

Go to <http://www.northtrail.org/> to register Scouts and Walking Den Leaders for Twilight Camp. You may be a pack coordinator registering Scouts and adults for your den or pack or you may be a parent registering your son. The online registration is only for Cub Scouts and Walking Den Leaders. If you need to register Junior Staff or den chiefs, please contact Barbara Richer.



Find the link for **online** registration. This will take you to the log on screen. If you have not previously used the system, you will need to request a password before you can proceed with registrations. Click the link entitled **Don't have a password?** and enter your Last Name, First Name, Phone number and a valid email address and click the **Send Password** button. Your password will be sent to you at the email address you have given with the subject of "North Trail District". Go back to the logon screen and enter the password you were given and then click **Logon**. The next time you use the system simply use your email address and password. If you forget your password you can use the **Don't remember?** link to have it sent to you.

Click **Register Scout** to register your first boy.

- Enter the Pack number and the boy's first and last name. Select the rank that the boy will be next fall. This is critical because it determines which activities he will be participating in. He should be in the rank for which he needs to earn achievements.
- Select the grade that the boy will be in next year.
- All boys must be registered Scouts in order to attend Twilight Camp. If your son is not currently registered with a Pack, contact Ron Frederich at 214-902-6757 for assistance.
- Choose the size of shirt that the boy needs and the number of shirts. One shirt is included with his registration but extra shirts are available for an additional \$10 each.
- If the boy is a Webelos I or II, he has the opportunity to attend an overnight campout at the park with the Boy Scouts on Friday night for an additional fee of \$5 per boy and adult. This is a great chance for him to earn parts of his Outdoorsman activity badge. The boy must attend with at least one adult. The campout includes a snack that evening and breakfast on Saturday morning. The fee is covering the cost of the food. Please select if he will be attending and include the total number of people who will camp.
- The next four fields provide contact information for the boy's parent or guardian.
- Select whether or not the Parent or guardian will be serving as a Walking Den Leader (WDL) / adult chaperone.

- Please indicate if the parent or guardian will be the one picking up the scout and then provide the name and phone number of the pickup person. We need to know that the boy is being picked up by the person who is supposed to be getting him.
- The last two fields are the Emergency contact name and phone number.

Click **Save Entries** to validate the fields and return to the Main menu. If you need to make changes you can click on **Edit** next to the boy's name. You may now click **Register Scout** if you have additional boys to register or **Register Adult** to register Walking Den Leaders.

Walking Den Leaders - Without our Walking Den Leaders we would not be able to hold camp. We must have a ratio of one adult for every 5 boys in the group. If you cannot provide this ratio, contact Barbara Richer and we will attempt to pair you up with a group that has enough WDLs.

When you have clicked **Register Adult**, you will be taken to a screen to enter information for the Walking Den Leader.

- Enter the pack number that you will be accompanying.
- Enter the name of the Walking Den Leader and their address and other contact information (email, phone)
- Provide the name of at least one boy in the group that the Walking Den Leader will accompany. This will aid in associating the adult with the group.
- Select the shirt size. If you need larger than an Adult 3X-Large, contact the camp director or registrar.
- Choose the number of shirts. One shirt is included in the fee for the Walking Den Leader but additional shirts are available for \$10 each.
- Enter the date of the Walking Den Leader's Youth Protection training. The training must have occurred on or after June 13, 2007. There is a link on the main menu for the training. This information is also listed below with detailed instructions.
- List emergency contact information that would be used in the event of a medical emergency during camp.
- Indicate the days that the Walking Den Leader will be attending and which rank they will be walking with that day. This is to make sure we have our 1:5 ratio of adults to boys. The adult's shirt color will match the shirt color of the youngest rank they are accompanying.

Click **Save Entries** to validate the fields and return to the Main menu. If you need to make changes you can click on **Edit** next to the adult's name. You may now click **Register Scout** if you have additional boys to register or **Register Adult** to register Walking Den Leaders.

You have the ability to register as many as five groups by clicking Add Group. If you are registering your pack this would allow you to separate each rank or den if you prefer or you can use these only if you have paid for your group and then find you need to add

additional scouts or adults after the group has been locked. You may find it is simpler to put everyone in one group.

The next step involves printing the necessary forms. Print the main page using the **PRINT** button next to the **Logoff** button. Then print the application form for each boy and adult. You also need to print the Volunteer Information sheet next to each adult's name. Then click on the link for the **Class I/II Medical Form**. We only need the first page filled out for each boy and adult. Even though it states that adults over 40 need to use a different form, for this camp it is a class 1 for everyone. We must have the shot dates for the boys and the tetanus date for the adults.

Everyone who needs to take Youth Protection Training should click on the link for Youth Protection Training which takes them to <http://www.olg.scouting.org/> They would click on Youth Protection Training on this site and then on Connect. If they have not used this site before they will need to set up an account. If they have previously taken courses in the system, when they enter their email address and password, they will find that it has their information about their prior course. Click on E-LEARNING to get to the courses and select Youth Protection Training from the General tab. Click on View Certificate and print the certificate. This is what needs to be turned in for each Walking Den Leader.

Please submit all fees and paperwork to the registrar or camp director at the March, April, or May Cub Scout Roundtables or contact the Camp Director, Barbara Richer, at 214-478-3972 or barbara.richer@yahoo.com or the Registrar, Pam Pobanz, at pobanz.pam@att.net for further information.

You may also make your payment online for a \$2 additional charge but you still need to turn in the paperwork.