

# CampMaster

## Users Guide Sagamore Council

### Table of Contents

How to Create an Account .....	1
Making a Reservation .....	2
Making a Payment/Shopping Cart.....	5
Scheduling My Courses.....	7

#### *What is CampMaster?*

*CampMaster was formed to assist BSA councils to better manage their camping and program events, driven from a need to anticipate merit badge course demands at summer camp. Today, CampMaster is a comprehensive Scouting event and facility management software solution. Built on the concept of cloud computing. CampMaster offers automated scheduling, financial tracing, online registration & payment processing, merit badge and rank completion for events, and facility reservation management. Councils across the country depend on CampMaster for the effective delivery of events ranging from summer camp to banquets to training activities*

# How to Create an Account

Go to: <https://sagamore.camp-master.com>



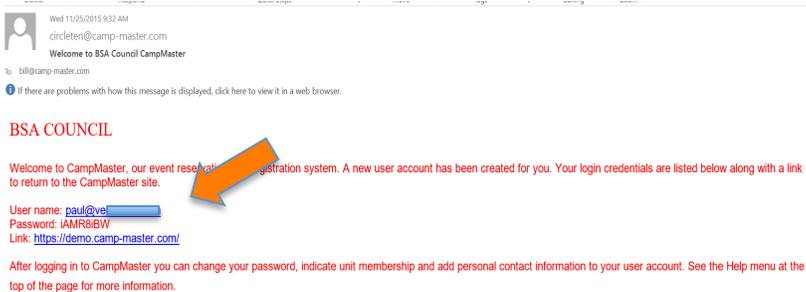
To create a new login account, add

- First Name
- Last Name
- Email Address

Type the Code exactly as displayed. (use lower case and upper case letters as indicated)

Click on Create Account

Note the message, “New account created. Check your email account for login details”



The email will show your email address as your user name

The password is also provided.

Click on the link to navigate to the login page.

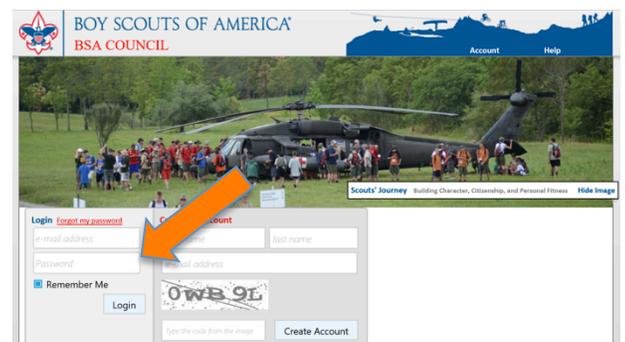
**IMPORTANT:** If you copy the password, be sure to not copy an additional blank space. If the password doesn't work type it in manually

In the Login box, add your Email address as your user name

Add the Password provided in the Email you received.

Note: Password can be changed once you log in for the first time.

Go to Account and click on Change Password.



## Who needs a CampMaster account?

Login accounts are required for anyone who will be making a reservation or paying for an event. Only one account may be made for a single email address. Account holders may make reservations or payments for their entire family. Scouts do not need their own Login account. Having only one account makes it easier to track reservations and payments. An account holder can even make reservations for non-family members such as members of a Cub Scout den.

# Making a Reservation



Navigate to the desired event either by scrolling down the page or using the filter options in the gray box to the right.

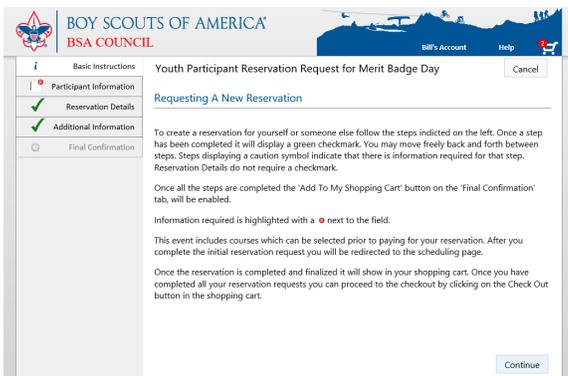
Click on the desired event. Example: Merit Badge Day

Review the event details.  
Click on Register to continue



Review the information provided

Select the Participant Role of the individual attending this event. Promo Codes may be provided by your council. Click on Begin Reservation to register a Participant for the selected role.



