

## INSTRUCTIONS ON HOW TO VIEW RESERVATION AND MAKE ADDITIONAL PAYMENTS

To view your registration, you will follow the steps below.

(This will also show you how much is due for your payment.)

1. Go to <https://events.scouting.org> (We recommend using Google Chrome as your browser.)
2. Login to the my.scouting.org account that you used to create the SBR reservation.

BSA Event Management

Username (my.scouting.org)

login is required

Password

LOGIN

Sign in

Sign in with Apple

All applicants must have a MyScouting account. If the applicant does not have one, please click on "Create Account" and complete that process first. Then return here to complete the application.

CREATE ACCOUNT

Forgot username / password?

You can reset/recover your username or password by using the 'Forgot password' option.

3. Go to the **MY EVENTS** tab

BSA Event Management

Dashboard Events

Events

Sort By

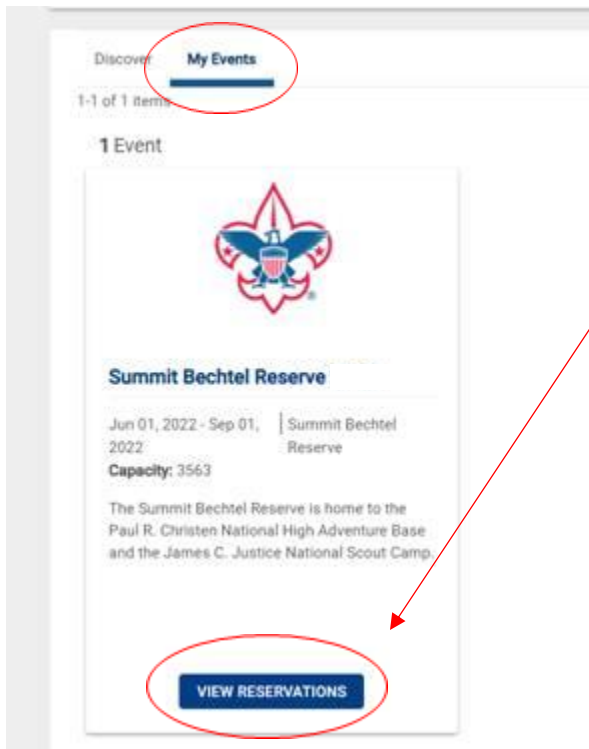
Search by Event Name

Select date

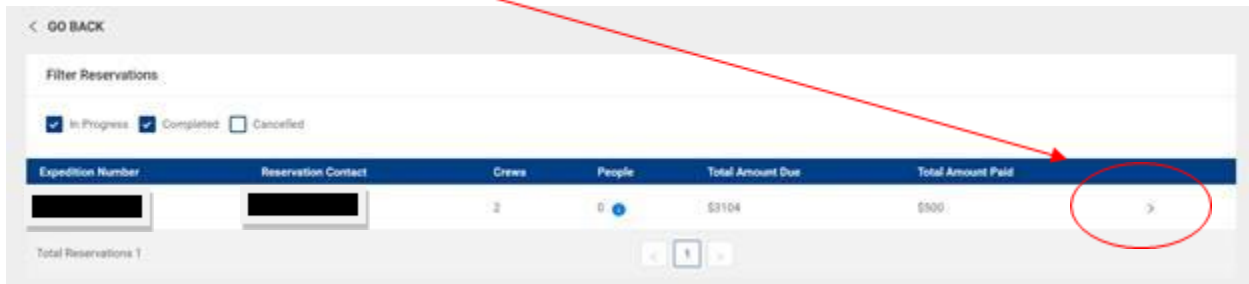
Discover My Events

1-6 of 6 items

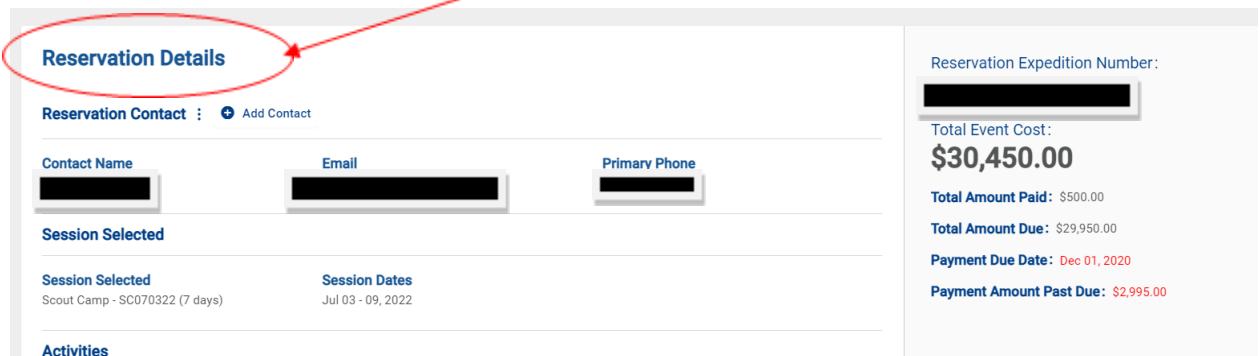
4. Click on **VIEW RESERVATIONS** in the Summit Bechtel Reserve 2023 box.



