Online Registration

How to Register For a Council Event
On Line With Tentaroo

Please read all the instructions and info boxes and follow the steps in the slides to to save yourself time, effort and frustration.

Constructive suggestions for improvement are welcome. Send to pam.vickrey@scouting.org and dale@daleward.com

Creating A New Tentaroo Account

NOTE: A TENTAROO account is really a "group" account. Once you create an account and add yourself, you can, if you want, add others in your family and register them for events, too.

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TIDEWATER COUNCIL

(757) 497-2688

📚 User Manual   👤 Council Login   ⚓ Support

Do not use this to login

Already A Member?

Username

> Username

Password

> Password

Login

Lost Password?

Enter your e-mail address:

> Email

Request Password

Create A New Account

Please select an event to create an account.

NOTE: Once created, new accounts can also be used for other event registrations.

Event

> University of Scouting

Continue

Choose from available events from dropdown list. This example will be for University of Scouting.

Click "Continue"

NOTE: A Tentaroo account can be used to register more than one participant to an event. See notes on following pages for more info

Creating a Tentaroo Account For an Individual or Family

Already A Member?

Username

Username

Password

Password

Login

Lost Password?

Enter your e-mail address:

Email

Request Password

Account Type:

> **IMPORTANT:** Choose ONLY "Individual / Family From the dropdown

Individual / Family

First Name: **Last Name:**

First Name   Last Name

> **IMPORTANT:** Enter your FULL first and last name AS IT APPEARS ON YOUR BSA REGISTRATION CARD

Phone Number:

Phone Number

E-mail Address:

An e-mail will be sent to this address to verify. You'll need to click on the link in the message to verify your account before logging in. Please check your Spam folder if you can't find the message.

Email Address

> Enter the same email address that is in your my.scouting.org account (if you know it)

Confirm E-mail Address:

Confirm Email Address

Username:

Username

> Enter a user name of your choice. You can change it later if needed

Password:

Password

> Choose a good password that you will remember. You can change it later if needed

Create Account

> Click "Create Account" when all info is entered

Add Yourself To Your Roster and Other People to Register
Do "STEP ONE" First

This page will appear after you login with a new account. Take a look around. STEP ONE is to click on "YOUR ROSTER" to enter people to your roster, starting with yourself. **Click "YOUR ROSTER NOW"**

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This will display people that are on your account roster, who you can add to registrations.

Logout   📚 User Manual   👤 Council Login   📞 Support

HOME   PROFILE   YOUR ROSTER   EVENT REGISTRATION   CART   ORDERS

Click "Refresh" if information on University of Scouting does not appear below

🔄 Refresh

Events

Event Options
Boy Scout Summer Camp
OA Ordeal
Pipsico - Weekend Events
University of Scouting
Wood Badge

If not already highlighted, click on University of Scouting"

University of Scouting

No registrations added yet for this event.

YOUR ROSTER

To get started, first go to the Your Roster tab to add youth/adults to your account. NOTE: People in your roster can be added to other events without needing to be re-entered.

EVENT REGISTRATION

Then, add registrations for this event on the Event Registration tab. Finally, remember to checkout on the Cart tab when you're done.

STEP ONE: Click on "Roster" to add YOUR personal profile and others people that you can enter registrations for (for example), family members

If you are ready to begin registration for the event, click on "Event Registration"

Adult-User Ward

University of Scouting

Event Contact Information
Contact: Mick Meyer
E-mail: mickmeyer@cox.net
Phone: (757) 382-9333

Information about the event and who to contact for more information will appear here.

Event Location Information
Great Bridge Middle School
441 Battlefield Blvd S
Chesapeake, VA 23322

Phone: (757) 652-5401

Council Contact Information
1032 Heatherwood Drive
Virginia Beach, VA 23455

Phone: (757) 497-2688   Fax: (757) 473-3305

E-mail: Pam.Vickrey@scouting.org

❓ Instructions   ✏️ Feedback

Click here for more instructions, if needed

Add Yourself to the Roster of Your New Account

After clicking "YOUR ROSTER, your basic account information will be filled in for you. ADD YOURSELF to your account roster by completing the rest of the required entries, indicated by a "*". Then click "Save". You can continue to add others to your account and register them for events, too. **After entering yourself and any others, click on EVENT REGISTRATION to continue.**

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Click here after you finish entering people (adults and/or youth) to YOUR ROSTER

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Logout | User Manual | Council Login | Support

HOME | PROFILE | YOUR ROSTER | EVENT REGISTRATION | CART | ORDERS

Refresh

Switch Event:
University of Scouting

Youth Roster | + New

☐ Display Deleted

Youth

After your save your info, it will appear in this section along with others that you add.

Adult Roster | + New

☐ Display Deleted

Adult

Add Adult

NOTE: Adding an adult here does NOT automatically add them to any event.
Adults from this roster can be added to the currently selected event on the Event Registration tab.

