

Orange County Council BSA Cub Scout Daycamp
Pack coordinator access to CampMaster - Information for Pack coordinators

For Cub Scout Day Camp 2016 there are some units where the pack or the chartered organization provides a portion of the campers registration fee. This is a great benefit to the Cubs. Unfortunately it does not work as well with the CampMaster online registration program. This goes over the system that is in place to assist in that. This does add some steps to the process for all parties involved so it should be used with desecration.

A unit that wants to enter their participants (campers, adult volunteers, siblings, youth volunteers) and then make a single payment for those participants needs to have a pack coordinator. The pack coordinator is the point of contact for the unit.

The pack coordinator needs to set up a CampMaster account at <https://orangecounty.camp-master.com/> and then provide the camp registrar or director some contact information so they can be give the access to register participants without making payment at that time. This information is:

- Pack number
- Pack coordinators name
- Name of the pack coordinators CampMaster account
- Email of the pack coordinators CampMaster account

The camp registrar will pass this on to the council daycamp staff and a sub camp will be created for the unit to register their participants in and the pack coordinator will be given access to this camp. The specific website address will be passed back to the pack coordinator.

The pack coordinator then can enter their participants. The information that is needed can be collected from the unit members in many ways, there are PDF forms online at <http://daycamps.ocbsa.org/> near the bottom of the page. Each of the participants also needs to fill out and submit a hard copy of the medical form that is at <http://daycamps.ocbsa.org/medical.htm>.

When the pack coordinator logs into CampMaster there will be an "Admistriation" tab added to the blue bar above the photo. Selecting this will them to the admistration portion of the program. Select "Navigate" and then "Manage Reservations". There will be a number of events that can be selected in the top field, one each for campers, adults, siblings, and youth volunteers. After selecting an event use the top set of menus to go to "Add Information" and then "Add New Reservation". If the person being added already has a camp master account they can be lookup up using the top set of boxes, their information will be auto filled in in the following paged. New users can be added by clicking that box.

When the pack coordinator has entered their participants they submit payment and a list of participants and the medical forms to the camp. An Excel roster that can be used for this is available at <http://daycamps.ocbsa.org/>. The information needs to clearly show which funds are for each participant.

At this point the camp registrar will move the participants from the sub camp to the main camp. This will remove them from the pack coordinators access level. New additional participants can be registered and the same process repeated.