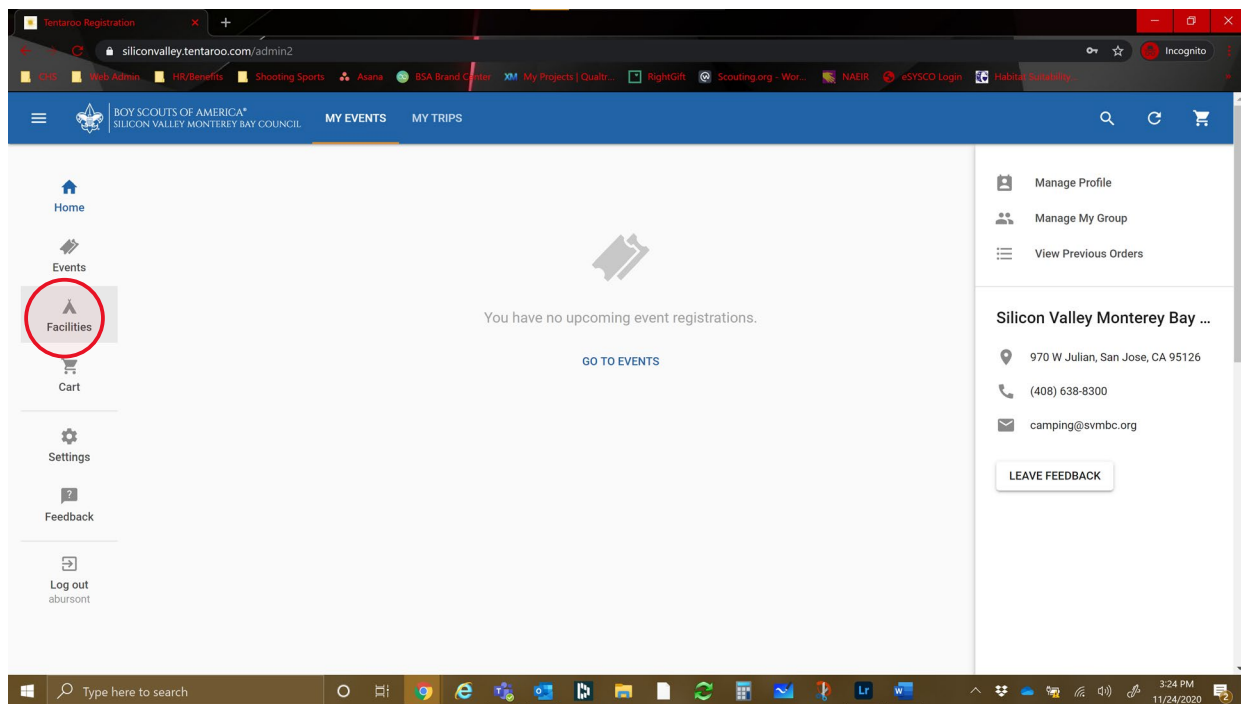


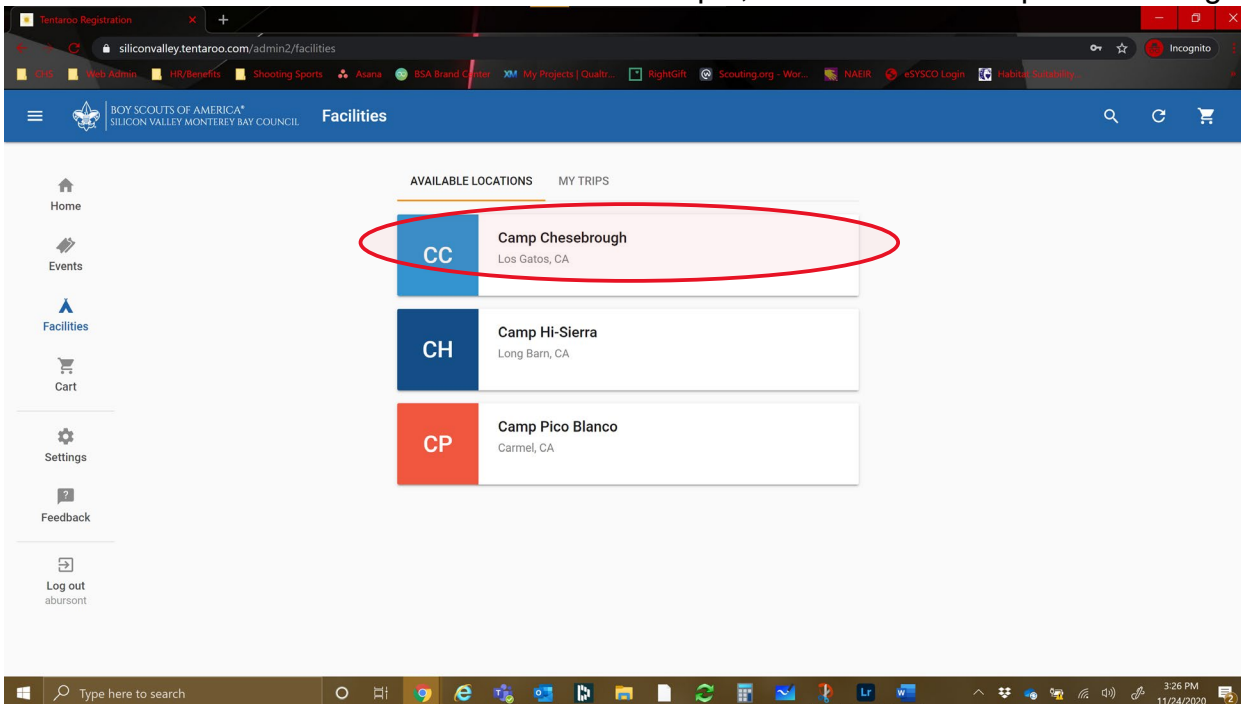
## Tentaroo New Trip Creation and Campsite Reservation

This guide is intended to walk you through how to reserve a campsite on tentaroo for the Silicon Valley Monterey Bay Council.

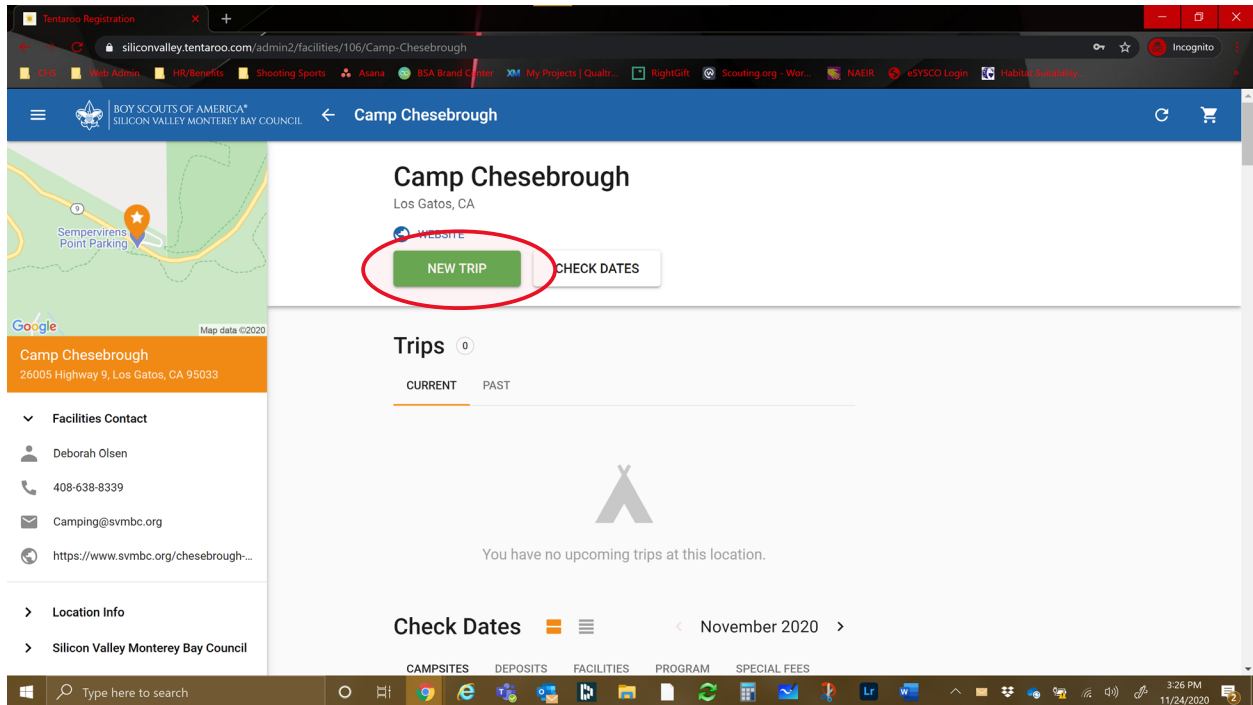
1. After logging into your tentaroo account at <https://siliconvalley.tentaroo.com/admin2/login>, select “facilities” from your home page. If you have not created an account, view our guide at: <https://www.svmc.org/wp-content/uploads/2020/11/Tentaroo-Account-Creation-Guide-for-Family-Group-Camping.pdf>



