

# 2011 CAMP-MASTER USER GUIDE

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[www.circle10.camp-master.com](http://www.circle10.camp-master.com)

*To get started you will need to create a user account by going to the above website, along the top blue bar you can click on*

*<login> then*

*<request an account>*

*Follow the onscreen prompts to get started. If you already have an account, you will need to login to that account prior to any other actions.*

# Make a Unit Reservation

**General Information:** Only Unit Leaders logged into the Council Reservation System (CampMaster) as a Unit Leader can make a reservation for a Unit (See Login Status for more information on Unit Leader access). A list of events is accessible from the drop down menu called **Upcoming Events** or also on the scrolling event ads on the home page. To make a Unit Reservation be sure to check the information about the Event on the ad page. It will indicate that the event is for **Adults, Adults Only, or Adults and Scouts**, and **Reservations are by Unit**. To make a reservation follow these steps:

1. From your Circle Ten Council Reservation Home Page, click on Upcoming Reservations. Select the appropriate event.
2. If the event is open to accept a reservation, click on **Request Reservation**



The screenshot shows the Circle Ten Council CampMaster Administrator interface. At the top, there is a navigation bar with the Circle Ten Council logo and the text "Circle Ten Council, Boy Scouts of America". Below this is a "Navigate" button. The main header area is orange and contains "Circle Ten Council Reservation & Registration System" and "Bill Bexley". The main content area is white and features a "Reservation Homepage" button. A large image of a swimming pool is on the left. To the right of the image, the text reads: "2010 Summer Camp at Camp James Ray", "This event is for Scouts & Adults. Courses are offered for Scouts & Adults. Reservations are by Unit.", "This event starts on Sunday, July 04, 2010", "Registration is open 3/15/2010 to 6/18/2010", "Map to venue click [HERE](#)", and a red arrow pointing to a "Request Reservation" link. At the bottom, there is a copyright notice: "Copyright 2003-2010 © CampMaster Software LLC. All right reserved www.camp-master.com | Contact Us".

3. Complete all of the required information need to complete the request. This information may vary from one event to another. Submit the reservation.



The screenshot shows the Circle Ten Council CampMaster Administrator interface for a reservation request. At the top, there is a navigation bar with the Circle Ten Council logo and the text "Circle Ten Council, Boy Scouts of America". Below this is a "Navigate" button. The main header area is orange and contains "Circle Ten Council Reservation & Registration System" and "Bill Bexley". The main content area is white and features a "Reservation Request for 2011 Summer Camp at Camp James Ray for Troop 876 Circle Ten Council on 7/3/2011". Below this, there is a form with the following fields: "Reservation Numbers", "Number of Scouts Expected (R)" with a text input field containing "0", "Number of Adults Expected (R)" with a text input field containing "0", and "Requested One Or More Campsites" with a list of campsites: Apache - Capacity of 36, Cedar - Capacity of 36, Cherokee - Capacity of 36, Cochise - Capacity of 40, Comanche - Capacity of 36, Geronimo - Capacity of 36, Hanta-Pa-Ha - Capacity of 36, Lone Eagle - Capacity of 36, Navajo - Capacity of 36, Sioux - Capacity of 24, Tejas - Capacity of 36, and Unassigned - Capacity of 1.

NOTE: Some events are set up for request only and confirmation will occur at some future date after the request is reviewed by Council. Other events are automatic reservation and your reservation will be confirmed immediately. Some events may require payment to confirm the event.

4. If the Event is one that council must approve before it is confirmed, the event will show up as a requested **(REQ)** event in the drop down list under **My Reservations**. Once it is confirmed, you will receive notice and the event will now show as a confirmed **(ACT)** event in the list of events (example of an event that requires confirmation: Summer Camp typically requires confirmation to make sure the requested campsites and capacity is available for time requested.)
5. Once the event has been confirmed there are several operations that can be completed going forward. They are as follows:
  - a. Add Participants attending the event. This could be Scouts and Adults
  - b. Make an Online ACH payment (electronic check)
  - c. Schedule Participants for courses. (Participants must be loaded into CampMaster before this operation can be accomplished)
  - d. Print reports

NOTE: Some events are for registration only and may not have a course schedule. If the event has courses, the start date for scheduling may or may not be open at the time the reservation is made. Check the event detail for Course Scheduling Times.

