**TROOP 179 REGISTRATION & TRANSPORTATION FAQ’S**

1. **How do I register my scout for a campout?**
	1. Log on to Doubleknot ([www.doubleknot.com](http://www.doubleknot.com)) using the login ID and password provided to you via email.
	2. Click on the Calendar link (at the top of the Troop 179 page, under the Blue Ox’s nose).
	3. Navigate to the activity for which you want to register, and click on that link.
	4. Select and Add the participants -you’ll usually have the options of registering yourself and/or your scout(s)- and fill out the forms.
	5. You’ll need to let us know if your scout will need a ride one way (we’ll expect you to drive other scouts the other way), if your scout will be arriving or leaving camp early or late, and how you’ll pay.
	6. You can pay for the campout online thru Paypal, or, if you’d like to avoid the service fee, you can send a check with your scout to a Troop Meeting. (Please don’t send checks with your scout on Friday!)
	7. You’ll know your registration is complete when you see a pdf file of your receipt and you (very important!) click the ‘Done’ button at the bottom of the page.
2. **OK, but I don’t have (or don’t know) my Doubleknot login ID or Password.**
	1. Stop by the information desk at a Troop Meeting (usually on the right past the rest rooms) and we’ll email your information.
	2. Once you log in the first time, we recommend you update your profile with an ID and password that’s easy to remember. Look for the’My Information’ link on the left side of the page under ‘Administer’.
3. **How will I know my scout is registered?**
	1. Generally, the Transportation Committee sends out an email early on Wed. with a list of scouts and adults who are registered. If your scout should be on the list and isn’t please reply to the email immediately!
	2. Remember, registrations end at midnight on the Tuesday before a campout.
	3. A ‘Final Registration’ list will be emailed out on Thursday.
4. **What if our plans change and my scout can not go on the campout?**
	1. If it’s before midnight on the Tuesday before a campout, you can ‘unregister’ a scout online. Simply click the calendar link, and select ‘Edit Registration’. Then you click the box saying your scout does not have permission to go on the activity.
	2. If it’s after the registration deadline, please reply to the registration email immediately. We can take your scout off the registration list, but remember that patrol members are already purchasing food, and a space is planned for your scout. You may forfeit some or all of the campout fee.
	3. If your scout cancels after the Troop meeting, it’s very important that they let their Patrol Leader know they’re not camping. (this is a responsibility/leadership….let your scout handle this)
5. **OK, I’ve signed my scout up for a ride out TO camp, when and where to they need to be to catch this ride?**
	1. Typically, the scouts need to be at the First Presbyterian Church (where the Troop meets) by 7pm on the Friday night of a campout.
	2. If your scout isn’t there by about 7:15pm (we do take into account traffic and weather), and hasn’t contacted his driver, they may be left behind.
	3. If your scout’s driver wants to leave from a different location or perhaps at a different time, it is their responsibility to contact you to arrange a mutually convenient meeting time and place.
	4. Sometime the Troop has a different meeting time or place for Campout rides. If that’s the case, you’ll get notification in the Registration & Transportation emails. (this is often the case when travelling by bus, or for summer camp).
6. **I signed my scout up for a ride home FROM camp. When and where will the scout be dropped off?**
	1. Scouts get dropped off at their homes after a campout. Parents (of new scouts), please be certain your scout knows the major crossroads near their homes.
	2. If this isn’t practical (for instance, you won’t be home), please make appropriate comments on the registration page. Scouts can be dropped off at other locations (say at church, for instance), but we need to know that from you.
	3. Scouts get picked up from camp at 10am on Sunday morning. (it often takes about a half hour before they’re actually on the road.) Bear in mind the driving time, and the fact that your scouts’ driver may be dropping off several scouts on the way home.
7. **I signed up to drive scouts out TO camp. Where do I pick them up? Where do I drop them off?**
	1. Plan on picking up your riders at 7pm on Friday night at the First Presbyterian Church. If you’d like to leave at some other time or from a different location, please make a note on your scouts registration. You are welcome to pick up your riders at a different location (for instance have them meet you at your home), but you are responsible for contacting those riders. Reply to a Registration & Transportation email if you need any contact information.
	2. Please bear in mind that arriving early to camp is usually discouraged. Adult leaders need time to get home from work, grab a bite to eat, and get out to camp prior to scouts arriving in order to provide appropriate leadership. Under certain circumstances, sometimes older scouts will be invited to arrive a bit early. If, as a driver you need to arrive early, please check with the Transportation Committee first.
	3. There is always a Transportation coordinator at the church on Friday evenings. They’ll help the scouts find their drivers, and they always have maps. Bear in mind that because of the size of the Troop, the scouts usually camp in a few different sites. The Transportation coordinator will be able to answer questions.
8. **I signed up to drive scouts home FROM camp. Where do I pick them up?**
	1. Plan on picking up our riders at the camp at 10am on Sunday morning. There’s usually a brief closing ceremony (typically at the flagpole of the site where the Traditional Scouts are camping) where the scouts are told who they’re riding home with. (sometimes changes are made after Friday)
	2. Transportation emails will have a link to a map, and notes about specifically where to meet your riders. If you need a map, you can pick one up at the church on Friday at 7pm.
