



NORTHERN STAR COUNCIL
BOY SCOUTS OF AMERICA

Boy Scout Summer Camp Management System

Unit User Guide

Software Version 1.06

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System Overview

What it is

The Boy Scout Summer Camp Management (SCMS) is a web-based application and database that manages all reservations and payments for Many Point Scout Camp and Tomahawk Scout Reservation. Over 700 hours of planning, development, and testing have gone into the system to date.

The system provides real-time reports on camp site reservations and availability for past, current, and future years at Tomahawk and Many Point.

Prior to a unit's arrival, leaders can log-in to submit a camp roster, campsite equipment requests, and basic food service needs. This information is needed by the staff for pre-camp preparations. The system will also send reminder emails to the unit contacts with email addresses in the system.

SCMS also tracks all payments and charges for each reservation. Units can log into the site to view payments sent to the office prior to camp or complete invoices for past years at camp.

Depending on the camp, some additional program sign up may be available. Sign up processes are determined by each camp to best support the program and operations.

Behind the scenes there are a large number of administrative tools that allow the addition and management of site reservations, camp accounting information, and other information.

What it isn't

SCMS does not collect any information on special dietary or medical needs. Due to the sensitivity and importance of this information, leaders should communicate directly with camp directors and kitchen staff prior to arriving at camp.

Due to access restrictions on the national membership database, SCMS does not contain any pre-loaded roster data. SCMS does provide a roster upload feature from a spreadsheet or text file.

System Access & Notifications

When a reservation is created the system will create a log-in and password for the e-mail address of the provided. This log-in, along with reservation information, will be e-mailed to this contact.

This user will be able to log in to the system and create usernames for other members of the unit.

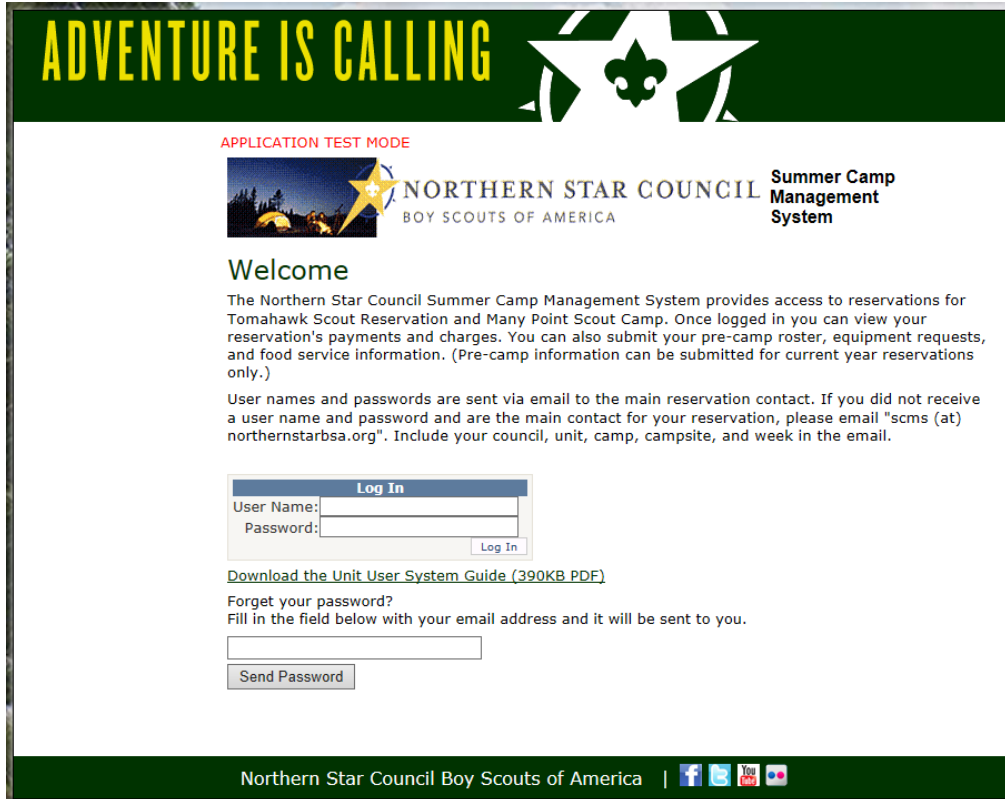
Updates

The system is updated annually, dependent on department planning and available resources.