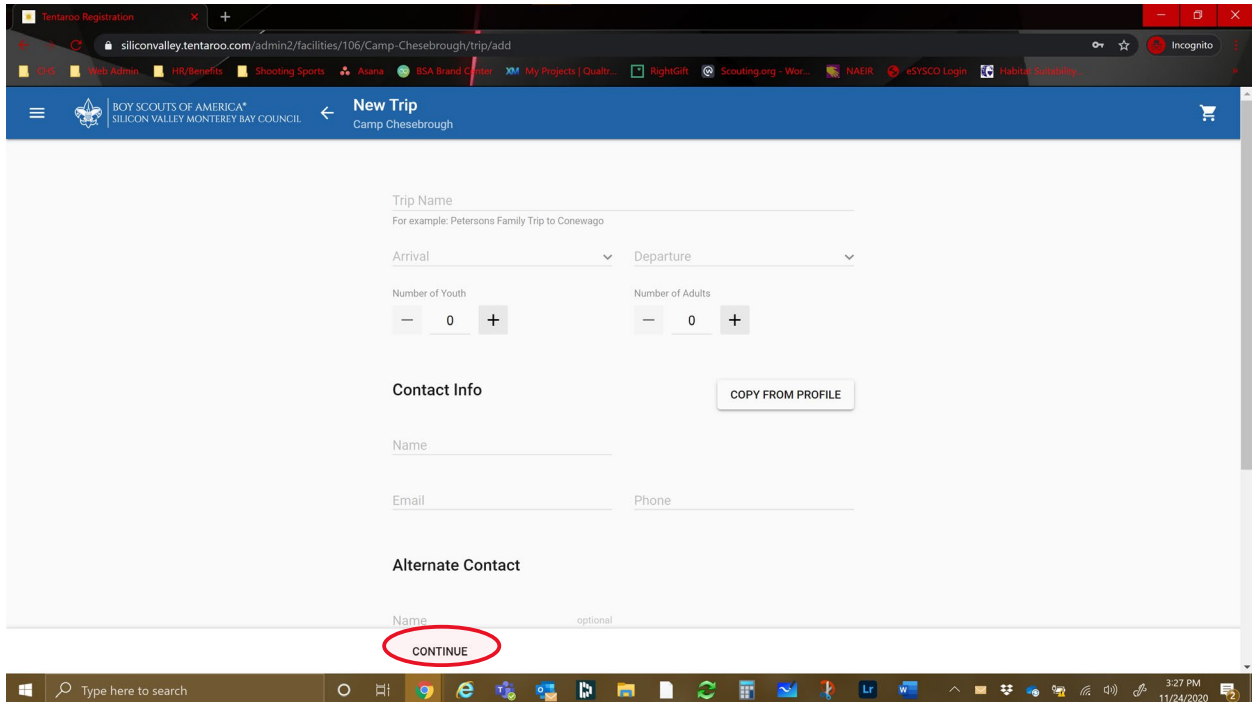
2. You will be brought to a page like the one shown below. Please select the camp that you would like to make a reservation for. In this example, we will select Camp Chesebrough.



- In order to make a campsite reservation, you will first need to create a new trip. On the camp page, click “new trip”

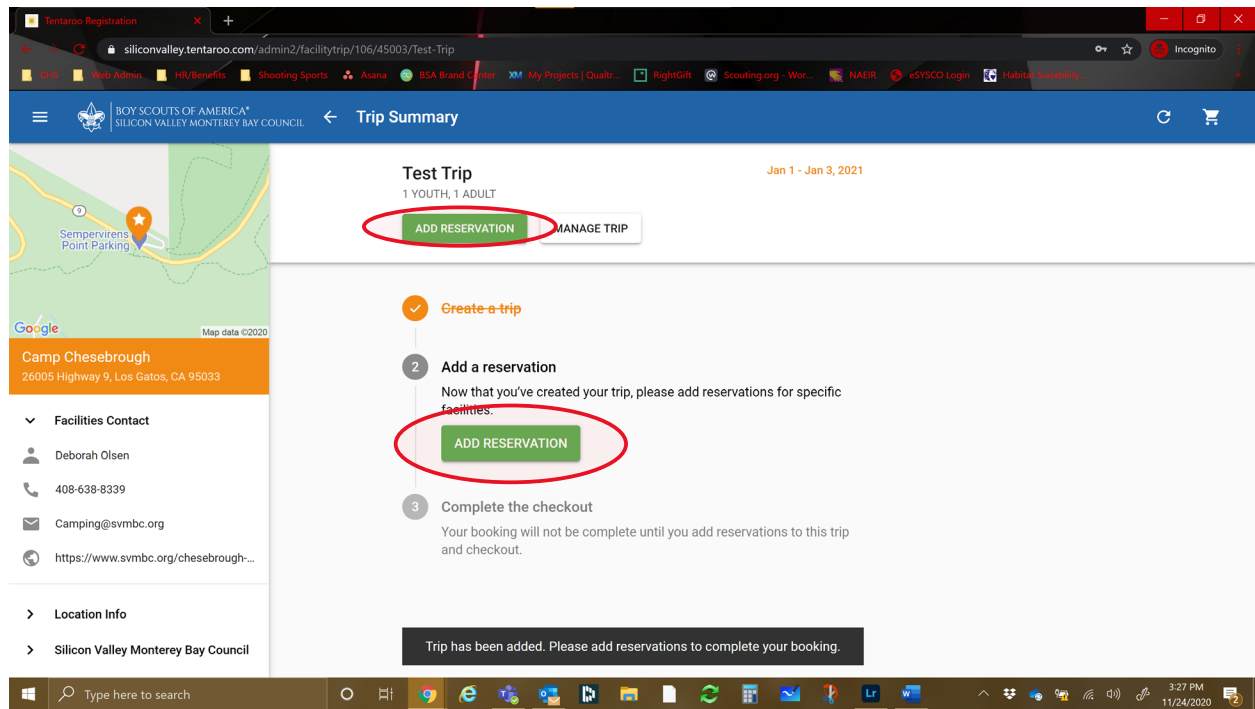


- Fill out your information for your new trip, then click continue.



The screenshot shows the 'New Trip' form on the Tentaroo website. The form is titled 'New Trip' and 'Camp Chesebrough'. It includes fields for 'Trip Name' (with an example: 'Petersons Family Trip to Conewago'), 'Arrival' and 'Departure' dates, 'Number of Youth' and 'Number of Adults' (both set to 0), and 'Contact Info' (Name, Email, Phone). There is a 'COPY FROM PROFILE' button next to the contact fields. Below the contact fields is an 'Alternate Contact' section with a 'Name' field (marked as optional). A red circle highlights the 'CONTINUE' button at the bottom of the form. The page header and navigation bar are consistent with the previous screenshot.

- Once your trip has been created, you can now select campsites for your trip. Click “add reservation”.



