March 26, 2013

To: All Bert Adams Boy Scout Summer Camp Leaders

From: Andrew J. Gast, Director of Program Services
            Atlanta Area Council
            Boy Scouts of America

Re: 2013 Boy Scout Summer Camp Web Registration Information

Website will go "live" at 8:00 AM (EST) on Tuesday, April 2. The most recent version of the Program Guide and Class Schedule Matrix were uploaded to the web page (www.CampBertAdams.org) on 3/26/13.

Important Note: Your unit will not be able to do any activities on the website prior to 8:00 AM on your scheduled date.

Please read all of the Notes that are listed below:

- Use this information to login to the website the first time, in order to register your youth and adults for activities and classes.

- If your unit has not paid the payment that was due on February 1, of $100 per Scout you will not be able to create a user login. This fee is in addition to your basic unit "Hold a Spot" fee.

First Time on website:

www.CampBertAdams.org (click on link to planning tools, then look at bottom of Boy Scout column)

Then do the following:

      - Click "SIGNUP" Tab

      - Go to "Create a login"

      - You will then be prompted to create a user

Note:
- You will need to know the following in order to complete the "Create a Login"
- This data must match our records in order to complete the login.

    *   Your Troop Number
    *   Your Home Council Name
    *   The State your Council HQ resides in

* The Week You Are Attending Camp

- Fill in all required fields (the questions at the bottom refer to you (person creating login) If you are not attending camp (just registering activities for your unit) skip the "days attending" and "special needs" check boxes
- Click "Save", you will then be logged in and can begin to enter unit data
- To logout click "X" or select "home", you will be logged out

A word about Passwords:
- You will create your unit's username and password. (called "signup username" and "signup password" on the screen)
- We are not able to give multiple logins to one unit.
- You can choose to share your password with your other troop leaders
- We will not provide your units login information to anyone not listed as a POC or Alternate POC for your unit in our database

<mark>**Successive (2nd time) Logins / After User is Created:**</mark>
- Click Signup
- Please Sign In using "signup username and signup password"

If you experience problems:
- Best way to get help: Email dohorne@bsamail.org or Andrew.Gast@scouting.org.
- Our staff will be working in the system and responding to emails on the morning that registration opens. You may call us at 770-989-8820 and leave a voicemail, but we will be able to respond to you much quicker via email.