9. **How do I know who my scout will be riding with?**
	1. The Transportation Committee assigns riders to drivers on Wednesday and Thursday before a campout. Generally a ‘preliminary’ plan is emailed out on Wednesday. Check this carefully for errors, and reply to the email if you see any problems. A final plan will be emailed on Thursday (hopefully). If changes are made after midnight on Thursday, the Transportation Committee attempts to contact the folks involved via email.
	2. Please note that because of vehicle break downs, or sick scouts, last minute changes are sometimes made. Don’t worry, if we told you your scout had a ride home, we’ll get them home!
10. **How do I know which scouts I’ll be driving?**
	1. See above. You’ll be getting emails that will list who your riders are. Please review this carefully, if for some reason you can not transport the number of scouts assigned to ride with you, (or your vehicle breaks down, your scout gets sick etc), please let the Transportation Committee know immediately!
11. **What if I don’t get these Registration & Transportation emails, or I can’t view the data?**
	1. The same information that’s emailed out is always simultaneously posted to a Library Document on the Doubleknot Website. Click on the ‘Library’ link at the top of the website, and look for the Registration & Transportation document for that campout.
12. **What if we want to make our own carpool arrangements?**
	1. You are welcome to. We do take requests (no promises though), but if you want to make your own arrangements, feel free to. However it is imperative that you put appropriate notes in the registrations so that the Transportation Committee knows which scout is riding with whom. ‘
	2. Even if you’re driving your own scout to and from the campout, let us know.
	3. Bear in mind that if you make an arrangement for your scout to ride with someone under the age of 25, you need to fill out an Underage Driver Permission Slip (this can be found in the Forms Library on Doubleknot).
	4. If you tell the Transportation committee that you can take a certain number of scouts when registering, please do not later offer scouts rides in your car! We are planning on those seats.
13. **How do you decide who my scout rides with?**
	1. You are always welcome to make requests or suggestions in the comments section of your scouts registration.
	2. In general, on the trip OUT to camp, we try to put scouts from the same patrol, or at least the same program (New Scouts, Traditional, or Ventures) in the same vehicle.
	3. In general, on the trip BACK from camp, we try to arrange scouts by neighborhood, regardless of age. This saves our drivers time and miles.
14. **How will I know if there will be room for my scout in a carpool?**
	1. If you are able to drive other scouts one way, we’ll find a ride for your scout the other way. Please plan on driving at least one way each campout.
	2. If for some reason you are unable to drive one weekend, we’ll do our best. Be sure to register early.
15. **What happens if there are not enough drivers to or from camp?**
	1. Scouts whose parents are assisting in camp get first dibs on rides. (sometimes they can not ride with their parents) Then we find rides for those scouts whose family will drive the other way.
	2. Lastly, we’ll do our best to accommodate scouts who need rides both ways.
	3. Occasionally, we’ll ask for volunteers to switch which trip they make. If you don’t care which way you drive, make a note on your scout’s registration.
	4. **If everyone usually drives extra scouts one way each weekend, there will always be enough rides.**
16. **What if my scout is sick on the day of a campout or other Troop Activity?**
	1. You need to let the Transportation Committee know right away. Friday evening the leadership of the troop confirms that everyone has arrived at camp. The Transportation Committee will let the adult leaders know not to expect a given scout.
	2. Also very important, your scout should let their Patrol Leader know they won’t be at that activity.
17. **What if my scout finds a ride with his buddy, instead of his assigned carpool?**
	1. It is VERY important that you let the Transportation Committee know immediately. Too often a driver is waiting at church for a scout who is already on their way to camp!
18. **What if my scout has another activity on a Friday evening of a campout?**
	1. Scouts may arrive late to campouts (late on Friday or even Saturday morning). Be sure to communicate the approximate time to expect that scout on the scout’s registration.
	2. Occasionally car pool arrangements may be made of ‘non standard’ arrival or departure times. (ie, after the football game on Friday, for instance). Let us know if you’re able to drive other scouts.
	3. Be sure your scout lets their patrol leader know of any special arrangements.
19. **What if my scout needs to leave the campout early for another activity?**
	1. Scouts may leave early from campouts (late on Saturday or even early Sunday morning). Be sure to communicate the approximate time to expect that scout on the scout’s registration.
	2. Occasionally car pool arrangements may be made of ‘non standard’ arrival or departure times. (ie, after the football game on Friday, for instance). Let us know if you’re able to drive other scouts.
	3. Be sure your scout lets their patrol leader know of any special arrangements.
20. **What if I’m out of town during a campout, or if my scout’s emergency contact information changes?**
	1. There’s a place on the registration page to make updates to emergency contact information. Please let us know if this is a permanent change (ie, you get a new cell phone number) or if it’s temporary (you’re out of town for the weekend).
21. **What if my question isn’t here?**
	1. Easy! Either stop by the information table at a Troop meeting (we’re always there the week just prior to campouts, and often there for other meetings) or email t179transportation@gmail.com. Bear in mind that email address isn’t daily monitored until the week before a campout….so it may take some time to respond to your question.