HOAC Camps Application
Troop Leader’s Users Guide

Table of Contents
Accessing the HOAC-Camps Application................................................................. 2
View the Troop Roster to Indicate Scouts Attending Summer Camp.............................. 3
Adding a New Scout to the Troop Camp Roster .......................................................... 3
Updating the Details About a Scout ........................................................................... 4
Updating Troop Contact Information .......................................................................... 5
Registering a Scout for a Merit Badge ...................................................................... 5
Viewing Scouts Progress for Merit Badges ................................................................ 7
Outpost Registration .................................................................................................. 9
  To register your troop for an outpost: ..................................................................... 9
  Outpost Availability ............................................................................................... 10
Viewing Reports ......................................................................................................... 10
Training Videos .......................................................................................................... 13
Getting Help ............................................................................................................... 13
Getting Help with the Application at Camp ............................................................... 13
Getting Help with the Application Prior to Camp ....................................................... 13
Accessing the HOAC-Camps Application

Access the application at https://hoac-camps.org/ and login by clicking the link in the top right corner.

Login using your username and password.

You will receive your username and password from Camping Services at the HOAC Service Center. Call Camping Services at 816-942-9333 if you need your username and password resent to the Camp Scoutmaster.
View the Troop Roster to Indicate Scouts Attending Summer Camp

On the left side of the screen, click “Select Campers” and you will see a list of Scouts on the troop roster. Indicate if each Scout will attend summer camp by toggling the Yes / No switch in the Attending column.

Adding a New Scout to the Troop Camp Roster

If a Scout is not on the troop’s summer camp roster, you will need to request that he/she is added to the roster. To request a Scout be added to the troop’s summer camp roster, click “Request Camper” from the menu. Fill out the form and click the submit button.
Updating the Details About a Scout
To update the information on a Scout, click on Camper Details in the menu. Then click update on the right side on the row with the Scout’s name.

You will then be able to update the Scout’s rank, years at camp, and merit badges previously completed. To move a merit badge from available to selected, click on the merit badge name.

Once you have finished making the appropriate changes, click submit.

To filter the list of badges (available or selected), simply start typing the badge name in the filter box. In the example below, the user typed in “ca” for the filter for available badges and the list of badges was limited to 3 badges.
Updating Troop Contact Information
To update the contact information for the primary troop leader for summer camp, select “Contact Info” from the menu. Fill out the contact information for the leader and click submit.

Registering a Scout for a Merit Badge
To register a scout(s) for a merit badge:

1. Select “Enroll a Camper” from the menu.
2. Select a camper by clicking on the Scout’s name.
3. You can filter for a specific scout by starting to type the scouts name in the filter box.
4. You may register multiple Scouts for the same badge at one time.
5. Press “continue” to select the merit badge.
6. Select the merit badge(s) to register the Scout(s)
7. Click “Enroll”

8. A summary will be displayed of the registrations that were just completed.
Viewing Scouts Progress for Merit Badges

1. To view the progress of your Scouts towards completing their merit badges, click on “Camper Enrollments” in the menu.
2. You will see a list of Scouts and the merit badges they are enrolled in. The status and progress columns will indicate the progress towards merit badge completion.

3. To see which specific merit badge requirements were complete and which ones are incomplete, click on the “Details” button for the desired Scout and merit badge.
4. A window will pop-up showing the list of requirements and an indication if the requirement is complete or not.
Outpost Registration

To register your troop for an outpost:

1. Select “Request an Outpost” from the menu.
2. At the “Activity” prompt, select the desired outpost.
3. At the “Schedule” prompt, select the day and time that you want to register for the outpost by single-clicking the date/time.
   a. You can remove a date/time selection by single-clicking the date/time under the selected column.
4. At the “Number of campers” prompt, enter in the number of Scouts you would like to register for the outpost.
5. At the “Number of leaders” prompt, enter in the number of adult leaders you would like to register for the outpost.
6. In the “Notes” prompt, provide any information that would need to be known such as food allergies or physically challenged participants.
7. Click the “submit” button.

To view the status of your Outpost requests, select “Request Status” in the menu.
Outpost Availability
To see a list of available outposts, select “Availability” under Outposts in the menu.

Viewing Reports
There are three reports that Troop leaders can view. To view the reports, click on the “Unit” link under the Reports menu item to see the list of reports. To view a report, click on the report name in the menu list.

1. Camper Birthdays report – this report shows a list of Scouts and their birthdays
2. Merit Badge Cards report – click the *Create File* button to generate an Excel report which contains the details of requirements completed for each merit badge and each Scout.
3. Progress Report – click the “Create File” button to generate an Excel report which contains the details of requirements completed for each merit badge and each Scout.
Training Videos
Training Videos for specific tasks in the application can be found at https://www.hoac-bsa.org/.

Getting Help

Getting Help with the Application at Camp
To get help with the application while at summer camp, contact the Program Center staff.

Getting Help with the Application Prior to Camp
To get help with the application prior to summer camp 2021, attend the “office hours” which will be held on Wednesday and Thursdays in May at 7:00pm.