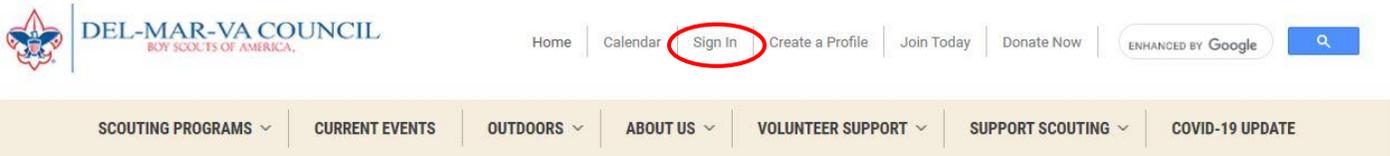


# ONLINE PROGRAM SIGN-UPS

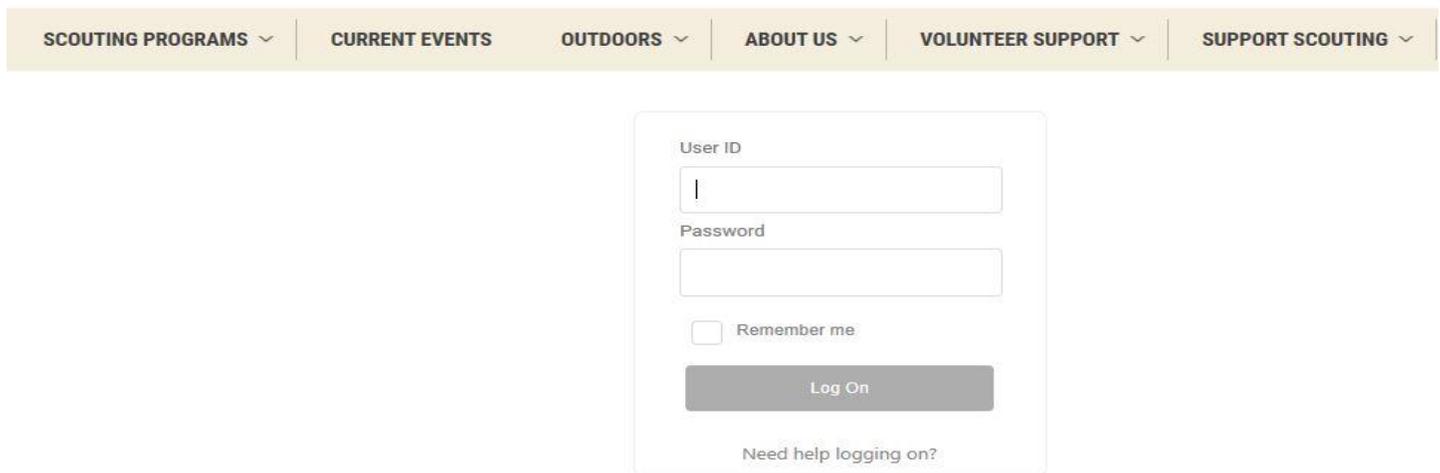
**IMPORTANT:** System will time-out if you have your registration open for a while, we advise saving your work periodically to avoid time-outs and lost work!

## STEP 1:

Log into Doubleknot (our online registration system) through the council website by going to [www.dmvc.org](http://www.dmvc.org) and clicking on “Sign In” on the top ribbon.

