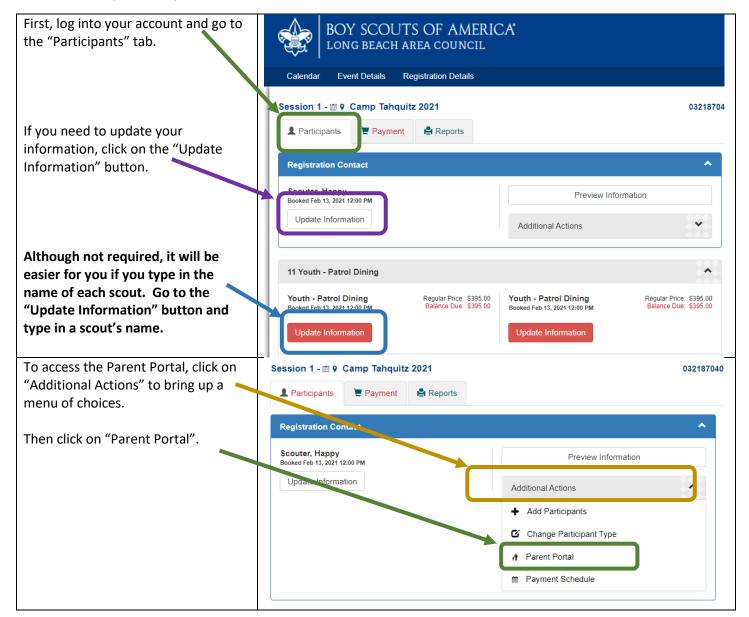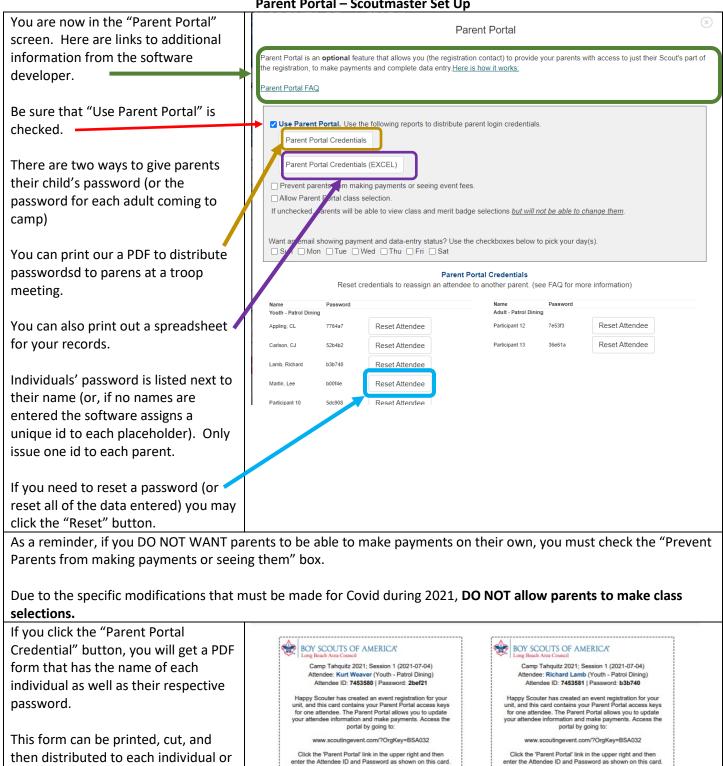**Camp Tahquitz 2021 Summer Camp Registration**
Parent Portal – Scoutmaster Set Up

One of the exciting aspects of this program is that a troop can arrange for parents to enter information for their child (as well as for adults going as leaders), as well as the option for having each parent make payments for their scout (saving the Scoutmaster from having to go to each scout and collect all of the money, deposit it in the troop account, and then making out a check for the council)

Here are the steps to set up Parent Portal.

First, log into your account and go to the "Participants" tab. If you need to update your information, click on the "Update Information" button. **Although not required, it will be easier for you if you type in the name of each scout. Go to the "Update Information" button and type in a scout's name.**	
To access the Parent Portal, click on "Additional Actions" to bring up a menu of choices. Then click on "Parent Portal".	

You are now in the "Parent Portal" screen. Here are links to additional information from the software developer.

Be sure that "Use Parent Portal" is checked.

There are two ways to give parents their child's password (or the password for each adult coming to camp)

You can print our a PDF to distribute passwordsd to parens at a troop meeting.

You can also print out a spreadsheet for your records.

Individuals' password is listed next to their name (or, if no names are entered the software assigns a unique id to each placeholder). Only issue one id to each parent.

If you need to reset a password (or reset all of the data entered) you may click the "Reset" button.

As a reminder, if you DO NOT WANT parents to be able to make payments on their own, you must check the "Prevent Parents from making payments or seeing them" box.

Due to the specific modifications that must be made for Covid during 2021, **DO NOT allow parents to make class selections.**

If you click the "Parent Portal Credential" button, you will get a PDF form that has the name of each individual as well as their respective password.

This form can be printed, cut, and then distributed to each individual or their parents.

If you click the "Parent Portal Credential (EXCEL) you will get a spreadsheet that lists every scout and adult, as well as their user id and their password.

Rev 2_17