

Dick's Sporting Goods and Tom Thumb/Albertson's Sign-ups

Dick's Sporting Goods Dates and Times:

Fridays, Saturdays, and Sundays – March 3 – April 30 (none on Easter, April 16)

Friday times are 4 – 8 p.m.

Saturday times are 9 – 12:50 p.m., 1 – 4:50 p.m., 5 – 9 p.m.

Sunday times are 10 – 1:50 p.m., 2 – 6 p.m.

Tom Thumb/Albertson's Dates and Times:

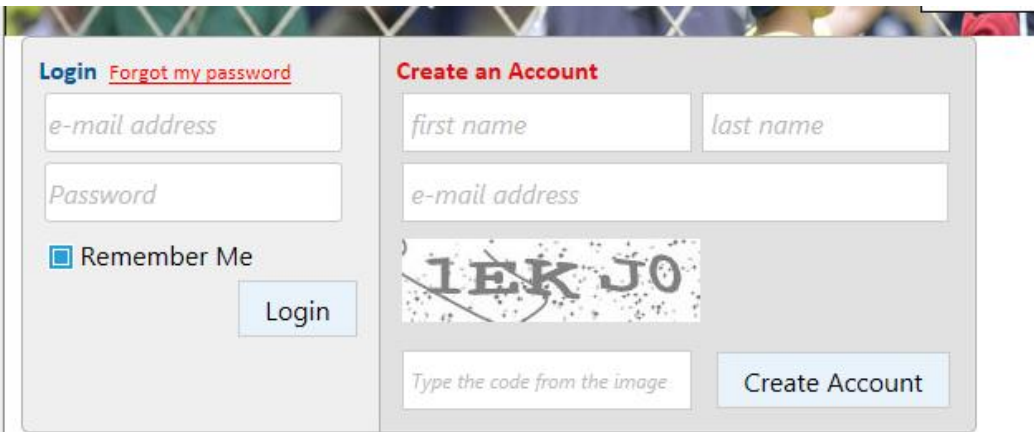
Every day – April 1 – 30 (none on Easter, April 16)

Monday, Tuesday, Wednesday, Thursday, Friday times are 4 – 6 p.m. and 6 – 8 p.m.

Saturday and Sunday times are 8 – 10:50 a.m., 11 – 1:50 p.m., 2 – 4:50 p.m., 5 – 8 p.m.

CampMaster: All sign-ups will be through CampMaster (<https://circle10.camp-master.com>) and **you must be designated as a leader IN CAMPMASTER to make the reservation.**

1. If you have a CampMaster account, but you are not designated as a leader, please email Stephanie.Kirk@scouting.org and let her know your name and the unit you should be a leader in.
2. If you do not have a CampMaster account, please email Stephanie.Kirk@scouting.org and provide your name, email address, and the unit you should be a leader in.
3. **Password Retrieval:** You can go to the CampMaster homepage (<https://circle10.camp-master.com>) and click on “forgot my password”. Your username would be the email address you used or provided to create the account.




The screenshot shows the CampMaster login and account creation interface. A red arrow points to the 'Login' link. The form is split into two columns: 'Login' and 'Create an Account'.

Login [Forgot my password](#)

Remember Me

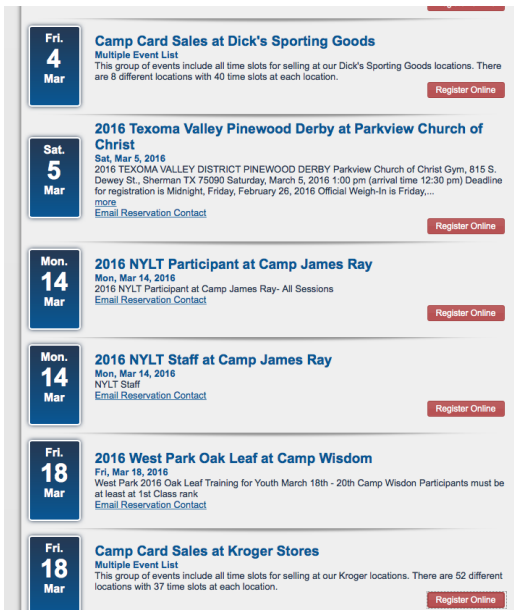
Create an Account



4. If you cannot remember the username/email address or the one you are using is still not working, please email Stephanie.Kirk@scouting.org and let her know your name, the unit you are with, and that you need your login information reset.
5. If you have any other trouble/questions, please email Stephanie.Kirk@scouting.org

