

Summer Camp Merit Badge Registration Instructions

Merit Badge registration takes place in the Tentaroo Camp Management system. Merit Badges that are in the camp's lottery system are handled through a class waitlist. There is no advantage for registering early.

Registration Opens:
May 3rd at 3:00 PM
Lottery Closes:
Friday at noon 4 weeks prior to check-in date. See deadlines on last page.

Scouts must be added to your roster in a paid slot before you can schedule them for any Merit Badges.

Scheduling Your Scouts

- Go to www.ockanickon.org
- Log-in to your Account. (Login link is in the upper right corner)
- You should be presented with a listing of events your unit is registered to attend. Select your week of camp.
- Select a Scout to schedule from your participant roster.
- Click "Manage Registration"
- Click "Edit Registration"
- Verify information in Scout's profile is correct and then click "Next"
- Click "Next" from the participant type page.
- 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 4 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 all 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
 - ☐ place order
 - ☐ *receipts will show the MB name & time block number not the session start time. Do not be confused that you scheduled the wrong session.*
- Select the next scout and repeat the steps until all scouts are scheduled.
- Once complete, make sure to **"Place Order."** Scouts are not completely scheduled until this step is finalized.

* If the lottery pool is larger than the session capacity, scouts in the lottery pool who are 17 (1st) or 16 (2nd) potentially attending their final summer camp are given priority into the session followed by a random draw to fill the remaining spots.



www.wccscouting.org



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Washington Crossing Council
1 Scout Way, Doylestown, PA 18901



Lottery Merit Badge Registration Deadlines are Noon as follows:

- Week 1 – Friday, May 16th
 - Week 2 – Friday, May 23rd
 - Week 3 – Friday, May 30th
 - Week 4 – Friday, June 6th
 - Week 5 – Friday, June 13th
 - Week 6 – Friday, June 20th
- Upon lottery completion, we will notify unit leaders by email to check their Scouts' Merit Badge schedules in Tentaroo.
 - Please note there are several steps that take place from the time the lottery closes until the email is sent to leaders.
 - The amount of time needed varies week to week based on the size of the lottery pool.
 - We will aim to have the entire process completed within 48 hours of the draw.
 - Once we remove the non-selected Scouts from the lottery badges, the leader will be able to schedule them for their back-up choice or add them to the waitlist of the same badge.
 - After the lottery drawing takes place, lottery badges will work on a first-come, first-served basis. When a waitlist forms, your number in line on the waitlist is true and the first in line will be automatically added to the session if someone drops.
 - Merit Badge registration remains open until midnight before check-in.

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



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