Review the Basic Instructions for registering an individual for this event.

Click on Continue to go to the next step.

Optional: Click on the index to the left of the page to navigate to the different steps.

# Making a Reservation

BOY SCOUTS OF AMERICA  
BSA COUNCIL

Bill's Account Help

Youth Participant Reservation Request for Merit Badge Day Cancel

Participant Information

Reservation Details

Additional Information Youth Participant Fee \$25.00

Final Confirmation

Add To Shopping Cart

Review the reservation details for this participant role  
Click on Add to Shopping Cart to continue

BOY SCOUTS OF AMERICA  
BSA COUNCIL

Julie's Account Help

Successfully Added to Shopping Cart

Your reservation request has been added to your shopping cart. You may add additional reservations before checking out.

**You MUST checkout to complete the reservation process!  
This reservation will expire from your shopping cart at: 6/29/2016 6:57 PM if you have not checked out.**

OK

Note the "Red" # next to the shopping cart icon  
Adding the reservation to the shopping cart is only the first step.

## **To complete the reservation you MUST checkout.**

Note the red message that indicates the time the reservation will expire from the shopping cart. Even if there is NO money due you must complete the checkout process to complete the reservation. Click OK to continue

Recommended Additional Options

BSA Council Recommends The Following With Your Reservation

Item Description	Unit Price	Quantity	Update All	Total Cost
Cheokee Camp Patch	\$5.00	0	Update	\$0.00
Small T-Shirt Cherokee	\$12.00	0	Update	\$0.00
Update All				\$0.00

No Thanks Add To Order

The event may have some recommended but optional items for purchase  
Click Update All if purchasing any of the items  
Click Add to Order or click No Thanks if the additional items are not needed.  
To make an individual reservation for multiple participants at the same event, repeat the same process.  
Each time select the appropriate Participant Role

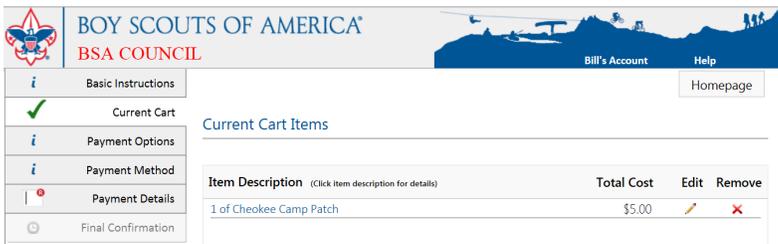
Some individual events will have the option of selecting a quantity of participants attending. (Example: Purchasing tickets to attend a dinner.)

## Making a Payment/Shopping Cart



Once a reservation is made it will be added to the shopping cart. Note the Red #1 at the top right of the menu bar. That indicates there is one item in the shopping cart.

A reservation is NOT COMPLETE until the shopping cart has been processed and required payments are made. Even if no \$ is required the shopping cart must be processed to complete the reservation. Clicking on the shopping cart icon navigates to the Basic Information for processing the payment. Once you are familiar with this information click continue.



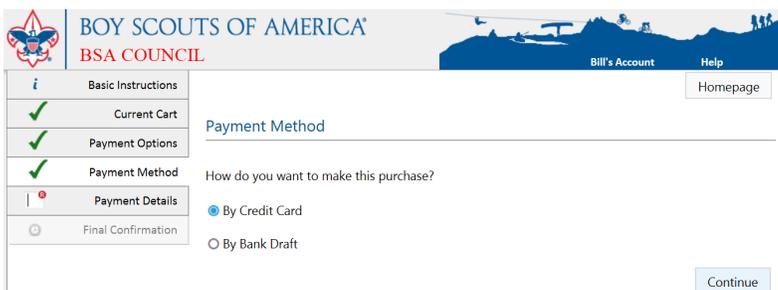
Current Cart is a list of all of the items and the payment amount.

Click on Edit or Remove as desired. NOTE: Removing the item will not complete the reservation.



Some events have payment options

Click the desired payment option



If the council allows for a bank draft option, it will appear as a choice.

If not, the only choice will be By Credit Card

# Making a Payment/Shopping Cart

Your name will appear as it is on your account. Provide the name as it appears on the card, card number, type, CCV #, and Expiration Month and year.

Click on Continue to process payment. Note the Required Information with the Red "R"

Click on Load My Address to populate the address that is part of your login profile. Be sure the address is the same as your billing address. If not please change.