**Tentaroo Registration**

siliconvalley.tentaroo.com/admin2/facilitytrip/106/45003/Test-Trip

**BOY SCOUTS OF AMERICA\***  
SILICON VALLEY MONTEREY BAY COUNCIL

**Trip Summary**

**Test Trip**  
1 YOUTH, 1 ADULT  
Jan 1 - Jan 3, 2021

**ADD RESERVATION** **MANAGE TRIP**

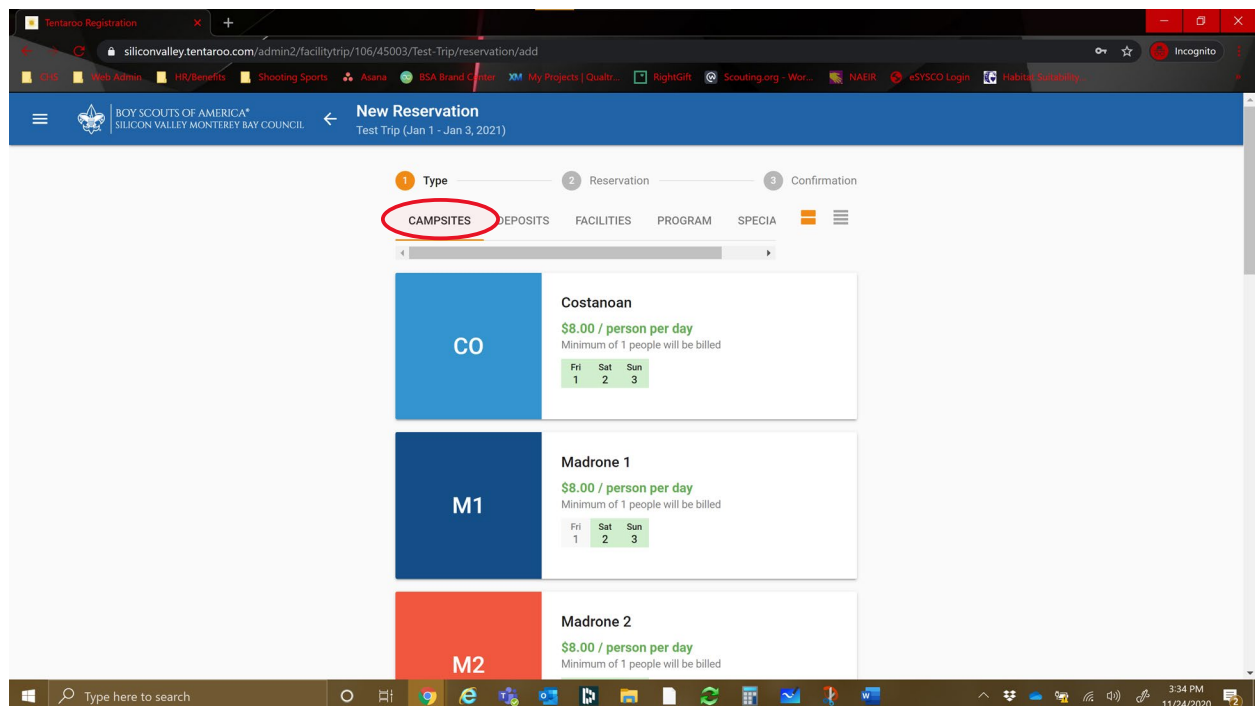
**1 Create a trip**

**2 Add a reservation**  
Now that you've created your trip, please add reservations for specific facilities.  
**ADD RESERVATION**

**3 Complete the checkout**  
Your booking will not be complete until you add reservations to this trip and checkout.

Trip has been added. Please add reservations to complete your booking.

- Under the “Campsites” tab, select the campsite you would like to reserve. **NOTE: if you would like to reserve multiple sites, you will need to go through the selection process each time for each site.**



**Tentaroo Registration**

siliconvalley.tentaroo.com/admin2/facilitytrip/106/45003/Test-Trip/reservation/add

**BOY SCOUTS OF AMERICA\***  
SILICON VALLEY MONTEREY BAY COUNCIL

**New Reservation**  
Test Trip (Jan 1 - Jan 3, 2021)

**1 Type** **2 Reservation** **3 Confirmation**

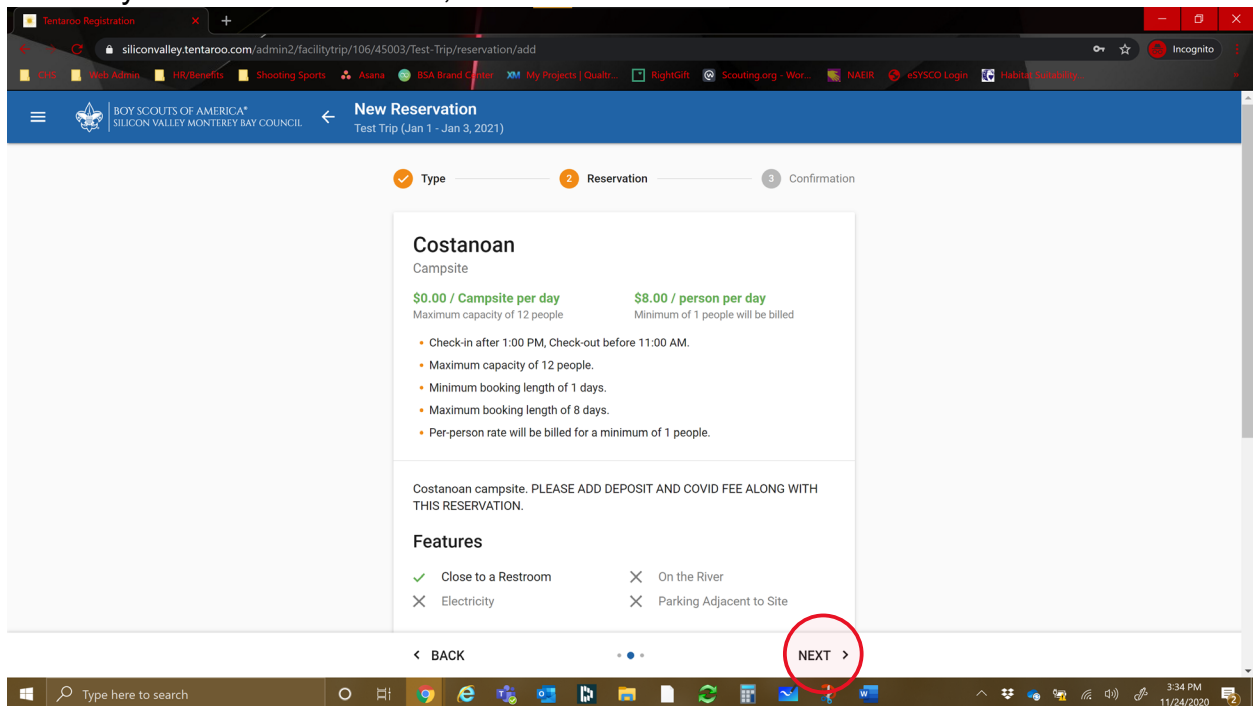
**CAMPSITES** **DEPOSITS** **FACILITIES** **PROGRAM** **SPECIAL**

**CO** **Costanoan**  
\$8.00 / person per day  
Minimum of 1 people will be billed  
Fri 1 Sat 2 Sun 3

**M1** **Madrone 1**  
\$8.00 / person per day  
Minimum of 1 people will be billed  
Fri 1 Sat 2 Sun 3

**M2** **Madrone 2**  
\$8.00 / person per day  
Minimum of 1 people will be billed  
Fri 1 Sat 2 Sun 3

## 7. Review your selection's details, then click "next".



**Costanoan**  
Campsite

**\$0.00 / Campsite per day**  
Maximum capacity of 12 people

**\$8.00 / person per day**  
Minimum of 1 people will be billed

- Check-in after 1:00 PM, Check-out before 11:00 AM.
- Maximum capacity of 12 people.
- Minimum booking length of 1 days.
- Maximum booking length of 8 days.
- Per-person rate will be billed for a minimum of 1 people.