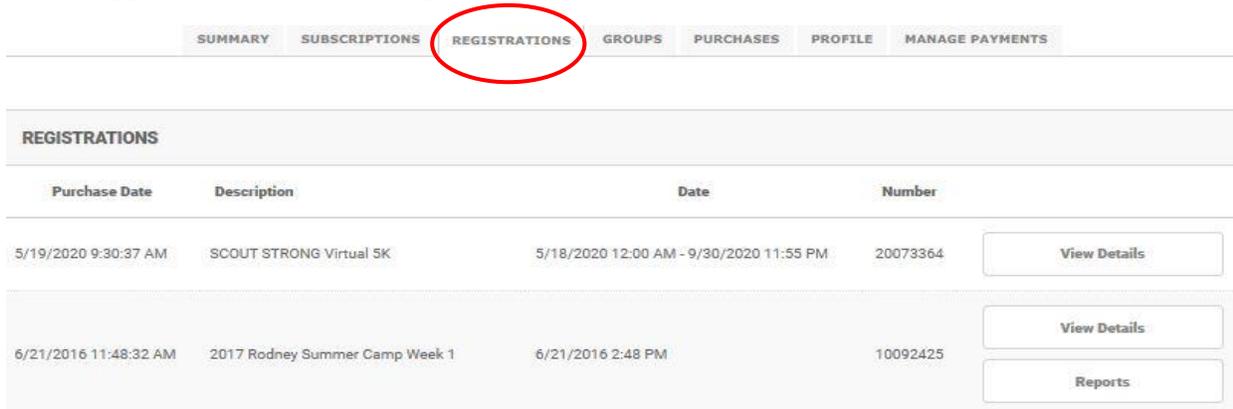


Type in your user ID and password.



## STEP 2:

Once you are logged in, click on the “Registrations” tab.



Find the registration you wish to add programs to, select “View Details”, and click “Update/Edit” at the bottom

### STEP 3:

You need to have all the names of the Scouts on your registration before you begin signing them up for programs. (if you have already done this, please skip to STEP 4.) To enter the names of the Scouts, select the first button “Who’s Coming?”

Any changes you make to your registration must be saved by selecting the 'Complete Order' button on the checkout screen. If you don't see the 'Complete Order' button at first, click on the select button next to the 'MAILBOX' option and the 'Complete Order' button will appear. This allows you to save changes without making a payment. If you do not see the class listed then the class is most likely full.



Select how many Scouts and Adults will be attending. Enter the names of each Scout. Once you have all the names entered, click continue at the bottom of the screen.

**Important:** Select only 1 for the Registration Fee.

#### STEPS TO COMPLETE THIS REGISTRATION

Use this to register individuals by name for your summer camp experience. This step is required to sign up for activities and programs at camp. Names are not required to complete the registration today, but must be entered prior to program selection in March - DO NOT NAME RESERVATION FEE.

How many?	
<b>Adult</b>	2 <input type="button" value="v"/>
<b>Scout - All Inclusive Fee!</b>	5 <input type="button" value="v"/>
<b>Reservation Fee GIRL Troop (Do Not Name) OR</b>	0 <input type="button" value="v"/>
<b>Reservation Fee BOY Troop (Do Not Name) OR</b>	1 <input type="button" value="v"/>
<b>Reservation Fee Waived(Provisional)Must Choose One</b>	0 <input type="button" value="v"/>

### STEP 4:

Select button 2 “What Are They Doing?”

Any changes you make to your registration must be saved by selecting the 'Complete Order' button on the checkout screen. If you don't see the 'Complete Order' button at first, click on the select button next to the 'MAILBOX' option and the 'Complete Order' button will appear. This allows you to save changes without making a payment. If you do not see the class listed then the class is most likely full.



Select the Scouts name at the top under “Schedule For”. Select the type of program the Scout would like to attend under “Choose Activities”. In the Merit Badges category, the classes will be listed in alphabetical order with the Period and Time next to the name. The system will take away any classes that have scheduling conflicts. Classes that are full will disappear from the list.

If you need to remove (or change) an activity, select the participant and click the trash can icon next to the program name.

**Important:** System will time-out if you have your registration open for a while, we advise saving your work periodically to avoid time-outs and lost work!

Use this to assign one individual at a time to a program at summer camp 2020. Any changes you make to your registration must be saved by selecting the 'Complete Order' button on the checkout screen. If you don't see the 'Complete Order' button at first, click on the button next to the 'MAILBOX' option and the 'Complete Order' button will appear. This allows you to save changes without making a payment

SCHEDULE FOR: Johnston, Carrie

Category	Activity	Date/Time	Schedule	Status
Merit Badges (Session Event)	Animation MB (Period 1)	6/21/2021 - 6/25/2021 9:00 AM - 9:45 AM	Monday - Friday	Registered
Merit Badges (Session Event)	Archery MB (Period 2)	6/21/2021 - 6/25/2021 10:00 AM - 10:45 AM	Monday - Friday	Registered

