Summer Camp Unit Registration

Merit Badge Registration
Step 1 (Add Deposits for Scouts):

Sign in to your Tentaroo Online Registration account for your Unit. Make sure that your Camp is highlighted for 2018 (due to date restrictions for this Demo we will use a mock Camp in 2016, but you will click on your 2018 date.). Click “Add Payment.”
Step 1 (Add deposits for Scouts):

You can either pay more than the deposits or simply pay for the deposits to get into merit badge registration. The deposit amount is on the home screen ($625.00) for this Unit. Enter the amount you would like to pay and click “Add Payment.”
Step 1 (Add deposit for Scouts):

You will see your payment on the left hand side. You can pay with eCheck or Credit Card. The current setting is credit card, and to switch to eCheck click the drop down arrow. Once information has been inserted click “Submit My Order.”

NOTE: ADDRESS, ZIP, AND CITY FOR BILLING MUST MATCH THE ADDRESS FOR THE PAYMENT METHOD, OTHERWISE THE TRANSACTION WILL NOT BE COMPLETED.
Step 2 (Names Registration):

Now you will be back on the home page and ready to start registering specific Scouts for Camp and their Badges.

To start registration make sure that Scouts are in your roster by clicking on “Your Roster.”
Step 2 (Names Registration):

First, double check to make sure that all Scouts **AND** Adults who are attending camp are in your roster. If a Scout or **ADULT** is missing, please add them by click on **“New”** by Youth or by Adult.

If all are in the system, click on **“Event Registration”** to proceed.
Step 2 (Names Registration):

Click on "New Youth Registration" or "New Adult Registration" to sign up Scouts and Scouters.
Step 2 (Names Registration):

This is the step where you choose your Scout you would like to register. Select the Scouts name and then hit “Create Registration”
Step 2 (Names Registration):

Make sure that all information for the specific Scout is correct. Please make sure that the year of “Year of Summer Camp” has a value, even if it’s an estimate.

Once done click “Continue to Pick Classes”
Step 3 (Class Registration):

To assign a class to a Scout, drag and drop the class over. The system will not allow you to pick two classes for one time. You can also search for the class instead of scrolling.

Once finished, click “Save”
Step 4 (Check Out):

With this step, you can either add another Youth Registration or simply check out. Once done with adding all Scouts to class, click “Checkout”.

You can either keep paying, or pay the minimum amount which will be $0.
Step 5 (Checkout):

On the left hand side you will find all the badges you have signed your Scout up for. Double check to make sure it is correct. Once finished, click "Submit My Order."
After you’ve submitted you will return to the home screen. You can see your balance, as well as generate invoices and class schedules by using the “Reports” option. To do that simply click “Generate” next to reports area.

You can also change your numbers and registrations as well as add payments by using those respective buttons.