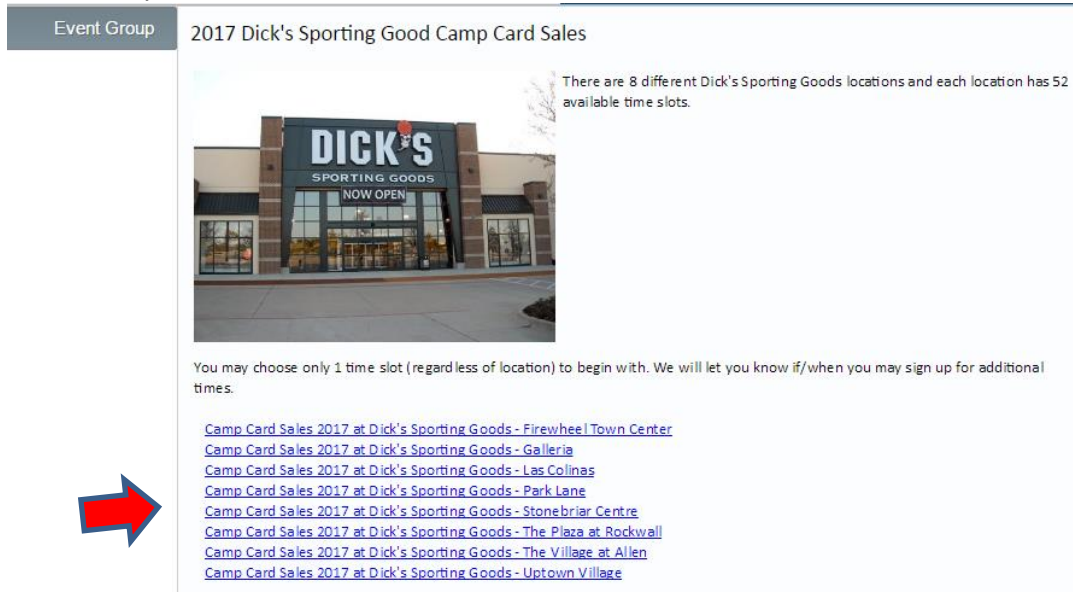
To sign-up for a Dick's Sporting Goods or Tom Thumb/Albertson's time slot: Make sure you are logged in to your CampMaster account first and that you are on the homepage.

1. Scroll down until you see March 3 (on February 16th for Dick's Sporting Goods) and April 1 (on February 21st for Tom Thumb/Albertson's) on the calendar and you will see the registration groups.



This is a screen shot from last year's sale, but it will be similar in layout. You can also use the search function at the top of the page.

2. Click on the Register Online button and it will take you to the event group page. This page will list each location available, so be sure you have already identified your Dick's Sporting Goods location or your Tom Thumb/Albertson's store number.



3. You will click on the location you would like to sign up for. Then click Continue at the bottom on the right. At the top of the next page will be the occurrence selection dropdown where you can choose your day/time. A grayed out occurrence means it is no longer available.

| | | |
|----------------------------------|--|----------|
| <i>i</i> Basic Instructions | | Cancel |
| <i>i</i> Event Information | Requesting A New Reservation For Your Unit | |
| <i>i</i> User Information | | |
| <i>i</i> Unit Information | | |
| <i>i</i> Participant Commitments | To create a reservation for your unit follow the steps indicated on the left. Once a step has been completed it will display a green checkmark. You may move freely back and forth between steps. Steps displaying a text box with required field indicate that there is information required for that step. | |
| <i>i</i> Additional Information | Once all the steps are completed the "Add To My Shopping Cart" button on the "Final Confirmation" tab, will be enabled. | |
| <i>i</i> Final Confirmation | Information required is highlighted with a <i>i</i> next to the field. Once your reservation is completed and finalized it will show in your shopping cart. Once you have completed all your reservation requests you can proceed to the checkout by clicking on the Check Out button in the shopping cart. | Continue |



Which Occurrence?

