

0. Before making any payments or registering on the Heart of Ohio Council website, Scouts must register for the 2017 National Jamboree at <http://www.summitbsa.org/events/jamboree/jamboree-registration/>, the Scout's registration must be approved by Heart of Ohio Council, and the Scout must receive a welcome letter from Heart of Ohio Council.

Option I: Pay on-line via doubleknot.com

- 1a. Follow this link: <http://heartofohiocouncil.doubleknot.com/event/1905921>
or
- 1b. Go to <http://www.heartofohiocouncil.org/>.
Click on the yellow "Online Registration" button.
Change date range to any dates including July of 2017.
Click on any day of the 2017 National Jamboree.
- 2a. Optional:
Review the details of the event.
Click "Add to calendar" to download an iCalendar file (.ics format).
- 2b. Click "Register" at the bottom of the page.
Treat this "Register" button as a "Next", "Continue", or "Pay Here" button.
Actual registration for the National Jamboree is done via www.summitbsa.org (see Step #0, above).
- 3a. If you have used doubleknot to register for previous events, log on, unless already logged in.
or
- 3b. If you are new to doubleknot, click "Create New User Profile".
Populate the required fields, and click "Save Profile".
- 4a. Select 1 participant (or more if paying for siblings or multiple attendees).
Populate the information in the required fields (name, phone, and email).
Click "Continue".
or
- 4b. Select 1 participant (or more if paying for siblings or multiple attendees).
Click "Add someone I've signed up before". Select the participant.
Click "Continue".
5. Select payment amount.
Click "Checkout".
6. Enter payment information.
Click red "Make payment" button.

- 7a. For subsequent installment payments, follow step 1 above, then, Click “Click here to edit an existing reservation”.
- or
- 7b. Go to <https://www.doubleknot.com/>.
Click “Log on” and enter User ID and Password that you chose in step 3, above.
8. If a list of Upcoming Payments and Upcoming Reservations / Registrations does not appear, Click on “MyAccount” in the upper right corner.
- 9a. Click “Pay Now” to pay your next installment (repeat step 5 to select payment amount, *etc.*).
- Or
- 9b. Click “View Details” to review your payment history, payment schedule, and remaining balance.

Option II: Pay by check sent via US mail.

Send a check payable to Heart of Ohio Council to:
Heart of Ohio Council, Inc.
ATTN: Jamboree 2017 Contingent
3 North Main Street, Suite 303
Mansfield OH 44902

Write “*scout’s name and Jambo 2017*” in the notes or comments section of the check.

Contact the Heart of Ohio Council service center by phone at 419-522-8300 x.100 to request remaining balance and payment history if paying by check.