

**Instructions for making a reservation at
Broad Creek Memorial Scout Reservation**

1. Log onto www.broadcreekbsa.org
2. Click Facilities Descriptions & Reservations under the Weekend Camping link
3. Click on the reservation link next to the camp you would like to camp in (Saffran, Spencer or Oest)
4. In the Category column (right column) click on Lodging Weekend Rentals – this opens up the campsites for that particular camp
5. Click on a campsite – you will see the calendar (middle column) show the availability of that site
6. Click on a Friday date - arrival
7. Click on a Sunday date – departure
8. Click the small RED Reserve button that appears on Sunday
9. In the right column you should see your reservation site and weekend
10. Click the RED Checkout button
11. Select Price Group and click Continue
12. Search for your account – if you don't have one, you will need to create one
13. On the Group Information screen fill in your contact information
14. Click Continue
15. Enter your number of youth and adults – it can be an estimated number
16. Click Continue
17. Review your shopping cart and decide how you would like to pay
18. Click appropriate payment button
19. Click Checkout
20. Enter your payment information
21. Click the RED Complete Order button
22. You will receive an email confirmation of your reservation