Camping Manager User Guide

Overview

Camping Manager is a tool in the Council Toolkit on my.scouting.org. It is the tool for entering data for camping experiences occurring between September 1 and August 31. By default, the following positions will have access to **Camping Manager**:

- Scout executive
- Director of field service
- Assistant Scout executive
- Director of support services
- Director of camping
- Camping director
- Program director
- Office staff (Code 54)

If you need for someone other than the above to have access, follow the instructions found in my.Scouting Tools Organization Security Manager. Click here to review these instructions www.scouting.org/filestore/idg/Security_Manager.pdf.

Note: **Camping Manager** is a web-based application that should be used with either Chrome or Firefox for best results. Chrome and Firefox are available for free download at:

- www.google.com/chrome
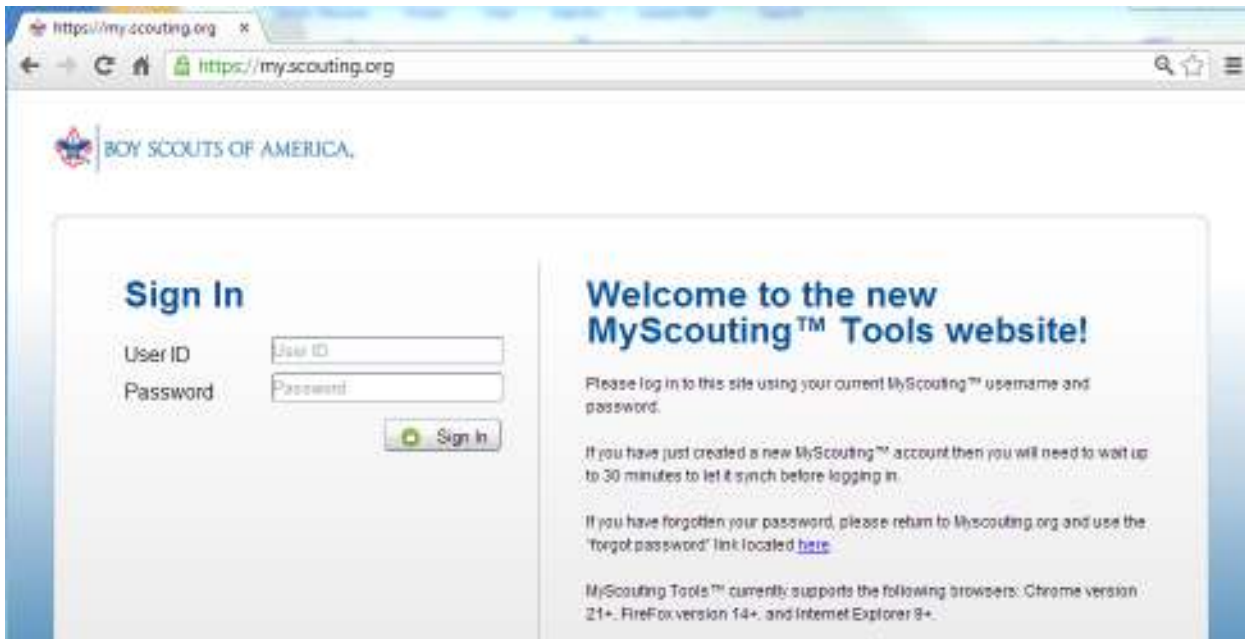- www.mozilla.org/en-US/firefox

Prerequisites

In order to use the **Camping Manager** tool, it is necessary to do the following:

- Create your my.scouting.org account (if you have not already done so):
  - Log in to your legacy myscouting.org account
  - Select Update My Profile from the left-hand navigation

- o Look at the Membership Info section. If your BSA membership ID is not listed, do the following
  - Select your Council
  - Enter your member ID
  - Click Add
- o If you have more than one member ID, make sure that the member ID for your Council registration is in the list and is selected as Primary
- o Once you have completed the above steps, you will be able to log in to my.scouting.org to access the new MyScouting tools. It may take up to 15 minutes for the account linking to synchronize between the legacy myscouting.org and the new my.scouting.org

Log In and Access Camping Manager

- Using your browser (Chrome or Firefox is recommended), go to my.scouting.org and log in using your MyScouting credentials.

- Select your Council Toolkit (Note: you may see a different list of Toolkits than what is shown below).

- Select the **Camping Manager** tool.