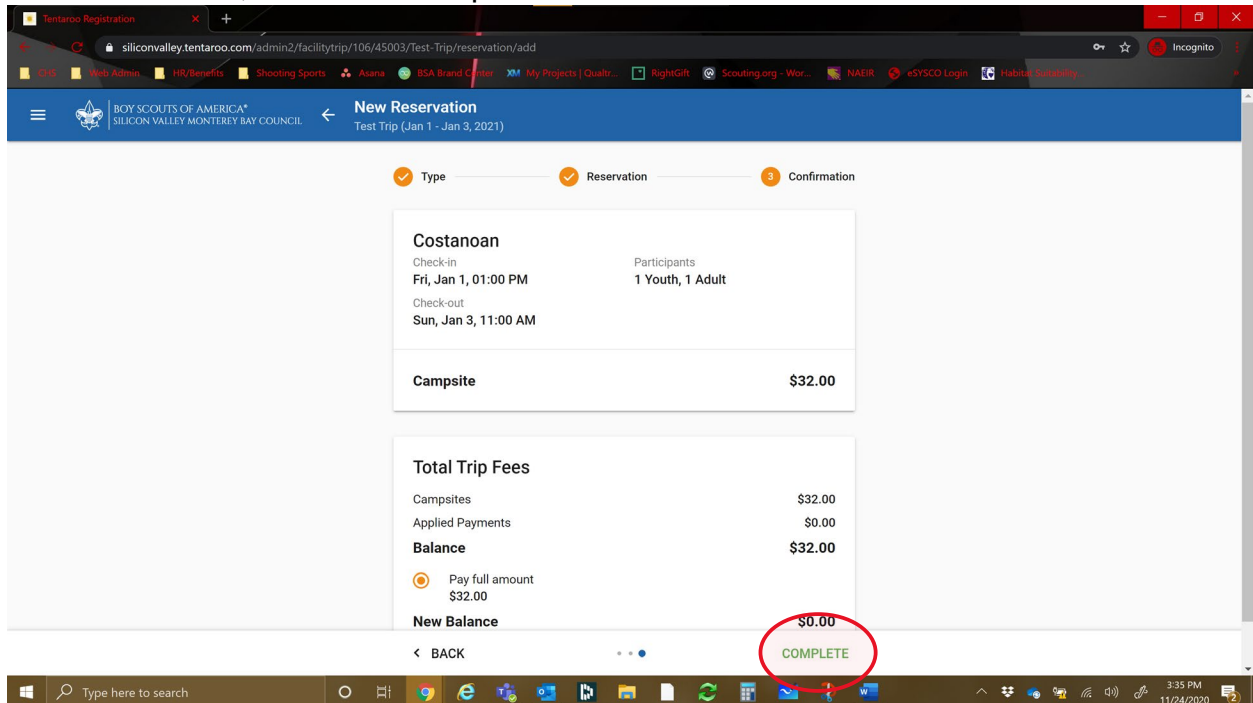
Costanoan campsite, PLEASE ADD DEPOSIT AND COVID FEE ALONG WITH THIS RESERVATION.

**Features**

- ✓ Close to a Restroom
- ✗ Electricity
- ✗ On the River
- ✗ Parking Adjacent to Site

[< BACK](#) [NEXT >](#)

## 8. Confirm the cost, then click "complete".



**Costanoan**

Check-in: **Fri, Jan 1, 01:00 PM**

Check-out: **Sun, Jan 3, 11:00 AM**

Participants: **1 Youth, 1 Adult**

**Campsite** **\$32.00**

**Total Trip Fees**

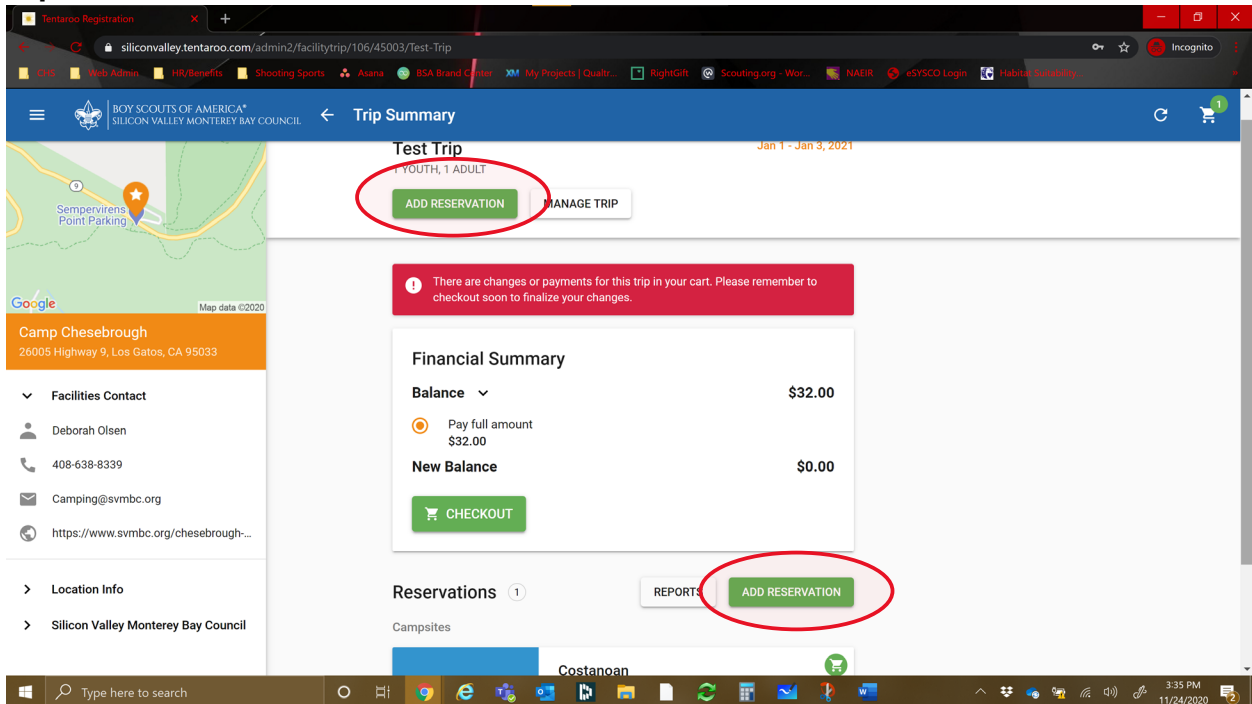
Campsites	\$32.00
Applied Payments	\$0.00
<b>Balance</b>	<b>\$32.00</b>

Pay full amount \$32.00

**New Balance** **\$0.00**

[< BACK](#) [COMPLETE](#)

9. Your campsite reservation will now show up as an item for your trip. **NOTE: Before checking out, you will also need to add a deposit and the COVID fee to be considered complete. We will go through the same steps below if you would like to follow along. If you forget to add and need help, we can also help you. Please email us at [camping@svmbc.org](mailto:camping@svmbc.org) with your account name so that we can look you up and add the correct items to your trip.**



**Tentaroo Registration**

siliconvalley.tentaroo.com/admin2/facilitytrip/106/45003/Test-Trip

**BOY SCOUTS OF AMERICA\***  
SILICON VALLEY MONTEREY BAY COUNCIL

**Trip Summary**

**Test Trip**  
Jan 1 - Jan 3, 2021  
1 YOUTH, 1 ADULT

**ADD RESERVATION** **MANAGE TRIP**

There are changes or payments for this trip in your cart. Please remember to checkout soon to finalize your changes.

