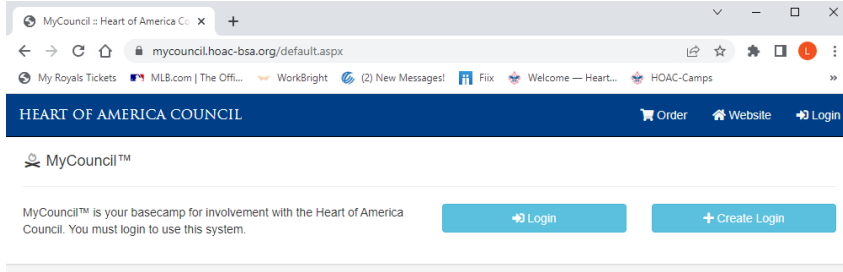
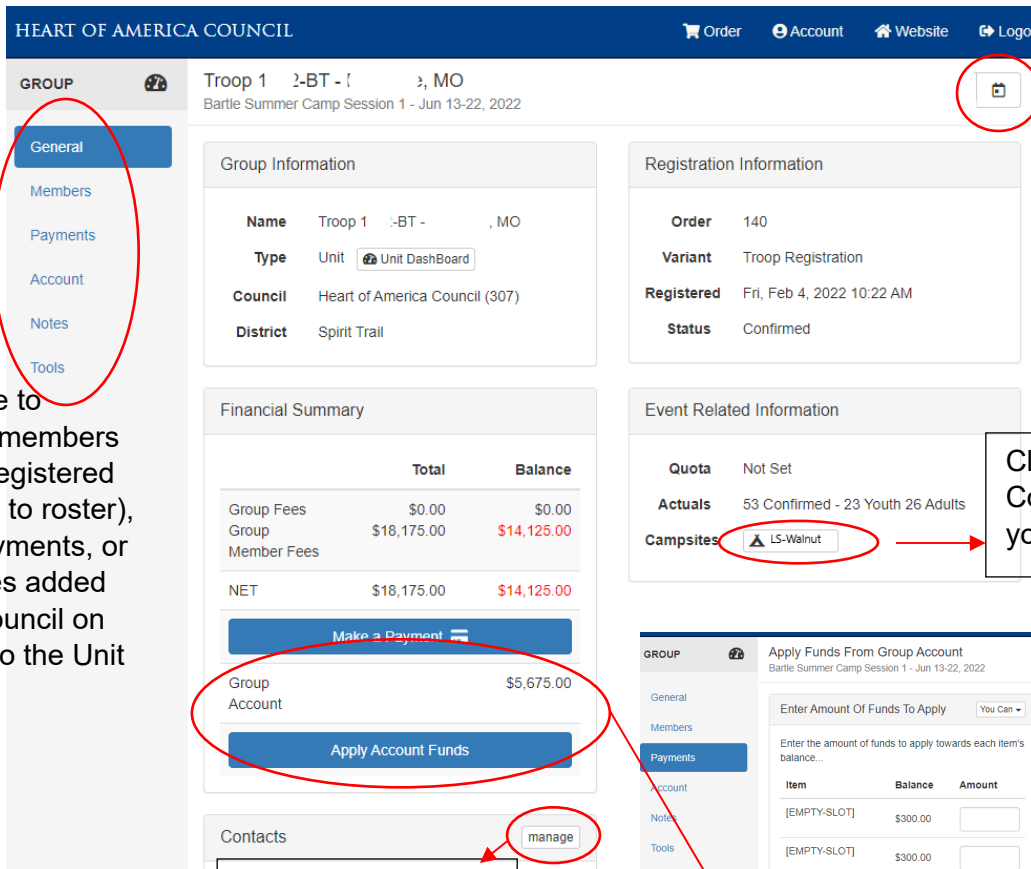


# CouncilWare Event Registration Application



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.



