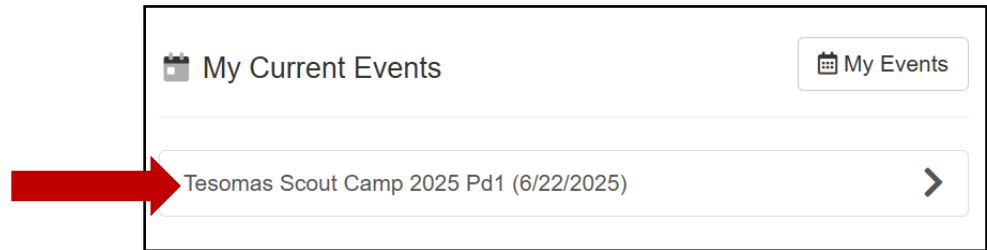
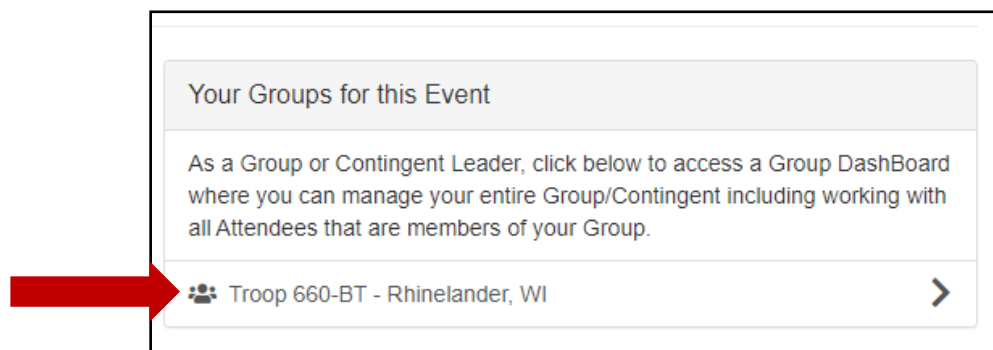


# EDIT A CAMP REGISTRATION

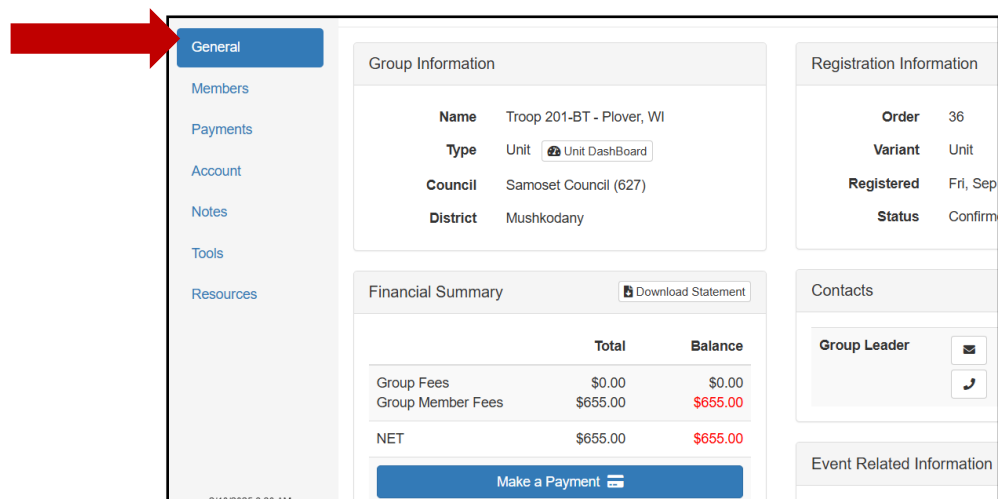
1. Login to MyCouncil from the Samoset website (<https://mycouncil.samoset.org>)
2. Choose the event under “My Current Events”



