

We are quickly approaching class sign ups! To help prepare you for this we have some suggestions on what to get done before the day of and best practices for getting your Scouts the [classes](#) they want.

Please see the [Leader Guide](#) for the specific date class registration opens for your week at camp.

Before Registration

www.campwoodruff.org/admin

Before class registration opens it's best to have the names of all your Scouts and Adults in your online My Group.

- Log into Tentaroo
- To change your unit's primary and secondary contact information, select "Manage Profile" in the upper right corner.
- To update, add, or delete members in your unit, select "Manage My Groups" also in the upper right corner.
- Some of you may already have most names loaded
- To add more names, click on the + sign beside Youth or Adult, as appropriate.
- You need date of birth (DOB) & gender for ALL Youth and gender & email for all adults.
 - You will need to add parent contact for Youth and YPT date for adults, prior to camp.

Day Of Registration

www.campwoodruff.org/admin

Remember that only **one person should be logged in at a time**. We recommend one person be at the computer entering the classes, and one reading off the choices.

- Log into your Tentaroo account and select your week of camp on the Home Page.
- Scroll down past the "Financial Summary" (where you make payments) and "Registration" (where you can pull "Reports" and manage the number of participants) to "Participants."
- Select the green "Add Participant" box based on gender. The number of spots for the unit reservation will show in each box in the upper right corner.
- Select the name of the youth to add classes.
- It will bring you to a summary of their information, just click "Next" at the bottom.
- Select the participant type (Female Youth or Male Youth) and click "Next."
- Class selection page: Use the magnifying glass in the upper right corner to search for a specific class
- Selected classes will appear on the list to the right side. Continue adding classes until complete and then click "Next", and then "Complete"
- You'll be taken back to the summary page. Scroll down to Participants and complete the process again for the next Scout
- If you have Scouts doing a High Adventure, you sign up for it just like a class, but that's the only thing you need to select.
- **Always remember to check out after every 2-3 Scouts as the class is not confirmed until you check out. Check out even if no payment is due. Check Out means you went through the payment screen and selected "Place Order" at the bottom of the screen.**

Off-site Activities:

- Choose **One** of the following off-site activities for each Scout. (included in cost of camp)
 - Nantahala Whitewater Rafting (younger Scouts)
 - Ocoee Whitewater Rafting (older Scouts)
 - Horseback Riding
- Scouts taking Horsemanship Merit Badge are already registered for the Off-site Horseback Riding activity. This is their **one** free off-site activity. This trip is coordinated by our staff and included in the camp fee.
- Scouts taking Whitewater Merit Badge will need pick which whitewater rafting experience they desire (Monday-Thursday). This is their **one** free off-site activity. They may do this with their troop if they wish. The Friday afternoon whitewater trip is coordinated by our staff and included in the camp fee.
- Adults may register for off-site activities for an additional \$55 per experience.
- Scouts may register for more off-site activities for an additional \$55 per experience.

Save Unit's Class Schedule

- Scroll down to "Registration" and click on the "Reports" button
- Select "Class Schedule, PDF"
- Save to your computer

If you run into any issues, please **email the Camping Specialist at Woodruff@AtlantaBSA.org**. These mornings can be hectic, and they can respond to emails much faster than they can answer the phone.

Once you have completed registration, please let us know if you have scouts who didn't get one of their first two to three choices, please let us know. We will do our best to make sure your Scouts have the best possible experience.

If you need to adjust numbers, please email the Camping Specialist with the total number of youth and adults (by gender), along with your Troop number and Council name. We will do our best to accommodate your requests.