



ONLINE CAMPMASTER SYSTEM GUIDE

Minsitrails.com rev. January 2016

Camping Services: (610) 465-8568



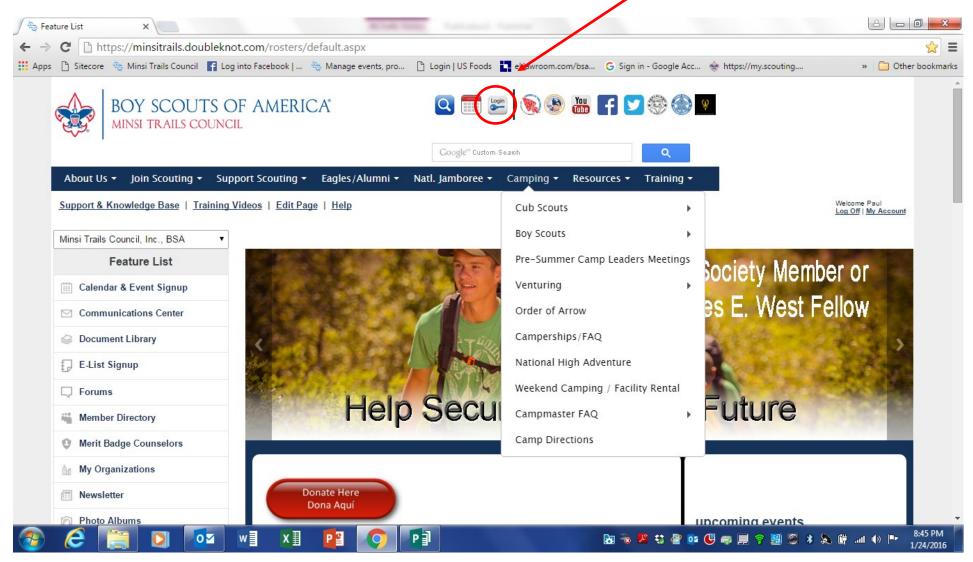
The Minsi Trails Council utilizes Doubleknot, an outside company, for all of our event, activity, weekend camping and summer camp reservations/bookings. Our website Minsitrails.com will all take you to Doubleknot when you need to review a reservation or black out date.

This guide will walk you through how to use Doubleknot for each scenario.
YOU CAN "SIGN IN" TO YOUR ACCOUNT AT ANYTIME.

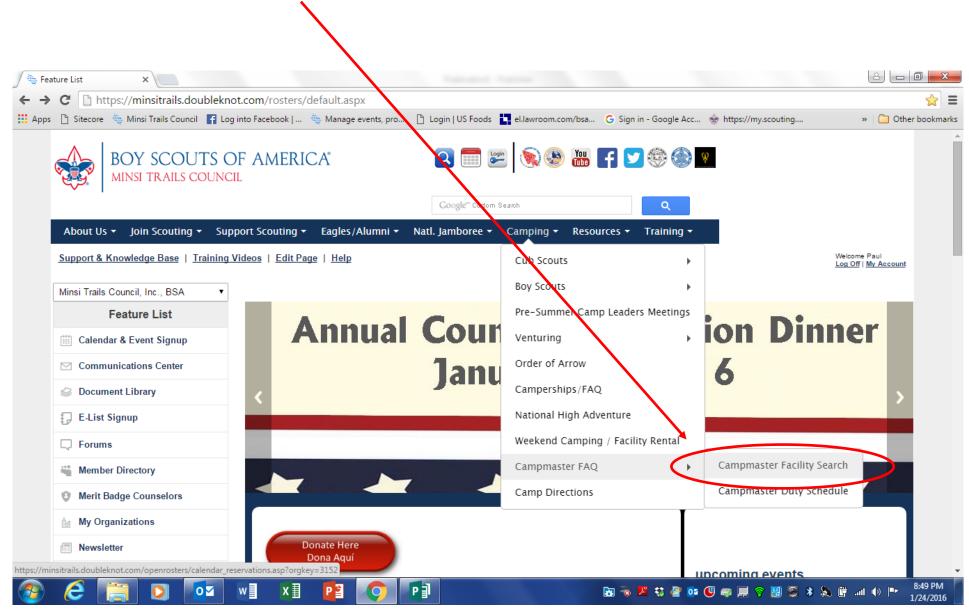
If you should need assistance with the online system or sign in, please contact our Council Camping Department at (610) 465-8568

Please note, the way we create reservations will determine if a registration can be amended —typically those that can be changed are done internally in the office by the camping department. Additionally, support staff at the council resource center can amend all registrations and will do our best to notify you if a reservation cancels.