Click on Continue to process payment. Note: If Final Confirmation does not appear, there is some missing information on the Payment Detail page.

The Final Confirmation page appears to confirm the payment and amount. Click on Make Payment to complete the transaction. An email confirmation will arrive to acknowledge your payment. Click OK

*Multiple reservations can be made before making a one time payment to complete the reservation(s). New Reservations that are not processed will disappear from the shopping cart after a certain amount of time. The time allotted will appear as a message when you click add to shopping cart.*

If you add other charges to the shopping cart from existing reservations they will remain in the cart only for the time you are actively working on the site, 20 minutes of inactivity or logging off will remove them.

## Scheduling My Courses



Click on an existing Reservation in My Current Reservations

Review the event information

Click on Go To Reservation

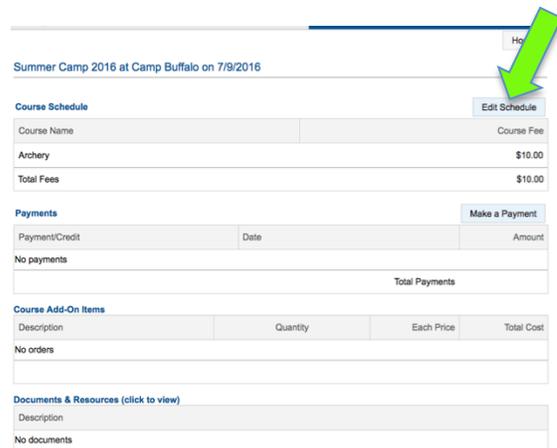
Reservation for an Individual Event  
Like Merit Badge Day/University of Scouting

OR

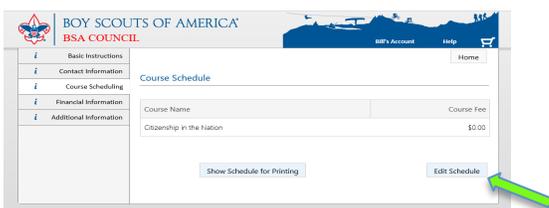
Reservation for a Unit Event  
Like Summer/Winter Camp



Review the Basic Information  
Click on the Course Scheduling Tab



Click on Edit Schedule



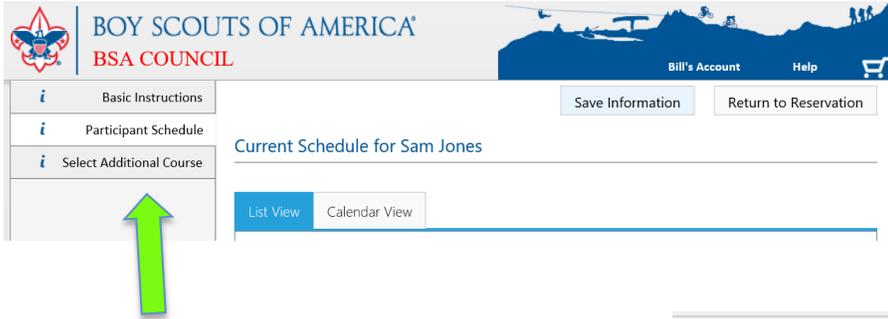
Note existing courses in the list and any associated course fees.

Click on Edit Schedule to modify or add new courses

Review instructions

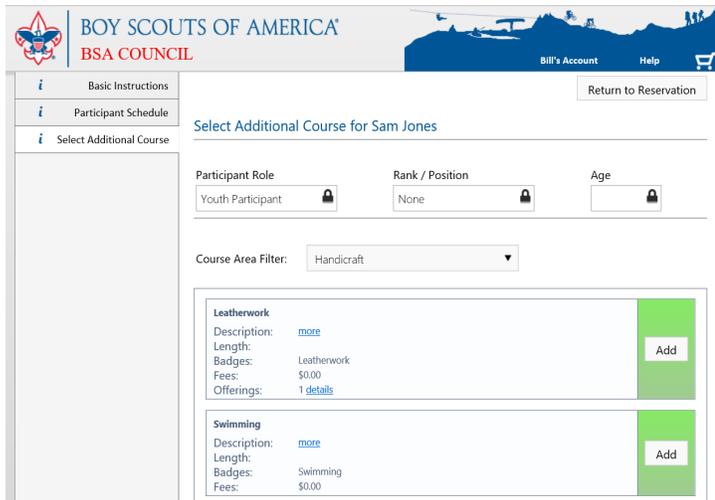
Click on Your Schedule to edit existing schedule

## Scheduling My Courses



You must choose Select Additional Courses to Add courses to your schedule.