System Basics

Login

A system generated email will be sent with a username (your email address) and a system-generated password (you can change this once you login). If you forget your password, you can retrieve it from the login screen.



User Home

Once logged in you will see your current year reservation along with a number of menu options on the left.



Change Your Password

You can change your password by selecting 'Change Password' from the menu. For increased security, a passphrase is recommended. (See *wikipedia.com: passphrase* for more information.)

Provide Access to Another Leader

You can create a login for another leader in your unit. Click on “Manage Logins” and then click “Add Login”. Fill in the fields and click Save. An email will be sent to the user with a system generated password.

	Email	First	Last	Role
Edit	dickensmp@comcast.net	Steve	Dickens	Melpete

Multiple Units

If you are managing reservations for more than one unit, you will see the “Select a Different Unit” menu option. Click this to switch between units. Your current year reservation for the selected unit will now be shown.

ADVENTURE IS CALLING

[Home](#)
[View Account Info](#)
[Manage Logins](#)

Current Reservation:
Northern Star Council
Troop 3445
Many Point Scout Camp--Week 2 (6/30/2013 - 7/6/2013), Ten Chiefs: Samoset

[Select Different Reservation](#)
[Select Different Unit](#)

Choose Another Unit

If your user name is associated with multiple units you can switch between units using the drop down list below.

Select Unit:

[Change My Password](#)

Multiple Reservations

When you log in the 1st reservation for the current year will be active.

If you have multiple reservations for the current year or past reservations, you can switch between them by selecting “Select Different Reservation”. (This menu appears only if you have multiple reservations). Your other reservations will be listed and can be selected by clicking on the site name.

The active reservation will be grayed out. The Status column indicates the current reservation status, followed by the accounting status.

ADVENTURE IS CALLING

[Home](#)
[View Account Info](#)
[Manage Logins](#)

Current Reservation:
Northern Star Council
Troop 3445
Many Point Scout Camp--Week 2 (6/30/2013 - 7/6/2013), Ten Chiefs: Samoset

[Select Different Reservation](#)
[Select Different Unit](#)

Choose Another Reservation

You can select another reservation from the list below. (The currently selected reservation is grayed out.) Reservations marked pending require additional information at the Scout office.

Year	Week	Site	Status
2014	MPSC Week 2	Samoset	Accepted, Open
2013	MP Week 2	Samoset	Accepted, Open
2012	MP Week 2	Samoset	Attended. Posted

[Change My Password](#)

Submitting Camp Information


To help the camp staff be prepared for your arrival, the following information is requested at least 2 weeks prior to camp: Attendance Roster, Site Equipment Needs, and Food Service Use.

All users will receive a reminder email prior to camp to complete the required information.

To begin the camp preparation process be sure you have selected the desired reservation (see "Multiple Reservations") and then click "Prepare for Camp" in the menu.

The "Prepare for Camp" link is only visible during the same calendar year as your camp date.

When you first begin, the Prepare for Camp screen will look like the following. Some information is specific to the camp you are attending.

ADVENTURE IS CALLING


[Home](#)

[View Account Info](#)

[Prepare for Camp](#)

[Manage Logins](#)

[Select Different Reservation](#)

[Select Different Unit](#)

[Change My Password](#)

Current Reservation:

Northern Star Council
Troop 3417
Many Point Scout Camp--Week 7 (8/4/2013 - 8/10/2013), Voyageur: Hibbing

Prepare for Camp

Use this section to submit information to camp prior to your arrival. Click each item below to submit information. Your changes are saved as you make them. You can logout and login as you collect more information or need to make updates.

