




BOY SCOUTS
OF AMERICA[®]

MAYFLOWER COUNCIL

***DOUBLEKNOT INSTRUCTIONS
FOR LEADERS***

Log into doubleknot: www.mayflowerbsa.doubleknot.com

***Doubleknot does not always work well with Explorer, we suggest Chrome or Safari



BOY SCOUTS
OF AMERICA
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EVENT REGISTRATION & PAYMENT PROCESSING SYSTEM

Welcome LisaS You have [1 item](#) in your cart
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SUMMARY REGISTRATIONS PROFILE

Purchase Date	Description	Date	Number	
4/18/2018 9:39:26 AM	Camp Squanto Week 5	7/29/2018 1:00 PM - 8/4/2018 10:00 AM	14422548	View Details Reports Update/Edit

LOG IN

TO EDIT/ENTER
Click on
REGISTRATIONS tab,
then Update/Edit



If you require assistance in completing your event registration, campsite reservation or payment processing, please contact Lisa Olson at 508.217.6012 or [Click for Email](#).

WHO'S COMING: enter scouts, siblings, adults & Webelos. Address & DOB will be needed for each scout.


WHAT ARE THEY DOING: Enter merit badge selections for each camper.

CHECKOUT: pay by credit card or e-check

CHECK SCHEDULING CONFLICTS: ensures that there are no overlaps in the merit badge selections.

REPORTS: Allows you to print your scouts roster, schedules and completion records.

TO SAVE WORK, YOU MUST GO THROUGH CHECKOUT EVEN IF YOU ARE NOT YET PAYING.



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WHO'S COMING? > WHAT ARE THEY DOING? > CHECKOUT

Register individuals Register by individual Checkout

Check Schedule Conflicts Edit Group Reports

Go Back Cancel Checkout



REGISTER INDIVIDUALS

STEPS TO COMPLETE THIS REGISTRATION

Use this to register individuals by name for Camp Squanto. This step must be done before registering Scouts for merit badge classes.

How many?

Adult	0	▼
Webelos Crossover	0	▼
Second Week Fee	1	▼
Provisional Camper	0	▼
Scout	1	▼
Brother Discount	0	▼
Campsite Deposit	1	▼
Camp Staff	0	▼
Leading Scout	0	▼



HIDE DETAILS ... ▼

Second Week Fee 1 LESS ▼

*First Name:

*Last Name:

*Birthdate:

*Address:

*City:

*State: ▼

*Postal Code:



WHO'S COMING?

Enter the total number for each category and boxes to enter data will be opened below.

The information should be available for those Scouts who have previously gone to camp.

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EVENT REGISTRATION & PAYMENT PROCESSING SYSTEM

REGISTER BY INDIVIDUAL

STEPS TO COMPLETE THIS REGISTRATION

Use this to assign one individual at a time to an activity at this event.

SCHEDULE FOR: ▼

Category	Activity	Date/Time	Schedule	Status
This participant is not registered for any activities.				



CHOOSE ACTIVITIES IN CATEGORY: ▼

Activity	Date/Time	Schedule
<input type="button" value="Add"/> Art	7/23/2018 - 7/27/2018 11:00 AM - 12:00 PM	Monday - Friday
<input type="button" value="Add"/> Art - 3 Attendees (admin only)	7/23/2018 - 7/27/2018 9:00 AM - 10:00 AM	Monday - Friday
<input type="button" value="Add"/> Basketry - 3 Attendees (admin only)	7/23/2018 - 7/27/2018 3:00 PM - 5:00 PM	Monday - Friday
<input type="button" value="Add"/> Basketry - 4 Attendees (admin only)	7/23/2018 - 7/27/2018 9:00 AM - 10:00 AM	Monday - Friday
<input type="button" value="Add"/> Leatherwork - 10 Attendees (admin only)	7/23/2018 - 7/27/2018 3:00 PM - 4:00 PM	Monday - Friday
<input type="button" value="Add"/> Leatherwork - 8 Attendees (admin only)	7/23/2018 - 7/27/2018 11:00 AM - 12:00 PM	Monday - Friday
<input type="button" value="Add"/> Metalwork (Must be at least 14 years old) - Event is Full (admin only)	7/23/2018 - 7/27/2018 10:00 AM - 11:00 AM	Monday - Friday
<input type="button" value="Add"/> Metalwork (Must be at least 14 years old) - Event is Full (admin only)	7/23/2018 - 7/27/2018 11:00 AM - 12:00 PM	Monday - Friday

WHAT ARE THEY DOING?