- Once the Tool has been selected, it will load and the summary page for your council will be displayed. From here, you will be navigating to your districts to enter your camping data.
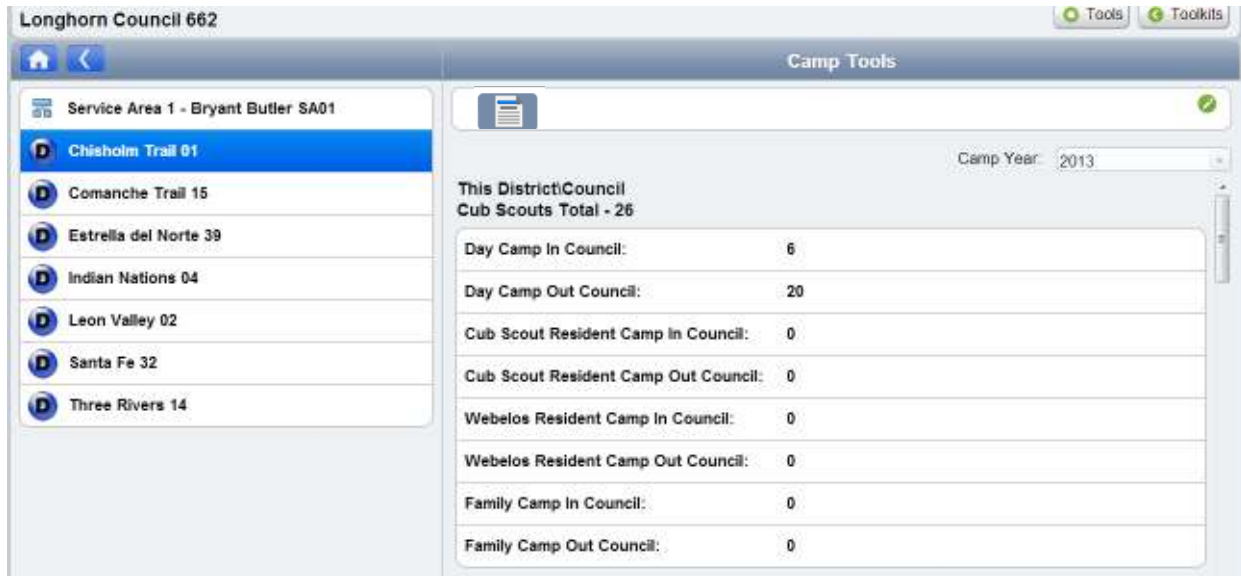

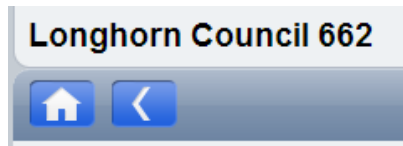## Select a District and Enter Camping Data

- On the left-hand side of the screen above, the first level of the organizational structure for the Council is displayed. On the right-hand side of the screen, the rolled up camping data for the Council is displayed (Note that there is a scroll bar to the right of the camping data that is used to access the full list of camping data).

- You may navigate the organizational structure of the council by selecting the organizational entities in the left-hand list. In the example on the next page, Service Area 1 and then District 1 has been selected. Note: Camping data is reported at the district level and rolled up for review to the council and service area levels (i.e., camping data cannot be edited at the council or service area levels).

- On the right-hand side of the screen above, the current camping data for the district is displayed (Note that there is a scroll bar to the right of the camping data that is used to access the full list of camping data).
- Select a **Camp Year** from the pull-down menu, as data can be updated for prior years. However, the system will default to the most recent Camp Year. (I,e. 2014 covers the period of September 1, 2013 – August 31, 2014.)
- You may edit the district camping data by first clicking the "Edit" button in the upper right corner (the white pencil in the green circle). Once the edit button has been clicked, the camping data fields become editable and you may now enter or edit the camping data.
- When you are finished entering or editing the camping data, click the "Save" button in the upper right corner.
- If you wish to discard the changes you have made, you may click the "Cancel" button (the white 'x' in the red circle).
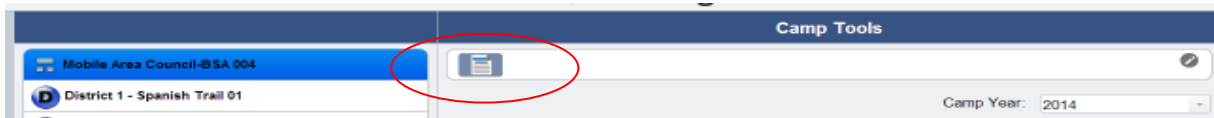
- Select other districts to enter or edit camping data by selecting another district from the left-hand list or by using the "Back" and "Home" buttons below the council name to navigate up the organizational structure of the council.

- Continue entering and editing the camping data until data entry has been completed for all districts.
- Click the "Home" button to navigate back to the council summary page to review the rolled up camping data for the council.

Creating and Printing Reports

- For a summary report of council camping totals, navigate to the council page. Highlight the council name and then click the report icon.