**Financial Summary**

<b>Balance</b>	\$32.00
Pay full amount \$32.00	
<b>New Balance</b>	\$0.00

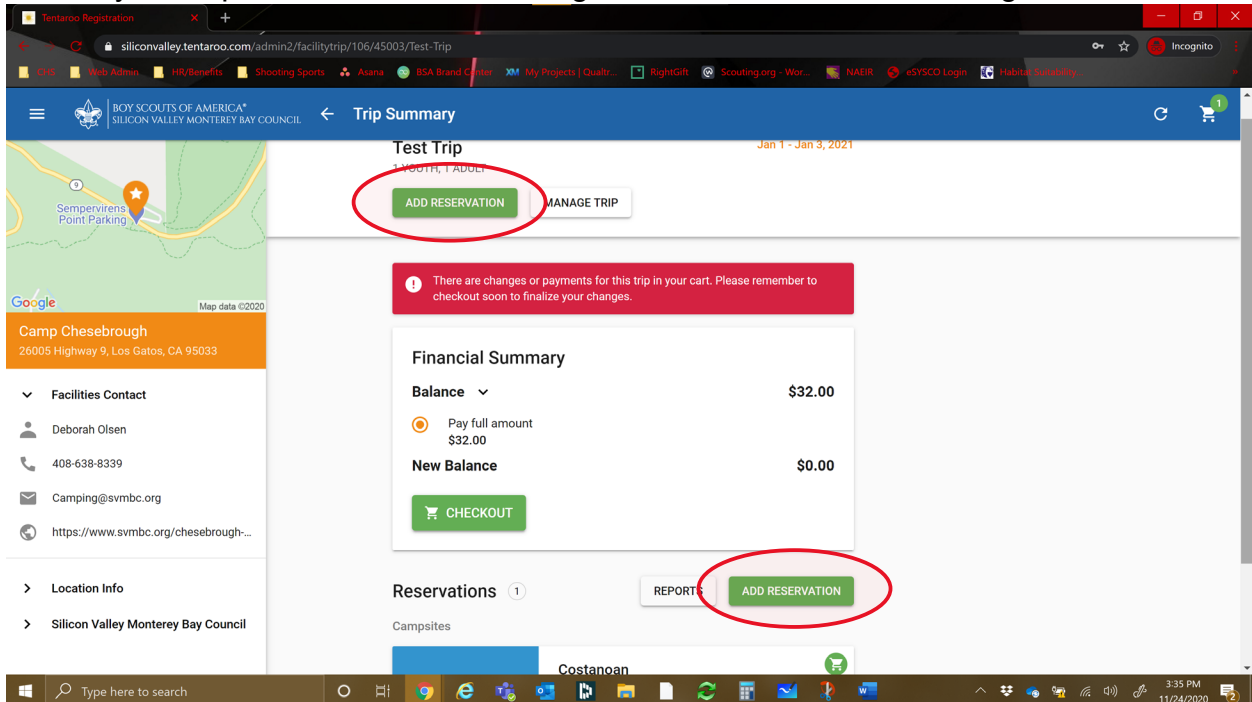
**CHECKOUT**

**Reservations** 1 **REPORT** **ADD RESERVATION**

Campsites

Costanoan

10. To add your deposit and COVID cleaning fee, click “add reservation” again.



**Tentaroo Registration**

siliconvalley.tentaroo.com/admin2/facilitytrip/106/45003/Test-Trip

**BOY SCOUTS OF AMERICA\***  
SILICON VALLEY MONTEREY BAY COUNCIL

**Trip Summary**

**Test Trip**  
Jan 1 - Jan 3, 2021  
1 YOUTH, 1 ADULT

**ADD RESERVATION** **MANAGE TRIP**

There are changes or payments for this trip in your cart. Please remember to checkout soon to finalize your changes.

