

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.

The screenshot shows the Boy Scouts of America Long Beach Area Council website. The header includes the council logo and name, along with navigation links for Calendar, Event Details, and Registration Details. The main content area is for 'Session 1 - Camp Tahquitz 2021' (ID: 03218704). It features a 'Participants' tab, a 'Payment' button, and a 'Reports' button. The 'Registration Contact' section shows 'Scouter, Happy' with an 'Update Information' button. Below this, there are two 'Youth - Patrol Dining' entries, each with an 'Update Information' button. The 'Additional Actions' menu is expanded, showing options: 'Add Participants', 'Change Participant Type', 'Parent Portal', and 'Payment Schedule'. The 'Parent Portal' option is highlighted with a green box.

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".

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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 out a PDF to distribute passwords to parents 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.

Parent Portal

Parent Portal is an **optional** feature that allows you (the registration contact) to provide your parents with access to just their Scout's part of the registration, to make payments and complete data entry [Here is how it works](#).

[Parent Portal FAQ](#)

Use Parent Portal. Use the following reports to distribute parent login credentials.

[Parent Portal Credentials](#)

[Parent Portal Credentials \(EXCEL\)](#)

Prevent parents from making payments or seeing event fees.
 Allow Parent Portal class selection.
 If unchecked, parents will be able to view class and merit badge selections *but will not be able to change them*.

Want an email showing payment and data-entry status? Use the checkboxes below to pick your day(s).
 Sun Mon Tue Wed Thu Fri Sat

Parent Portal Credentials

Reset credentials to reassign an attendee to another parent. (see FAQ for more information)

Name	Password	Name	Password
Youth - Patrol Dining		Adult - Patrol Dining	
Appling, CL	7764a7	Participant 12	7e53f3
Carlson, CJ	52b4b2	Participant 13	36e61a
Lamb, Richard	b3b740		
Martin, Lee	b00f4e		
Participant 10	5dc908		

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.

