

Raven Knob Scout Reservation

New Registration Portal



User Guide

Campsite/Facility/Program Reservations

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If you need assistance with
Campsite/Facility/Program Reservations
please email the Camp Raven Knob Admin Team at:
registration@ravenknob.com

Logging Into The System



BOY SCOUTS OF AMERICA®
OLD HICKORY COUNCIL

(336) 760-2900

User Manual

Council Login

Support

Already A Member?

Username

A

Password

Login

B

Lost Password?

Enter your e-mail address:

Request Password

C

Create A New Account

Please select an event to create an account.

NOTE: Once created, new accounts can also be used for other event registrations.

Event

Continue

A Go to **www.ravenknob.com**, click “Login” and enter the Username and Password you received from the Camp Raven Knob Admin Team. If you have issues logging into the system, send an email to registration@ravenknob.com and someone will assist you as soon as possible.

B Click “Login” to be taken to your units Home Screen. Home Screen information will be covered on the next page.

C Lost Password? Enter your email address to get password information. **When logging into your account the first time, please double check the information we have on file to make sure we have the correct email information for your unit.**

The Home Screen

The Home Screen interface features a top navigation bar with tabs: Groups/Units, Events, Facilities, Locations, Class Types, Products, Reports, Websites, and Options. Below this is a secondary navigation bar with icons for HOME, PROFILE, PRODUCTS, CART, and ORDERS. A Refresh button is located in the top right corner.

Events & Facilities

- Event / Trip Options
- Boy Scout Resident Summer Camp**
Week 7 - 2016, 07/31/2016
- Cub Scout Parent-Son Weekend
- Cub Scout Resident Summer Camp
- Facilities - Old Hickory Council
- Facilities - Raven Knob Scout Reservation**

Facilities - Raven Knob Scout Reservation

To make a new reservation, click the button below to create a new trip.

Add Trip

Available Facilities / Excursions

Use the button below to search for available facilities and excursions. You'll need to come back to this page and add a new trip before you'll be able to make reservations.

Facility / Excursion Type:

Find Available Facilities

Troop 9999, Old Hickory

Facilities - Raven Knob Scout Reservation

Facility Contact Information

Contact: Keith Bobbitt
E-mail: Keith.Bobbitt@ravenknob.com
Phone: (336) 760-2900

Location Information

Raven Knob Scout Reservation
266 Raven Knob Rd
Mt. Airy, NC 27030
Phone: (336) 352-4307 Fax: (336) 352-3445

Council Contact Information

6600 Silas Creek Pkwy
Winston-Salem, NC 27106-5058
Phone: (336) 760-2900 Fax: (336) 760-4222
E-mail: registration@ravenknob.com

Instructions Feedback

A Events & Facilities show up under this list. Events you are registered to show up under the Bold Header. In this example, this unit is already registered for Boy Scout Resident Camp Week 7. You will see an event that says “**Facilities - Raven Knob Scout Reservation**”. Click on the “Facilities - Raven Knob Scout Reservation to begin.”

B To begin a Campsite/Facility click “**Add Trip**”. You can also change your Trip registration here after initial registration. Additional steps in the registration process will be covered in following pages.

C To see a list of available Campsites, Facilities, and Programs, click the “Find Available Facilities”. It will show you what is available, what is already booked, and what Programs (Archery, Swimming, BB, etc.) are available certain weekend.

Reserving a Campsite/Facility/Program

Add Trip

A Trip Name * Test Trip *Example: Our Trip*

Arrival * 08/31/2016 Departure 09/03/2016

Youth * 1 # Adults 1

Contact Name * Admin Team Phone 336-352-4307

E-mail registration@ravenknob.com

Alt Contact Name Phone

E-mail

Notes

Admin Notes

B Add Trip Cancel

Refresh

Troop 9999, Old Hickory

Facilities - Raven Knob Scout Reservation

Facility Contact Information

Contact: Keith Bobbitt
E-mail: Keith.Bobbitt@ravenknob.com
Phone: (336) 760-2900

Location Information

Raven Knob Scout Reservation
266 Raven Knob Rd
Mt. Airy, NC 27030
Phone: (336) 352-4307 Fax: (336) 352-3445

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E-mail: registration@ravenknob.com

A Fill out all information in the Boxes. Items with a red “*” are required. Please make sure we have the correct contact information for a leader attending the Trip.