First Name *		MI	Last		Suffix	
Unit *		Unit Type	Troop
Council *	Tidewater	District	--
Troop Position *	
BSA ID *	
Gender *	Male
Address *	
City *		State	VA	Zip	
Phone Number *	757-123-4567	Alternate Phone	
E-mail	myemail@gmail.com
Youth Protection Training *	
Basic Training	
Special Needs	Serious Allergies? ☐	Dietary Restrictions? ☐

Please enter information about any allergies, dietary restrictions, or other needed accommodations.

Complete all required information about any person you want to add to your roster. PLEASE DOUBLE CHECK ALL INFORMATION as this will be checked against the ScoutNet records.

Enter any allergies, dietary restrictions or other important information here.

⚠ Save | ✖ Cancel | + New

Event Registration - Page 1

Begin the registration process here. First select "+ New Youth Registration" or "+ New Adult Registration". Your name and others that you entered under your account will be shown in the "Youth Registrations" or "Adult Registrations" section on the left. **FOLLOW THE INSTRUCTIONS ON THE PAGE.**

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This will display people that are on your account roster, who you can to registrations.

Logout   User Manual   Council Login   Support

HOME   PROFILE   YOUR ROSTER   EVENT REGISTRATION   CART   ORDERS

Click here to refresh the registration information lists on the left

⟳ Refresh

Switch Event:
University of Scouting ▾

IMPORTANT: Be sure that the event that you want to register for appears appears here. Select from drop down

Youth Registrations   **+ New**

Youth	In Cart?

Youth who have registered for the event selected for the event under your account appear here

Please select a registration to the left or choose an option below to create a new registration.

NOTE: If you haven't yet added the participant to your roster, please go to the Roster tab first. Youth and adults in your roster stay in the system so you can easily register them for additional events in the future without re-entering their information.

+ New Youth Registration

Click here to start a new Youth registration

+ New Adult Registration

Click here to start a new Adult registration

Adult Registrations   **+ New**

Adult	In Cart?

Adults who have registered for the event selected for the event under your account appear here

View Schedules

Adult Registration - Popup - FOLLOW THE NUMBERS!!
CAREFUL!!! LOOK FIRST AT "2. Choose Participant Type"

This is a dropdown list. CLICK ON IT!!!

Add Participant Event Registration

1. Choose Participant

Participant

999 Adult

Select the person to register for the event

Adults in your roster will appear here

2. Choose Participant Type

Adult

VERY IMPORTANT:
Double-check to choose the type of participant you are registering for from the drop down list. FEES for different types may be different.

3. Choose Event

Event

2017 University of Scouting, 02/25/2017
$20.00 (Regular), $20.00 due up-front

Select which event you are registering for. The fees for the chosen Participant Type will be shown

If needed, you can go back to your roster and edit or add people to your registration roster

Find

If participant is not in list, please click here to update your roster.

YOUR ROSTER

When you are ready to register, click here.

Create Registration   **Cancel**

Enter Registration Information

Once you choose from the roster list, most information will automatically be filled in for you. If you need to change information, then click on "Edit Adult" (or "Edit Youth depending on participant type). Payment Status will be updated after registration and anytime you return to your registration to make another payment or just to check or change your classes (if allowed).

> If there are class choices (e.g, University of Scouting, meter badges or other event options, then this tab will be available. Some events will not have classes or options and then this tab will be dimmed out.

Profile | Classes

Add Event Registration, Adult

Name	999 Adult	BSA ID 123456 ✔

> Your BSA ID Number will be show from previous entry

Event   2017 University of Scouting, 02/25/2017

Unit   Troop 9999, Tidewater

Troop Position * Board

> Enter your Unit Position (may not be "Troop")

Edit Adult

> If you want to edit information about this adult, click here. If registering a youth, you will be able to edit the youth information here.

Gender   Male ▼

Address   3536 Elkton Drive

City   Chesapeake   State VA ▼   Zip 23321

Phone Number * 757-606-0604   Alternate Phone

E-mail * dale@daleward.com

Special Needs   Serious Allergies? ☐   Dietary Restrictions? ☐

Registration Notes

> Enter any information you want the event registrar to know about

> If the event offers 'classes" or other event options, then when you are ready to choose your class sessions or options, click here.

⚠ Continue to Pick Classes   ❌ Cancel   ➕ New

Payment Status   ❓ ⚠️

Registration	$20.00
Classes & Options	$0.00
Amount Paid	$0.00
Balance Due	$20.00

> Basic event fee information will be shown here. It is updated with your payment or partial payments (if allowed for the event) after you register or return to this page after registering.

Choose Classes Or Optons

Profile | **Classes**

Register for Classes (?)

