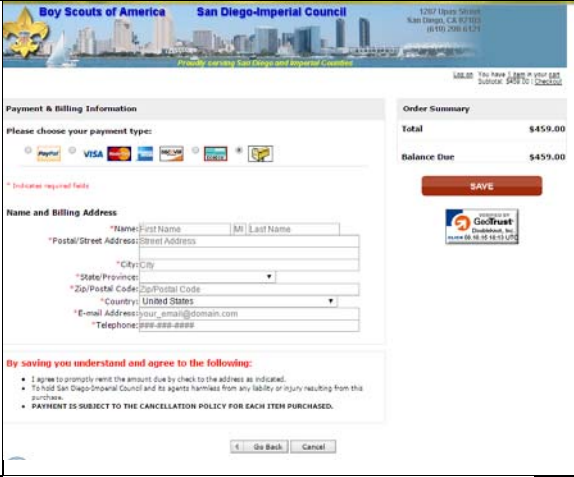
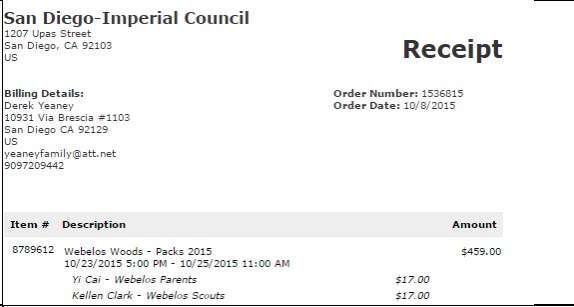


Registering for an Event on DoubleKnot

Instructions	Visuals
<p>1 Log into http://www.sdicsa.org/Calendar/</p> <p>Select <u>the event</u> in the calendar and the hyperlink to the registration page</p>	
<p>2 Select the Register Button:</p>	
<p>3 Enter the number of attendees per category:</p> <p>Then enter the names of each attendee (post registration changes can be made via email to Deb O'Berg at the SDIC Camping office):</p>	
<p>4 Insert the Council, District, Pack, and Pack Event Leader information, as follows:</p> <p>Council: San Diego-Imperial District: RanchoCoastal Troop: 713 Leader for Event: <<per assignment>></p>	
<p>5 Verify Shopping Cart amount matches the sign-up sheet then checkout:</p>	

6	<p>Select the Mailbox icon to hand deliver a Pack Check then enter the contact information for the person entering the registration:</p>													
7	<p>Print and PDF a copy of the receipt for the registration. Your registration is complete!!!</p>	 <p>San Diego-Imperial Council 1207 Upas Street San Diego, CA 92103 US</p> <p>Receipt</p> <p>Order Number: 1536815 Order Date: 10/8/2015</p> <p>Billing Details: Derek Yeane 10931 Via Brescia #1103 San Diego CA 92129 US yeanefamily@att.net 9097209442</p> <table border="1"> <thead> <tr> <th>Item #</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>8789612</td> <td>Webelos Woods - Packs 2015 10/23/2015 5:00 PM - 10/25/2015 11:00 AM</td> <td>\$459.00</td> </tr> <tr> <td></td> <td>Yi Cai - Webelos Parents</td> <td>\$17.00</td> </tr> <tr> <td></td> <td>Kellen Clark - Webelos Scouts</td> <td>\$17.00</td> </tr> </tbody> </table>	Item #	Description	Amount	8789612	Webelos Woods - Packs 2015 10/23/2015 5:00 PM - 10/25/2015 11:00 AM	\$459.00		Yi Cai - Webelos Parents	\$17.00		Kellen Clark - Webelos Scouts	\$17.00
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8	<p>Collect the fees from the families attending and arrange to get a check for the total amount from the Treasurer.</p>													
9	<p>Hand deliver the check along with a copy of the registration receipt to the council office 1 -2 weeks before the event.</p>													