# Managing the Reservation

## Add Participants Attending the Event

6. To add Participants there are 2 options.
  - a. Option 1 is to add each participant individually. See Step 7 below.
  - b. Option 2 is to use TroopMaster, create an export file and then upload into CampMaster. (See Step 8 below)
7. Add Participants Individually:
  - a. Navigate to the event page selecting it from **My Reservations**
  - b. Click on Participants in the menu bar and select **Add Participants**
  - c. Complete all of the requested information especially noting the Required Information by the red letter **R**. Be sure to save the information. Complete this process for each individual
8. Upload Participants via TroopMaster:
  - a. Navigate to the event page selecting it from **My Reservations**
  - b. Click on Participants in the menu bar and select **Import Participants**
  - c. It is necessary to create an export file from TroopMaster/PackMaster with the necessary fields of information before this step can be completed. Create one export file for Scouts and a different export file for Adults. (Follow the instructions listed in this option.)
9. Once all Participants have been loaded into CampMaster they will appear in a list as seen in the screen shot below.

The screenshot displays the CampMaster interface for the Circle Ten Council, Boy Scouts of America. The main header shows the event: "2008 Summer Camp at Camp Constantin on 6/22/2008" by Bill Bexley. The interface is divided into several sections:

- Registered Participants:** A table listing individual participants with their status, names, ranks, course counts, and payment types.
- Financials:** A table showing a summary of invoices and payments over time.
- Reservation Summary:** A table comparing committed, registered, and scheduled participants for Scouts and Adults.
- Important Documents:** A list of documents related to the camp, such as "Activities and Merit Badges for Summer Camp 2009".

Status	Last Name	First Name	Rank/Position	Course Count	Total Payments	Type
Active	Aerts	Kenyon	Wolf	1	\$0.00	Scout
Active	Anguiano	Sam	Webelos 2	6	\$0.00	Scout
Active	AU	Seth	Scout	3	\$0.00	Scout
Active	Austin	Gregory	TRUST	0	\$0.00	Adult
Active	Bexley	Bill	Asst. Scoutmaster	0	\$0.00	Adult
Active	Bitter	Ted	Quest	0	\$0.00	Adult
Active	Blue	Debra	First Class	0	\$0.00	Adult
Active	Boswell	Jacob	Webelos 1	5	\$0.00	Scout
Active	Brandt	Lucas	Scout	5	\$0.00	Scout
Active	Burmester	James	Webelos 2	6	\$0.00	Scout
Active	Canales	Pedro	Webelos 2	4	\$0.00	Scout
Active	Codd	Bryce	Tenderfoot	4	\$0.00	Scout
Active	Cortes	Marco	Scout	5	\$0.00	Scout
Active	Cotter	Ryan	Webelos 2	4	\$0.00	Scout
Active	Crumpler	Alex	Webelos 2	5	\$0.00	Scout

Date	Invoices	Payments	Net
07/02	P 0.00	100.00	-100.00
03/31	I 6,175.00	0.00	6,075.00
04/04	P 0.00	5,605.00	470.00
06/05	P 0.00	95.00	375.00
06/05	P 0.00	95.00	280.00
06/06	I 7,600.00	0.00	7,880.00

	Committed	Registered	Scheduled
Scouts	65	65	65
Adults	15	13	

## Make Online Payment

10. To make an Online payment follow these steps:

- a. Navigate to the event page selecting it from **My Reservations**
- b. Click on **Payments** and select **Online Payment**
- c. Make changes to the number of Scouts and Adults committed for the event. (The ability to make this adjustment will depend on the specific event.)
- d. Click on Next Step and complete the payment process.

NOTE: The current amount due may or may not be the total amount due for the event depending on the payment schedule for the specific event)

- e. Credit Cards payments are not allowed for Unit Events. Only electronic checks (ACH) payments can be made by a Unit.
- f. Complete the necessary information including Bank Routing #, and Account # and Submit for Payment.