CHOOSE ACTIVITIES IN CATEGORY: Merit Badges (Session Event)

Activity	Date/Time	Schedule
Animation MB (Period 2)	6/21/2021 - 6/25/2021 10:00 AM - 10:45 AM	Monday - Friday
Animation MB (Period 4)	6/21/2021 - 6/25/2021 2:00 PM - 2:45 PM	Monday - Friday
Archeology MB (Period 5)	6/21/2021 - 6/25/2021 3:00 PM - 3:45 PM	Monday - Friday
Archery MB (Period 1)	6/21/2021 - 6/25/2021 9:00 AM - 9:45 AM	Monday - Friday
Archery MB (Period 3)	6/21/2021 - 6/25/2021 11:00 AM - 11:45 AM	Monday - Friday
Archery MB (Period 4)	6/21/2021 - 6/25/2021 2:00 PM - 2:45 PM	Monday - Friday
Art MB (Period 3)	6/21/2021 - 6/25/2021 11:00 AM - 11:45 AM	Monday - Friday
Art MB (Period 6)	6/21/2021 - 6/25/2021 4:00 PM - 4:45 PM	Monday - Friday
Astronomy MB (Period B)	6/21/2021 - 6/25/2021 10:30 AM - 11:45 AM	Monday - Friday
Athletics MB (Period 1)	6/21/2021 - 6/25/2021 9:00 AM - 9:45 AM	Monday - Friday
Athletics MB (Period 6)	6/21/2021 - 6/25/2021 4:00 PM - 4:45 PM	Monday - Friday
Basketball MB (Period 6)	6/21/2021 - 6/25/2021 4:00 PM - 4:45 PM	Monday - Friday

**STEP 5 (MOST IMPORTANT STEP!!!):**

To complete the sign-ups, you must select the “Checkout” button AND...

**Important:** If you do not want the next payment to be Auto charged the next date the balance is due make sure the box next to Auto charge is not marked.

SHOPPING CART

Description	Amount	Payment
2021 Rodney Scout Reservation Week 1 <a href="#">Edit</a> 6/20/2021 - 6/26/2021 2 Adult @ \$150.00 5 Scout - All Inclusive Fee! @ \$485.00 Do Not Name - Reservation Fee BOY Troop (Do Not Name) OR Discount (1 Free Adult for up to 10 Scouts) Previous Payments and Adjustments	\$2,825.00 \$300.00 \$2,425.00 \$100.00 (\$150.00) (\$200.00)	<input checked="" type="radio"/> Amount To Pay Now <span style="float: right;">\$ 250.00</span> <input type="checkbox"/> Auto charge my next payment. \$2,225.00 on 5/1/2021 <input type="radio"/> Pay In Full
<b>Subtotal</b>	<b>\$2,475.00</b>	<b>\$250.00</b>

Keep shopping...

Cancel Checkout →

You must click "Checkout" at the bottom.

**Click "Complete Order or Make Payment"!!** (NOTE: It defaults to the mail/offline payment option, if you need to make a payment select the ECHECK option and the account information area will appear.)

**PAYMENT & BILLING INFORMATION**

Please choose your payment type:

\* Indicates required fields

**eCheck**

Pay to the Order of: **Doubleknot, Inc.** on behalf of DMVC Summer Camps  
In the amount of: **\$250.00**

\*Account Type:

\*Routing #:

\*Account #:

\*Confirm Account #:

\*Bank Name:

**Name and Billing Address**

\*Name of Payer:

\*Address 1:

Address 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Country:

\*E-mail Address:

\*Confirm E-mail Address:

\*Telephone:

**SUMMARY**

Total \$250.00

Balance Due \$250.00

You saved \$150.00

**ADMINISTRATOR ONLY**

Do not send e-mail confirmation

Send user ID and password to registration owner

Note: As an administrator, you can complete this order without paying even though payment is required.

VERIFIED BY  
**GeoTrust**  
Doubleknot LLC  
CLIENT: 03.21.13:27:01

← Go Back Cancel

You will know your work is saved when you get a receipt on the screen and in your email.

**\* If you did not get a receipt your work did not save. \***