Sign up for Merit Badges by Scout

Adult Scout \$420.00
 Environmental Science from 7/2/2018 10:00 AM to 7/6/2018 11:00 AM
 Wilderness Survival from 7/2/2018 2:00 PM to 7/6/2018 3:00 PM -
 Landscape Architecture from 7/2/2018 11:00 AM to 7/6/2018 12:00 PM -
 Sports from 7/2/2018 9:00 AM to 7/6/2018 10:00 AM -
 Camping from 7/2/2018 3:00 PM to 7/5/2018 4:00 PM -
 Scout \$420.00
 Early Discount for Scout - Scout (\$20.00)
 Fingerprinting from 7/2/2018 2:00 PM to 7/6/2018 3:00 PM -
 Flight to Eagle from 7/2/2018 9:00 AM to 7/6/2018 12:00 PM -
 Fishing from 7/2/2018 3:00 PM to 7/6/2018 4:00 PM -
 Art (Flight to Eagle) from 7/2/2018 9:00 AM to 7/6/2018 10:00 AM -
 Scout \$420.00
 Sculpture from 7/2/2018 3:00 PM to 7/6/2018 4:00 PM -
 Painting from 7/2/2018 2:00 PM to 7/6/2018 3:00 PM
 Rifle Shooting (Must be at least 13 years old) from 7/2/2018 9:00 AM to 7/6/2018 12:00 PM -
 Discount (Free Leaders with Troop) (\$100.00)
 Previous Payments and Adjustments (\$3,390.00)

Subtotal	\$50.00	\$50.00
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Discount Codes

[Keep shopping...](#)

CHECKOUT

The detail of cost per participant will be shown. Note that the "Discount" totals all discounts including "free" adults

Discount Codes: enter all discount codes separated by a comma and space, then click APPLY.

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EVENT REGISTRATION & PAYMENT PROCESSING SYSTEM

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Welcome Lisa You have 1 item in your cart
[Log Off](#) | [My Account](#) Subtotal: \$50.00 | [Checkout](#)

<p>PAYMENT & BILLING INFORMATION</p> <p>Please choose your payment type:</p> <p> <input type="radio"/> PayPal <input checked="" type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> American Express <input type="radio"/> Discover <input type="radio"/> eCheck <input type="radio"/> Other </p> <p>* Indicates required fields</p> <p>Name and Billing Address</p> <p>*Name: <input type="text"/> <input type="text"/> <input type="text"/> M <input type="text"/></p> <p>*Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*State/Province: Massachusetts</p> <p>*Zip/Postal Code: <input type="text"/></p> <p>*Country: United States</p> <p>*E-mail Address: <input type="text"/></p> <p>*Telephone: <input type="text"/></p>	<p>ORDER SUMMARY</p> <p>Total \$50.00</p> <p>Balance Due \$50.00</p> <p>You saved \$220.00</p> <p>ADMINISTRATOR ONLY</p> <p><input type="checkbox"/> Do not send e-mail confirmation</p> <p><input type="checkbox"/> Send user ID and password to registration owner</p> <p>Note: As an administrator, you can complete this order without paying even though payment is required.</p> <p><input type="button" value="COMPLETE ORDER"/></p> <p>powered by GeoTrust DoubleKnot LLC client 2.07.18 13:35 UT</p>
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Payment may be made using a credit card or e-check.

The confirmation will be sent to the email address listed here.

Click Complete Order when ready to pay.

- Remember to go through checkout to save your work.
- You may log back into doubleknot and add or edit Scout/Adult or Merit Badge information.

Want to Update your registration or add another Scout?

