Summer Camp Roster Upload

Did you know that our summer camp registration system allows you to upload you Scout and Leader roster information directly from an excel spreadsheet? A simple process that you can use to import your Troop roster information. If your unit uses Troopmaster, an excel report of your unit roster is the PERFECT tool to start with, but any excel spreadsheet will work. If you import other critical details like telephone number, age, email, etc. you can also more fully use unit REPORTS features to create rosters, and later this spring, detailed merit badge schedule reports - even cell phone numbers can report if you want to help your unit leadership keep track of Scouts during camp.

The steps:

1. Create your spreadsheet in excel and use Save As button to save the data in a CSV file format on your computer. First name and last name are the only two "required" fields, and must be in separate columns in your spreadsheet.

2. Click button #2 - Register Individuals by name - on your unit registration and Click Import Names. Instructions for retrieving your online unit registration are at the bottom of the receipt you received when you registered.

3. Click on the Comma radio button at the line that says "Fields are separated by a"

4. Browse to the file on your computer, select, and choose Upload

5. Once the upload is ready for saving it will be presented on screen with a variety of choices that let you line up the data with the fields in your registration the way you want it saved. First Name and Last Name must be selected as two of the columns.

6. Next you are given the choice for each participant in your database on whether you want to Add or Skip to the next - no need to edit your database ahead of time - you can do it here.

7. Once all members are either added to the membership database, or skipped, select Continue and add them to your camp registration for 2015 by clicking the green Add button next to their name.

8. Once the names are added be sure to CHECK OUT by clicking the red SAVE button on the lower right of the checkout screen. If you are not going to pay anything more today, select the Offline Payment option and then press SAVE. Your work will not be saved until you press SAVE. You will receive an email receipt when your work is saved properly.

Once a participant is added to the system he or she stays there for future events with your unit - including next year's summer camp - and can be added by name simply by clicking the green add button. Your unit's profile works across all other Scout councils and camps utilizing this system. If you belong to a unit who moves around your roster of participants goes with you!

If you need assistance with this process, please do not hesitate to reach out to us at camping@dmvc.org We will be glad to help walk you through the process.