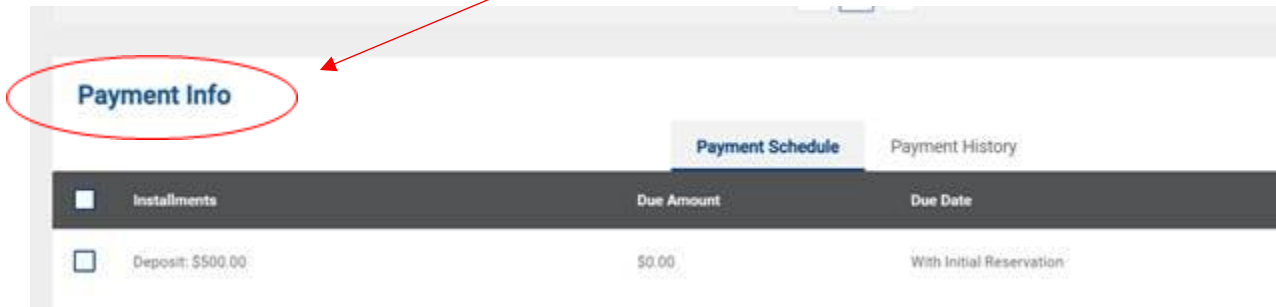
5. Click on the **arrow** to view the reservation and the reservation details. (It can be hard to see but it is there!)



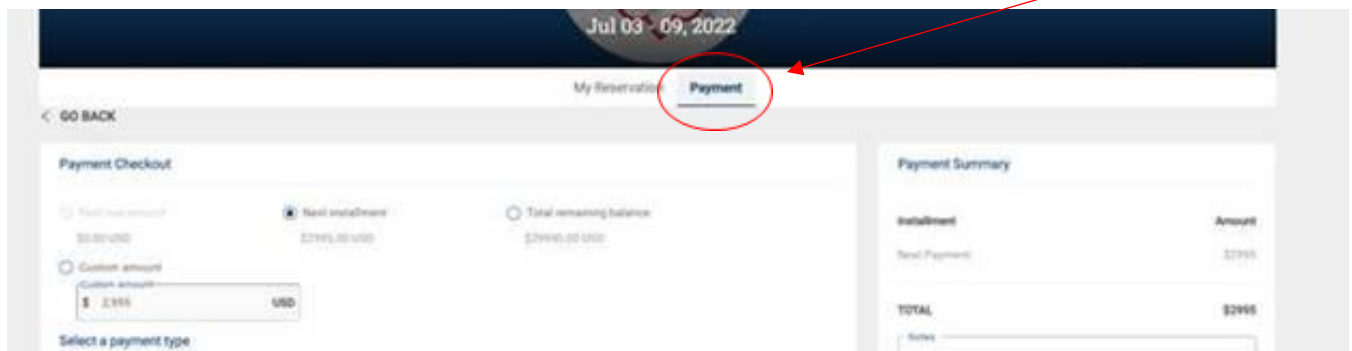
6. You will see your **RESERVATION DETAILS**.



7. As you scroll down the page, you will see your **PAYMENT INFO**. You can see your Payment History and Payment Schedule. The payment schedule will tell you how much is due for your next payment.



8. To make a payment online via electronic check, at the TOP of the page, go to the **PAYMENT** tab.



If you prefer to mail in a check payment, you can do so by making all check or money orders payable to BSA. You also need to note on the payment the expedition # that the payment should be credited. Without this, we are unable to credit the correct account with the payment.

**Payments can be mailed to:**

Summit Bechtel Reserve  
2023 High Adventure/Scout Camp  
2550 Jack Furst Drive  
Glen Jean, WV 25846

## ADDITIONAL INFORMATION

- To access the reservation, you must login to the account that was used to create the reservation. You can add one additional contact that can also access the
- If you need to update the # of participants on your reservation, please email [summit.program@scouting.org](mailto:summit.program@scouting.org) with the # of youth and # of adults. We will then be able to assist in adjusting the reservation if capacity allows.
- We suggest not entering the crew roster until early 2023. This prevents you from having to make multiple changes should you have participants that add or drop. For someone to be added to the roster, they MUST have a my.scouting account that is linked to their current BSA membership #. (Youth will need their own my.scouting account.)
- If you have any questions, please contact [summit.program@scouting.org](mailto:summit.program@scouting.org). You need to include the expedition # of the reservation in the email.
  - You can find your expedition # on the reservation details page. We need the complete expedition # to locate the reservation. Do not send partial or incomplete expedition #s.
  - The first part of the expedition # is the code to your program. The next part is the start date of your program. The last letter is the crew associated with your reservation.
  - Below is an example of an expedition #.

**Reservation Expedition Number:** AT061023-B