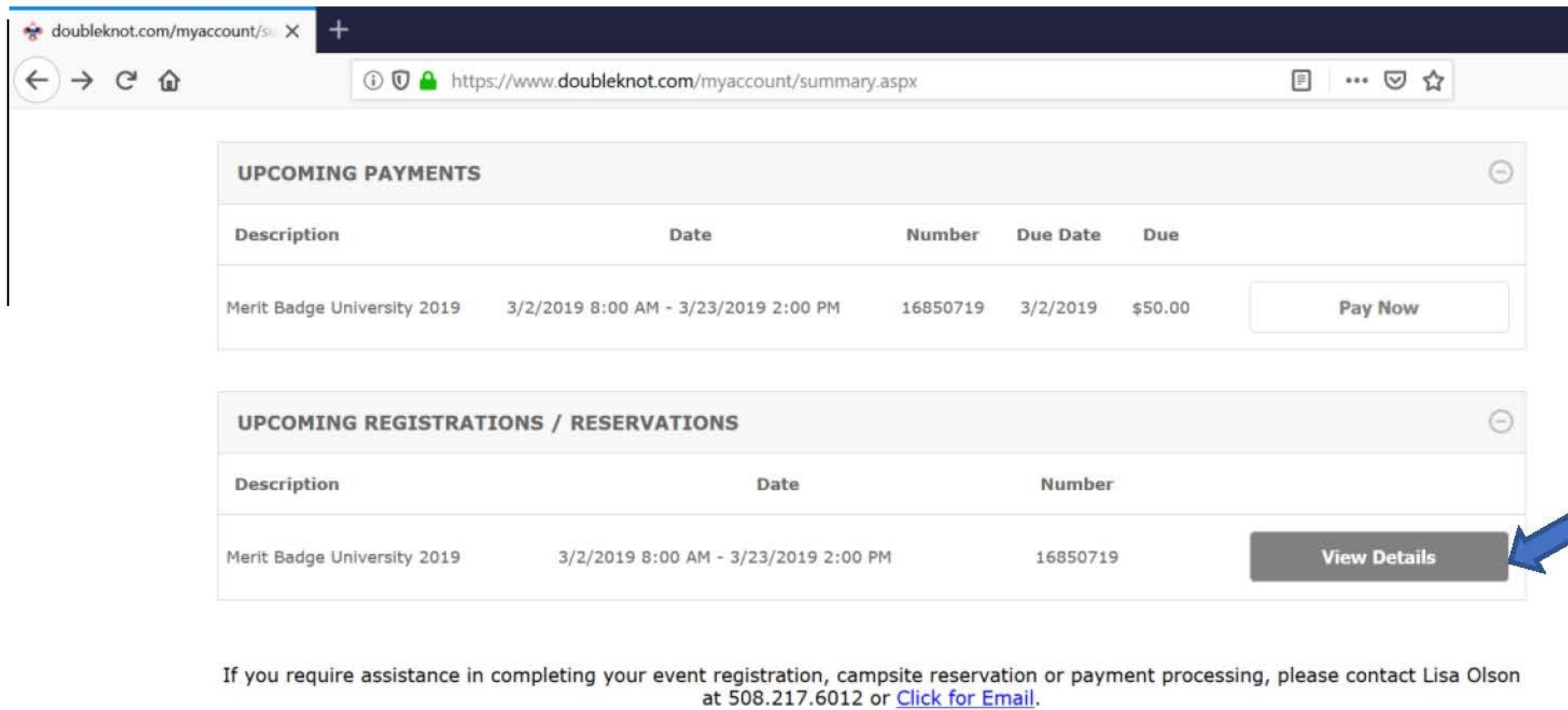
You can log in to Doubleknot and add the Scout on to your existing reservation. There is no need to create a new reservation. Adding to your existing one will allow you to have all the completion records in one place.

To login, pay and/or modify your reservation:

1. Browse to: www.doubleknot.com and click login.
2. Login with your username and password used on your original registration.
3. Once logged into the system you will see a summary of all your registrations, click "View Details" for the event you want to update.
4. You will see a summary of your registration including payments, unit contact information, and registered participants. Click "Update" to register additional participants, modify or pay.

PRINTING CLASS ASSIGNMENTS

Log In to the doubleknot account that you used to register for the event.



