

How to Reserve a Campsite / Facility on the new CouncilWare Platform

Here is a step-by-step guide for short-term camping reservations

There are two different ways to get into the Reservation System. Both places will take you to the landing page for that property.

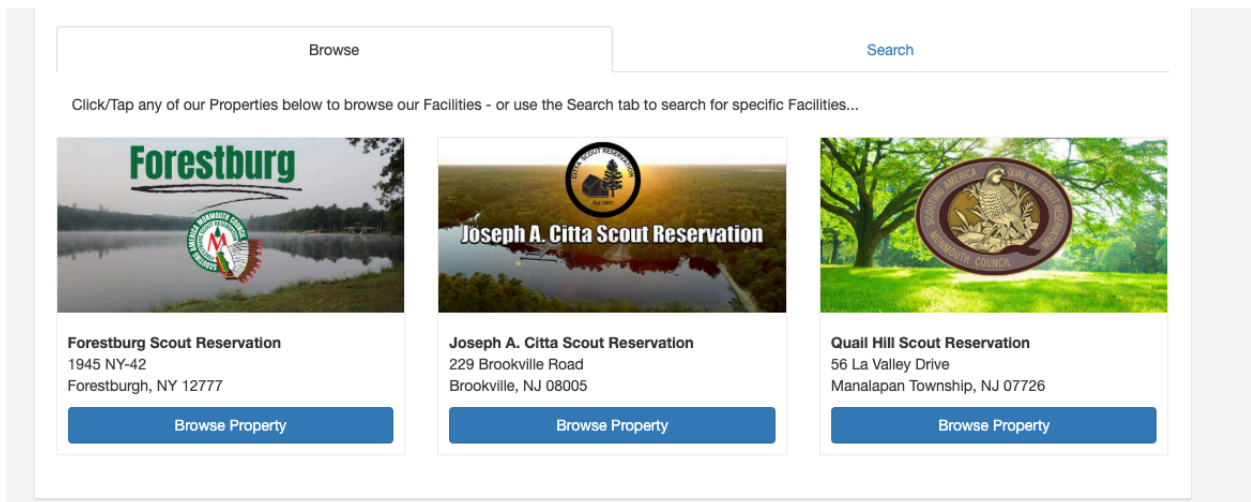
Option 1 - You can go directly to the [Council Facility Reservations Page](#) which brings you all of the properties.

Option 2 - On each of our properties, look for the button or link that says reservations that will take you directly to that camp's property.

For simplicity, let's assume that you went to Option 1. If you went directly to a camp, skip this first step.

1. Select a Property to Browse Availability:

Click Browse property for where you are looking to reserve space / campsite / ca



2. Property Main Page the Registration Option:

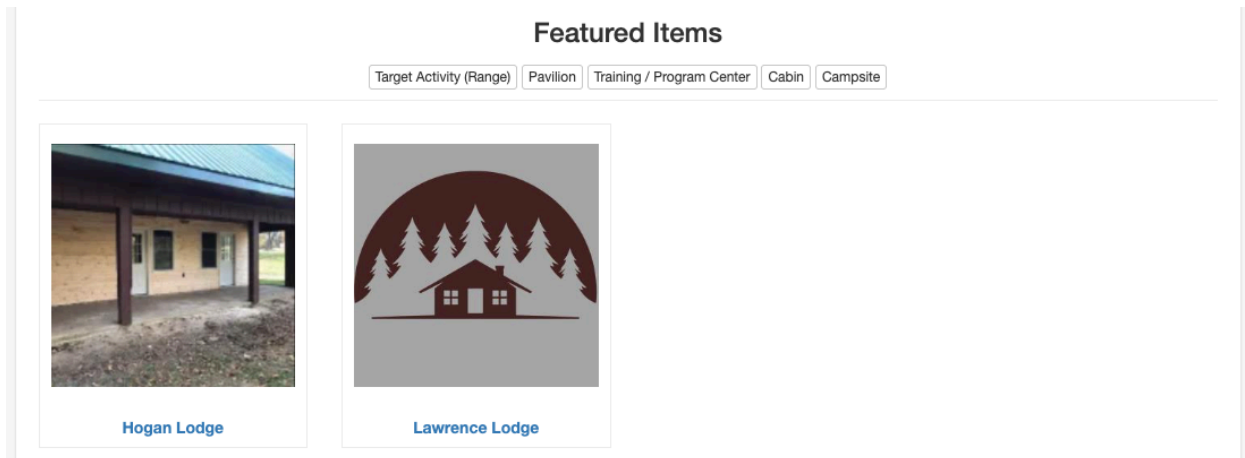
This brings you to the main page for that property (camp). If you click on the tab marked **Resources** there is some additional information about the camp, camp check-in, and council policies.