- Click Continue when asked to download PDF.

- The system will produce a four page report of the totals reported for all districts.

Cub Scouts	2013	2014
Day Camp In Council:	352	100
Day Camp Out Council:	0	12
Cub Scout Resident Camp In Council:	13	50
Cub Scout Resident Camp Out Council:	0	0
Webelos Resident Camp In Council:	51	100
Webelos Resident Camp Out Council:	0	10

- The last page of the report will list all districts. Some districts may be listed without traditional members. Any values entered in these districts will not be counted in the council total for Journey to Excellence. JTE counts only registered Cub Scouts, Boy Scouts, or Varsity Scouts.

- To print an individual report for a district, navigate to the district and click the report icon.

Maintaining District Camping Statistics

Councils may log into **Camping Manager** to update district camping statistics at any time. Should a council merge, split, or realign districts, it may be necessary to update the data in the **Camping Manager** tool. This will not happen automatically, but an authorized user may go back and change data for any current district. This is desirable if one wants to produce an accurate **JTE District Dashboard** for a past period.

Council Camping Participation

Data can not be entered directly into **Camping Manager** for a council. Council totals will reflect the sum of the districts. The reporting deadline for camping participation normally concludes on September 30, at which time council participation statistics will be determined for Journey to Excellence. Councils may update district counts after this date as described above, and **Camping Manager** will reflect this update. These updated district numbers will be sent to Journey to Excellence. However, no changes will be made to the council statistics in Journey to Excellence once the reporting period has closed.

Definitions of Camping Data

Cub Scout Day Camp Information
Cub Scout Day Camp: Programs reported in this category must have been conducted by the council in accordance with the following publications: Cub Scout Day Camp and National Standards for Cub Scout/Webelos Scout Day Camp. Day camp is an organized, one-to-five-day program for Tiger Cubs and their adult partner, Cub Scouts and Webelos Scouts under certified leadership at an approved site, during daylight or early evening hours, but not overnight.
Cub/Webelos Resident Camp Information
Cub Scout/Webelos Scout Resident Camping: Programs reported in these categories must have been approved by the Area Key-3 and conducted by the council in accordance with the following publications: Resident Camping for Cub Scouts, Webelos Scouts and Parents and National Standards for Cub Scout/Boy Scout/Venturing Resident Camps and assessed and approved by an area assessment team. Resident camping is an organized overnight camping program of at least one night under pack leadership and operating under certified leadership as an established BSA program operated by the council. Do not report Family camping or unit camping in this category.
Cub Family Camp
Tiger, Cub and Webelos Council Organized Family Camping: Camping programs in this category are for the Cub Scout and parent or the entire family of one or more days and nights duration. Council-Organized Family Camping (Parent and Pal, Adventure Camp, Family Camp, etc.) may only be held in accordance with National Standards for Council-Organized Family Camping. Participants attending multiple events should be counted multiple times.
Boy Scout Resident Camp
Boy Scout Long-Term Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to: Camp Program and Property Management and current year National Standards for Cub Scout/Boy Scout/Venturing Resident Camp, and visited and approved by an area assessment team. Boy Scout/Varsity Scout long-term resident camp is defined as at least five nights and six days of camping and includes summer resident camp, winter camp, NYLT, STEM, NOAC, OA Week-long conservation programs or other specialty camps. Do not report High Adventure attendance in this section. Use the High Adventure section.

Boy Scout High Adventure Camp
High Adventure Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to criteria in Passport to High Adventure and current year National Standards for Council High-Adventure and Specialty Adventure Programs and visited and approved by an area assessment team. By definition, these programs are five (5) nights and six (6) days of camping. Do not include youth reported in this section in the long-term resident camping section.

Venturing Resident Camp
Venturing Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to: Camp Program and Property Management and current year National Standards for Cub Scout/Boy Scout, Venturing Resident Camp. Venturing resident camp is defined as at least two (2) nights and two (2) days of camping and includes summer resident camps, winter camp, NYLT, STEM or other specialty camps. Do not report high adventure attendance in this section. Use the high adventure section.

Venturing High Adventure Camp
Venturing High Adventure Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to criteria in Passport to High Adventure and current year National Standards for Council High-Adventure and Specialty Adventure Programs and visited and approved by an area assessment team. By definition, these programs are five (5) nights and six (6) days of camping. Do not include youth reported in this section in the long-term resident camping section.

Units Camping
Cub Scout packs are counted if they have one or more participants at any day camp, resident camp, or family camp. Troops, teams, crews, and ships are counted only if they are camping under their own leadership at a resident or high adventure camp. Do not count a unit more than once.

Updated: 9/19/14