UPCOMING PAYMENTS

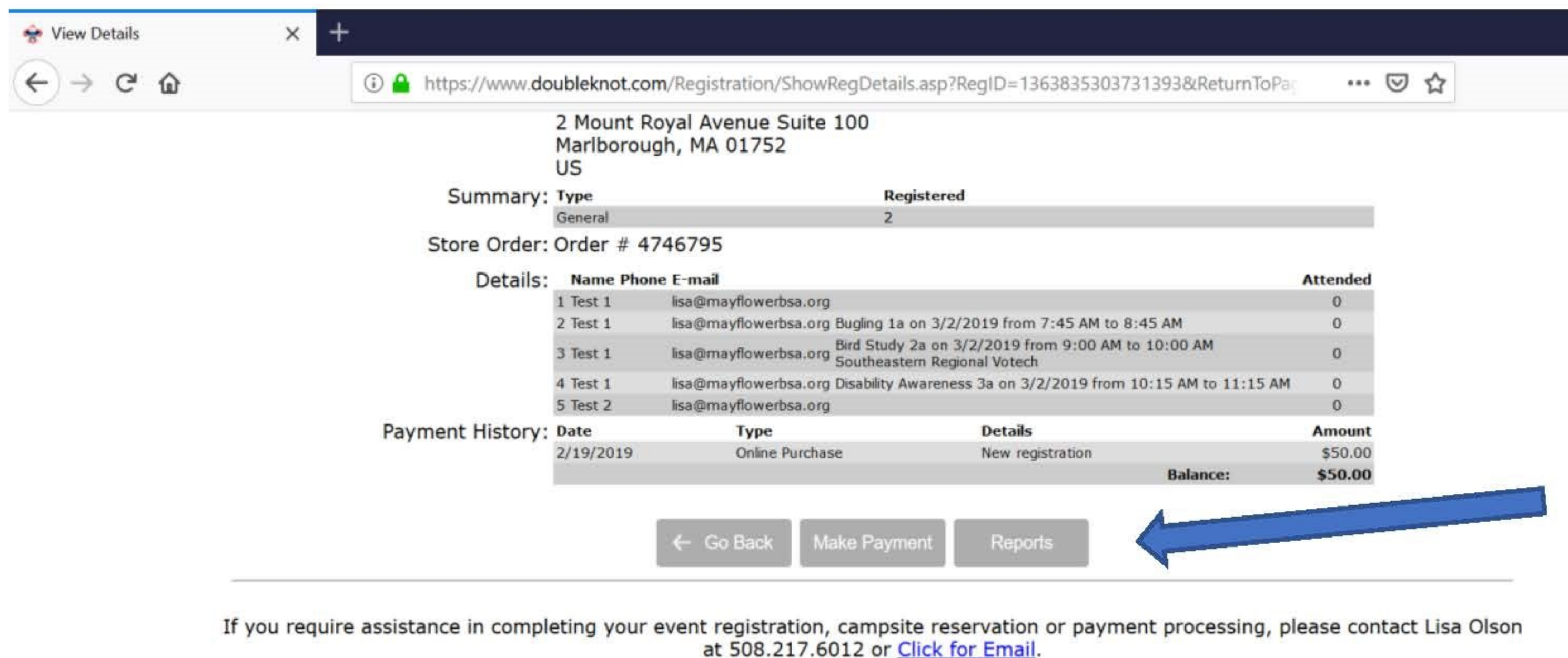
Description	Date	Number	Due Date	Due	
Merit Badge University 2019	3/2/2019 8:00 AM - 3/23/2019 2:00 PM	16850719	3/2/2019	\$50.00	Pay Now

UPCOMING REGISTRATIONS / RESERVATIONS

Description	Date	Number	
Merit Badge University 2019	3/2/2019 8:00 AM - 3/23/2019 2:00 PM	16850719	View Details

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Click "VIEW DETAILS" for the event you want.