Select Event Occurrence

- Select Event Occurrence
- March 3, 4 - 8 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/3/2017
- March 4, 9 - 12:50 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/4/2017
- March 4, 1 - 4:50 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/4/2017
- March 4, 5 - 9 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/4/2017







Continue

- The next screen is where you fill out the information on yourself. You will click Continue on the bottom right when all information is entered. This will auto-populate the fields IF all this information (DOB, phone numbers, address) is already updated in your CampMaster account. It is recommended that you update your account details prior to February 16th, to speed up the registration process. Please note the checklist of steps on the left. You will go through all these steps.


- If you are a leader for more than one unit, you will have a Unit Attending section that includes a dropdown for you to select which unit you are signing up for this occurrence.

- Commitments – you can indicate the number of adults and youth that will be on-site for that shift, or you can leave the numbers at 0. Click Continue on the bottom right.

7. The next screen is for Additional Information and should be **about the person in charge of this time slot**. Click Continue in the bottom right.

| | | |
|-------------------------|--|--|
| Basic Instructions | | Cancel |
| Event Information | <h3>Additional Information</h3> | |
| User Information | | |
| Unit Information | District | Select Choice  |
| Participant Commitments | Who is the Camp Card key contact for your unit? | <input type="text"/>  |
| Additional Information | What is your key contact's best email address? | <input type="text"/>  |
| Final Confirmation | What is your key contact's best phone number? | () - <input type="text"/>  |
| | What is your key contact's position within the unit? | <input type="text"/>  |
| | Discount Coupons | |
| | Discount Coupon Code | <input type="text"/> <input type="button" value="Add a Discount Coupon to this reservation"/> |
| | | Continue  |

8. The next screen is your Reservation Request Summary. **THIS DOES NOT MEAN YOU HAVE RESERVED THE TIME SLOT YET!** It is an opportunity for you to make sure you chose the one you wanted. You **MUST CLICK ADD TO SHOPPING CART!**

| | | |
|-------------------------|---|---|
| Basic Instructions | | Cancel |
| Event Information | <h3>Reservation Request Summary</h3> | |
| User Information | | |
| Unit Information | | |
| Participant Commitments | <ul style="list-style-type: none">•Reservation made by Stephanie Kirk•For Pack 704, Circle Ten Council | |
| Additional Information | <ul style="list-style-type: none">•At March 3, 4 - 8 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/3/2017 | |
| Final Confirmation | <ul style="list-style-type: none">•Participant Commitments:<ul style="list-style-type: none">-Adult Participant: 0-Youth Participant: 0NOTE: No Participants Recorded As Attending! | <input type="button" value="Add To Shopping Cart"/>  |

9. You are still **not finished**. This screen just lets you know you have added it to your Shopping Cart. Even though it says you can add additional reservations before checking out, please remember these time slots will go quickly. The recommendation is to check them out one at a time. **Pay attention to the notice in red**. If you do not finish all the steps, you will lose the time slot. Click OK at the bottom right.

Successfully Added to Shopping Cart

Your reservation request has been added to your shopping cart. You may add additional reservations before checking out.

You MUST checkout to complete the reservation process!
This reservation will expire from your shopping cart at: 2/4/2017 4:55 PM if you have not checked out.

OK

10. You should have been taken back to the homepage. In the upper right corner, you will see your Shopping Cart with a red number in it. Click the Shopping Cart!