**Financial Summary**

<b>Balance</b>	\$32.00
Pay full amount \$32.00	
<b>New Balance</b>	\$0.00

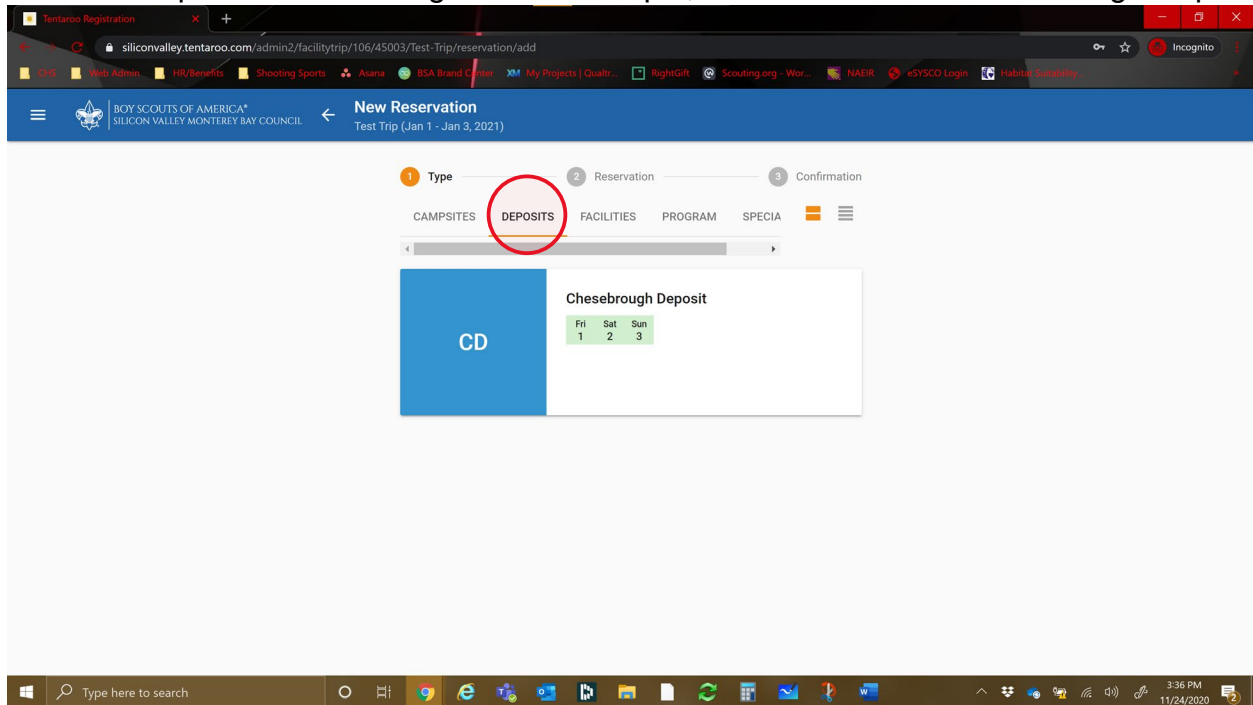
**CHECKOUT**

**Reservations** 1 **REPORT** **ADD RESERVATION**

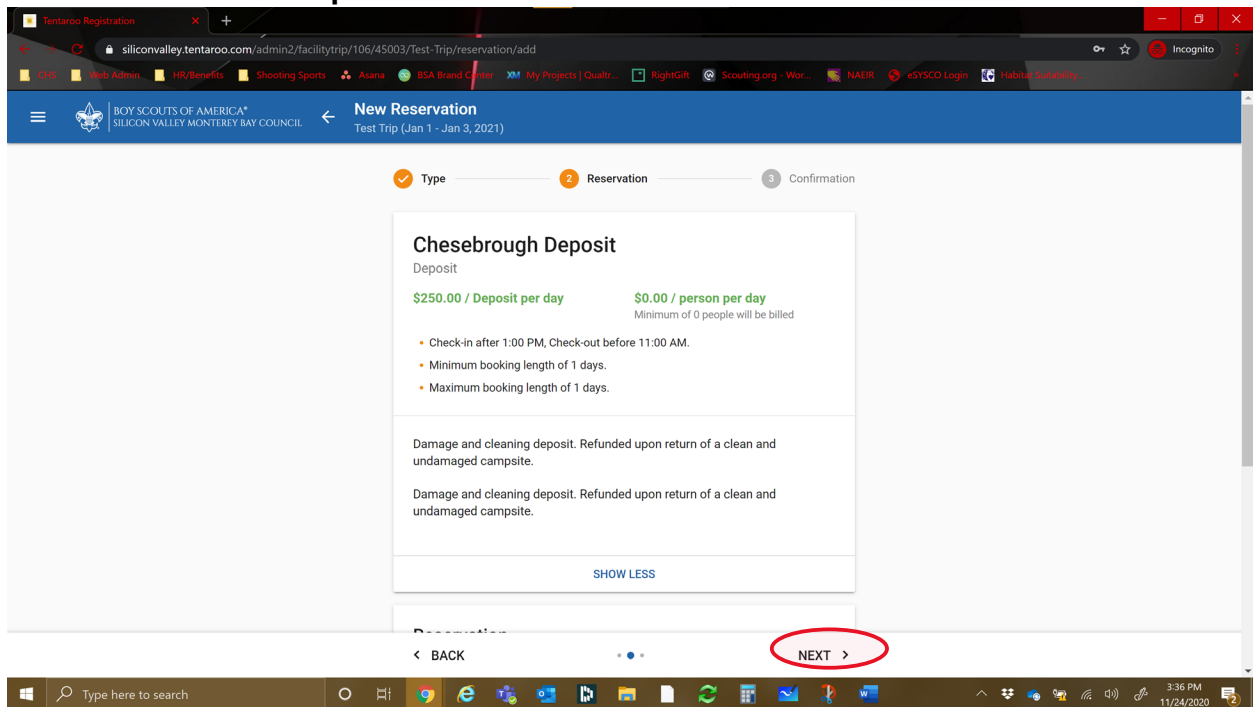
Campsites

Costanoan

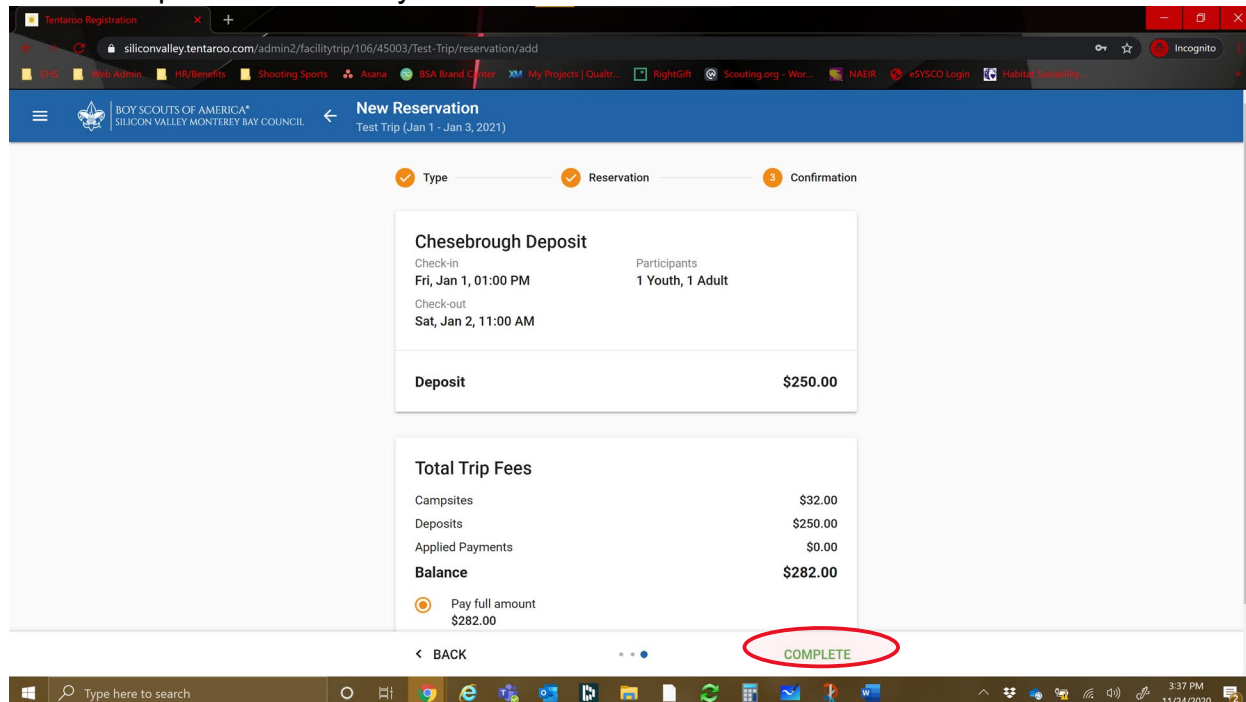
11. Select the deposits tab and select the appropriate deposit for the camp you are reserving. Since our trip is at Chesebrough in this example, we will select the Chesebrough Deposit.



12. Confirm the deposit information and click “next”. **Note: The deposit will show as only one day, even for a multiple day reservation. This is done on purpose. All you will need to confirm is that the deposit amount is correct.**



13. Again, confirm the amount. You will also see that your total trip balance has been updated. Click “complete” when ready.



**New Reservation**  
Test Trip (Jan 1 - Jan 3, 2021)

Type    Reservation    Confirmation

**Chesebrough Deposit**  
Check-in: Fri, Jan 1, 01:00 PM    Participants: 1 Youth, 1 Adult  
Check-out: Sat, Jan 2, 11:00 AM

**Deposit**    \$250.00

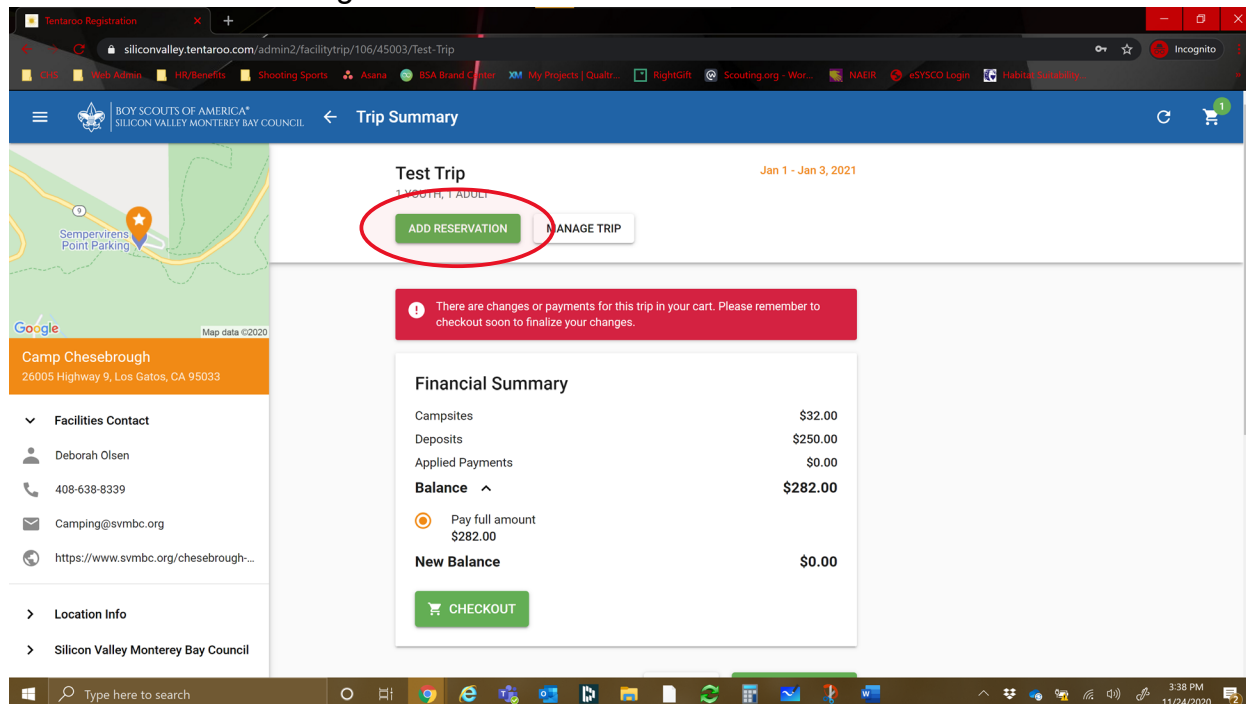
**Total Trip Fees**

Campsites	\$32.00
Deposits	\$250.00
Applied Payments	\$0.00
<b>Balance</b>	<b>\$282.00</b>

Pay full amount \$282.00

BACK    COMPLETE

14. You will now see your cart has been updated. Now click “add reservation” one more time to add the COVID cleaning fee.



**Trip Summary**

Test Trip    Jan 1 - Jan 3, 2021

1 Youth, 1 Adult

ADD RESERVATION    MANAGE TRIP

There are changes or payments for this trip in your cart. Please remember to checkout soon to finalize your changes.