B Click “Add Trip” once you are finished.

Test Trip, 08/31/2016

Trip Name * Test Trip *Example: Our Trip*

Arrival * 08/31/2016 Departure 09/03/2016

Youth * 1 # Adults 1

Contact Name * Admin Team Phone 336-352-4307

E-mail registration@ravenknob.com

Alt Contact Name Phone

E-mail

Notes

Admin Notes

Delete Trip? ☐ ?

Save Trip Cancel **C** Add/View Reservations

Refresh

Troop 9999, Old Hickory

Facilities - Raven Knob Scout Reservation

Facility Contact Information

Contact: Keith Bobbitt
E-mail: Keith.Bobbitt@ravenknob.com
Phone: (336) 760-2900

Location Information

Raven Knob Scout Reservation
266 Raven Knob Rd
Mt. Airy, NC 27030
Phone: (336) 352-4307 Fax: (336) 352-3445

Council Contact Information

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E-mail: registration@ravenknob.com

C After you added the Trip, it will add it to your Available Trips in the Event/Trips column. Click Add/View Reservations to add a Campsite, Facility, or Program Registration.

Reserving a Campsite/Facility/Program *continued*

View Facility Availabilities - Campsites

Type: **Campsites** **A** [Refresh](#)

Campsite	08/31 Wed	09/01 Thu	09/02 Fri	09/03 Sat	09/04 Sun	09/05 Mon	09/06 Tue	09/07 Wed	09/08 Thu	09/09 Fri	09/10 Sat	09/11 Sun	09/12 Mon	09/13 Tue	09/14 Wed	09/15 Thu	09/16 Fri	09/17 Sat	09/18 Sun	09/19 Mon
Apache (28)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Arapaho (36)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Buffalo Bill A (40)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Buffalo Bill B (20)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Cherokee (36)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Cochise (46)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Commanche (24)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Crazy Horse A (36)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Crazy Horse B (26)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Dan Beard (36)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Dan Boone (28)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Davy Crockett (36)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Deer Valley A (28)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

B [View Campsite Details](#) [Close](#)

A You can toggle between Campsites, Facilities, and Programs at this Dropdown. In this example, all the Campsites are available.

B Click on the Green check mark for the date you want to begin your Campsite/Facility/Program Registration.

View Apache (Campsite) Availabilities

Choose Start Date: **Apache (Campsite, 28)**

August | September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Choose End Date:

August | September

S	M	T	W	T	F	S
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Of Participants **Pricing** [Change Pricing](#)

Youth 1

Adults 1

Check-In / Out Times

Check-In: 9:00 AM
Check-Out: 9:00 AM

Photos

C

[Back To All Campsites](#) [Save Reservation](#) [Cancel](#)

C Choose your "Start Date", "End Date", the number of "Youth" and "Adults". Once you are done, you can click "Save Reservation".

Reserving a Campsite/Facility/Program *continued*

Success! New reservation for Apache has been added to your cart.

What would you like to do next?

OPTION 1: Continue Building Your Trip

A Add Reservation

Type

OPTION 2: Trip Payment Options, Checkout

Please select the amount that you wish to pay for this trip at this time. The selected payment amount must be paid online by credit card in order to checkout. To change your payment amount later, go to the Reservations tab under this trip.

Trip Payment Status

Total Trip Fees	\$0.00
Total Paid	\$0.00
☒ No Balance	\$0.00
☐ Pay Other Amount	0.00

B

A You will be taken to this screen after you save your reservation. If you want to add another Campsite, Facility, or Program Reservation, click “Add Reservation” after changing the type.

B This will show you Trip balance. Click “Checkout” to be taken to the check out screen. Reservations are NOT GUARANTEED until you Checkout your cart.

HOME PROFILE RESERVATIONS PRODUCTS **CART** 1 item ORDERS

Item Amount

Trip Update	\$0.00
Test Trip, 08/31/2016	

Refresh Switch Event/Facility: **Test Trip, 08/31/2016**

Order Amount \$0.00

Applied Credit \$0.00

Subtotal \$0.00

TOTAL \$0.00 Unapplied

Send Receipt? ☒ ?

Billing Address

Address City

State Zip

Payment Method

Pay Using Date

Notes

C

C Once you have finished with your Trip, enter your Payment information if required. If not payment is required, click “Submit My Order”.