Many Point

You can fill out your Reservation Information Update (pink card) or this screen. Please complete this information three weeks prior to arrival.

You also need to complete the following forms for turn-in at camp:

- [Annual Health and Medical Record for each participant](#)
- [Advancement Planning Sheet](#)
- [Camp Program Planning Sheet](#)
- [Older Scout Adventure Program Request Form](#)
- [Meal Count Sheet](#)

[Enter Unit Roster](#) (NO ROSTER ENTRIES MADE)

[Indicate Equipment Needs](#) (NO SELECTION MADE)

[Indicate Food Service Choice](#) (NO SELECTION MADE)

IMPORTANT: When you believe your information is complete, check the box below. This will let the camp staff know you have entered all information and do not expect to make any additional changes.

My registration information is complete

Entering the Unit Roster

The unit roster provides camp with information on how many people will be in camp and provides staff a way to locate people in camp. All information will be verified upon check-in.

Click "Enter Unit Roster" to begin. The system provides three methods for entering a roster.

1. Upload a roster from a spreadsheet or text file
2. Manually enter the data in a web-based form
3. Create a generic roster so camp has information on number of people attending. (You can edit this to add names later)

Main Roster Screen:

ADVENTURE IS CALLING

Current Reservation:
Northern Star Council
Troop 3417
Many Point Scout Camp--Week 7 (8/4/2013 - 8/10/2013), Voyageur: Hibbing

Enter Unit Roster
 There are three methods to entering roster information. Select one of the methods below: Manual entry, Generic Roster, or Upload.
 The unit roster provides camp with information on how many people will be in camp and provides staff a way to locate people in camp. All information will be verified upon check-in.
[Return to Prepare for Camp menu](#)

Manual Roster Entry
 Click Manually Manage Roster to enter records individually or to update records in a generic or uploaded roster.

Generic Roster
 A generic roster provides camp with basic attendance numbers and allows you to go back and update with actual names when you are ready. Enter the number of Youth and Adults and click 'Create Generic Roster'. **You should update the roster with actual names and information as soon as you have it by clicking Manually Manage Roster.**
 Number of Youth:
 Number of Adults:

Upload Roster File
Be sure to read the Help Page for important notes on how to upload a roster file.

- [Help Page - How to Upload Roster Files](#)
- [Download Blank Roster CSV File](#)

Manually Adding an Entry:

You can also add roster information via a form online.

ADVENTURE IS CALLING

Home | [View Account Info](#) | [Prepare for Camp](#)

You are running in Admin mode. [Return to Admin Page](#)

Current Reservation:
 Northern Star Council
 Troop 9266
 Tomahawk Scout Reservation--Week 8 (8/3/2013 - 8/10/2013), Sioux: Cayuga

Unit Roster
 Update your roster data on this page. All rosters will be verified at check-in. (Note that the Health-Check column is for your tracking purposes only. Health Forms are required for all participants and will be verified at camp.)

Add New Roster Entry
 Roster ID: [] Reservation ID: 3688
 Adult/Youth: []
 First Name: [] Last Name: []
 Checked = This person is a member of Troop 9266
 Age: [] Years At Camp: [] ****Include this year****
 Leadership Position: []
 Address: []
 City: [] State: [] Zip: []
 Health Form:
 [Save] [Close]

[New Roster Entry]
 No Roster Entries

Youth Count: 0
 Adult Count: 0
 Total Count: 0

Export Roster Excel: [Run Export]

[Return to Prepare for Camp Menu](#)

Creating a Generic Roster:

A generic roster provides camp with basic attendance numbers and allows you to go back and update with actual names, age, rank, etc. when you are ready.

ADVENTURE IS CALLING

Home | [View Account Info](#) | [Prepare for Camp](#) | [Manage Logins](#)

Current Reservation:
 Northern Star Council
 Troop 3417
 Many Point Scout Camp--Week 7 (8/4/2013 - 8/10/2013), Voyageur: Hibbing

Unit Roster
 Update your roster data on this page. All rosters will be verified at check-in. (Note that the Health-Check column is for your tracking purposes only. Health Forms are required for all participants and will be verified at camp.)