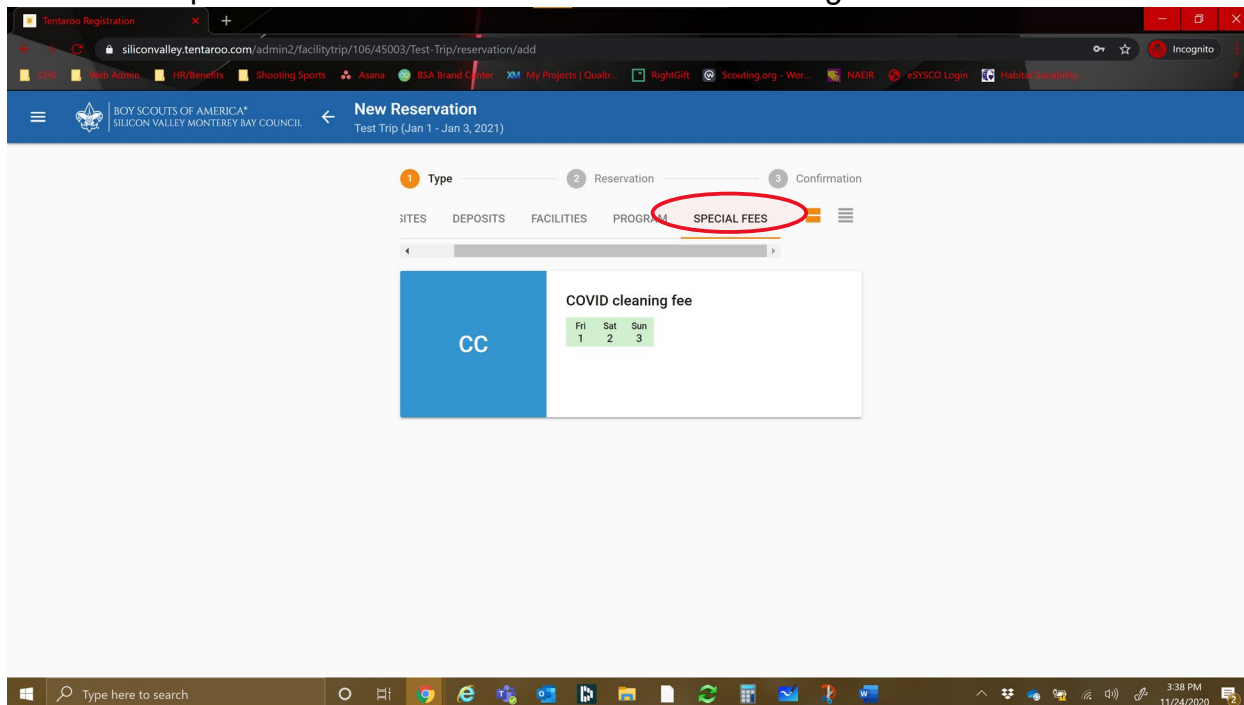
**Financial Summary**

Campsites	\$32.00
Deposits	\$250.00
Applied Payments	\$0.00
<b>Balance</b>	<b>\$282.00</b>
Pay full amount	\$282.00
<b>New Balance</b>	<b>\$0.00</b>

CHECKOUT



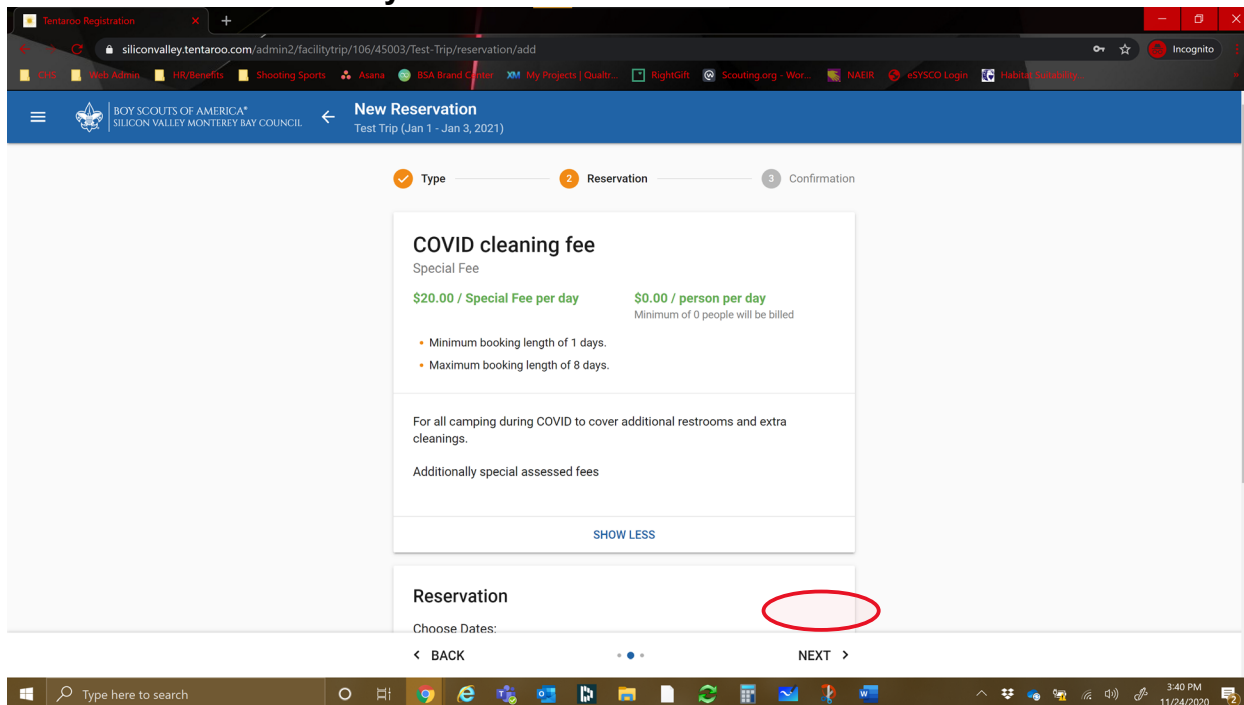
15. Select the “Special Fees” tab and then the COVID cleaning fee.



The screenshot shows the Tentaroo Registration interface for a 'New Reservation' (Test Trip Jan 1 - Jan 3, 2021). The 'SPECIAL FEES' tab is highlighted in the top navigation bar. Below it, a card titled 'COVID cleaning fee' is displayed, featuring a blue 'CC' icon and a table showing the fee schedule for Friday, Saturday, and Sunday.

Day	Fee
Fri 1	\$20.00
Sat 2	\$20.00
Sun 3	\$20.00

16. Confirm the price then click “next”. **NOTE: The COVID cleaning fee is per 24-hour period, so if you have a multiple night trip, you will pay this fee more than once. The system should calculate this for you.**



The screenshot shows the 'COVID cleaning fee' details page. The 'Reservation' step is highlighted in the top navigation bar. The page displays the fee details, including the amount (\$20.00 / Special Fee per day) and the minimum booking length (1 day). The 'NEXT' button is highlighted in the bottom navigation bar.

**COVID cleaning fee**  
Special Fee  
\$20.00 / Special Fee per day  
\$0.00 / person per day  
Minimum of 0 people will be billed

- Minimum booking length of 1 days.
- Maximum booking length of 8 days.

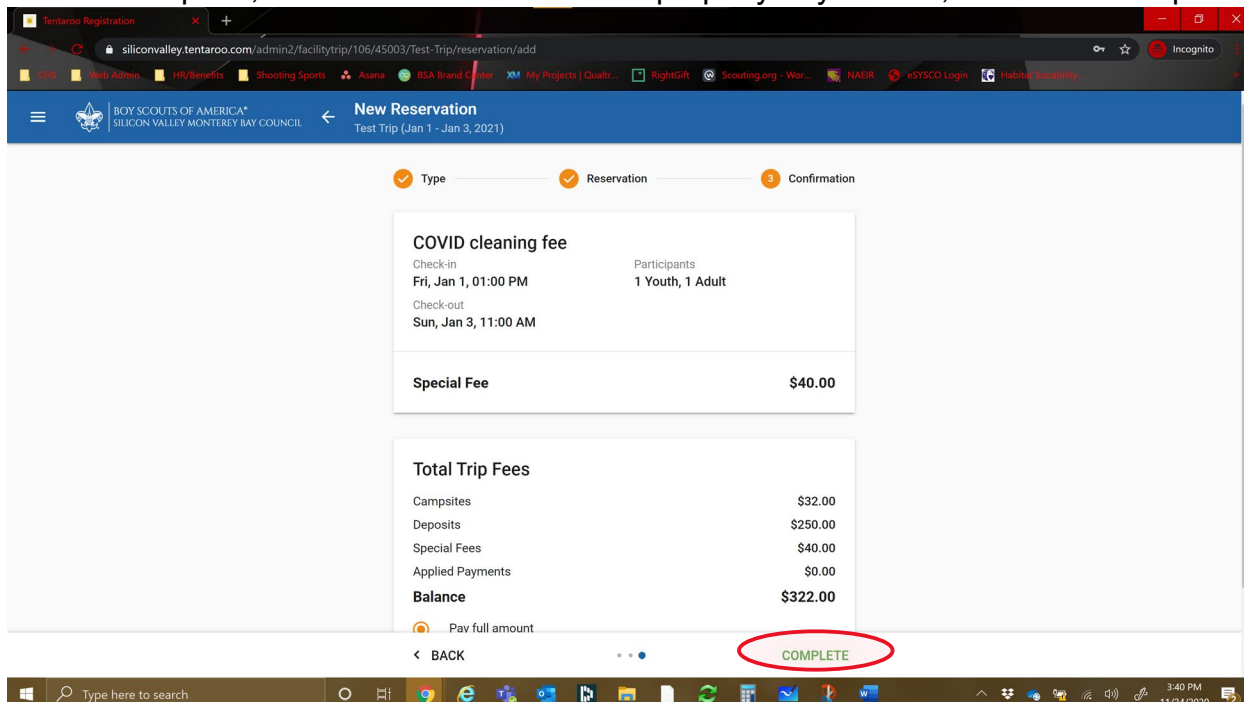
For all camping during COVID to cover additional restrooms and extra cleanings.  
Additionally special assessed fees