Click here to view Resource and Campsites Info

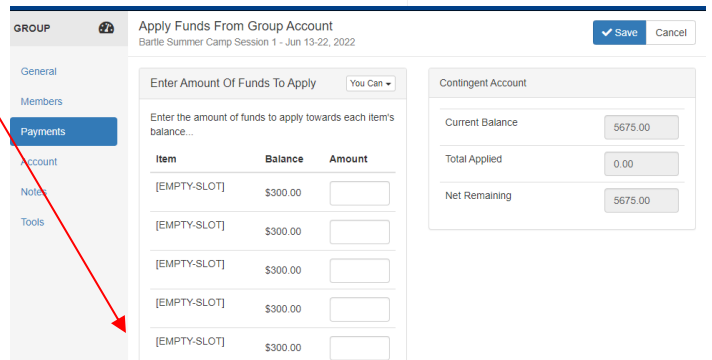
Click here to view the Contact of other Units in your campsites

Click here to navigate members (upload registered members to roster), make payments, or read notes added by the Council on updates to the Unit

Click "Manage to update email address and add additional Contacts for Unit Access.

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.



HEART OF AMERICA COUNCIL

- GROUP
- General
- Members
- Payments
- Account
- Notes
- Tools

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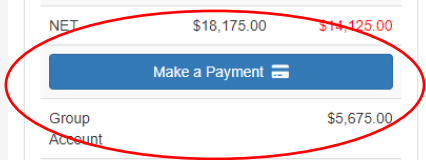
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Items

Item	Total	Balance	Payment	pay all items
Bartle Summer Camp Session 1 (6/13/2022) (Scout Registration) A	\$375.00	\$300.00	<input type="text"/>	pay all
Bartle Summer Camp Session 1 (6/13/2022) (Scout Registration) B	\$375.00	\$300.00	<input type="text"/>	pay all
Bartle Summer Camp Session 1 (6/13/2022) (Scout Registration) D:	\$375.00	\$244.00	<input type="text"/>	pay all
Bartle Summer Camp Session 1 (6/13/2022) (Scout Registration) D:	\$375.00	\$244.00	<input type="text"/>	pay all
Bartle Summer Camp Session 1 (6/13/2022) (Scout Registration) C	\$375.00	\$300.00	<input type="text"/>	pay all
Bartle Summer Camp Session 1 (6/13/2022) (Scout Registration) [EMPTY-SLOT]	\$375.00	\$300.00	<input type="text"/>	pay all

	Total	Balance
Group Fees	\$0.00	\$0.00
Group	\$18,175.00	\$14,125.00
Member Fees		
<b>NET</b>	<b>\$18,175.00</b>	<b>\$14,125.00</b>
Group Account		\$5,675.00



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.

Payment Information

Payment is required to complete checkout. Please enter payment information below...

**Change Payment Method**

**Account Type**  
Checking Account

**Name on Account**

**Bank Routing Number**

**Bank Account Number**

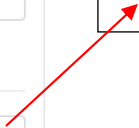
**Payment Address**

If this Payment Method has a different address than the one above, click this button to enter it. Otherwise the address above will be used.

Enter Payment Address

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](mailto:Laura.Campbell@scouting.org) or call at 816-569-4928

The screenshot shows the 'Members' section of a Scouting unit's interface. On the left is a sidebar with options: General, Members (selected), Payments, Account, Notes, and Tools. The main area displays a table of slots:

Name	Variant	Home Unit	Net Fees	Balance
[EMPTY-SLOT]	Scout Registration		\$375.00	\$300.00
[EMPTY-SLOT]	Scout Registration		\$375.00	\$300.00
[EMPTY-SLOT]	Full Time Leader		\$375.00	\$300.00
[EMPTY-SLOT]	Full Time Leader		\$375.00	\$300.00

Each row has a 'view' button. A red circle highlights the 'add new' button above the table. Below the table, there are tabs for 'General', 'Journal', and 'Notes'. Under 'General', there is a 'Personal Information' section with a 'populate' button circled in red. To the right is a 'Registration Information' section showing: Order 140, Variant Scout Registration (highlighted in yellow), Quantity 1, Registered Fri, Feb 4, 2022 10:24 AM, and Status Confirmed.

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.

The screenshot shows the 'Notes' section of the Scouting system. The sidebar on the left has 'Notes' selected. The main area shows a list of notes:

- 4/7/2022 4:33 PM**  
Campership [redacted] \$56 [redacted] \$56 [redacted] \$94 [redacted] \$169  
Posted By: Laura Campbell
- 4/4/2022 9:48 AM**  
2 slots deleted due to 2022 Staff positions  
Posted By: Laura Campbell