All of the rentable spaces on the camps are called "facilities" on the new system.

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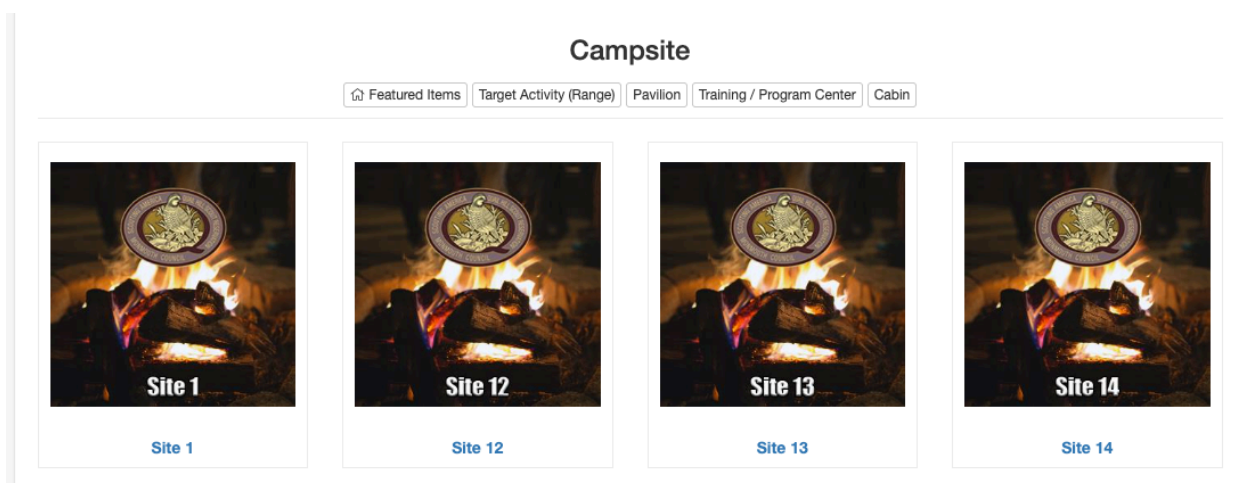
3. Choose a Facility

On the middle of this page you will see where it says Featured Items.



Click on the type of facility you want to rent.

If you were looking for a campsite, it would bring up the master list of all of the campsites at the camp.

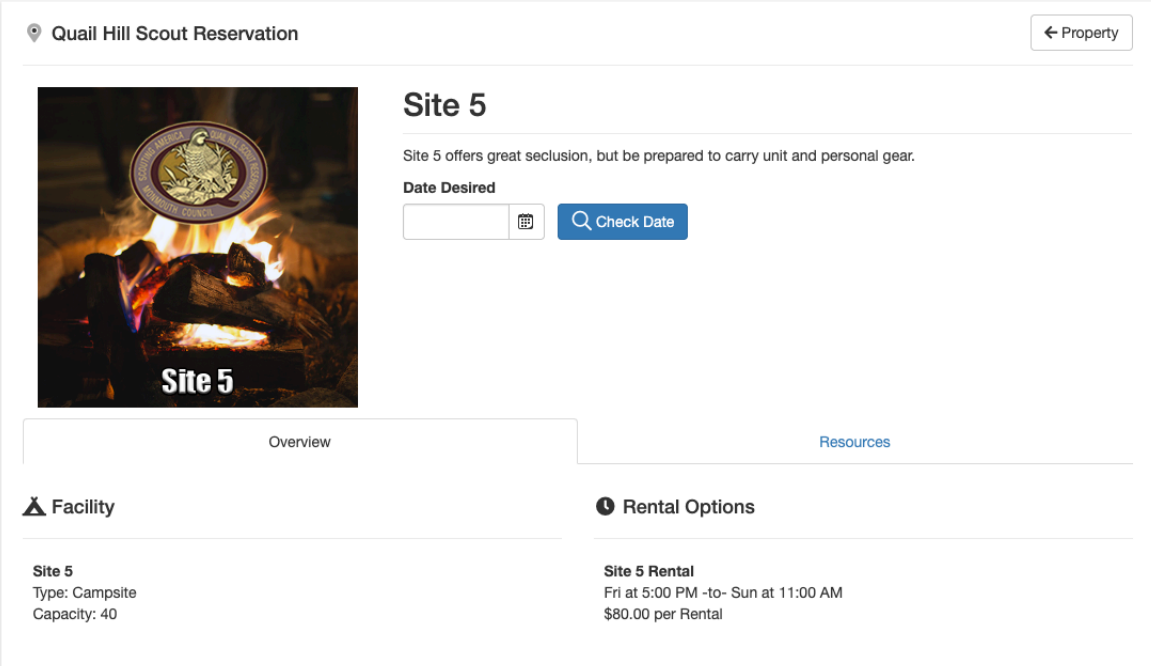


Click on the campsite you are interested in.