Click on Course Area Filter to view different areas

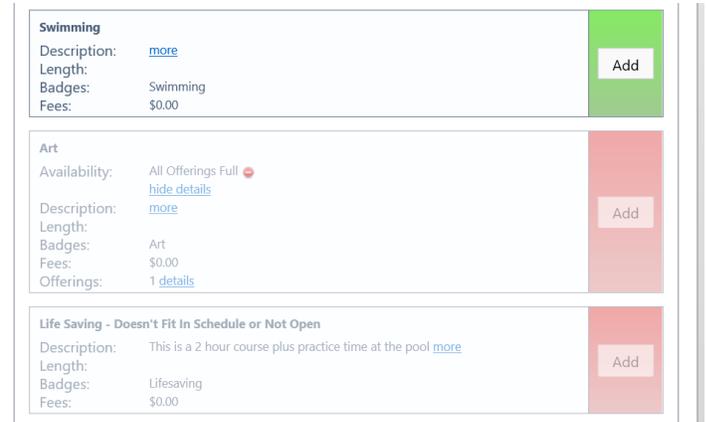


Choose from available courses and Click Save.

Return to the *Participant Schedule* Tab to check your final schedule.

Note: Your schedule may not include times until the council finalizes all schedules.

Green indicates the course is available to add.  
Red means that the course cannot be added.  
It may be a result of previous courses selected, or the event staff has closed the course  
Removing previously selected courses may make another course available.



# CampMaster

## *Users Guide Sagamore Council*

### *Unit Leader Appendix*

#### **Table of Contents**

Becoming a Unit Leader .....	10
Changing Unit Members Role.....	11
Making a Reservation for a Unit.....	12
Uploading Participants for a Unit Event.....	13
Scheduling Courses for My Unit.....	15

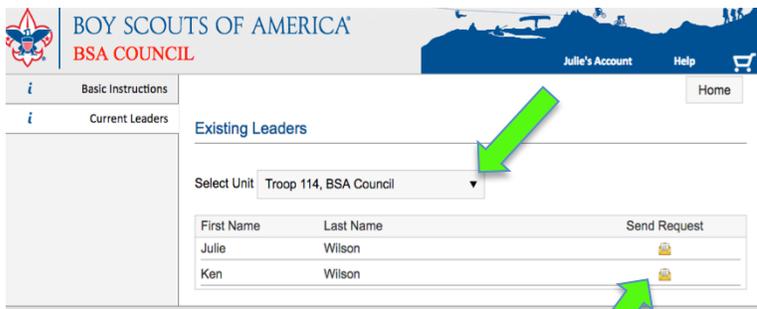
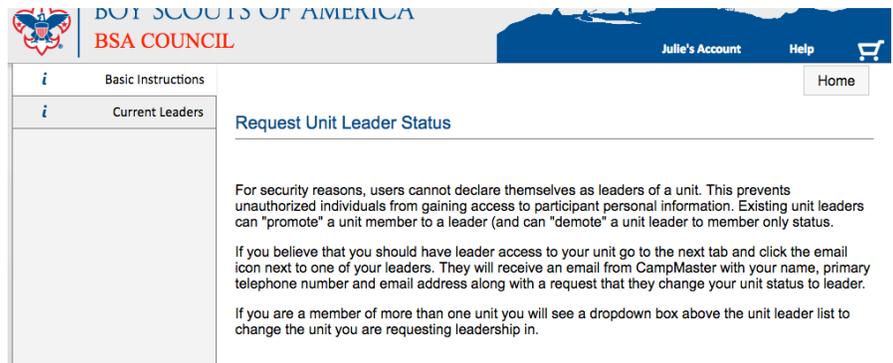
# Becoming a Unit Leader



Once you have created an account you can click on your account at the top of the page to open Account Options.

Click on Request unit leader status

Review the Basic Information provided



Click on the Existing Leaders Tab

Choose the correct unit from the drop down box (Only the units that you are currently a member of will show)

Choose from the list of current leaders and click Send Request.

\*If none of the leaders listed are currently involved with the unit, choose Council contact.

You will receive a message letting you know your request has been sent. The leader should contact you by email to confirm your change of status.