2 Mount Royal Avenue Suite 100
Marlborough, MA 01752
US

Summary: **Type** Registered
General 2

Store Order: Order # 4746795

Details:

Name	Phone	E-mail	Attended
1 Test 1		lisa@mayflowerbsa.org	0
2 Test 1		lisa@mayflowerbsa.org Bugling 1a on 3/2/2019 from 7:45 AM to 8:45 AM	0
3 Test 1		lisa@mayflowerbsa.org Brd Study 2a on 3/2/2019 from 9:00 AM to 10:00 AM Southeastern Regional Votech	0
4 Test 1		lisa@mayflowerbsa.org Disability Awareness 3a on 3/2/2019 from 10:15 AM to 11:15 AM	0
5 Test 2		lisa@mayflowerbsa.org	0

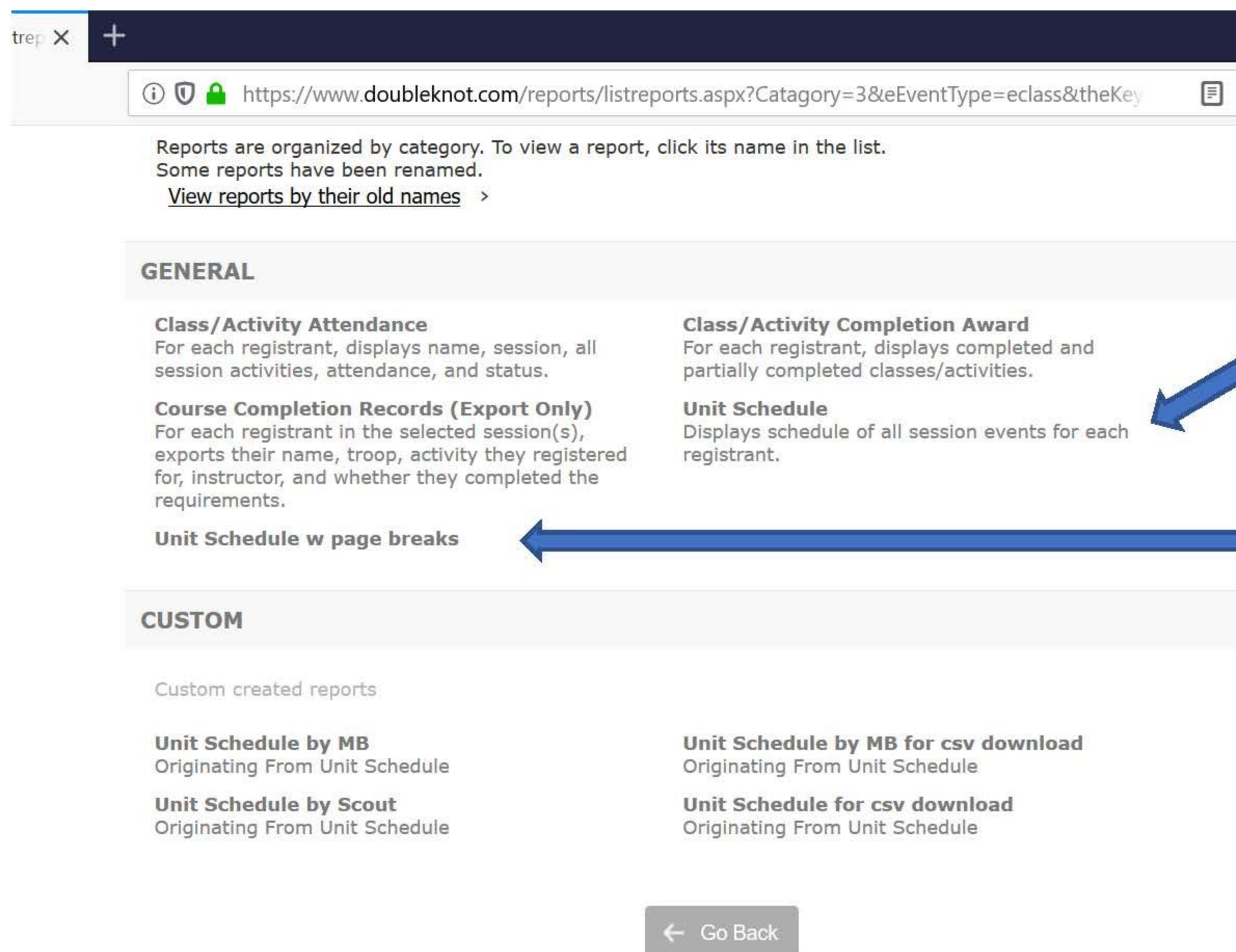
Payment History:

Date	Type	Details	Amount
2/19/2019	Online Purchase	New registration	\$50.00
Balance:			\$50.00

[Go Back](#) [Make Payment](#) [Reports](#)

If you require assistance in completing your event registration, campsite reservation or payment processing, please contact Lisa Olson at 508.217.6012 or [Click for Email](#).

