

## **Camp Property Reservation System Instructions**

**Please make your reservations at least 14 days prior to your camping dates. This allows our staff to make proper arrangements for your camping experience and to mail keys, if necessary. Please return keys within 48 hours of your stay.**

1. Log on to Council website (sioux council.org)  
If you have not yet created a Unit log-in, please contact the Center for Scouting (605)361-2697
2. Click on the Facilities icon
3. Choose camp property
4. If you would like to reserve the entire camp property, please call the Center for Scouting
5. Check if date available  
(will not be able to select date yet)
6. Click on New Trip (top of page)
7. Enter Trip Name (use date or something simple)
8. Select dates & numbers for youth and adults  
If you will be reserving more than one building or campsite, split your numbers accordingly.
9. Enter contact and alternate contact information
10. Click complete
11. Click on Add Registration
12. Select the building or campsite you would like to reserve
13. Verify dates and number of participants
14. Click Next, then click Complete
15. If you need to reserve other buildings or campsites for this trip, click Add Reservations and follow steps 11 to 13.
16. When finished, click Checkout if paying with Credit Card or eCheck. Enter billing and payment information and Submit Order. Call Council office if you need to pay with Unit Account. Your reservation is not guaranteed until the order is submitted. If using Unit Account funds, call Council office as soon as possible so we can apply payment and submit your order.

**Cancellations: At this time all cancellations will be handled by the Council office. Please call as soon as possible so we can open the dates to other units.**