[New Roster Entry]

Edit	Delete	ID	First Name	Last Name	Adult/Youth	Patrol	Rank	Age	Yrs At Camp	Position	Health Check
[]	[]	41079	Generic01	Youth_01	Youth			0	0		[]
[]	[]	41080	Generic02	Youth_02	Youth			0	0		[]
[]	[]	41081	Generic03	Youth_03	Youth			0	0		[]
[]	[]	41082	Generic01	Adult_01	Adult			0	0		[]
[]	[]	41083	Generic02	Adult_02	Adult			0	0		[]

Youth Count: 3
 Adult Count: 2
 Total Count: 5

Export Roster Excel: [Run Export]

[Return to Prepare for Camp Menu](#)

Export Roster

You can export your roster to a comma separated text file (.csv). This is accessed via the Manually Manage Roster page.

		41082	Generic01	Adult_01	Adult			0	0	<input type="checkbox"/>
		41083	Generic02	Adult_02	Adult			0	0	<input type="checkbox"/>

Youth Count: 3
 Adult Count: 2
 Total Count: 5

Export Roster Excel:

[Return to Prepare for Camp Menu](#)

Program Information

Depending on the camp, some additional electronic program sign up may be available. Information and processes specific to your camp will be posted on the main Prepare For Camp Page. Sign up processes are determined by each camp to best support the program and operations.

Entering Equipment Needs

Click on the 'Indicate Equipment Needs' from the 'Prepare for Camp' menu. If you do not need any camp equipment, indicate that in the options provided. If you will be using equipment, select the second option and enter the number of items you need. If you have multiple sites, you can indicate equipment for each site.

To help manage limited camp equipment inventories, each item has a recommended maximum. If you request over that recommendation, a warning will appear. (For example: requesting 2 tents per person)

The equipment listed will be specific to your camp. Camp staff only needs information for the requested items.

ADVENTURE IS CALLING

[Home](#)

[View Account Info](#)

[Prepare for Camp](#)

[Manage Logins](#)

[Select Different Reservation](#)

[Select Different Unit](#)

[Change My Password](#)

Current Reservation:

Northern Star Council
Troop 3417
Many Point Scout Camp--Week 7 (8/4/2013 - 8/10/2013), Voyageur: Hibbing

Indicate Equipment Needs

Inform camp of the rental equipment you would like provided. Indicate if you will be using equipment below.

If you will be utilizing camp equipment, a list of equipment will appear below. Fill in the requested quantities and click submit. Enter 0 for any item you will not be using.

We will be utilizing the camp's equipment
 We will not be utilizing the camp's equipment

If you do not utilize the camp's equipment, then all tents you use must meet minimum BSA requirements of 30 square feet per camper, and be flame retardant. A no-flames in tent sign must be affixed to each tent in a visible area.

Quantity	Item	Description
<input type="text"/>	Wall Tent	Canvas 9'X7' Wall Tent with poles (2-man tents; no floors or netting) Included in the \$7 per person Equipment Plan or individually \$8 per week.
<input type="text"/>	Cots	Wooden frame canvas military type cot. Included in the \$7 per person Equipment Plan or individually \$3 per week.
<input type="text"/>	Dining Tarps	12' X 16' Tarp with poles. Limited to 1 per patrol. Included in the \$7 per person Equipment Plan or individually \$4 per week.
<input type="text"/>	Patrol Box	Patrol box storage unit for equipment. Limited to 1 per patrol. Included in the \$7 per person Equipment Plan or individually \$10 per week.
<input type="text"/>	Shepherd Stove	Wood burning stove for cooking. Included in the \$7 per person Equipment Plan or individually \$0.00 per week.
<input type="text"/>	LP Gas Burner Stove	3 burner gas stove for cooking. \$20 per week (price subject to change based on current market price).

Indicate the requested quantity of each item and click Submit to save your request. (If you have multiple sites a drop down box is shown above. Please indicate equipments needs for each site.)

