



Summer Camp Merit Badge Registration Instructions for Troops

Ockanickon Scout Reservation is using the Tentaroo Event Management for scheduling Merit Badges & activities. Waitlists are considered lottery pools for MBs with limited capacity. There is no greater advantage for registering early.

Registration Opens:
May 7th at 3:00 PM
Lottery* Closes:
Sunday at noon 2 weeks prior to check-in date. ***Designated as waitlist**

Many Out of Council Units will be required to create an account. (If you attended OSR summer camp in 2021 or used OSR online booking for weekend camping, skip to instructions for existing accounts) **

- Go to wc.tentaroo.com
- Click Create Account
- Select **Merit Badges 2022 Resident Camp** as the event
- Complete the Create Account form
- Verify your email address.
 - *If you do not receive the verification e-mail within a few minutes, check your spam/junk folders.*
- Go back to login

Most In-Council Units have an existing account**

- Go to wc.tentaroo.com
- Log-in to the Unit account
 - Contact michelle.cathers@scouting.org if you need assistance with log-in information for an existing account.
- Once logged in Select “Manage My Group” on the right side of the screen.
- Add Youth Members to your group and be sure to include the following **required** information:
 - First and Last Name
 - Date of Birth
 - Gender

Existing accounts may have outdated rosters in their accounts. Be sure to add the youth who are attending summer camp if they are not listed in the roster. This can be done before MB registration opens. It is not necessary to update your entire roster to register your current Scouts for Merit Badges, however you may do so if time allows.

- Once you have your roster is built, you can test out the process in the OSR Week 0 June 12th – 18th

Important Notes

****Duplicate accounts are not allowed in the Tentaroo system.**

- Units may not create more than one account for their Troop. Contact michelle.cathers@scouting.org if you need assistance with log-in information for an **existing account**.
- It does not allow for units in the same District with the same number, therefore **linked Troops** that share a Troop number will have to work together to create an account with the members from both Troops

Troubleshooting: Access the [Tentaroo User Manual](#) if you need help creating an account or registering.

Instructions for adding classes on next page...





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Scheduling Your Scouts

- Go to wc.tentaroo.com
- Log-in to your Account
- Select **Merit Badges 2022 Resident Camp** as the event
- Select the correct week your Troop is attending summer camp at OSR
- Ensure the title above the green button is your correct week
- Click Register for Event (Green Button)
- Select a Scout to schedule
 - Be sure first & last name, DOB, & gender fields are completed, no other info is needed
- Click Next
- Click Next
- Add Classes
 - Can search by MB by clicking magnifying glass in upper right corner
 - Enter name of badge in search field, all sessions will be listed, be sure to select the correct time
 - Add each class the Scout has chosen
 - A list of selected merit badges will be listed on the right side of the screen
 - Conflicting classes will disappear from the list and will not be able to be added
 - Lottery Merit Badges will say **Join Waitlist** instead of Add Class.
 - Lottery selection will be announced 2 weeks prior to check-in
 - Conflicting classes will disappear from selection
 - Scouts should have a back-up MB in mind in case they are not selected in the lottery
 - Add each class until the Scout's choices are listed on the right
- Click Next
- Review confirmation page
- Click Complete
- Click Checkout
 - follow checkout process after each Scout to receive individual receipts of individual schedules
 - *receipts will show the MB name & time block number the MB starts. Do not be confused that you scheduled the wrong session.*
- Click Add Participant which takes you back to the roster to begin next schedule
- Select next Scout and repeat the steps until all Scouts are scheduled