Click "REPORTS" to see all report options or "MAKE PAYMENT" to pay balance.



Reports are organized by category. To view a report, click its name in the list. Some reports have been renamed. [View reports by their old names](#) >

GENERAL

- Class/Activity Attendance**
For each registrant, displays name, session, all session activities, attendance, and status.
- Class/Activity Completion Award**
For each registrant, displays completed and partially completed classes/activities.
- Course Completion Records (Export Only)**
For each registrant in the selected session(s), exports their name, troop, activity they registered for, instructor, and whether they completed the requirements.
- Unit Schedule**
Displays schedule of all session events for each registrant.
- Unit Schedule w page breaks**

CUSTOM

Custom created reports

- Unit Schedule by MB**
Originating From Unit Schedule
- Unit Schedule by MB for csv download**
Originating From Unit Schedule
- Unit Schedule by Scout**
Originating From Unit Schedule
- Unit Schedule for csv download**
Originating From Unit Schedule

[Go Back](#)

Click "UNIT SCHEDULE" This will give you the class schedule for each registrant in your group. You may print with a page break if you would like to hand it out to your scouts.

Log in and check out these tabs. You have access to your current registrations and reports.

- **PLEASE NOTE: TROOPS WILL NOW PRINT THEIR OWN COMPLETION RECORDS AT THE END OF CAMP. WE RECOMMEND AS SOON AS POSSIBLE TO IDENTIFY POSSIBLE ISSUES.**
- **COMPLETION RECORDS WILL NOT COME FROM THE COUNCIL UNLESS SPECIFICALLY ASKED FOR.**
- **SITE DEPOSTS WILL BE TRANSFERRED AFTER TROOP REGISTERS SCOUTS.**



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[View Details](#)
[Reports](#)

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REGISTRATION 14422548 REPORTS

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Originating From Unit Schedule

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There are 2 reports to print completion records for your troop.

This first option downloads into an excel spreadsheet. This details what has been completed.

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The screenshot shows an Excel spreadsheet with the following columns: Description, StartDate, Instructor, Member_Name, Group (Registration), and a grid of completion status cells (e.g., Completed, 1a, 1b, 2a, 2b, etc.). The rows list various activities such as Astronomy, Environmental Science, Oceanography, Landscape Architecture, Weather, Geology, Golf, Personal Fitness, Geocaching, Chess, Leatherwork, and more. The completion status cells contain alphanumeric codes indicating the status of each registrant for each activity.

REGISTRATION 14422548 REPORTS

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[View reports by their old names](#) >

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Class/Activity Attendance
For each registrant, displays name, session, all session activities, attendance, and status.

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For each registrant in the selected session(s), exports their name, troop, activity they registered for, instructor, and whether they completed the requirements.

Unit Schedule w page breaks

Class/Activity Completion Award
For each registrant, displays completed and partially completed classes/activities.

Unit Schedule
Displays schedule of all session events for each registrant.

CUSTOM

Custom created reports

Unit Schedule by MB
Originating From Unit Schedule

Unit Schedule by Scout
Originating From Unit Schedule

Unit Schedule by MB for csv download
Originating From Unit Schedule

Unit Schedule for csv download
Originating From Unit Schedule

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The second completion report prints like a blue card. Again, listed what has been completed on partials.

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Class Completion Report for Provision Troop Camp Squanto (Reg.No# 14422548)

Award

Provision Troop Camp Squanto (Reg.No# 14422548)

C

Completed

Leatherwork

Lifesaving

Railroading

Partial

Nuclear Science-1a,1b,1c,2a,2b,3b,5b,6a,7a

Provision Troop Camp Squanto (Reg.No# 14422548)

C

Completed

Metalwork (Must be at least 14 years old)

Model Design and Building

Shotgun Shooting (Must be at least 14 years old)