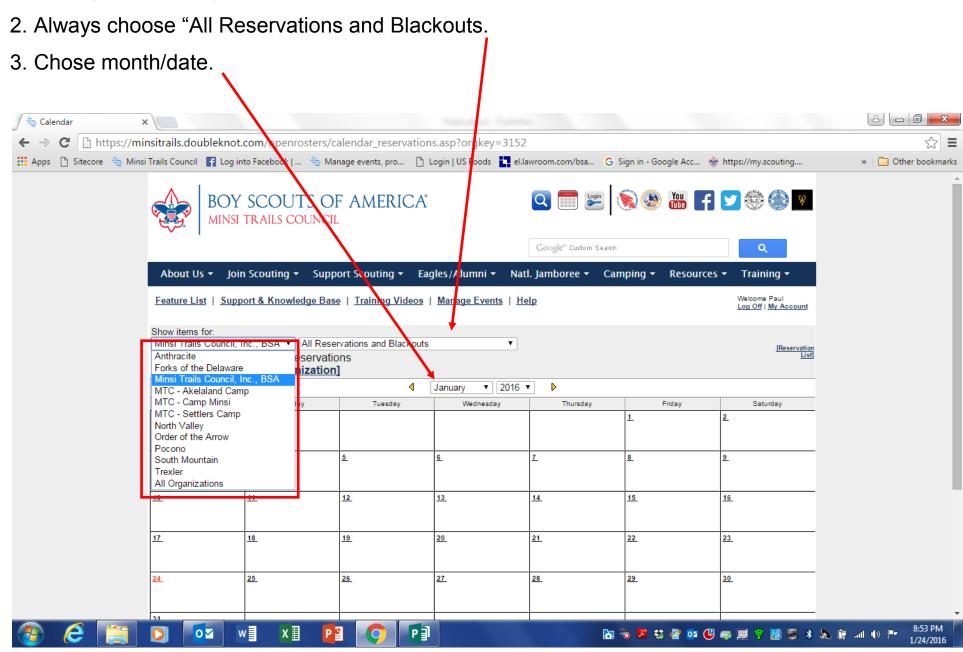
Log into Doubleknot (our online registration system) through the council website by going to www.minsitrails.com and click on the login icon towards the top of the screen). Click on "Sign in to Doubleknot". Type in your user ID and password. If you having difficulty signing in, you should try "need help logging on?" first. If difficulty persists, please contact our camping department.



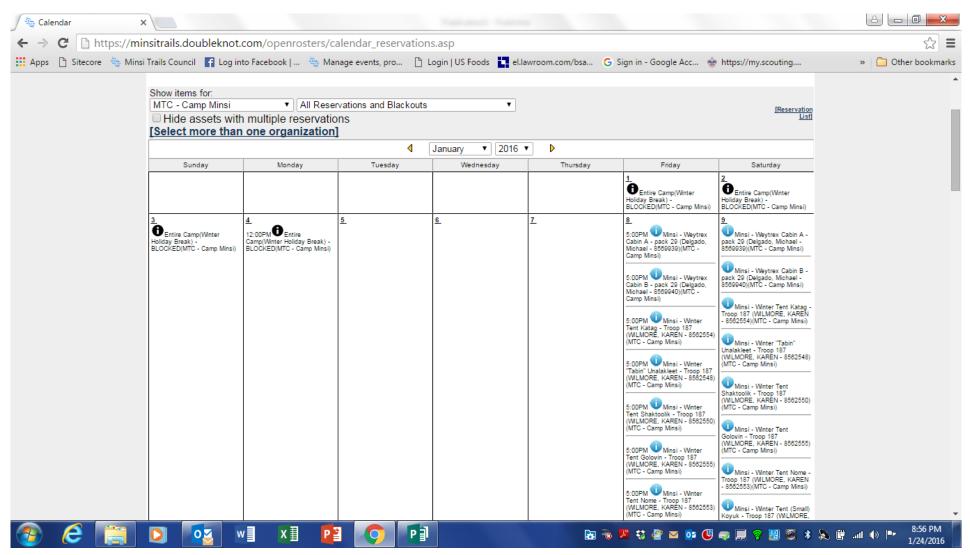
Once you have logged in, take your curser and under the camping drop down box click on Campmaster Facility Search.



