

****** REGISTRATION INFORMATION ******

The full registration process and merchandise ordering is done on-line through the council website at www.swflcouncilbsa.org .

Please email questions/changes/substitutions to be made to your roster to: debi.ryan@scouting.org. Additions to your roster should be made utilizing the on-line registration on the council website. Do not re-enter previously registered participants.

The fee for attending the Manatee/Two Rivers Camporee is \$20 for Adults & Youth and \$15 per person for Adult Staff and Staff Not With A Unit. We must receive your registration by January 9 in the Council office to be registered at the on-time event fee. **Full payment must be received at the council office by January 16. No registrations will be accepted after January 16,2020.**

You will need to pay by cash, check, or credit card to the council service center. When submitting your payment, be sure to include the registration form, so that your unit may be properly credited.

Units are also responsible for acquiring parental permission slips and having Medical Forms available in case of an emergency. There is no guarantee of event patches for those who register after January 9.

On-Line Registration:

On-line registration is set-up through the Southwest Florida Council website.

In addition, STAFF will be using the same process to register whether they are coming to the event as part of their unit or on their own. For individuals attending as Staff but not with a unit, please use **STAFF** as the unit and **Staff – Not With Unit** as registrant type. Staff camping with their unit should register as **Staff – Adult with Unit** or **Staff – Youth** as appropriate.

Initial Registration:

Go to the Southwest Florida Council website, www.swflcouncilbsa.org, and click on the link for the 2020 Two Rivers & Manatee Camporee. You may also go directly to the calendar and click on the event. Complete the necessary forms for your participants. You may pay at time of registration or send your payment to the council service center. IMPORTANT: Payments for on-time registration **must** be received at the council service center by close of business, January 16, in order to receive the on-time event fee. If the payment is not received by then, you will be assessed the \$10 late fee per person not paid. **Once you have registered your unit please do not edit your registration online; please follow the directions below. Changes made to the on-line registration may not be received by the registrar.**

For Scouts BSA and Venturers, a patrol is 4-8 persons.

Additions:

To add additional individuals to your registration, just go to the council website and **fill out the registration for just the additions.**

Replacements:

If you wish to replace a previously registered individual with someone else, email the information to debi.ryan@scouting.org and the update will be made. Do **NOT** submit the change through the council website or you will be charged for the new person. **NO** changes will be accepted after January 16. Changes after this date will have to be made upon arrival at the event.

Deletions:

If you must drop someone after you have paid, the council refund policy will apply. If you must drop someone, but have not paid yet; please email debi.ryan@scouting.org the names to be dropped.

Cancellation Policy:

Once registration fees have been paid, an individual may become ill or otherwise be unable to attend an event. As the event has already incurred expenses related to the activity such as program supplies, ins., food, patches, etc., event fees are non-refundable & non-transferable. An exception will be made **ONLY** if a request is received in writing or email (not phone) and submitted to the Southwest Florida Council Office by the individual no less than 72 hours before the date of the event. In most cases, only a partial refund can be made. **Refunds for inclement weather will be made only if the event is cancelled.** No refunds will be given on the Event Processing Convenience Fee.

Event Fee Policy:

The current Southwest Florida Council policy is that registrants will be charged the event fee that is in effect at the time of registration if paid by the fee cut-off date. Payments must be received at the Council Service Center not later than the fee cut-off date. After that date registrants will be charged the late registration event fee regardless of the date the registration took place. All fees not received prior to the activity may result in your unit being dropped from the event.