

**Camp Tahquitz 2021 Summer Camp Registration
Adding Scouts – Adding Adults – Partial Week Adults**

ADDING ADDITIONAL SCOUTS AND LEADERS: page 1-2

ADDING PART-TIME ADULTS: Page 3-4

CONVERTING FULL-WEEK ADULT TO PART-TIME ADULT: Page 5

We hope that your troop will pick up more scouts – and leaders – who are excited about participating in the scouting adventure of Tahquitz. Here is how you can add additional scouts and leaders, including part-time leaders.

ADDING ADDITIONAL SCOUTS AND LEADERS

<p>First, log into your account and then go to “Registration Contact” box.</p> <p>Go to the “Additional Actions” button, and click on it to bring down the menu.</p> <p>Click on “Add Participants”.</p>																	
<p>The “Add Participant(s)” window will pop up.</p> <p>Indicate the number of Scouts, or Adults, that you would like to add to your reservation.</p> <p>You can also add “Part Time Adults” (do not worry about the “Number Left” amount, it really does not play a role with summer camp).</p> <p>Then click “Add Attendees”</p>	<table border="1"> <thead> <tr> <th>Registrant Type</th> <th>Price</th> <th>Number Left</th> <th>Quantity Needed</th> </tr> </thead> <tbody> <tr> <td>Youth - Patrol Dining</td> <td>\$395.00</td> <td>202</td> <td>0</td> </tr> <tr> <td>Adult - Patrol Dining</td> <td>\$265.00</td> <td>*</td> <td>0</td> </tr> <tr> <td>Adult - Part Time</td> <td>\$0.00</td> <td>*</td> <td>0</td> </tr> </tbody> </table> <p align="center">Added participants are not booked until you complete checkout</p>	Registrant Type	Price	Number Left	Quantity Needed	Youth - Patrol Dining	\$395.00	202	0	Adult - Patrol Dining	\$265.00	*	0	Adult - Part Time	\$0.00	*	0
Registrant Type	Price	Number Left	Quantity Needed														
Youth - Patrol Dining	\$395.00	202	0														
Adult - Patrol Dining	\$265.00	*	0														
Adult - Part Time	\$0.00	*	0														

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You will see the placeholder “Youth-Patrol Dining”, or “Adult-Patrol Dining”. Click on “Update Information” to add information for the scout/adult.

You can go into Parent Portal to get the Attendee ID and Password to allow that scout or leader to access Parent Portal.

Calendar Event Details Registration Details

Session 1 - 📅 📍 Camp Tahquitz 2021 032187040

[Participants](#) [Check Out](#) [Reports](#)

Registration Contact ^

Scouter, Happy
Booked Feb 13, 2021 12:00 PM

[Update Information](#) [Preview Information](#)

[Additional Actions](#) v

13 Youth - Patrol Dining ^

Youth - Patrol Dining Booked Feb 13, 2021 12:00 PM	Regular Price: \$395.00 Balance Due: \$395.00	Youth - Patrol Dining Booked Feb 13, 2021 12:00 PM	Regular Price: \$395.00 Balance Due: \$395.00
Update Information		Update Information	

If you need to add a part-time leader, go to page 3.

If you need to convert a full-week adult into a part-time adult, go to page 5.

If you are finished, go to page 6.

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ADDING PART-TIME ADULTS

Not all leaders are able to attend for an entire week at camp. Some are only able to attend for a few nights. These adult leaders register as “Adults – Part Time.”

Go to “Registration Contact” window, and then click on “Additional Actions” to pull down the menu.

Click on “Add Participants”

BOY SCOUTS OF AMERICA®
LONG BEACH AREA COUNCIL

Calendar Event Details Registration Details

Session 1 - Camp Tahquitz 2021 03218704C

Participants Check Out Reports

Registration Contact

Scouter, Happy
Booked Feb 13, 2021 12:00 PM

Update Information

Preview Information

Additional Actions

+ Add Participants

Change Participant Type

Indicate the number of “Part Time Adults” you wish to register for your troop.

Then click “Add Attendee” button”

Add Participant(s)

Registrant Type	Price	Number Left	Quantity Needed
Youth - Patrol Dining	\$395.00	202	0
Adult - Patrol Dining	\$265.00	*	0
Adult - Part Time	\$0.00	*	0

Added participants are not booked until you complete checkout

Cancel Add Attendee

Camp Tahquitz 2021 Summer Camp Registration Adding Scouts – Adding Adults – Partial Week Adults

Then, scroll down to the bottom of the screen until you get to “Adults-Part-Time”. (if the window is closed, click the arrow on the far right to open up the window).