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4. Facility Information Page:

This is the main page for the facility.



The screenshot shows the 'Site 5' page for 'Quail Hill Scout Reservation'. It includes a location pin icon, a 'Property' link, a photo of a campfire with the 'Site 5' label, and a description: 'Site 5 offers great seclusion, but be prepared to carry unit and personal gear.' Below the description is a 'Date Desired' field with a calendar icon and a 'Check Date' button. The page has two tabs: 'Overview' (selected) and 'Resources'. Under 'Overview', there are two sections: 'Facility' and 'Rental Options'. The 'Facility' section lists 'Site 5', 'Type: Campsite', and 'Capacity: 40'. The 'Rental Options' section lists 'Site 5 Rental', 'Fri at 5:00 PM -to- Sun at 11:00 AM', and '\$80.00 per Rental'.

This page lists out the cost of the rental, address location, and additional relevant information on the procedures tab.

5. Check Availability:

Where it says “Date Desired” enter the date you are looking to reserve the facility. All camping (cabin/campsite) reservations start on Friday nights. Click CHECK DATE.

If the “facility” is available, you will get a window asking you to select a rental period.

If you are renting a “range” or a “pavilion”, you will need to select what time(s) you are renting those. See comments at the end of this document specific to target range rentals.

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Site 5

Site 5

Site 5 offers great seclusion, but be prepared to carry unit and personal gear.

Date Desired

11/14/2026

📅

🔍 Check Date

Facility is **CURRENTLY AVAILABLE** on this date. Select a Rental Option...

Rental Options

Site 5 Rental

▼

Select Rental Period(s)

☒ 11/13/26 5:00 PM - 11/15/26 11:00 AM

Price: \$80.00

Add To Order

Overview

Resources

Click **ADD TO ORDER** to advance to the next screen

 **Reservation Order**

For a better customer experience, login...

Login

Create Login

Or continue as a guest...

Required Information Needed - Before you can proceed to checkout, you must provide required information for one or more items in this Order. Click on the RED buttons below to provide the required information.

Property Quail Hill Scout Reservation

Add More Facilities

Facility	Site 5	Price	\$80.00
Site 5 Rental		Net	\$80.00
11/13 5:00 PM - 11/15 11:00 AM		Payment	\$80.00

Delete

Participant Count is required

Edit Options

\$ Order Summary

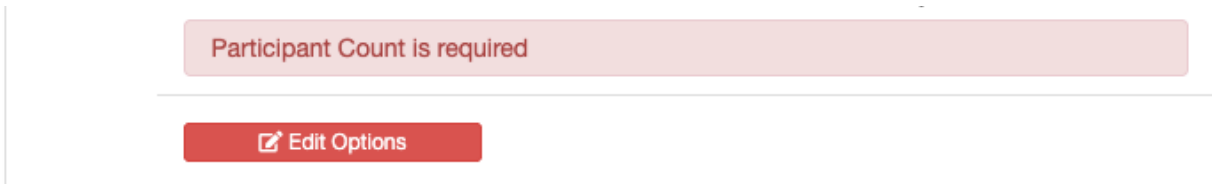
Item Purchases	\$80.00
Item Payments	\$80.00

You can click “Add More Facilities” if you need additional campsites, pavilions, cabins, and/or range rentals.

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6. Fill Out Your Participant Information:

