

TO UPDATE YOUR PARTICIPANT INFORMATION

1. Go to www.gatewayscouting.org
2. Login with your username & password given to you via email.
3. Choose Summer Camp event registration. You need to pay \$100 deposit per youth participant before you will be able to choose their merit badges or activities.
4. To pay your deposit, choose "Pay other amount." Enter the amount and click on the SAVE button
5. Click on CHECKOUT and pay the amount or call the office to use scout balance or drop off a check.
6. Now make sure all of your youth participants in your group are in your scout profile with their rank and birthdate!
7. Go to the menu, and choose HOME.
8. Click on MANAGE MY GROUP and update all the youth participants with rank and birthdate!
9. Now you will be ready to register their activities and merit badges.

