In this guide you will be able to:

- Register for a Week of Cyber Drake
- Register for two weeks of Cyber Drake and ensure the discount is applied
- Pull a participant schedule for your Scout (Step 33-35)

*Please note, that while this registration goes through registering only for Week #1. If you are looking to only register for Week #2. Please simply follow steps 2-15.*

Questions: Call Susan Coller at 217-531-0219 or simply call the Scout Office at 217-356-7291.
Step 1: Navigate to www.campdrake.com. Once at the home page click the “Cyber Drake Information”
Step 2: Please ensure you have read the most recent update for the 2020 Cyber Drake. Once information is read, click on which week you would like to register with!

**NOTE: Picture may be out date due to new information being posted. For this demo, we are registering for Week 1 & 2. To only register for week #2 simply follow this guide with Steps 2-15.
Step 3: You will be taken to our Tentaroo registration system. If you have an account, please login with your credentials. If you are a parent/guardian and using this system for the first time, please click “Create Account”
Step 4: Once logged in to the registration system, you will default to Week #1. You will be able to see the information above. Contact information on the left with a leader’s guide and website link that will take you back to www.campdrake.com. Once you have read the information, please click “Register for Event”

**NOTE: Information may not be correct in the screenshot, most up to date information will be listed on the actual website.**
Step 5: The first set of registrations are by numbers. Please indicate how many youth you are signing up. If an adult is attending the Zoom session, feel free to add the adult count here. Once you are finished, click “Next”
Step 6: Next, a confirmation page will show up. Please verify information is correct then click “Complete”.
Step 7: You will be navigated back to your home registration screen.

**Option 1**: If you are paying at the Scout Office (Unit Account) OR if your Scout is attending Week #2, please proceed by clicking “Pay Minimum Amount Required”. *(This screen shot has the WRONG selection, please select where the red arrow is)*

**Option 2**: If you are paying online with a credit card, e-check, OR your Scout is only attending Week #1, please select “Pay Full Amount” this will take you to the payment screen. **NOTE: This walk through will proceed with option 1.**
Step 8: Once your order is submitted, the system will take you back to your event home screen. Please click on “Cyber Week #1” to continue registration for badges.
Step 9: Once back in the event screen, scroll down to the “Participant” section. Click “Add Participant” to begin registering for merit badges.
Step 10: Select your Scout you are adding.

**NOTE: If you are using an Individual Account you just made, you will need to click on the “New Youth” option and create a new participant for your roster. Once finished you will proceed to the next step.**
Step 11: Once you select the Scout, please verify their information is correct. When finished, click “Next”
Step 12: If registering more than 1 Scout, this screen will share with you how many spots you have left. Once finished, please select “next”
Step 13: Next, select your Scouts classes that you are choosing for Week #1 of Cyber Drake. Once finished, click “Next”

**NOTE: If you are attending Week #2, please select the “Second Week CYBER DRAKE” class (not pictured, scroll to the bottom to find). This will add an additional $85 on to your registration for Week #2.

THIS STEP BY STEP WILL BE WALKING THROUGH AS IF A SCOUT IS GOING FOR TWO WEEKS OF CAMP.
Step 14: Next, verify that all information is correct. Once finished, click “Complete”
Step 15: Once completed, you will return to your registration home screen. To ensure registration, you must check out.

Option 1: Paying with Unit Account or at Scout Office – Click “Pay Minimum Amount Required”

Option 2: Paying with credit card or e-check – Click “Pay full amount”

**NOTE: This step by step will be using OPTION 1. MAKE SURE TO SCROLL ALL THE WAY DOWN AND CLICK “PLACE ORDER” If you are only registering for 1 week, you are finished. If you are registering for two weeks, follow the rest of these instructions.**
Step 16: Head back to Home. Click the “GO TO EVENTS” underneath Cyber Drake Week #1.
Step 17: Next, click the “Cyber Drake” event type.
Step 18: Since you are registering your Scout for their second week, click the “Cyber Week #2” event.
Step 19: Click “Register for the event”

**Note: while most steps are similar to registering for Week #1, please follow along to ensure you get your second week discount.**
Step 20: Next, indicate how many Scouts attending. Since in this scenario we only have one Scout attending both weeks, I will only select 1 for the youth.
Step 21: At the confirmation page, make sure all is correct. To ensure the discount will apply, please make sure “Pay minimum required amount” is selected.

**Note: until you select merit badges, the balance will remain $100**
Step 22: To ensure registration, make sure that you check out. Simply make sure the “Pay minimum required amount is selected” and click “Checkout”
Step 23: Make sure that contact information is correct, and select “PLACE ORDER”
Step 24: Once back at the home screen, select “Cyber Week #2” to register your Scout for badges.
Step 25: Scroll down, and select “Add Participant”
Step 26: Select the Scout that is attending the both weeks.

**NOTE: If you had to register an account, you should see your Scout. You should not have to re-add them as a youth.**
Step 27: Ensure that all information is correct.
Step 28: Depending on how many Scouts you are registering, you should see how many spots are available. Ensure this is correct and click “Next”
Step 29: Next, select the badges your Scout would like to take for their second week. Once finished, scroll to the bottom of the screen and enroll your Scout in the “Second Week Cyber Drake” class. This class will add a credit to your account, which you will be able to use for the second week.

When all classes are added, click “Next”
Step 30: At the confirmation page, ensure all looks correct. A balance of zero should pop up. Click “Complete”
Step 31: To ensure your Scout is registered, make sure to check out!

Click the “Check out button”
Step 32: Ensure that contact information is correct, and click “PLACE ORDER”
Step 33: If attending both weeks, you will see week #1 is charged the full $185 and a balance of $0 for the second week of camp. To print schedules for each week click on the week that you would like a schedule for.
Step 34: Next, underneath the “Registration” section you will see a “Reports” button. Click “Reports”
Step 35: In this reports section there are a variety of reports you can pull. The report to get the schedule per participant is easily done by selecting “Participant Roster, PDF”. This will generate a PDF with your schedule for your Scout.

If you need an invoice, or other items. This report generate will help.