER you've logged in.





Scroll down to the bottom of the page until you see the "Change Password" section.

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