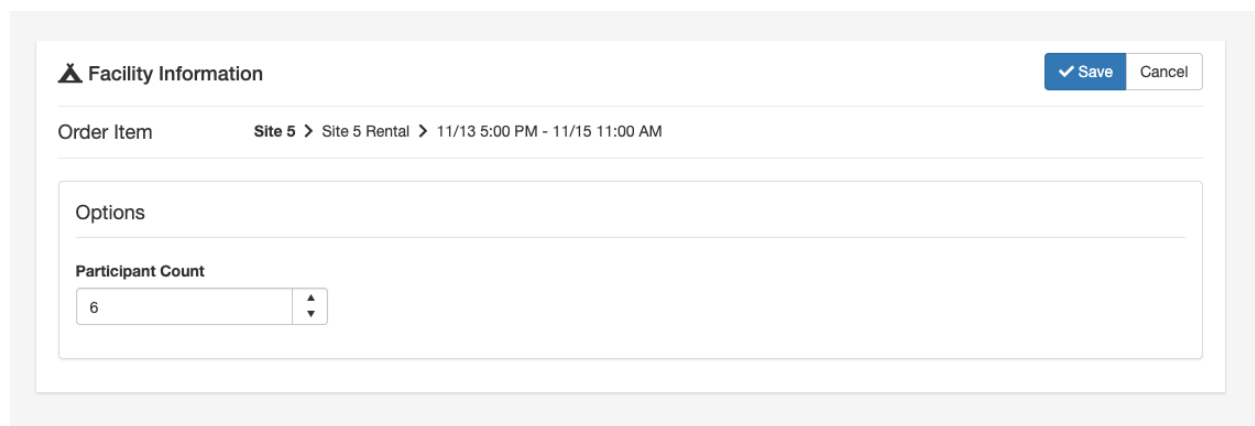
Once you have finished adding facilities to your cart, the system will ask you for a participant count. Participant counts are required for all reservations. Units are required to ensure Safeguarding Youth Policies of the B.S.A. are followed at all times.



Participant Count is required

[Edit Options](#)

Click on Edit Options to add your participant count. Click save when finished.



Facility Information [Save](#) [Cancel](#)

Order Item **Site 5 > Site 5 Rental > 11/13 5:00 PM - 11/15 11:00 AM**

Options

Participant Count

6

From here, if you already have created a (new) Councilware account, you can click Login, you can create a Councilware account, or click continue to place the order as a guest. We recommend creating or using your Councilware account if you have one.

Click CONTINUE to go to the **Reservation Details** page.

7. Reservation Details

On the reservation page, if you are an In-Council (Jersey Shore/Monmouth) unit, click Lookup unit. Units from both councils will show as "Monmouth Council"

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If you are not in our system, not a problem. Please enter your unit type, unit number, unit designator, unit home city, state and council.

For Group/Renter Contact, this is the name/person who will be the key leader onsite for the rental. It does not necessarily need to be the person who gets the payment receipt.

Please indicate what time you will be arriving at our property and what time you plan on leaving. This is helpful if you will be coming in significantly late on Friday (camping) or plan on leaving earlier than 8am on Sunday (camping) so our staff can plan accordingly. Click **check-out** to proceed to the payment page.

8. Payment Page Details

Customer Information

All orders (reservations) on the Councilware system are tied to a customer. This would be the key person who would need to access this information. It could be the key unit leader, the unit committee chair, or someone else. This is the email where the confirmation of the rental will be sent.

Payment Information

Advance Payment is required to reserve all facilities. We are only accepting credit card payments online.

Please remember to check the box that says "I agree to the Council Terms and Conditions" before clicking PLACE YOUR ORDER.

9. Appendix: Target Range Rentals

As mentioned above, target range rentals are 1 hour minimum and you can make your reservation requests online. You will be required to provide appropriate/certified range supervision. Please bring range credentials with you for the camp ranger or

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campmaster on arrival. Reminder: **No personal weapons** are allowed on Scout property.

For the online rentals, you will be asked to select a period or periods you want each range for. If you want both ranges at the same time, you will need to choose both ranges individually.

Here is an example of 1 shooting sports range showing available time slots. You'll see that there is time "missing" in the morning. That means it is not available during that time.

📍 Quail Hill Scout Reservation

← Property



BB Gun Range

Rental Fee is per hour. Please check in with the Volunteer Campmaster or Ranger at Lass Lodge 15 minutes before your rental starts.

Date Desired

11/14/2026



🔍 Check Date

Facility is CURRENTLY AVAILABLE on this date. Select a Rental Option...

Rental Options

BB Gun Hourly Rental ▼

Select Rental Period(s)

- ☐ 11/14/26 8:00 AM - 11/14/26 9:00 AM
- ☐ 11/14/26 12:00 PM - 11/14/26 1:00 PM
- ☐ 11/14/26 1:00 PM - 11/14/26 2:00 PM
- ☐ 11/14/26 2:00 PM - 11/14/26 3:00 PM
- ☐ 11/14/26 3:00 PM - 11/14/26 4:00 PM
- ☐ 11/14/26 4:00 PM - 11/14/26 5:00 PM
- ☐ 11/14/26 5:00 PM - 11/14/26 6:00 PM
- ☐ 11/14/26 6:00 PM - 11/14/26 7:00 PM
- ☐ 11/14/26 7:00 PM - 11/14/26 8:00 PM

Price: \$0.00

Add To Order

Credit: T. Columbia, C. Lee