my.Scouting Tools

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Council Camping Participation
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my.Scouting Tools is best experienced using the latest version of Google Chrome or Mozilla Firefox. Also works with the latest version of Safari, and Internet Explorer (v11).
Overview

Camping Manager is a tool on my.Scouting.org that allows to enter data for camping experiences occurring between September 1 and August 31. By default, the following positions will have access to Camping Manager:

- Scout executive
- Director of field service or assistant director of field services
- Assistant Scout executive
- Director of support services
- Director of camping
- Camping director
- Program director
- Council Admin (Code 66)

If someone other than the above need access, please go to the Organization Security Manager tool and select the JTE Camping button to add and give persons access to the Camping Manager tool.
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Log In and Access Camping Manager

Using your browser (Chrome or Firefox is recommended), go to my.Scouting.org and log in using your my.Scouting credentials.

From the menu, click on your council name, then select the Camping Manager tool.
Log In and Access Camping Manager

Once the Tool has been selected, it will load and the summary page for your council will be displayed. From here, you will be navigating to your districts to enter your camping data.
Select a District and Enter Camping Data

• On the left-hand side of the screen above, the first level of the organizational structure for the Council is displayed. On the right-hand side of the screen, the rolled-up camping data for the Council is displayed (Note that there is a scroll bar to the right of the camping data that is used to access the full list of camping data).

• You may navigate the organizational structure of the council by selecting the organizational entities in the left-hand list. In the example on the next page, Service Area 3 and then District 1 has been selected. Note: Camping data is reported at the district level and rolled up for review to the council and service area levels (i.e., camping data cannot be edited at the council or service area levels).
Select a District and Enter Camping Data

• You may navigate the organizational structure of the council by selecting the organizational entities in the left-hand list. In the example on the screenshot below, Service Area 3 and then District 1 has been selected. Note: Camping data is reported at the district level and rolled up for review to the council and service area levels (i.e., camping data cannot be edited at the council or service area levels).
Select a District and Enter Camping Data

- On the right-hand side of the screen above, the current camping data for the district is displayed (Note that there is a scroll bar to the right of the camping data that is used to access the full list of camping data).

- Select a Camp Year from the pull-down menu, as data can be updated for prior years. However, the system will default to the most recent Camp Year. (i.e. 2018 covers the period of September 1, 2017 – August 31, 2018.)
Select a District and Enter Camping Data

- You may edit the district camping data by first clicking the “Edit” button in the upper right corner (the white pencil in the green circle). Once the edit button has been clicked, the camping data fields become editable and you may now enter or edit the camping data.

- When you are finished entering or editing the camping data, click the “Save” button in the upper right corner. If you wish to discard the changes you have made, you may click the “Cancel” button (the white ‘x’ in the red circle).

<table>
<thead>
<tr>
<th>Camp Tools</th>
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<tbody>
<tr>
<td>This District/Council</td>
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<tr>
<td>Cub Scouts Total - 0</td>
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<table>
<thead>
<tr>
<th>MALE</th>
<th>FEMALE</th>
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</table>
Select a District and Enter Camping Data

• Select other districts to enter or edit camping data by selecting another district from the left-hand list or by using the “Back” and “Home” buttons to navigate up the organizational structure of the council.

• Continue entering and editing the camping data until data entry has been completed for all districts.
• Click the “Home” button to navigate back to the council summary page to review the rolled-up camping data for the council.
Creating and Printing Reports

- For a summary report of council camping totals, navigate to the council page. Highlight the council name and then click the report icon.

- Click Continue when asked to download PDF.
Creating and Printing Reports

- The system will produce a four-page report of the totals reported for all districts.

