

## BOY SCOUT TROOP 840 CAVING

### PAPERWORK INSTRUCTIONS

#### STEPS TO PAPERWORK COMPLETION

1. Creating an account (this is basic name, address, phone information)
2. Filling in the required fields and online signatures.

#### CREATING AN ACCOUNT

1. Go to [www.adventurelinks.net](http://www.adventurelinks.net)
2. Hit "Complete Paperwork" a yellow button found in the left hand menu
3. Select "School or Youth Group"
4. Select "Boy Scouts"
5. Select "Camper" or "Chaperone" specified under "Boy Scout Troop 840 Caving"
6. A window will pop up and ask if you have an account with us, if you do (from previous years or camps), enter in your information. In the event you have forgotten it, please call 1-800-877-0954. If you are a new customer, select "No, I am a new customer"
7. Follow the links from here to establish your account and register for the program (Note: no monies will be transacted at this time!!)
8. Upon registering for the program, Click on the Flashing Red button to Continue on and complete the signature portion of your paperwork.
9. This is a two-step process. Upon Registering (the first step), you will receive an email thanking you for registering and it will state that your Paperwork is NOT COMPLETE. Upon completing the paperwork (the second step), you will receive the exact same email, except this time it will show your paperwork as complete.
10. At this point you are done. To double check yourself, login to your account and check to make sure the paperwork status shows complete for you child/ren.