



BOY SCOUTS OF AMERICA®
MINSI TRAILS COUNCIL



ONLINE CAMPMASTER SYSTEM GUIDE

Minsitrails.com

rev. January 2016

Camping Services: (610) 465-8568



The Minsi Trails Council utilizes Doubleknot, an outside company, for all of our event, activity, weekend camping and summer camp reservations/bookings. Our website Minsitrails.com will all take you to Doubleknot when you need to review a reservation or black out date.

This guide will walk you through how to use Doubleknot for each scenario.

YOU CAN “SIGN IN” TO YOUR ACCOUNT AT ANYTIME.

If you should need assistance with the online system or sign in, please contact our Council Camping Department at (610) 465-8568

Please note, the way we create reservations will determine if a registration can be amended —typically those that can be changed are done internally in the office by the camping department. Additionally, support staff at the council resource center can amend all registrations and will do our best to notify you if a reservation cancels.

FOR ALL RESERVATIONS AND REGISTRATIONS

Log into Doubleknot (our online registration system) through the council website by going to www.minsitrails.com and click on the login icon towards the top of the screen). Click on “Sign in to Doubleknot”. Type in your user ID and password. If you having difficulty signing in, you should try “need help logging on?” first. If difficulty persists, please contact our camping department.

The screenshot shows a web browser window displaying the Minsi Trails Council website. The URL in the address bar is <https://minsitrails.doubleknot.com/rosters/default.aspx>. The page features the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA MINSI TRAILS COUNCIL". A navigation menu includes "About Us", "Join Scouting", "Support Scouting", "Eagles/Alumni", "Nat'l. Jamboree", "Camping", "Resources", and "Training". A "Login" icon is circled in red, and a red arrow points from the text above to it. A dropdown menu is open under "Camping", listing options such as "Cub Scouts", "Boy Scouts", "Pre-Summer Camp Leaders Meetings", "Venturing", "Order of Arrow", "Camperships/FAQ", "National High Adventure", "Weekend Camping / Facility Rental", "Campmaster FAQ", and "Camp Directions". The page also includes a "Feature List" sidebar with items like "Calendar & Event Signup", "Communications Center", and "Document Library". A "Donate Here" button is visible at the bottom. The system tray at the bottom of the screen shows the time as 8:45 PM on 1/24/2016.

FOR ALL RESERVATIONS AND REGISTRATIONS

Once you have logged in, take your cursor and under the camping drop down box click on Campmaster Facility Search.

The screenshot shows a web browser window displaying the Boy Scouts of America website for the Minsi Trails Council. The page features a dark blue navigation bar with a dropdown menu open under the 'Camping' tab. The dropdown menu lists several options, with 'Campmaster Facility Search' circled in red. A red arrow points from the text above to this option. The main content area includes a search bar, a 'Feature List' sidebar, and a large banner for an 'Annual Court of Honor Dinner'.

Feature List

https://minsitrails.doubleknot.com/rosters/default.aspx

Apps Sitecore Minsi Trails Council Log into Facebook Manage events, pro... Login | US Foods el.lawroom.com/bsa... Sign in - Google Acc... https://my.scouting...

BOY SCOUTS OF AMERICA
MINSI TRAILS COUNCIL

Google™ Custom Search

About Us Join Scouting Support Scouting Eagles/Alumni Natl. Jamboree **Camping** Resources Training

Support & Knowledge Base Training Videos Edit Page Help

Minsi Trails Council, Inc., BSA

Feature List

- Calendar & Event Signup
- Communications Center
- Document Library
- E-List Signup
- Forums
- Member Directory
- Merit Badge Counselors
- My Organizations
- Newsletter

Annual Court of Honor Dinner
Janu...
6

Welcome Paul
Log Off | My Account

Cub Scouts
Boy Scouts
Pre-Summer Camp Leaders Meetings
Venturing
Order of Arrow
Camperships/FAQ
National High Adventure
Weekend Camping / Facility Rental
Campmaster FAQ
Camp Directions

Campmaster Facility Search
Campmaster Duty Schedule

Donate Here
Dona Aquí

https://minsitrails.doubleknot.com/openrosters/calendar_reservations.asp?orgkey=3152

8:49 PM
1/24/2016

FOR ALL RESERVATIONS AND REGISTRATIONS

1. Identify the property location search. (red box)
2. Always choose "All Reservations and Blackouts."
3. Chose month/date.

