

Scouters,

We are quickly approaching class sign ups! To help prepare you for this we have some suggestions on what to get done before the day of and best practices for getting your Scouts the [classes](#) they want.

Please see the [Leader Guide](#) for the specific date class registration opens for your week at camp.

### Before Registration

[www.campwoodruff.org/admin](http://www.campwoodruff.org/admin)

Before class registration opens it's best to have the names of all your Scouts and Adults in your online My Group.

- Log in to your Atlanta Area Council Tentaroo account and on the far-left side click on "Settings"
- This is where you can change your primary and secondary contact information as needed
- The blue bar across the top will have "My Groups" - Click on that
- Some of you may already have most of the names loaded in
- To add more names click on the + sign beside Youth or Adult, as appropriate
- You need DOB and gender for all Youth and gender and email for Adults
  - You will need to add parent contact for Youth and YPT date for Adults prior to camp

### Day Of Registration

[www.campwoodruff.org/admin](http://www.campwoodruff.org/admin)

Remember that only **one person should be logged in at a time**. We recommend one person be at the computer entering the classes, and one reading off the choices.

- Log into your account and select your week of camp
- Scroll down past the "Financial Summary"(where you make payments) and "Registration"(where you can pull "Reports" and manage the number of participants) to "Participants"
- You'll click on the green "Add Participant" box
- You'll select the name of the youth that you wish to add classes to
- It will bring you to a summary of their information, just click "Next" at the bottom
- Select the participant type(Female Youth or Male Youth) and click "Next"
- This is the page where the classes are listed. You can click on the magnifying glass in the upper right corner to search for the specific class
- Once you add a class it will appear on their list of classes on the right side. Continue adding classes until complete and then click "Next", and then "Complete"
- You'll be taken back to the summary page. Scroll down to Participants and complete the process again for the next Scout
- If you have Scouts doing a High Adventure, you sign up for it just like a class, but that's the only thing you need to select
- **Always remember to check out after every 2-3 Scouts as their space in the class is not held until you check out. Check out even if no payment is due.**

Don't forget to schedule the Scouts and any adults for an off-site activity. One is included for each Scout: Whitewater MB(class river trip Fri afternoon), Horsemanship MB, Nantahala river trip, Ocoee river trip. Any additional off-site activities for Scouts or any trips for Adults are \$45 each. Your entire Troop does not have to do the same off-site activity, or even go on the same day!

For anyone with a Scout interested in Welding we have limited space available each week for youth 14 and up. There is a limit of 1 per Troop. In order to get into the request list for this class you must email the Camp Admin at [Woodruff@AtlantaBSA.org](mailto:Woodruff@AtlantaBSA.org) with your Troop number, Council name, and name of Scout. **Do not send in the request until the day registration opens. Requests received prior to your registration date will not be placed on the list.** Please note that Welding meets all afternoon Monday, Tuesday, and Wednesday. They cannot skip a day to go on a river trip with their Troop. Please create your schedule accordingly.

Once you are done, we encourage you to print a schedule and save it. You can do that with the following steps:

- Scroll down to "Registration" and click on the "Reports" button
- Select "Class Schedule, PDF"
- Save to your computer

If you run into any issues please **email the Camp Admin at [Woodruff@AtlantaBSA.org](mailto:Woodruff@AtlantaBSA.org)**. These mornings can get hectic and they can respond to emails much faster than they can answer the phone.

If after you are mostly complete and there are some Scouts that didn't get one of their first two choices, please let us know. We will do our best to make sure your Scouts have the best possible experience.

If you need to adjust numbers, please email the Camp Admin with what the current total number of youth and adults(by gender if needed) should be, along with your Troop number and Council name.