11. The next screen is checkout instructions. Read and click Continue at the bottom right.

Basic Instructions

Current Cart

Payment Options

Payment Method

Payment Details

Final Confirmation

Homepage

Shopping Cart Check Out

This page contains the items you have added to your shopping cart. This page includes the final confirmation for your order. This page can include items for which there is no charge or for items with multiple payment options.

Once all the steps are completed the 'Make Payment' button on the 'Final Confirmation' tab, will be enabled.

Information required is highlighted with a * next to the field.

You will receive one or more acknowledgement email messages after completing the checkout.

If your shopping cart appears to be missing something click the 'Reset My Shopping Cart' button below. NOTE: optional items you have added to your cart will need to be added again.

All financial information is transmitted securely to the council's banking gateway through a 128bit encrypted connection. Additionally, no financial information is stored locally on this site.

Continue

12. The next screen shows you your current items in the cart. Click Continue in the bottom right.

Basic Instructions

Current Cart

Payment Options

Payment Method

Payment Details

Final Confirmation

Homepage

Current Cart Items

| Item Description <small>(Click: item description for details)</small> | Total Cost | Edit | Remove |
|---|------------|------|--------|
| Reservation for Pack 704, Circle Ten Council at March 3, 4 - 8 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/3/2017 | \$0.00 | | |

13. Payment Options – just another screen. There is no cost to sign up for a time slot. Click Continue in the bottom right.

Basic Instructions

Current Cart

Payment Options

Payment Method

Payment Details

Final Confirmation

Homepage

Payment Options

| Item Description / Payment Option(s) |
|--|
| Reservation for Pack 704, Circle Ten Council at March 3, 4 - 8 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/3/2017 <input type="radio"/> Pay In Full - \$0.00 <input checked="" type="radio"/> No Payment |

14. Checkout and Payment Confirmation. Click Confirm Purchase in the bottom right.

| | | |
|--------------------|---|------------------|
| Basic Instructions | | Homepage |
| Current Cart | Check Out & Payment Confirmation | |
| Payment Options | | |
| Payment Method | Nothing due. Confirm purchase. | |
| Payment Details | | |
| Final Confirmation | | Confirm Purchase |

15. Purchase Successfully Completed. Click OK in the bottom right

Purchase Successfully Completed

You will receive one or more email messages with acknowledgements for your purchase.

OK

16. You are taken back to the Home page. You should see there is nothing in your cart (no red number) and in the right column, under My Current Reservations, you should see your time slot you just “purchased”. If the reservation doesn’t show, click on Your Account at the top and then select “Refresh Reservation List” on the left.

Stephanie's Account
Help

s' Journey Building Character, Citizenship, and Personal Fitness Hide Image

Administrative Links Close

| | |
|--------------------|---------------|
| Admin Home | Manage Events |
| Event Reservations | Scheduling |
| Define Events | Finances |
| Council Info | System Info |

Close

My Current Reservations Close

Sun
11
Jun

Session 1 of 2017 Webelos Resident Camp at Camp James Ray on 6/11/2017
Who: Pack 704, Circle Ten Council
 Role: Leader
 When: 6/11/2017
 Where: Camp James Ray

Fri
3
Mar

March 3, 4 - 8 p.m. shift of Camp Card Sales 2017 at Dick's Sporting Goods - Uptown Village on 3/3/2017
Who: Pack 704, Circle Ten Council
 Role: Leader
 When: 3/3/2017
 Where: Dick's Sporting Goods - Uptown Village

17. You will receive an email that includes your transaction number.

REMEMBER: Only 1 time slot, PER UNIT, for selling at ANY Dick's Sporting Goods locations; Only 2 time slots, PER UNIT, for selling at ANY Tom Thumb/Albertson's store location. We will cancel sign-ups that go beyond the limits (you will be notified that we are cancelling it) and we will let everyone know if/when they can sign up for more slots. It is VERY IMPORTANT to cancel any reservation that your unit made if they change their mind. Cancelling it allows others to sign-up for that time slot. To cancel a time slot, please email Stephanie.Kirk@scouting.org immediately and tell her which slot you are cancelling!