



Bashore Camp Registration Instructions



Bashore Scout Reservation handles its camp registrations online using the camp management system provided by Tentaroo.com. This is a somewhat new system for Bashore so it may take us a few seasons to figure out all the quirks of the system. In addition, Tentaroo is continually rolling out new features.

If you need help with Tentaroo, take a look at the tutorial videos found at [Tentaroo Online Registration](#). You can also contact Leslie Rohrer, PA Dutch Council Program Assistant, at 717-553-4595 or leslie.rohrer@scouting.org.

Follow the steps below to make your camp reservation and get registered for summer camp at Bashore Scout Reservation.

Step 1: Make your unit reservation

- Go to [Bashore Sign Ups](#) to take a look at current availability.
 - Camp sessions will be closed when at least 250 youth campers are signed up. The Week 7 Eagle Academy is limited to 25 Scouts.
- After deciding which session your unit wants to attend, complete a [Bashore Reservation Form](#) and send it with your reservation deposit of \$25 per patrol site by mail, fax, or email to the PA Dutch Council.
 - Please use the [Eagle Academy Sign Up Form](#) to register Eagle Academy participants and [Encore/Provisional Camper Form](#) to register Encore or Provisional Campers
 - Patrol sites accommodate up to 10 people.
 - Patrol site deposits are not applicable to camper fees and are non-refundable.
 - Reservations are taken in the order patrol site deposit payments are received.

Once received, the PA Dutch Council Service Center will set up a Tentaroo account for your unit if you do not already have one and set up your initial camp reservation based on the information provided on your Reservation Form. Account login information will be sent by mail with the Camp Welcome Packet in late January/early February.

Step 2: Begin entering your unit roster

- Once you receive your Tentaroo login information, log in, go to Profile, and review your unit profile to ensure that the information entered is correct. Update as necessary. The Primary and Alternate Contacts listed are the individuals who will receive all invoices, receipts, and other messages sent through the Tentaroo system.
- Go to Your Roster. Begin entering youth and adult campers you know will be attending camp.
 - If you do not know everyone planning to attend, that is ok. Additional Scouts and adults can be entered into the roster at any time.
 - Scouts and adults must be entered in the roster in order to register them for classes when class sign-ups begin.

Step 3: By February 15, pay your Scout deposits

\$50 per Scout deposits are due by February 15 and are non-refundable (but they are transferable) to another Scout.

- Log into your [Tentaroo account](#) and select the event you want to make a payment for from the list on the left.
 - Under Bashore Summer Camp, you may see multiple camp sessions listed. This happens, for instance, if you have Scouts coming to your regular week of camp, one coming provisionally or as an encore camper another week, and Scouts attending Eagle Academy.
- If you need to add additional Scouts or adults, select Change Registrations, add the additional campers and select Save. If you need to decrease your number of Scouts or adults, contact Leslie to make the adjustment.
- To make a payment select Add Payment. You will see the total camp fee due. Free adults are already factored into the total. Enter the amount to be paid and click Add Payment. This will add the payment amount to your Cart.
- Repeat these steps as necessary for each camp session you have Scouts or adults attending until deposits for all Scouts in all sessions are in the Cart.
- Go to Cart.
 - To pay by credit/debit card or eCheck, enter the required information and click Submit My Order. You will receive an emailed receipt.
 - If you want to mail a check, leave the payment amount in you cart. Send your check to the PA Dutch Council and indicate the unit and camp session. Council staff will record the payment in Tentaroo and you will be sent a receipt.

Step 4: Beginning April 1, add your individual Scouts and adults to your registration

Beginning April 1, you will be able to begin adding individual Scouts and Adults to your camp registration and begin signing Scouts up for classes. You will only be able to register the number of Scouts for whom the \$50 deposit is paid for classes. (The \$50 deposit is due February 15.)

- Log into your Tentaroo account.
- First, make sure everyone you want to add has been entered into your roster by going to Your Roster and adding New Campers or New Leaders as necessary.
- Go to Event Registration then select New Camper Registration or New Leader Registration.
- Select the individual you wish to register then select Create Registration.
- On the Profile tab, update or add any further information as needed.
- On the Classes tab, select the individual's class schedule
 - You can add, delete, or adjust class schedules, as long as space is available, until the day before your camp session begins.
 - For a video demo on how to schedule an individual for classes go to [Tentaroo Online Registration](#)
- **Note:** Eagle Academy Scouts will already be registered individually with their selected classes based on the Eagle Academy registration for that was submitted.

- **Note:** Provisional/Encore Campers will also already be individually registered for their session, however you will need to register then for classes.
- Once finished click Save, Add to Cart at the bottom. This will add the individual's registration and class schedule to the cart.
- Repeat these steps for everyone you wish to register.
- Once finished, go to your Cart and Submit Your Order to finalize. If this is not completed, individuals will not be registered for the event and class schedules will not be saved.

Step 5: Pay your final balance

Final balances are due by May 15 to receive the discounted rate. After May 15 prices increase.

- Log into your Tentaroo account and select the event you want to make a payment for from the list on the left.
- If you need to add additional Scouts or adults, select Change Registrations, add the additional campers and select Save. If you need to decrease your number of Scouts or adults, contact Leslie to make the adjustment.
- To make a payment select Add Payment. You will see the total camp fee due. Free adults are already factored into the total. Enter the amount to be paid and click Add Payment. This will add the payment amount to your Cart.
- Repeat these steps as necessary for each event you have Scouts or adults attending until deposits for all Scouts are in the Cart.
- Go to Cart.
 - To pay by credit/debit card or eCheck, enter the required information and click Submit My Order. You will receive an emailed receipt.
 - If you want to mail a check, leave the payment amount in you cart. Send your check to the PA Dutch Council and indicate the unit and camp session. Council staff will record the payment in Tentaroo and you will be sent a receipt.

Frequently Asked Questions

How do we handle Camperships or popcorn sale prizes?

- If you have Scouts who have received camperships or popcorn sale prizes we recommend the following:
 - Make your final payment by check
 - Subtract the amount of the camperships and/or popcorn prizes from the balance due and make out your check for the remaining balance
 - When you send in payment, include a copy of the campership and/or popcorn prize award letter.
 - The Council Service Center will verify that the individuals who received camperships and/or popcorn prizes are registered for camp. If so, the amount will be applied to your account along with the check payment.

What if a Scout/adult drops out at the last minute, decides to add at the last minute, or wants to change classes?

- Registration changes and class changes can be made until one (1) day prior to your camp session.
- To add a Scout, follow the directions above under Step 4.
- To remove a Scout:
 - Go to Event Registration
 - Select the Scout/adult from the left
 - Scroll down under the profile tab and check the Delete? Box.
 - Click Save, Add to Cart
 - Go to the Cart and click Submit My Order. The balance paid for that individual will be credited back to your Tentaroo account. Standard Refund terms apply if you want to have that amount refunded to your unit.
- To change a class schedule:
 - Go to Event Registration
 - Select the Scout from the left
 - Select the Classes tab
 - To remove classes drag them from Current Schedule list back to the Available Classes list
 - Add any new classes desired
 - Click Save, Add to Cart
 - Go to the Cart and click Submit My Order