## Changing Unit Members' Role



Once you have unit leader status you can click on your account at the top of the page to open Account Options.

Click on Change Member Roles

Choose either unit leaders or unit members depending on the current role of the person you want to change.

Click on the person and it will bring up a dialogue box  
Choose Set to Leader or Set to Member as desired.

\*Remember: only those people who are designated as unit leaders within CampMaster are able to make reservations for a unit event.  
Anyone who is designated as a unit leader has access to the units reservations and can make changes

This designation of leader/member is only for access within CampMaster therefore many adults within a unit may have member status.

# Making a Reservation for a Unit

The initial steps to make unit reservation are identical to making an individual reservation, if you have never made an individual reservation please see that section of the users guide.

Review the Basic Instructions for registering the Unit for this event.  
Click on Continue to go to the next step.  
Optional: Click on the index to the left of the page to navigate to the different steps.

The Event information and User Information tabs are the same as for an individual event.

Select which unit you are making the reservation for from the drop down menu. (Only those units for which you are a unit leader will appear)

Provide the Numbers of participants you are bringing for the specific Participant Roles.

Click on Continue to go to the next page

Some events may require additional information, remember the red "R" indicates a required field.

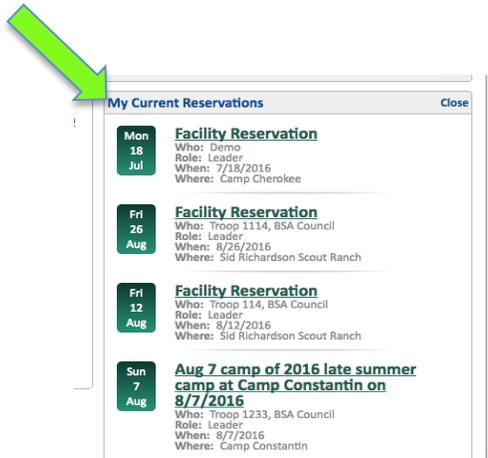
Review the Final Confirmation

Click on any of the previous tabs to navigate back to a specific page as needed to update the reservation information

Click on Add to Shopping Cart to continue the reservation process.

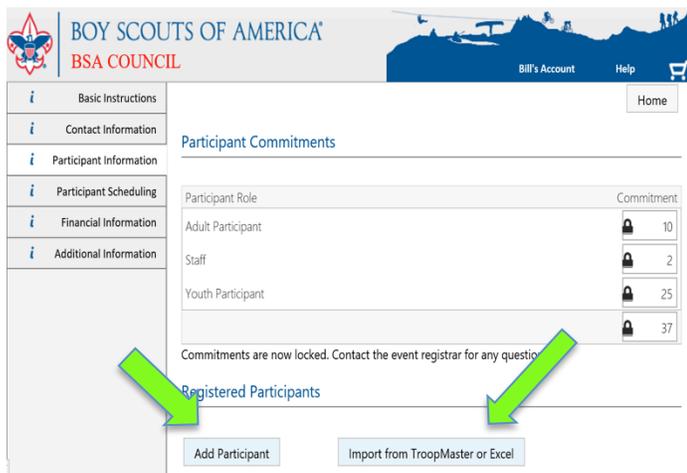
See Making a Payment/ Shopping Cart section of users guide if you need assistance to check out.

## Uploading Participants for a Unit Event



Login to the Council Reservation Site  
(CampMaster Homepage)  
Click on the existing Reservation in My Current Reservations  
Example: Summer Camp

Review the event information  
Click on Go To Reservation

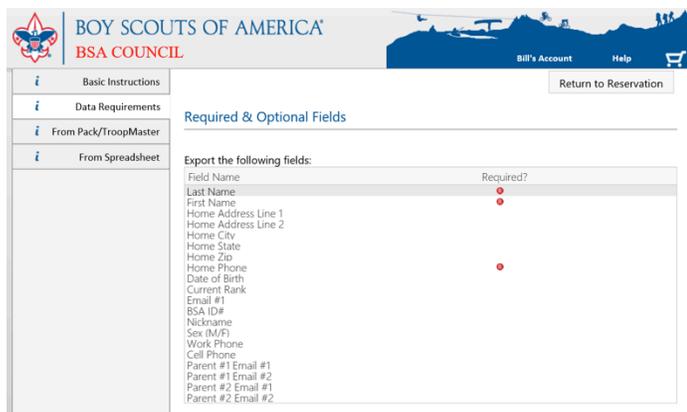


From the Participant Information tab there a couple of ways to add (upload) Participants to a Unit Event.

