

# On-line Advancement Scheduling Instructions

Please print these instructions and use as a guide for inputting your Scouts and their advancement choices into the online scheduler.

## Unit Roster Input

**Step 1** – ensure you have a current roster of Scouts in your unit. This should include all Scouts not just those attending TK summer camp. If you need a current roster contact Teddy at 561-694-8585 for Gulf Stream council units or you local council service center.

**Step 2** – You will need your unit Login and password before you can begin. These are given once the unit deposit is received. If you have not received yours, contact Kelsey Cupples at 561-694-8585, she will need to know your council and unit number.

**Step 3** – once online go to the Tanah Keeta website, [www.tanahkeeta.com](http://www.tanahkeeta.com) and click on the Summer Camp icon, then the Online Advancement Scheduling button. This takes you to the login page of Tanah Keeta Scout Reservation at Campersoft.com.

**Step 4** – Enter the Login and password you were given and you will be at your unit's Summer Camp 2007 registration page.

**Step 5** - **The first time you enter click on the Administration link in the top right corner.** Scroll down and verify the contact name, phone, and e-mail in the "Unit Settings" section. Make any changes necessary and click "Update Unit Settings." You may also change and confirm a new password from this page. Be sure to write down your new password. If you happen to forget or misplace your password Contact Kelsey Cupples at 561-694-8585 and she will reset it to the original one you received.

**Step 6** – In the "Registered for the following Events" box double click the event you are attending and this will take you to the registration page for that event.

**Step 7** – Your campsite assignment (if complete) will show at the top of the page along with the number of registrations you currently have. You may contact Kelsey Cupples at 561-694-8585, at any time to add additional registrations.

**Step 8** – Follow the directions on the page to  
add an existing camper to the event,  
add a new camper to your unit ,  
upload from TroopMaster.

**Remember you should add all Scouts and adult leaders regardless of whether they are attending TK Summer Camp or not. This will be used in the future for other council events.**

**Step 9** – Be sure to enter all the information for each Scout or Adult especially shirt size. The e-mail will default to the unit contact e-mail if not changed.

**Step 10** – The first Scouts you add will automatically be put into the event. You may "Remove" or "Add" Scouts to an event up to your number of registrations. The remaining will

simply be added to the unit roster.

**You are now ready to schedule Advancement Sessions for your Scouts.**

First make sure you have added the Scouts who you know you will be attending summer camp into your “Camper registrations.” In the Camper registrations box highlight the Scout you want to schedule by clicking once on their name then select “Edit class schedule” on the right. (Note: if you double click the Scout name you are taken to the edit camper screen to change their personal information.)

For each session the time slot is listed and will show empty. Click on the word change for each session and choose from the list of available sessions. Click on the session you would like and the system will give you a detail for that particular session. Any special notes, including the number of spaces left in the class, will show and you will be prompted to agree to continue. Click on “sign up for class” to complete the process and continue until all sessions have been selected for your Scout.

Once you have scheduled all sessions for that Scout click the TK logo at the top left. This will take you back to your roster to select the next Scout to schedule. Follow the same steps for each of your remaining Scouts to complete the scheduling process.

**Remember all sessions are first come first serve,  
so be sure to sign up early.**

If you have any questions be sure to contact us at  
[TanahKeeta@bellsouth.net](mailto:TanahKeeta@bellsouth.net)