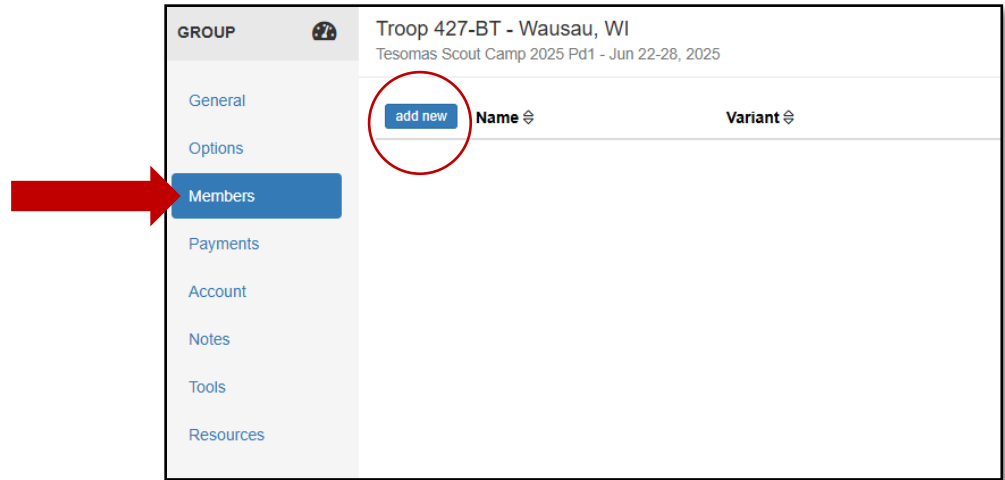
3. Choose the group to edit; this will open the main dashboard with more options. The group registration will be available to any group contacts. The group contact is typically the individual who made the unit reservation. Additional contacts can be added by contacting Samoset Camping ([camp@samoset.org](mailto:camp@samoset.org)).



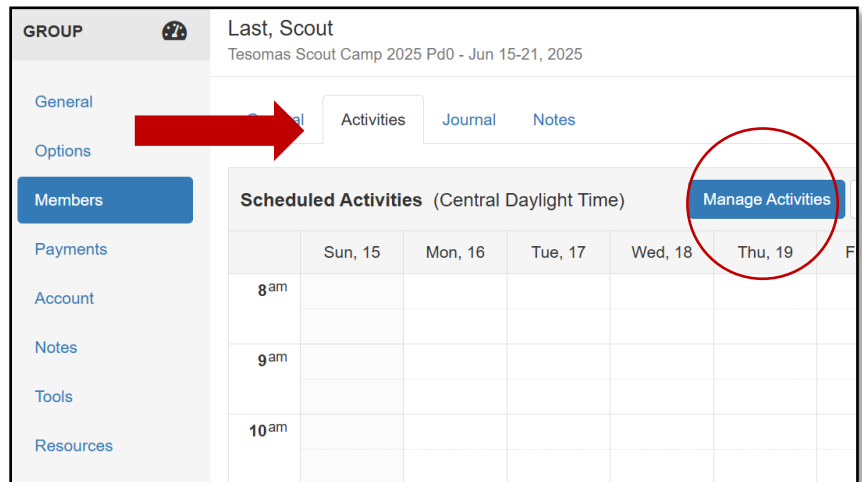
4. The first tab that you will see is a summary of your camp registration, including number of attendees, group leaders, and your campsite (if applicable). From the summary page you can also make a payment.



5. Choose a tab in the dashboard menu, such as “Members”. This will show you the list and allow you to add or replace attendees. Attendees can be added to a summer camp registration after January 1. Please note a deposit will be required to add attendees to your camp registration. This deposit is refundable until April 15.



6. Activities (like merit badges) are added to each member profile under the “members” tab. Choose a member, then “activities”, and then “manage activities.” Activities can be added to a summer camp registration beginning March 15.



## FREQUENTLY ASKED QUESTIONS

**1. Can we use a unit check to pay for our camp fees?**

Yes, simply choose “bank account” as the payment method on the check-out screen. There is no processing fee if you use a bank account.



The screenshot shows a web form titled "Payment Information". Below the title, there is a horizontal line. Underneath the line, the text reads: "Payment is required to complete checkout. Please enter payment information below...". To the right of this text is a blue button with the text "Select Payment Method". A red arrow points from the text area towards the button.

**2. Is the camper deposit due when registering campers?**

Yes, the camper deposit is due at the time you register a youth or adult to attend camp. This is required prior to signing up for activities (merit badges).

**3. Do you accept mailed payments?**

No, we are no longer accepting mailed payments.

**4. When does activity signup open?**

For Tesomas, activity signup opens March 15. 2. A Scout/Adult must be on your camp roster before you will be able to sign-up for activities. This means the deposit must be paid prior to signing up for any activities.