The screenshot shows the 'Calendar Reservations' page for the Minsi Trails Council. The page features a navigation menu with options like 'About Us', 'Join Scouting', and 'Support Scouting'. Below the navigation, there is a search bar and a 'Show items for:' section. A red box highlights the dropdown menu for property location search, which includes options like 'Minsi Trails Council, Inc., BSA', 'Anthracite', 'Forks of the Delaware', 'MTC - Akelaland Camp', 'MTC - Camp Minsi', 'MTC - Settlers Camp', 'North Valley', 'Order of the Arrow', 'Pocono', 'South Mountain', 'Trexler', and 'All Organizations'. The 'All Reservations and Blackouts' dropdown is also highlighted with a red arrow. Below this, the month and year are set to 'January 2016'. The calendar grid shows dates from 1 to 31, with some dates highlighted in red.

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|-----------|----------|--------|----------|
| | | | | 1 | 2 |
| | 5 | 6 | 7 | 8 | 9 |
| 12 | 11 | 12 | 13 | 14 | 16 |
| 17 | 18 | 19 | 20 | 21 | 23 |
| 24 | 25 | 26 | 27 | 28 | 30 |
| 31 | | | | | |

FOR ALL RESERVATIONS AND REGISTRATIONS

1. Black Dots: are a black out of the facility or entire camp.
2. Blue Dots: are reservations. Click on the Blue Dot for unit information.

Calendar

https://minsitrails.doubleknot.com/openrosters/calendar_reservations.asp

Show items for:
MTC - Camp Minsi | All Reservations and Blackouts
 Hide assets with multiple reservations
[\[Select more than one organization\]](#)

January 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---------|-----------|----------|---|---|
| | | | | | 1 Entire Camp(Winter Holiday Break) - BLOCKED(MTC - Camp Minsi) | 2 Entire Camp(Winter Holiday Break) - BLOCKED(MTC - Camp Minsi) |
| 3 Entire Camp(Winter Holiday Break) - BLOCKED(MTC - Camp Minsi) | 4 12:00PM Entire Camp(Winter Holiday Break) - BLOCKED(MTC - Camp Minsi) | 5 | 6 | 7 | 8 5:00PM Minsi - Weytrex Cabin A - pack 29 (Delgado, Michael - 8569939)(MTC - Camp Minsi) 5:00PM Minsi - Weytrex Cabin B - pack 29 (Delgado, Michael - 8569940)(MTC - Camp Minsi) 5:00PM Minsi - Winter Tent Katag - Troop 187 (WLMORE, KAREN - 8562554)(MTC - Camp Minsi) 5:00PM Minsi - Winter Tabin" Unalakleet - Troop 187 (WLMORE, KAREN - 8562548)(MTC - Camp Minsi) 5:00PM Minsi - Winter Tent Shaktoolik - Troop 187 (WLMORE, KAREN - 8562550)(MTC - Camp Minsi) 5:00PM Minsi - Winter Tent Golovin - Troop 187 (WLMORE, KAREN - 8562555)(MTC - Camp Minsi) 5:00PM Minsi - Winter Tent Nome - Troop 187 (WLMORE, KAREN - 8562553)(MTC - Camp Minsi) 5:00PM Minsi - Winter Tent Nome - Troop 187 (WLMORE, KAREN - 8562553)(MTC - Camp Minsi) | 9 Minsi - Weytrex Cabin A - pack 29 (Delgado, Michael - 8569939)(MTC - Camp Minsi) Minsi - Weytrex Cabin B - pack 29 (Delgado, Michael - 8569940)(MTC - Camp Minsi) Minsi - Winter Tent Katag - Troop 187 (WLMORE, KAREN - 8562554)(MTC - Camp Minsi) Minsi - Winter Tabin" Unalakleet - Troop 187 (WLMORE, KAREN - 8562548)(MTC - Camp Minsi) Minsi - Winter Tent Shaktoolik - Troop 187 (WLMORE, KAREN - 8562550)(MTC - Camp Minsi) Minsi - Winter Tent Golovin - Troop 187 (WLMORE, KAREN - 8562555)(MTC - Camp Minsi) Minsi - Winter Tent Nome - Troop 187 (WLMORE, KAREN - 8562553)(MTC - Camp Minsi) Minsi - Winter Tent (Small) Koyuk - Troop 187 (WLMORE, |