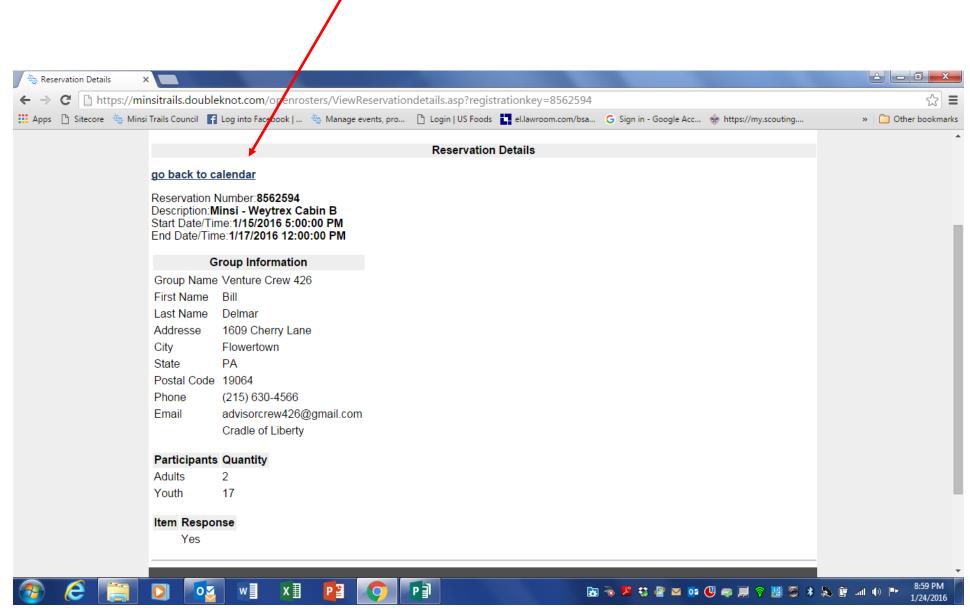
1. Identify the property location search. (red box)



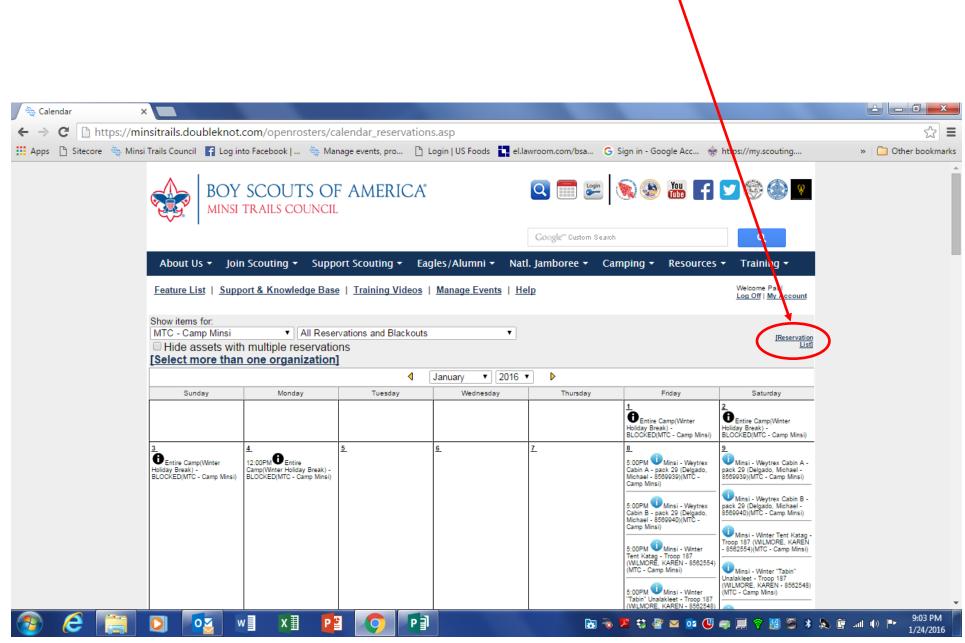
- 1. Black Dots: are a black out of the facility or entire camp.
- 2. Blue Dots: are reservations. Click on the Blue Dot for unit information.



- 1. Typical Blue Dot reservation.
- 2. To exit this reservation click here.



1. If you would like to see a different view, click on the Reservation List



- 1. Follow the same process for identifying a property, All reservations and Blackouts, and dates.
- 2. Suggestion: use the weekend of your duty, this way the list is short and easy to read.