Weather

Partial

Camping-1a,1b,1c,1d,2a,2b,2c,2d,2e,2f,2g,2h,2i,2j,2k,2l,2m,2n,2o,2p,2q,2r,2s,2t,2u,2v,2w,2x,2y,2z,3a,3b,3c,3d,3e,3f,3g,3h,3i,3j,3k,3l,3m,3n,3o,3p,3q,3r,3s,3t,3u,3v,3w,3x,3y,3z,4a,4b,4c,4d,4e,4f,4g,4h,4i,4j,4k,4l,4m,4n,4o,4p,4q,4r,4s,4t,4u,4v,4w,4x,4y,4z,5a,5b,5c,5d,5e,5f,5g,5h,5i,5j,5k,5l,5m,5n,5o,5p,5q,5r,5s,5t,5u,5v,5w,5x,5y,5z,6a,6b,6c,6d,6e,6f,6g,6h,6i,6j,6k,6l,6m,6n,6o,6p,6q,6r,6s,6t,6u,6v,6w,6x,6y,6z,7a,7b,7c,7d,7e,7f,7g,7h,7i,7j,7k,7l,7m,7n,7o,7p,7q,7r,7s,7t,7u,7v,7w,7x,7y,7z,8a,8b,8c,8d,8e,8f,8g,8h,8i,8j,8k,8l,8m,8n,8o,8p,8q,8r,8s,8t,8u,8v,8w,8x,8y,8z,9a,9b,9c,9d,9e,9f,9g,9h,9i,9j,9k,9l,9m,9n,9o,9p,9q,9r,9s,9t,9u,9v,9w,9x,9y,9z,10a,10b,10c,10d,10e,10f,10g,10h,10i,10j,10k,10l,10m,10n,10o,10p,10q,10r,10s,10t,10u,10v,10w,10x,10y,10z

Provision Troop Camp Squanto (Reg.No# 14422548)

D

Completed

First Aid

Leatherwork

Woodcarving

Partial

Geocaching-1a,1b,1c,2a,2b,2c,3a,3b,3c,3d,3e,3f,3g,3h,3i,3j,3k,3l,3m,3n,3o,3p,3q,3r,3s,3t,3u,3v,3w,3x,3y,3z,4a,4b,4c,4d,4e,4f,4g,4h,4i,4j,4k,4l,4m,4n,4o,4p,4q,4r,4s,4t,4u,4v,4w,4x,4y,4z,5a,5b,5c,5d,5e,5f,5g,5h,5i,5j,5k,5l,5m,5n,5o,5p,5q,5r,5s,5t,5u,5v,5w,5x,5y,5z,6a,6b,6c,6d,6e,6f,6g,6h,6i,6j,6k,6l,6m,6n,6o,6p,6q,6r,6s,6t,6u,6v,6w,6x,6y,6z,7a,7b,7c,7d,7e,7f,7g,7h,7i,7j,7k,7l,7m,7n,7o,7p,7q,7r,7s,7t,7u,7v,7w,7x,7y,7z,8a,8b,8c,8d,8e,8f,8g,8h,8i,8j,8k,8l,8m,8n,8o,8p,8q,8r,8s,8t,8u,8v,8w,8x,8y,8z,9a,9b,9c,9d,9e,9f,9g,9h,9i,9j,9k,9l,9m,9n,9o,9p,9q,9r,9s,9t,9u,9v,9w,9x,9y,9z,10a,10b,10c,10d,10e,10f,10g,10h,10i,10j,10k,10l,10m,10n,10o,10p,10q,10r,10s,10t,10u,10v,10w,10x,10y,10z



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SUMMARY REGISTRATIONS PURCHASES PROFILE

EDIT PROFILE

[Change User ID or/and Password](#)

*FIRST NAME	*LAST NAME
<input type="text" value="LisaS"/>	<input type="text" value="Olson"/>
*COMPANY NAME	TITLE
<input type="text"/>	<input type="text" value="Mrs."/> ▾
SUFFIX	NICKNAME
<input type="text" value="Esq."/> ▾	<input type="text"/>
MAIDEN NAME	GENDER
<input type="text"/>	<input type="text" value="Female"/> ▾
SSN	BIRTHDATE
<input type="text"/>	<input type="text"/>

Want to change your login or password?

Click on the PROFILE tab then Change User ID and/or password.





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