How to Register Your Pack Online for Day Camp

Click here OR type in your browser: https://tentaroo.com/greatsw

There are 3 different elements to registering your unit in Tentaroo. Understanding each area will help you get your Pack registered completely.

**Area 1: Creating a Unit Account in Tentaroo.**
Each unit must register within Tentaroo to register for any camping activity within the Great Southwest Council – whether attending a Cub Scout Day Camp or attending Gorham Scout Ranch for Webelos Week in the Woods, Family Camp Weekends (Memorial Day & Labor Day) and Boy Scout Camps.

**Area 2: Creating a roster.**
Before any scouts or adults can be registered for a camp (event), a roster must be built within Tentaroo. The roster is created one time and can be maintained annually. The roster will be a list of all the youth in your unit and all the adults who may be attending any camp with the scouts. As you add youth and adults to your unit, you will add them to the roster. You can also delete youth and adults who are no longer part of the unit. Also, once the roster is established, the youth and adults can be added to any event and this will save having to re-enter data every time scouts are registered.

**Area 3: Creating an event.**
Once the roster is established, an event registration is created. The event is the camp. You will select which type of camp the youth in your unit will be attending. When the event registration is created, the youth and adults that will be attending the event are entered. You will add only those who are attending that particular event. If there are scouts who will be attending both Day Camp and Webelos Week in the Woods, you will create 2 separate event registrations and the information needed for the scouts is already entered in one place. An event registration must be completed in order to have the youth & adults reflected in the registration portion. This is important so that counts are accurate for purchasing supplies, shirts, patches etc.
Creating a unit account in Tentaroo

To Create a New Account, select the Create Account link and press Continue.

To continue with creating an account, you must select an event. Click on the drop down arrow and select the event (camp) your Pack is attending.
Complete the account registration form. Please make sure you use the following values:

- **Account Type**: Unit
- **Unit Type**: Pack
- **Unit**: (Your Pack Number)
- **District**: The District you live in
- **First & Last Name**: The name of your Pack coordinator registering the Pack
- **Phone Number**: Phone number of the Pack Coordinator
- **User Name**: Select a user name for your Pack
- **Email**: The email of the Pack Coordinator
- **Password & Confirm Password**: Select a password for your Pack

After completing the form, click on the green Confirm button.
Once the registration form has been completed, click create account. An e-mail will be sent to the e-mail account you provided on the registration form. It will have an activation link sent by Tentaroo. You will need to click on the link to activate your account, you will be asked to login at that time. Use the user name and password you created.

New Account Verification

Verification Complete

Now that you have completed the authentication process, you can login, update your profile and start registering for events.

Once logged in, as a first-time user, you will have a screen that looks like this. From here, you will be able to create your event. Click on the “Go to Events” link.
Creating an Event Registration

The available events will appear on the screen like this. Select the event (camp) you wish to send your scouts to.

Once you have selected your event, the screen will appear like this. You will need to click on the name of the event you wish to register your scouts.
The screen will appear like this. There will be pricing and instructions on how to register your scouts for the event. Click on “Register for Event.”
Select the number of youth who will be attending camp by clicking on the “+” button. Select the number of adults attending by clicking on the “+” button. Note that all adults are at no cost and there must be one adult for every 4 boys for each day of camp.

Please enter any important information that the camp director should know regarding your Pack or scouts. Then click Next.
After clicking next, this screen will appear. It will let you know how many youth and adult spots are reserved and any important registration notes. This screen will also allow the Pack to make a payment on line. A payment is not required to begin the registration deposit. Payment in full must be made prior to the start of camp.

If everything looks correct on this screen, click “Complete” at the bottom of the screen.
After clicking complete, this screen will appear. You will have the option to go to your cart and pay your balance due or you can continue with your registration.

Note: While you can click on Checkout and pay your balance due, you MUST enter the names of all scouts and adults attending camp.

If you need to change your registration and add or subtract youth or adults, you can do that here by clicking on either Manage or Manage Spots.
After assuring that all spots for youth and adults have been selected, you add your participants at this screen by clicking “Add Participant”.

After clicking Add Participant, your roster will appear. You can then click on the youth and adults that will be attending. The process will be the same for youth or adults. If you need to add new scouts or adults, click on the link for each.
When the person profile opens, please verify all of the fields. For scouts who were already on your roster, you will need to verify the grade, shirt size and contact information. You will need to scroll to the bottom of the screen to capture all of the fields. This will include the rank that the scout will be working on at camp. Ex. Just completed 2nd Grade and earned Wolf, please mark Bear as the rank.

If entering a new youth or adult, please complete all fields. Some fields are required and you will not be able to proceed with the entry until they are completed.

Click Next when all information has been entered and is correct.

After clicking Next, this screen will appear to let you know how many spots you have reserved. Verify this is correct. Click next at the bottom of the screen.
After clicking Next, review the Confirmation screen of all scouts that are registered.

If there are any spots that have not yet been filled, the screen will let you know how many have been filled.
Repeat the steps above to add additional youth and adults.

When adding adults, be sure to verify ALL fields have been answered. It is VERY important to the Camp Directors to know which days the adults will be helping at camp. Remember, there MUST be one adult for every 4 scouts each day attending camp.
When all registrants have been entered, click on “Checkout” with either the green button or the shopping cart in the upper right corner.

Verify that all charges and registration entries are correct, you may need to scroll to see all registrants. If so, click on Check Out.
Check Out screen will provide a drop-down arrow that allows you to view all items that are in the cart.
Important to note, once all youth and adults have been registered for the event, the balance due for all youth attending will be reflected.

If the Pack is planning to pay with a credit card, you may proceed and enter the card information and place the order. If the Pack is paying with a check or cash, you will not be able to click the place order button. Your shopping cart will reflect items in it.

Payment will need to be made with cash or check at the office. The Council office staff will then go into Tentaroo and mark your account as paid and that will empty your shopping cart and register your Pack for the camp.
Creating and Managing a Roster

It is encouraged to create a roster with all of your scouts and leaders. Later you will select which scouts and leaders will be attending camp. If you have any parents who are planning to attend but are not registered with your Pack, enter them now as well.

The information requested for each day camp is the same. Please complete all fields. This will save you time when registering the scouts for camp.

Enter the name of each scout in your Pack. If there are any allergies or dietary restrictions, please check the box and include the information box below. If there are any other concerns about the scout, they can be included in the box as well.

To create your roster, go to your “Home” screen, then go to the “Manage My Group” screen on the right.
Your roster will appear with the names of scouts and adults who are already entered (if you have already entered some scouts and adults in your roster). Click on the “+” button to add youth or adults to your roster.

The entry screens are similar, complete all fields.
When entering adults, if they are planning to bring a child for the Tot Lot, please have them enter that information in the Notes field at the bottom of the registration screen. After you have created your roster, click on Event Registration to add an event.

The events tab will be on the left side of your screen. Your screen will look like this.

The menu of available camps will appear and you can select which camp you will be sending your scouts to.

You can click on any of the icons to view your profile, roster, event registrations, cart and orders.