Click on the “Update Information” button.

Session 1 - Camp Tahquitz 2021 03218704

Participants Check Out Reports

Registration Contact

Scouter, Happy
Booked Feb 13, 2021 12:00 PM

Update Information Preview Information

Additional Actions

13 Youth - Patrol Dining

3 Adult - Patrol Dining

3 Adult - Part Time

This is for part-time adults. Meals included are lunch, dinner, and the next day breakfast

Adult - Part Time
Checkout Required

Update Information

Adult - Part Time
Checkout Required

Update Information

Check the day that the part-time leader will be arriving at camp (Part-time fee includes lunch, dinner, and the next day's breakfast).

If you are utilizing “Parent Portal”, give the Attendee ID and the Password to the adult so that they can complete the information. Or, you can insert the information for the adult. Hint: even if you let the adult enter the information, we strongly recommend that you at least enter the name of the adult leader.

Then click on the “Done” button

Change Information for Adult - Part Time

Select Days

Check which days of the week you are attending. Full week price is \$265

Sunday(45.00) Monday(45.00) Tuesday(45.00)

Wednesday(45.00) Thursday(45.00) Friday(45.00)

Actual total cost is shown on the Contact/Summary page since multiple Adult - Part Time can be combined into a full week price.

First Name: Baden Last Name: Powell

Done

If you need to convert a part-time adult into a full-week adult, or convert a full-week adult into a part-time adult, go to page 5.

Otherwise, go to the last page

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CONVERTING FULL-WEEK ADULTS TO PART TIME ADULTS

From the main page for your troop, go to the “Registration Contact” window

Go to the “Additional Actions” button, and click on it to bring down the menu.

Click on “Change ParticipantType”.

Current full-time adults are listed in the right- column. (the left column is to convert youth into adult attendees)

In the pull down menu, change from “Youth” to “Adult Part Time”.

Click on the name of the adult to change.

Then click on the box “save”

CONVERTING FULL-WEEK ADULTS TO PART TIME ADULTS

Go the adult who you would like to convert from a part-time adult to a full-week adult. Click on “Update Information”

When you are in the “Change Information” window, simply check every day of the week. This will make the leader a full week adult.

To finish, go to the next page

**Camp Tahquitz 2021 Summer Camp Registration
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 BEFORE YOU LEAVE.... VERY IMPORTANT!**

You will need to officially “book” the attendees, or they will not be saved.

Go to the top of the screen, and select the “Check-out” tab.

The screenshot shows the top navigation bar with 'Calendar', 'Event Details', and 'Registration Details'. Below this, the event title 'Camp Tahquitz 2021' is displayed with a red box around it. Underneath, there are three buttons: 'Participants', 'Check Out' (highlighted with a red box), and 'Reports'. Below the buttons is a 'Registration Contact' section for 'Scouter, Happy', showing booking details, fees, and a 'Balance Due' of \$530.00. There are also buttons for 'Update Information', 'Preview Information', and 'Additional Actions'. At the bottom of this section, it shows '14 Youth - Patrol Dining'.

Under payment options, you may select from the following options

*“Pay \$0.00 minimum amount due” (only if Parent Portal has been activated, and parents will pay for their scout directly through the website), or

*Pay total amount of the troop’s balance, or

*pay another amount (indicate in the box how much you will be paying).

THEN BE SURE TO CLICK THE GREEN CHECKOUT” BUTTON ON THE BOTTOM RIGHT HADN OF THE SCREEN!

The screenshot shows the 'Participant Summary' section with a table of items:

Item	Count
Youth - Patrol Dining	14
Adult - Patrol Dining	2
Adult - Part Time	4

Below this is the 'Financial Summary' section:

Regular Price:	\$6,060.00
Part-time Participant Fees:	\$530.00
Attendance Incentive:	-\$265.00
Balance Due:	\$6,325.00

At the bottom is the 'Payment Options' section with three radio button options:

- Pay \$0.00 minimum amount due
- Pay \$6,325.00 full amount due
- Pay other amount \$130

A green 'Checkout' button is located at the bottom right of the 'Payment Options' section.