

Step-by-Step Instructions for Online Registration:

GETTING STARTED:

- Go to www.tentaroo.com/lh & sign in to your unit account. If you forget the login, please call the office.
- On the **Home** tab, click on your reservation for summer camp, from the **Events & Facilities** List on the left. This reservation will not be in bold, and must be made through our office first.
- Start by entering everyone's names, shirt sizes, and birthdays (adults included) into the **Roster** tab, before Registering for the Event. The **Roster** tab acts like a "bucket" to pull names from.
- Once all names are in the **Roster** tab, click on **Event Registration**.
- In **Event Registration**, click the green + (plus sign) for either Youth or Adult. This will bring up your Roster to choose from.
- Pick Youth, or Adult, then click **Create Registration**.
- The new pages will allow you to edit their profile, or pick Classes from the **Classes** tab.

PICKING CLASSES:

- Once you have "Created" a Registration, you can drag and drop available classes. The schedule will only show classes for your empty time slots, and classes that still have openings. If you do not see a class in the list; this means it is full. Classes are sorted alphabetically by session time.
- Removing a class is also drag and drop, from the left to the right instead.
- If you want to see all the available classes while picking, not just those for empty time slots, you would check the "Include Conflicting" box, below the list of classes.
- After all desired classes are dropped into the **Current Schedule**, you must hit save at the bottom to add it to your "**Cart**."
- After you hit **Save**, a popup will appear asking if you want to pay, or add additional registrations. Add additional registrations if needed. All youth and adults must be added.
- After all registrations are complete, proceed to the **Cart** tab to finish payment and registration. Classes are not saved until the **Cart** has been submitted/paid for. *All* changes must be submitted through the Cart to be received by Council.
- A receipt for this payment will be emailed to the contact information located on the **Profile** tab. At any time, if you want to view this receipt, it can be viewed on the **Orders** tab, or by clicking on the **Event** and choosing Invoice from the **Reports** drop-down.

NOTES:

- Online registration closes a week prior to camp, but changes can be made at camp, during check-in.
- Schedule of classes can be viewed for each individual, either on the **Event Registration** tab, or at the **Home** tab, by selecting Class Schedule from the **Reports** drop-down.
- You will be given a schedule of classes at Registration, the morning of the event, and will have the option to drop/add classes from the remaining available spots.
- Every person attending must be listed in the Event Registration. Adults included. The camp's included t-shirts are determined by your numbers from the Event Registration. Shirts will not be ordered for those youth or adults not entered before May 12, 2017.
- Any questions can be directed to Brandy Koenig at brandy.koenig@scouting.org or 502-400-5370.
- **Please don't hesitate to call with any questions!**