If you have never logged into CouncilWare please go to https://mycouncil.hoac-bsa.org and click +Create Login. You create our own login. If you are the primary or secondary contact for the unit then the email address will match up and you will be able to see what events/camps the unit has been registered in.

If you have not yet registered your members for an event/camp you can do so under the Tools section. You can navigate members (upload registered members to roster), make payments, or read notes added by the Council on updates to the Unit.

Payments made to the Council office will be reflected in the “Group Account.” To “Apply Account Fund” enter the payment of each Scout & Leader and “Save”. The “Total Applied” will calculate payments for you.
To make Final Payment click the “Make a Payment” button. Fill in the Payment for each Scout/Leader/Part-time Leader slot. Once complete click the “Continue” button in the top right corner.

Payments can be made by Check or Debit/Credit Card. There are no fees for credit cards this year.

Make sure to “Enter Payment Address” correctly associated with the address of the payment.
Add New Slots – Units can add Scouts, Leaders, PT Leaders and Shared Leaders by clicking the “Add New”.

If you need to remove Slots you will need to email Laura.Campbell@scouting.org or call at 816-569-4928.

Click the “View” button to add names to your Roster. Make sure you put Scouts in Scout Registration and Leaders in the Full-Time Leader slots.

Once in the “View” screen, click the “Populate” button to pull the name of the Registered Scout or Leader into the slot.

If you need to replace a name click populate to replace with a new name into the slot.

Notes: can include Campership info, updates in numbers or other camping info that Units need to be aware of.