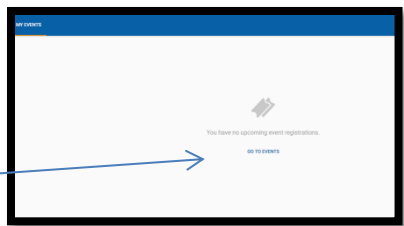


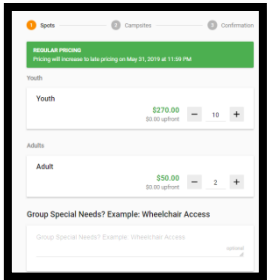
TO RESERVE A CAMPSITE FOR SUMMER CAMP

1. Go to www.gatewayscouting.org
2. Login with your username & password given to you via email.
3. CLICK on GO TO EVENTS
4. CHOOSE Summer Camp and select the week.
5. CLICK on REGISTER FOR EVENT (green button)



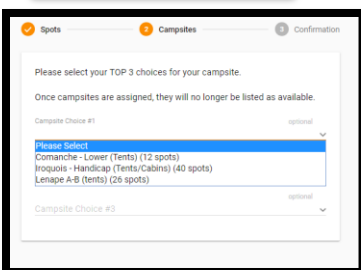
SPOTS

6. Enter the # of Youth you expect to go to camp
7. Enter the # of Adults you expect to go to camp
8. Enter any special needs
9. CLICK ON "NEXT"



CAMPSITE

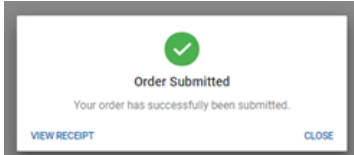
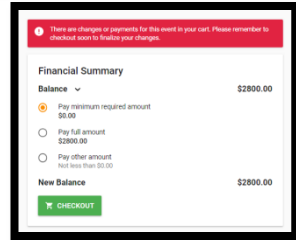
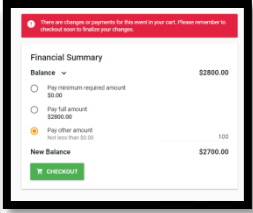
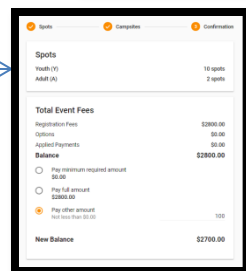
10. Choose your top 3 choices for a campsite.
11. CLICK ON "NEXT".



CONFIRMATION

12. When you are done, you need to decide how you are going to pay.

- a. If you are going to pay \$100 deposit online with a credit card, choose "Pay other amount" and 100. Click on COMPLETE. Click on CHECKOUT. You should see "Billing Address, Payment Method to enter Credit Card payment information". Enter that then click on PLACE ORDER and you should see "Order Submitted."
- b. If you are paying offline, choose "Pay minimum required amount as \$0.00" and drop off check, call scout shop to use unit account, or mail in check. You will see the payment amount of \$0 and now click on PLACE ORDER and you should see a GREEN CHECK MARK with "Order Submitted"



Nothing is saved until you see Order Submitted!

13. Once the \$100 deposit has been received, the campsite will be selected and confirmed by council staff.