NOTE: A confirmation email will be sent to the appropriate Unit Leader acknowledging the payment for the event

- g. Some events will require multiple payments over time.

### Payment:

Payment Method Options	
<input checked="" type="radio"/>	By Bank Draft
<input type="radio"/>	Reuse Checking 0150 Bank Draft (Account # ending 0150)

Payment Totals	
Payment Amount	\$855.00

  

Payment Account Details	
Name on the Account	Bill Bexley
Billing Address 1	2932 Cambridgeshire Dr
Billing Address 2	
City	Carrollton
State	Armed Forces Americas
Postal Code	75007
Account Number	
ABA Check Routing Number	
AccountType	Checking
Have Bank Store Payment Info For Future Use <input type="checkbox"/>	

ABA Check Routing Number: 123456789  
Account Number: 000123456789  
Check Number: 1001

[Confirm Payment](#) [Return To Menu](#)

# Schedule Participants for Courses

**General Information:** To schedule a Participant for Event Courses they must have been added as Participants for the Event. (See [Add Participants Attending the Event](#) above). The scheduling system is **NOT a First Come First Serve** program. All Participants have equal access to all courses prior to the deadline for the Closing of Scheduling. This deadline will vary depending on the event. The deadline is available on the Event Detail page.

**IMPORTANT:** Exact times for Courses are not visible at the time of Course Scheduling. As the requests are made, the program balances the demand over the times built into the program. If it is apparent by the event staff that more times are needed to accommodate the course demand and staff along with resources are available (boats, canoes, etc.) the staff may add additional instructors and/or times to the schedule to meet the needs of your Scouts.

After the deadline for Course Scheduling (Note: Course Scheduling Deadline on Event Page), the staff will review the course demand and make adjustments to the schedule. Generally a few days after the close, Unit Leaders will be notified that the schedule is firm and approved. At that time Unit Leaders can print Schedule Reports which will indicate the time scheduled for each Participant.

11. Click on the Participant in the list on the Event page. (See Screen Shot Step 9 above)
12. From the Edit Participant menu click on **Course Schedule** tab to the right of the blue menu bar.

NOTE: This option will not appear until after the Participant has been added to the event and the contact information Saved. This is also the menu where modifications can be made to the contact information and special needs.

The screenshot displays the 'Edit Participant' interface for Troop 876. At the top, there are navigation buttons: 'Save Participant', 'Return To Reservation', and 'Delete Participant'. Below these is a blue menu bar with tabs for 'Personal Info', 'Address Info', 'Special Needs', and 'Course Schedule'. A red arrow points to the 'Course Schedule' tab. The form fields are as follows:

Participant Type	Scout
First Name (R)	Bryce
Nick Name	Bryce
Last Name (R)	Codd
Date of Birth (R)	07/05/1992
Gender	Male
Rank/Position	Tenderfoot
Days Attending	<input checked="" type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday
OA Callout At Event	<input type="checkbox"/> Participant was elected/selected to OA and needs to be called out at this event.

13. If the Participant wishes to Buddy with another Scout in the Unit, select the Scout from the drop down list of Participants. (This is an option and is not required)

14. Courses for the event are selected on the basis of the Participants priority of choices. Select the top choice in the 1<sup>st</sup> drop down list. Select the next choice in the 2<sup>nd</sup> drop down list. Complete this until there are not choices available.

NOTE: As selections are made, the choices may be reduced based on the previous choice. This indicates that the previous choice has eliminated other choices because of offering times and course times. (Example: If the 1<sup>st</sup> choice is an all day course, there will not be any other choice to select. If the 1<sup>st</sup> choice is a 2 hour course it may eliminate other choices. Rearrangement of priorities may produce more available courses)

15. To rearrange course selections, click on the **Clear** button and restart the process. Previously selected Courses will remain visible to aid in the re-selection process.
16. Be sure to Save Participant once the scheduling process is complete.

NOTE: Making changes to the course selection can occur as many times as needed until the posted deadline when Course Scheduling closes. (See Event Detail for that date) Making changes after the Course Scheduling closes is still available by sending the request to the Event Staff. At this point it is subject to the availability of the courses. Changes can also be made a Camp.