Indicate Food Service Choice

To assist camp staff in purchasing food inventories you should indicate your use of food service in this section. This information, along with the counts provided by the roster will help in food service planning.

SCMS does not collect any information on special dietary or medical needs. Due to the sensitivity and importance of this information, leaders should communicate directly with camp directors and kitchen staff prior to arriving at camp. The camp food service staff may or may not be able to accommodate other dietary needs.

- Tomahawk (September - May): 651-254-9138
- Tomahawk (June - August): 715-354-3841
- Many Point (September - May): 651-254-9139
- Many Point (June - August): 218-573-3257

ADVENTURE IS CALLING



[Home](#)

[View Account Info](#)

[Prepare for Camp](#)

[Manage Logins](#)

[Select Different Reservation](#)

[Select Different Unit](#)

[Change My Password](#)

Current Reservation:

Northern Star Council
Troop 3417
Many Point Scout Camp--Week 7 (8/4/2013 - 8/10/2013), Voyageur: Hibbing

Food Service

If you utilize the camp's food service, each camp provides a traditional menu as well as a vegetarian alternative.

The camp food service staff have plans to help meet the needs of those allergic to dairy, gluten or nuts. Staff may or may not be able to accommodate other dietary needs. To discuss special dietary needs, please contact the camp food services manager at the numbers below.

Contact information for questions on Food Service: (Please call two weeks prior to arrival.)
Many Point (September - May) 651-254-9139
Many Point (June - August) 218-573-3257

(This system does not provide a method to submit requests as it is important to review any special needs directly with staff.)

Please indicate your Food Service Option below:

We will be utilizing the camp's food service

We will not be utilizing the camp's food service

[Return to Prepare for Camp menu](#)

Completing Your Pre-Camp Information

When you have entered all information for your current year camp reservation, you can check the 'My registration data is Complete' box on the main page. This will indicate to camp staff that your data is all entered and you do not expect to make additional changes. All information is required 14 days prior to your arrival.

If you need to make changes- uncheck the box and change the data. If it is less than 2 weeks prior to camp, you should contact camp to confirm the changed were received.

[Enter Unit Roster](#)

(Youth: 3, Adults: 2)

[Indicate Equipment Needs](#)

(Using Camp Equipment; 6 pieces of equipment selected.)

[Indicate Food Service Choice](#)

(Using Food Service)

IMPORTANT: When you believe your information is complete, check the box below. This will let the camp staff know you have entered all information and do not expect to make any additional changes.

My registration information is complete

Viewing Payment and Account Information

You can view payments received at the office for future reservations and payment and charge information for past reservations.

Begin by selecting the desired reservation from the "Select A Different Reservation" screen. Once the desired reservation is shown in the 'Current Reservation' at the top of the screen, click "View Account Info" from the menu on the left.

All payments and charges will be displayed. Note that that information is only available for reservations in 2009 and later.

Qty	Desc.	Rate	Amount	Notes
Current Reservation:				
Northern Star Council Troop 9025 Tomahawk Scout Reservation--Week 2 (6/27/2009 - 7/4/2009), Chippewa: Blackfoot				
Account Information:				
The following information has been recorded in our database for the above listed reservation. (Please note: Charges and payments were not recorded in this system prior to 2009.)				
Payments and credits will show as a negative (-) number. Charges will appear as a positive (+) number. No charges will be posted until you attend camp. Please allow up to 7 business days for payments to be recorded in the database.				
Camper Charges				
11	Campers- Scout Full Service	224.00	2464.00	06/30/2009
-1	Campers- Scout Full Service	224.00	-224.00	07/03/2009 Charged 1 extra scout by accident
1	HA- T-2 Weeklong Fee	250.00	250.00	06/30/2009 T2 In Camp Fee Zach S
8	Leaders	86.00	688.00	06/30/2009
			3178.00	
Credit				
1	Camperships	-116.00	-116.00	06/30/2009 Dan K
2	Camperships	-125.00	-250.00	06/30/2009 Ben S, Zach S