

EXPRESS CHECK-IN CHECKLIST

Leader Name				Unit Number	Council
Dining Hall	Patrol Cook	Dining Hall	Patrol Cook		
Youth Campers		Adult Campers		Campsite(s)	

*In order to utilize the express check-in option you must be complete **all on-line steps below before 8am and the number of youth and adult campers must agree with your on-line account on the Sunday you arrive at camp, and all campers are present.**

Item	Great Trail Council Units	Out of Council Units
1. Your on-line account must be paid for the current number of participants (youth and adult) you are bringing.* (Remember that your account will lock out at 8am)		
2. All camper names (youth and adult) must be entered to your on-line account.*		
3. Submit a copy of your unit roster from your council office or internet advancement to roster@manatoc.org .*		
4. Attach a copy of your unit (or council) insurance.		
5. Attach your camper release forms as necessary.		
6. Make your miscellaneous purchases thru your scoutingevent.com registration.		
7. Add your phone numbers you would like on text message notification to your scoutingevent.com registration		

Authorize Card Charge for outstanding fees, or attach a check.

Card Number			Exp Date & CVV	Email Address for Receipt	
Cardholder Name		Address		City	
State	Zip	Signature			