**Circle Ten Council, Boy Scouts of America**

Circle Ten Council Reservation & Registration System Bill Bexley

[Save Participant](#) [Return To Reservation](#) [Delete Participant](#)

**Edit Participant for Troop 876 of Circle Ten Council for 2010 Summer Camp Reservation**

Tabs in red have required information. (R) indicate required information.

[Personal Info](#) [Address Info](#) [Special Needs](#) [Course Schedule](#)

**Rank: Life, Age: 18**

Buddy:

Course Selection In Priority Order	Previously Selected Courses
1. <input type="text" value="Select Course"/>	None
2. <input type="text"/>	
3. <input type="text"/>	
4. <input type="text"/>	
5. <input type="text"/>	
6. <input type="text"/>	

[Clear](#)

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# Managing the Event

**General Information:** Once the schedule has been confirmed (generally about 1 week prior to the arrival at camp), Unit Leaders will receive a confirmation email. At this point in time, Unit Leaders can log back into the event and print numerous Reports to get ready for camp.

17. Navigate to the event page selecting it from **My Reservations**
18. Click on **Reports** in the blue menu bar at the top of the page
19. Clicking on a specific report will generate that report.

The screenshot displays the '2010 Summer Camp at C' interface for Bill Bexley. The 'Reports' menu is open, showing options such as Reservation Roster, Participant Schedule, and Financial Summary Report. The main table lists participants with their status, names, course details, and payment information. A 'Financials' table is also visible, showing a summary of invoices and payments.

Status	Last Name	First Name	Course	Total Payments	Type
Active	Albright	Garrett		5	Scout
Active	Alexander	Derrick	1st Class	5	Scout
Active	Avery	Mark	Asst. Scoutmaster	0	Adult
Active	Bard	Robert	Star	5	Scout
Active	Bentley	Zachary	1st Class	5	Scout
Active	Cannon	Christopher	Star	4	Scout
Active	Chavez	Ivan	1st Class	5	Scout
Active	Chowdhury	Alex	Tenderfoot	4	Scout

Date	Invoices	Payments	Net
06/15	P 0.00	100.00	-100.00
03/31	I 5,500.00	0.00	5,400.00
03/31	A -2,500.00	0.00	2,900.00
03/31	P 0.00	3,600.00	-700.00
05/21	A 700.00	0.00	0.00
05/21	I 4,720.00	0.00	4,720.00

## 20. Report Definitions:

- a. **Participant Roster:** A list of Scouts and Adults attending the event with contact information. If a roster is required at camp, take a copy of the report for check-in.
- b. **Participants Schedule:** This is a report of ALL Scouts showing their **Course Schedule** and **Times**.
- c. **Participant Schedule Handout:** This is a report that shows All Scouts schedule but in a format that can be “cut” and given to the Scout.
- d. **Detail Course Offering:** This report is generally available at the time the event is established. It is a detail description of course offerings, the length of the course (not specific times), whether it is a Partial or a Merit Badge that can be completed at camp, and any fees or special instructions associated with the course.
- e. **Course Requirements Offered:** This report shows the specific requirements for Merit Badges that will be offered during camp.
- f. **Course Progress Report:** This report will not be useful until camp has started and when camp has concluded. This report shows attendance and completion progress for each Scout. If internet access is available at camp and the camp staff updates the information daily during the time at camp, the information will be available for Unit

Leaders to view a Scout's progress. This report will be available to view for several years following the event or until the Council decides to archive the information.

- g. Financial Summary Report: This report shows the current financial status of the Unit for the event.

21. To print a report select the desired export format and click on Export and Print.

**Circle Ten Council, Boy Scouts of America**

Navigate Bill Bexley

Printing reports requires Adobe Acrobat Reader. Safari on 64bit computers is currently incompatible with Adobe Reader Plug-In and must be run in 32bit mode.

1 of 6 | Export to the selected format | Export | Print

 **Circle Ten Council, Boy Scouts of America**  
2010 Summer Camp at Camp Constantin on 6/13/2010  
Troop 876 Circle Ten Council Participant Roster