![Camping Extract Report](image-url)
Creating and Printing Reports

- The last page of the report will list all districts. Some districts may be listed without traditional members. Any values entered in these districts will not be counted in the council total for Journey to Excellence. JTE counts only registered Cub Scouts or Scouts BSA.
Overview

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Creating and Printing Reports

• To print an individual report for a district, navigate to the district and click the report icon.
Maintaining District Camping Statistics

- Councils may log into Camping Manager to update district camping statistics at any time. Should a council merge, split, or realign districts, it may be necessary to update the data in the Camping Manager tool. This will not happen automatically, but an authorized user may go back and change data for any current district. This is desirable if one wants to produce an accurate JTE District Dashboard for a past period.
Council Camping Participation

- Data cannot be entered directly into Camping Manager for a council. Council totals will reflect the sum of the districts. The reporting deadline for camping participation normally concludes on September 30, at which time council participation statistics will be determined for Journey to Excellence. Councils may update district counts after this date as described above, and Camping Manager will reflect this update. These updated district numbers will be sent to Journey to Excellence. However, no changes will be made to the council statistics in Journey to Excellence once the reporting period has closed.
## Definitions of Camping Data

### Cub Scout Day Camp Information

Cub Scout Day Camp: Programs reported in this category must have been conducted by the council in accordance with the following publications: Cub Scout Day Camp and National Standards for Cub Scout/Webelos Scout Day Camp. Day camp is an organized, one-to-five-day program for Tiger Cubs and their adult partner, Cub Scouts and Webelos Scouts under certified leadership at an approved site, during daylight or early evening hours, but not overnight. Male and female Cub Scouts will be reported separately.

### Cub/Webelos Resident Camp Information

Cub Scout/Webelos Scout Resident Camping: Programs reported in these categories must have been approved by the Area Key-3 and conducted by the council in accordance with the following publications: Resident Camping for Cub Scouts, Webelos Scouts and Parents and National Standards for Cub Scout/ Scouts BSA /Venturing Resident Camps and assessed and approved by an area assessment team. Resident camping is an organized overnight camping program of at least one night under pack leadership and operating under certified leadership as an established BSA program operated by the council. Do not report Family camping or unit camping in this category. Male and female Cub Scouts will be reported separately.
### Definitions of Camping Data

#### Cub Family Camp

Lion, Tiger, Cub and Webelos Council Organized Family Camping: Camping programs in this category are for the Cub Scout and parent or the entire family of one or more days and nights duration. Council-Organized Family Camping (Parent and Pal, Adventure Camp, Family Camp, etc.) may only be held in accordance with National Standards for Council-Organized Family Camping. Participants attending multiple events should be counted multiple times. Male and female Cub Scouts will be reported separately.

#### Scouts BSA Resident Camp

Scouts BSA Long-Term Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to: Camp Program and Property Management and current year National Standards for Cub Scout/ Scouts BSA /Venturing Resident Camp and visited and approved by an area assessment team. Scouts BSA long-term resident camp is defined as at least five nights and six days of camping and includes summer resident camp, winter camp, NYLT, STEM, NOAC, OA Week-long conservation programs or other specialty camps. Do not report High Adventure attendance in this section. Use the High Adventure section.
# Definitions of Camping Data

<table>
<thead>
<tr>
<th><strong>Scouts BSA High Adventure Camp</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>High Adventure Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to criteria in Passport to High Adventure and current year National Standards for Council High-Adventure and Specialty Adventure Programs and visited and approved by an area assessment team. By definition, these programs are five (5) nights and six (6) days of camping. Do not include youth reported in this section in the long-term resident camping section.</td>
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<tr>
<th><strong>Venturing Resident Camp</strong></th>
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<tr>
<td>Venturing Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to: Camp Program and Property Management and current year National Standards for Cub Scout/ Scouts BSA/Venturing Resident Camp. Venturing resident camp is defined as at least two (2) nights and two (2) days of camping and includes summer resident camps, winter camp, NYLT, STEM or other specialty camps. Do not report high adventure attendance in this section. Use the high adventure section.</td>
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</table>
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<td>Venturing High Adventure Resident Camp: Programs reported in this category must have been approved by the Area Key-3 and conducted by the council according to criteria in Passport to High Adventure and current year National Standards for Council High-Adventure and Specialty Adventure Programs and visited and approved by an area assessment team. By definition, these programs are five (5) nights and six (6) days of camping. Do not include youth reported in this section in the long-term resident camping section.</td>
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<tr>
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<tr>
<td>Cub Scout packs are counted if they have one or more participants at any day camp, resident camp, or family camp. Troops, crews, and ships are counted only if they are camping under their own leadership at a resident or high adventure camp. Do not count a unit more than once.</td>
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