View Schedule | **View All Classes**

Current Schedule

Session start times and period numbers will be shown with each class shown for each session

Available Classes

CSP 101 - CSP 101The New ...   8:00AM   1, 2
(?) Unlimited

CSP 103 - CSP 103 What's a...   10:00AM   3, 4
(?) Unlimited

U of S Box Lunch (Adds $10.00
(?) $ Unlimited

If a special box lunch is offered, you should drag it over as a separate selection. The cost will be added to your event fee.

CSP 104 - CSP 104 The C...   12:00PM   5
(?) Unlimited

VSP 104 - VSSP 104 Unde...   12:00PM   5
(?) Unlimited

CSP 201 - CSP 201 Cere...   2:00PM   6
(?) Unlimited

DCS 101 - DCS 101 Functi...   2:00PM   6
(?) Unlimited

CSP 202 - CSP 202 Chest...   3:00PM   7
(?) Unlimited

INSTRUCTIONS: Choose classes from "Available Classes" list on right and drag to "Current Schedule" on the left.

NOTE: Once you add a session into a time slot, you will not be able to add other sessions on the same time slot.

You may select up to 7 sessions.

Key: (?) **Description** $ **Fees**
          ✳ **Minimum Age**

If a class has an additional fee, it will be shown here and added to your event fee

Find Class: Name
                    Session   In

Only the available classes or special options will be shown.

⚠ Save   ✖ Cancel   ➕ New

When are ready to begin the check out and payment process, click here

To filter the list to just a certain class or session, start entering it and the list will be limited to what you type.

Decide What To Do Next

On this page you may either continue to register new people for the event or start the payment process. Depending upon the payment options allowed for the event, you'll see different information under OPTION 2: Section. If, for example, partial payment are allowed, then you'll be able to make those payments online. **If there is an option to mail in payment or drop it off at the council office, then you would be given the option to pay Zero.** Choose that and use the form that the event provided to mail in your payment.

Saved Changes - 2017 University of Scouting, 02/25/2017   ✕

Success! New registration for 999 Adult has been added to your cart.

What would you like to do next?

🛒
CART
8 items, $30.90

OPTION 1: Continue Event Registration

OPTION 2: Event Payment Options, Checkout

Please select the amount that you wish to pay for this event registration at this time. Online payments have not been enabled so you'll need to choose a payment amount of $0 or less if possible in order to checkout, or contact the Camping Department. To change your payment amount later, go to the Home tab under this event.

➕ New Youth Registration

➕ New Adult Registration

> You can continue adding new registrations for people on your account roster, if desired.

> Return to the last registration if you need to change that information

Event Registration Payment Status

Total Event Fees	$30.00
Total Paid	$0.00
⦿ Pay Full Amount	$30.00

> Total cost of the event plus all classes or options will be shown. If coming back after payment, the total amount paid for all registrations in your account will be shown here.

❮ Return to Event

Checkout ❯

> When you are ready to check, review your selections and pay the event fees.

Review Classes and Options and Pay

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(757)

Logout   User Manual   Council Login

HOME   PROFILE   YOUR ROSTER   EVENT REGISTRATION   CART 8 items   ORDERS

Refresh

Switch Event:
University of Scouting

Item	Amount	
U of S Box Lunch (Adds $10.00 to Fee) (8), 999 Adult 2017 University of Scouting, 02/25/2017	$0.00	
CSP 103 What's a Den Chief? (3), 999 Adult 2017 University of Scouting, 02/25/2017	$0.00	
CSP 101The New Cub Scout Program (1), 999 Adult 2017 University of Scouting, 02/25/2017	$0.00	
DCS 101 Functions of the District Committee (6), 999 Adult 2017 University of Scouting, 02/25/2017	$0.00	
CSP 202 Chest of Games (7), 999 Adult 2017 University of Scouting, 02/25/2017	$0.00	
VSSP 104 Understanding and Protecting Youth (5), 999 Adult 2017 University of Scouting, 02/25/2017	$0.00	
Adult: 999 Adult 2017 University of Scouting, 02/25/2017	$30.00	✕
Credit Card Convenience Fee	Quantity: 1 $0.90	

Order Amount	$30.90
Applied Credit	$0.00
Subtotal	$30.90
TOTAL	**$30.90**

Billing Address   Copy Profile Address

Address _____   City _____

State [VA ▼]   Zip _____

Payment Method

Pay Using [Credit Card ▼]   Date 11/27/2016

Number _____   Card Type [Visa ▼]

Exp. Date [11 ▼] / [2016 ▼]   Card Code _____

NOTE: Credit card numbers are not saved.

Submit My Order   Empty Cart

You can go back to other event or account related information then come back to finalize the registration

Standard payment options are presented here - similar to other web payment sites

If you want to clear out your selections from the previous "Register for Classes" section and start again, click here.

All of your class choices and event options will be shown in this list. Any class fees will be added to the total event fee on the section to the right.

Items with a charge will give you the option to delete them.

CAUTION: Deleting the event fee itself, will cancel the registration

After reviewing your selections and entering payment info, clicking here will charge your account and record your event registration and choices.