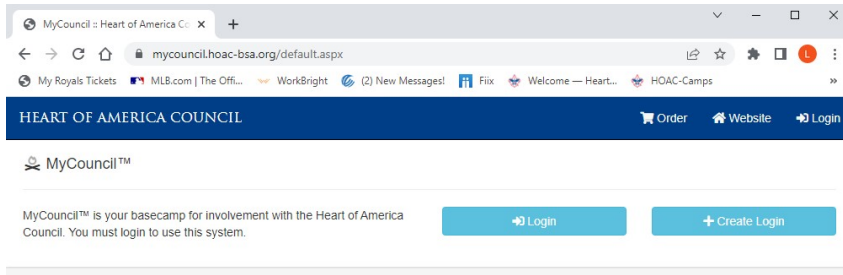
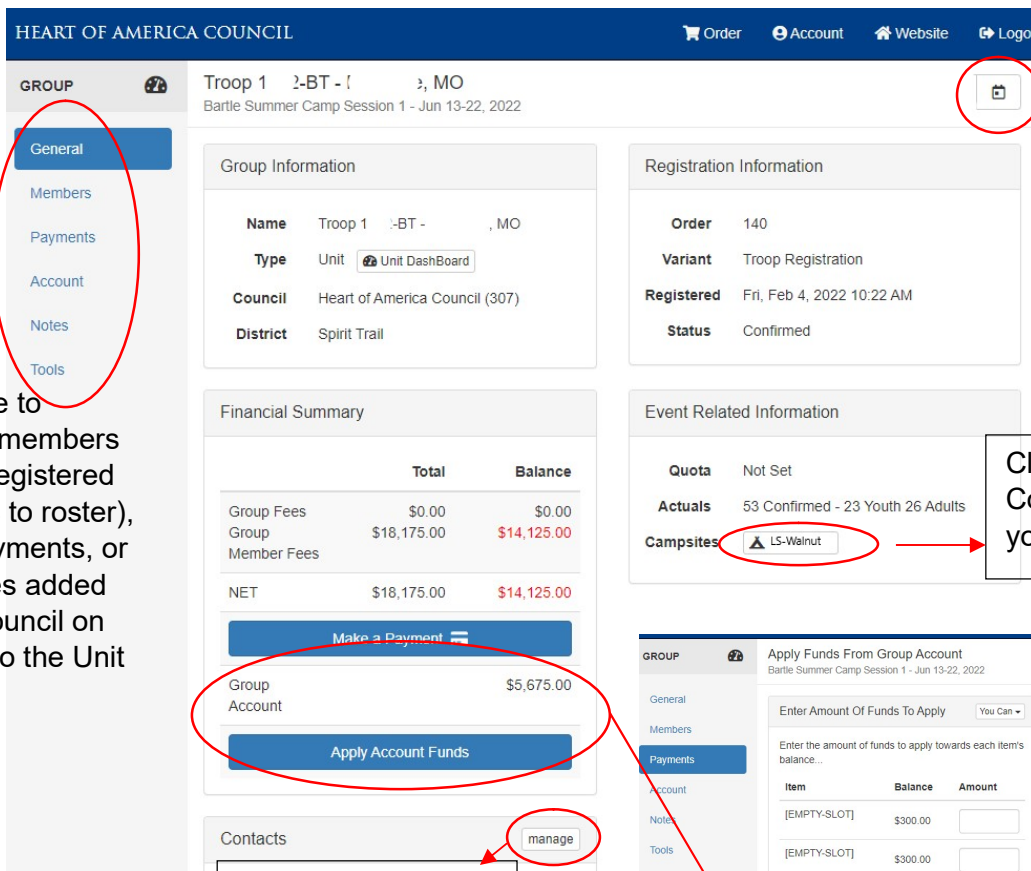


CouncilWare Event Registration Application



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.

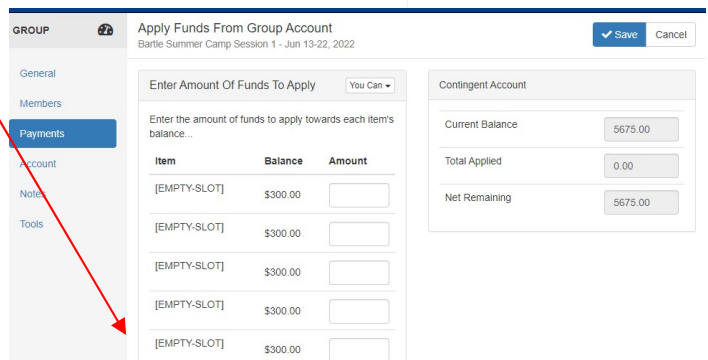


Click here to view Resource and Campsites Info

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

Troop
Bartle Su

General

Members

Payments

Account

Notes

Tools

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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		
NET	\$18,175.00	\$14,125.00

Make a Payment

Group Account \$5,675.00

Apply Account Funds

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 (ACH) or Debit/Credit Card.

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

The screenshot shows the 'Troop 10' page with the 'Members' tab selected. On the left sidebar, 'add new' is circled in red. The main table lists four empty slots, each with a 'view' button circled in red. Below the table, the 'Personal Information' section has a 'populate' button circled in red. A red arrow points from the 'view' buttons to a text box below.

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

Registration Information

Order	140
Variant	Scout Registration
Quantity	1
Registered	Fri, Feb 4, 2022 10:24 AM
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 'Troop 10' page with the 'Notes' tab selected. The 'add new' button is circled in blue. The main area displays two 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