Add Participants one at a time.  
or  
Import from TroopMaster or use a provided Template.

Adding Participants one at a time requires you to type in all participant information . This guide will help you with importing data.

Click Import from TroopMaster or Excel



Data Requirements Tab

This is informational only

This shows the optional and required fields  
Note: The specific event may require additional fields.

# Uploading Participants for a Unit Event

## From 3<sup>rd</sup> Party Software like TroopMaster

To upload (import) from one of the 3<sup>rd</sup> party programs, you must have created an export file (.txt file) and saved it on your computer.

Click on Select to navigate to that file

Click on Import File to continue the process.

Available for Import

Which role will these participant have: Adult Participant - Limited to 2

Include?	Name / Address	Phone #'s / Email	DOB/Rank/Gender/BSA#
<input type="checkbox"/>	Smith, Garrett 2503 West Rd Your Town, TX 75000	(999) 555-0304	06/03/1997 Scout Male
<input type="checkbox"/>	Jones, Christopher 2015 South St. Your Town, TX 75000	(999) 555-147	07/30/1995 Eagle Male
<input type="checkbox"/>	Thomas, Derrick 1904 North Circle Your Town, TX 75000	(999) 555-4148	07/21/1994 1st Class Male

Start Over    Import Checked Participants

Select the Participant Role for the file. Youth information is different than Adult information.

Deselect any participant in the list that will not be attending this event by clicking on the square next to their name.

Click on Import Checked Participants to complete the upload

## From Excel

Click on [From Spreadsheet](#) to Upload Participants using Excel.

Click on [Template](#) to download the Excel template.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Last Name	First Name	Nickname	Home Address Line 1	Home Address Line 2	Home City	Home State	Home Zip	Home Phone	Work Phone	Cell Phone	Sex (M/F)	Date of Birth	Email #1	Parent #1 Email #1	Parent #1 Email #2	Parent #2 Email #1	Parent #2 Email #2
2	Smith	Samuel	Sam	123 Main Street	Apt 1G	Your Town	CA	99000	999-555-1212			M	1/1/2000	sam.smith@email.com	sam.parent@email.com			
3	Jones	Susan		999 W. Maple Ave.		Any Town	GA	33000	555-555-1111			F	2/2/2001		susies.mom@email.com			
4																		
5																		
6																		
7																		

**IMPORTANT:** The columns in the template CANNOT be deleted or moved.

The names on the template are examples of how to provide the information.

Add your unit names, but delete the sample names before saving.

Once the template has been populated and saved on your computer you are ready to proceed.

Click on [Select](#) to locate the Excel template on your computer.

Click on [Import File](#) for the next step and complete the upload.

Registered Participants

Add Participant    Import from TroopMaster or Excel

Click row to edit. Click column heading to sort. Hide Cancelled Participants

Status	First Name	Last Name	Participant Role	Adult/Youth
Active	Garrett	Albright	Youth Participant	Youth
Active	Rene	Banda	Youth Participant	Youth
Active	Lance	Banks	Youth Participant	Youth

Once the Participants have been uploaded, click on any name in the list to modify information. Add Participants one at a time if additional participants need to be added to the event.

# Scheduling Courses for my Unit

- Note that adding Parent Email addresses when you upload participants allows the parents of your scouts to access their son's reservation and schedule.



Go to the Reservation that you want to schedule courses for.

Click on Participant Scheduling.

- Some events may be set up by the council using an Automatic Balancing feature in CampMaster. This feature assists the event staff in balancing course demand over the available course offering times.
- Adjustments can be made by the staff when demand exceeds expectation, thus helping them deliver the best possible program for your Scouts.
- This feature also helps keep buddies together (as long as they have the same course schedule) and reduces the walk time from one program area to the next for each scout.
- Note, that when selecting a course, the times are not shown when this feature is active. Once the course has been selected, the Scout is **ASSURED** to have that course and the exact time will be available prior to the arrival at the event.
- Adjustments can be made by the staff if necessary.
- If this feature is not used, you will be prompted to select specific times.



To begin scheduling note the Participant Scheduling window. This is the time that scheduling opens and closes for the event.

Click on a Participant to schedule courses

See Scheduling Courses section of the User Guide to complete this process.