[SHOW LESS](#)

**Reservation**  
Choose Dates:  
[BACK](#) [NEXT](#)



17. Confirm the price, and that it has been added properly to your cart, then click “complete”.



**New Reservation**  
Test Trip (Jan 1 - Jan 3, 2021)

COVID cleaning fee  
Check-in: Fri, Jan 1, 01:00 PM  
Check-out: Sun, Jan 3, 11:00 AM  
Participants: 1 Youth, 1 Adult  
Special Fee: \$40.00

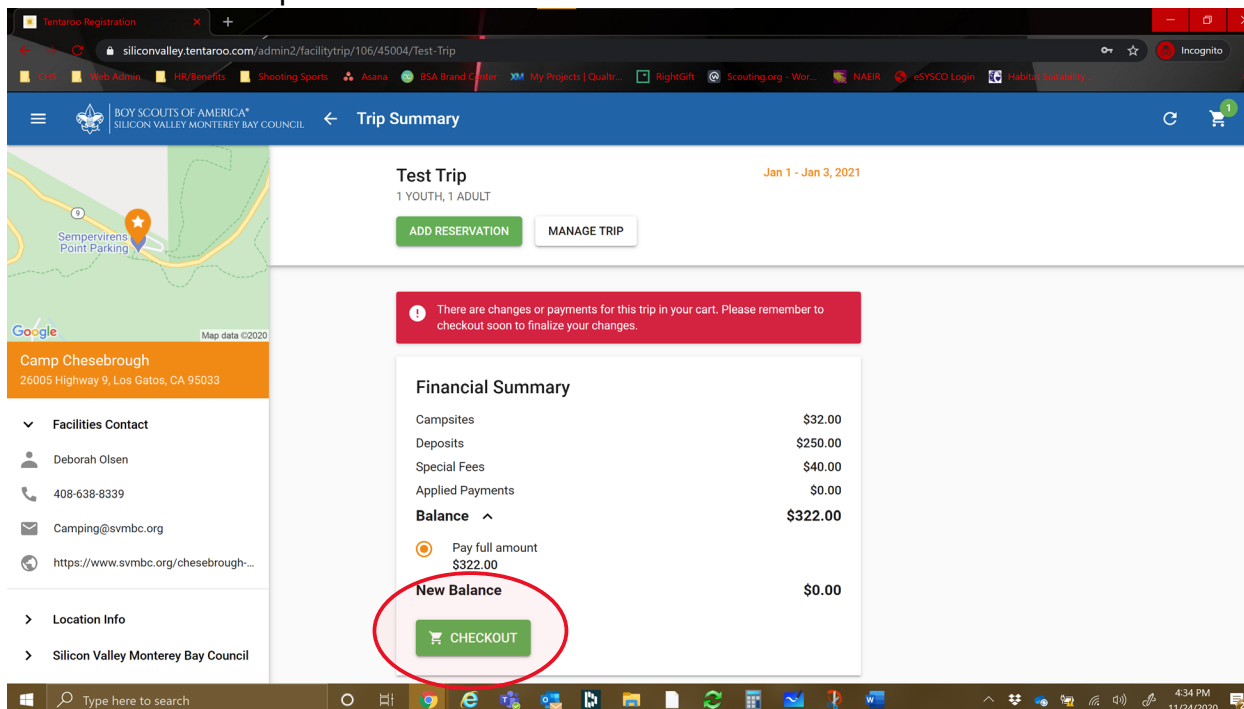
**Total Trip Fees**

Campsites	\$32.00
Deposits	\$250.00
Special Fees	\$40.00
Applied Payments	\$0.00
<b>Balance</b>	<b>\$322.00</b>

Pay full amount

[BACK](#) [COMPLETE](#)

18. Now all of your items have been correctly selected for your trip, and you can now checkout. Click “checkout” to proceed.



**Trip Summary**

Test Trip  
1 YOUTH, 1 ADULT  
Jan 1 - Jan 3, 2021

[ADD RESERVATION](#) [MANAGE TRIP](#)

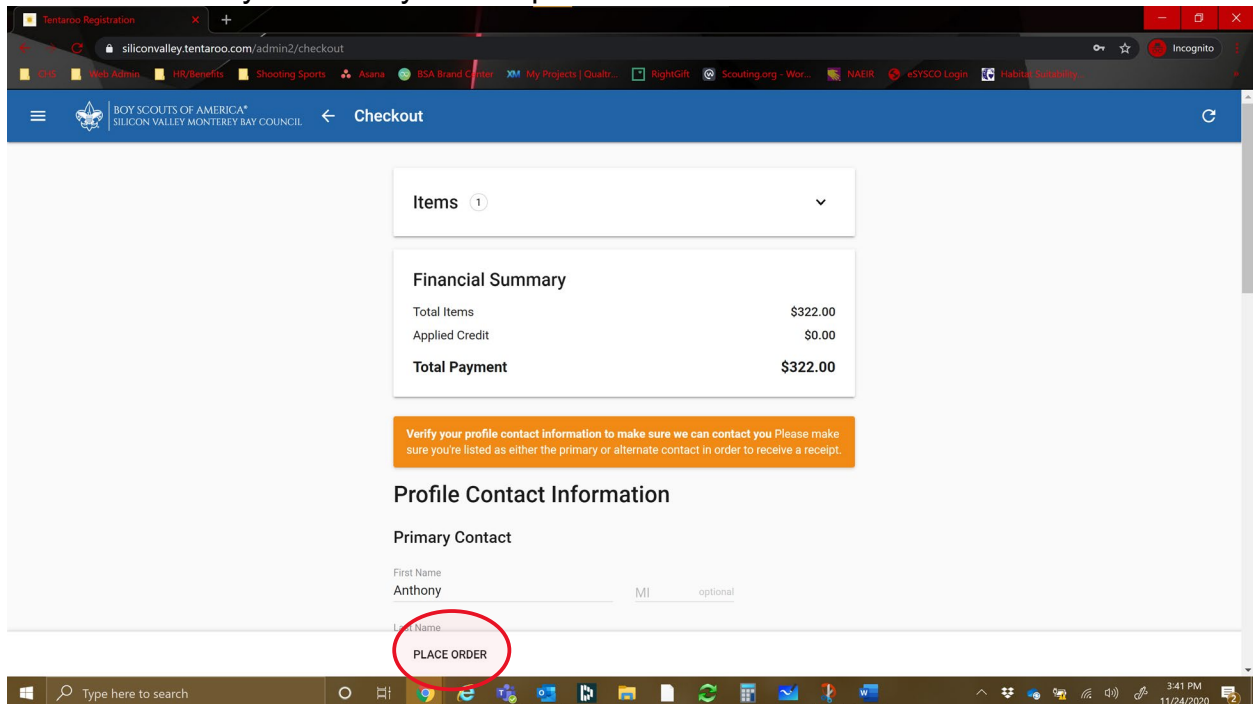
There are changes or payments for this trip in your cart. Please remember to checkout soon to finalize your changes.

**Financial Summary**

Campsites	\$32.00
Deposits	\$250.00
Special Fees	\$40.00
Applied Payments	\$0.00
<b>Balance</b>	<b>\$322.00</b>
Pay full amount	\$322.00
<b>New Balance</b>	<b>\$0.00</b>

[CHECKOUT](#)

19. Confirm your balance, then enter your payment information and click “place order” when finished. You should receive a confirmation email upon completion. Congratulations! You now have successfully reserved your campsite!



Items 1

Financial Summary	
Total Items	\$322.00
Applied Credit	\$0.00
<b>Total Payment</b>	<b>\$322.00</b>

Verify your profile contact information to make sure we can contact you. Please make sure you're listed as either the primary or alternate contact in order to receive a receipt.

### Profile Contact Information

Primary Contact

First Name  
Anthony

MI optional

Last Name

**PLACE ORDER**

If you want to learn more about how to use tentaroo, visit their help website at:

<https://users.tentaroo.com/>

If you have questions for us about our camps, please email us at [camping@svmbc.org](mailto:camping@svmbc.org)