

Hello _____:

You should have received an automated reply for your Troop's user name and password.

The steps for making a summer camp reservation is:

Login to www.bsa-gnyc.org

Enter your user name (as seen)

Enter your password (as seen)

Go to Events and Facilities (find Camp Name)

Go to Add Event Registration (Under TMR Camp find year and week you are registering for)

Go to Change Registration (add 1 youth and 1 adult. (only add 1 of each for now).

Go to Add Payment (make \$200 payment by check or credit card)

Go to Cart and submit payment.

Go to Home Page, Go to Reports, Go to Invoice to see reservation made.

Creating Your Troop Roster:

Click on Roster icon

Add Youth Information

Go to Event Registration

Click on New Youth Registration (find Scout name(s)

Click Create Registration

Go to Next Name until done

Go to Class Tab (to add Merit Badge Schedule)

Go back to Home icon

Go to Reports (click drop down arrow)

view any report you would like