FOR ALL RESERVATIONS AND REGISTRATIONS

1. Typical Blue Dot reservation.
2. To exit this reservation click here.

The screenshot shows a web browser window with the following details:

- Reservation Details**
- [go back to calendar](#) (indicated by a red arrow)
- Reservation Number: **8562594**
- Description: **Minsi - Weytrex Cabin B**
- Start Date/Time: **1/15/2016 5:00:00 PM**
- End Date/Time: **1/17/2016 12:00:00 PM**

Group Information

| | |
|-------------|--------------------------|
| Group Name | Venture Crew 426 |
| First Name | Bill |
| Last Name | Delmar |
| Address | 1609 Cherry Lane |
| City | Flowertown |
| State | PA |
| Postal Code | 19064 |
| Phone | (215) 630-4566 |
| Email | advisorcrew426@gmail.com |
| | Cradle of Liberty |

Participants

| Quantity | |
|----------|----|
| Adults | 2 |
| Youth | 17 |

Item Response

Yes

FOR ALL RESERVATIONS AND REGISTRATIONS

1. If you would like to see a different view, click on the Reservation List

The screenshot shows a web browser window displaying the reservation calendar for the Boy Scouts of America Minsi Trails Council. The page includes a navigation menu with options like 'About Us', 'Join Scouting', and 'Camping'. Below the menu, there are filters for 'Show items for:' and 'All Reservations and Blackouts'. A calendar grid for January 2016 is visible, showing various reservation events. A red circle highlights the 'Reservation List' link in the top right corner, with a red arrow pointing to it from the text above.

Calendar

https://minsitrails.doubleknot.com/openrosters/calendar_reservations.asp

BOY SCOUTS OF AMERICA
MINSI TRAILS COUNCIL

About Us | Join Scouting | Support Scouting | Eagles/Alumni | Natl. Jamboree | Camping | Resources | Training

Feature List | Support & Knowledge Base | Training Videos | Manage Events | Help

Welcome Paul
Log Off | My Account

Show items for:
MTC - Camp Minsi | All Reservations and Blackouts

Hide assets with multiple reservations
[Select more than one organization]

January 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---------|-----------|----------|--|--|
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FOR ALL RESERVATIONS AND REGISTRATIONS

1. Follow the same process for identifying a property, All reservations and Blackouts, and dates.
2. Suggestion: use the weekend of your duty, this way the list is short and easy to read.

The screenshot shows a web browser window with the URL https://minsitrails.doubleknot.com/openrosters/calendar_reservationlist.asp. The page displays a calendar for January 2016. A red arrow points to the 'Show items for:' dropdown menu, which is currently set to 'MTC - Camp Minsi'. Below this, there is a checkbox for 'Hide assets with multiple reservations' and a link for '[Select more than one organization]'. The 'Show from:' field is set to '1/1/2016' and the 'To:' field is set to '1/31/2016'. A 'Go' button and a 'Download Data as File' link are also visible. The calendar shows several reservations and blackouts for January 2016.

January 2016

| Date | Reservation/Blackout |
|-----------------|--|
| January 1, 2016 | Entire Camp(Winter Holiday Break) - BLOCKED (MTC - Camp Minsi) |
| January 2, 2016 | Entire Camp(Winter Holiday Break) - BLOCKED (MTC - Camp Minsi) |
| January 3, 2016 | Entire Camp(Winter Holiday Break) - BLOCKED (MTC - Camp Minsi) |
| January 4, 2016 | Entire Camp(Winter Holiday Break) - BLOCKED (MTC - Camp Minsi) - 12:00PM |
| January 8, 2016 | Minsi - Weytrex Cabin A - pack 29 (Delgado, Michael - 8569939) (MTC - Camp Minsi) - 5:00PM |
| January 8, 2016 | Minsi - Weytrex Cabin B - pack 29 (Delgado, Michael - 8569940) (MTC - Camp Minsi) - 5:00PM |
| January 8, 2016 | Minsi - Winter Tent Katag - Troop 187 (WILMORE, KAREN - 8562554) (MTC - Camp Minsi) - 5:00PM |
| January 8, 2016 | Minsi - Winter "Tabin" Unalakleet - Troop 187 (WILMORE, KAREN - 8562548) (MTC - Camp Minsi) - 5:00PM |
| January 8, 2016 | Minsi - Winter Tent Shaktoolik - Troop 187 (WILMORE, KAREN - 8562550) (MTC - Camp Minsi) - 5:00PM |