# **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.

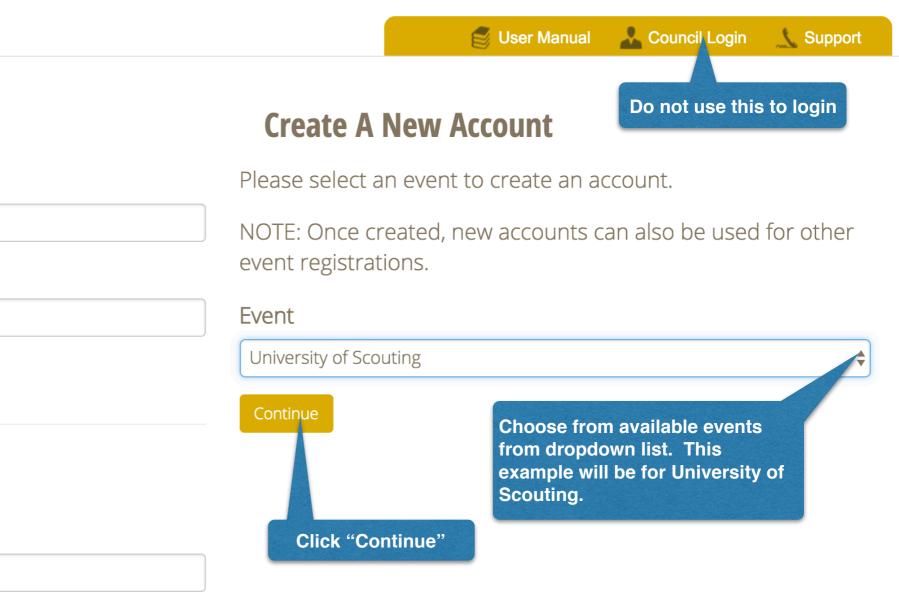
Constructive suggestions for improvement are welcome. Send to <a href="mailto:pam.vickrey@scouting.org">pam.vickrey@scouting.org</a> and <a href="mailto:dale@daleward.com">dale@daleward.com</a>

# **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.



**(757) 497-2688** 



Already A Member?

Username

Username

**Password** 

Password

Login

**Lost Password?** 

Enter your e-mail address:

Email

Request Password

**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

	Account Type: From the dropdown  Individual / Family	
Already A Member?		
Username	First Name:	Last Name:
Username  IMPORTANT: Enter your FULL first and last name AS  IT APPEARS ON YOUR BSA REGISTRATION CARD	First Name	Last Name
Password	Phone Number:	
Password	Phone Number	
Login	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.  Enter the same email address that is in your my.scouting.org account (if you know it)  Confirm E-mail Address:  Confirm Email Address	
Enter your e-mail address:  Email  Request Password  Enter a user name of your choice. You can change it later if needed  Choose a good password that you will remember. You can change it later if needed		
	Username:	
	Username	
	Password:	
	Password	
		ck "Create Account" en 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"** 



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

<u>(757) 497-2688</u>

Logout



















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



Information

and who to

about the event

information will

appear here.

#### **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.



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.



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

# STEP ONE: Click on "Roster" to add YOUR personal profile and others people that you can enter registrations for for

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

#### **Event Location Information** contact for more

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

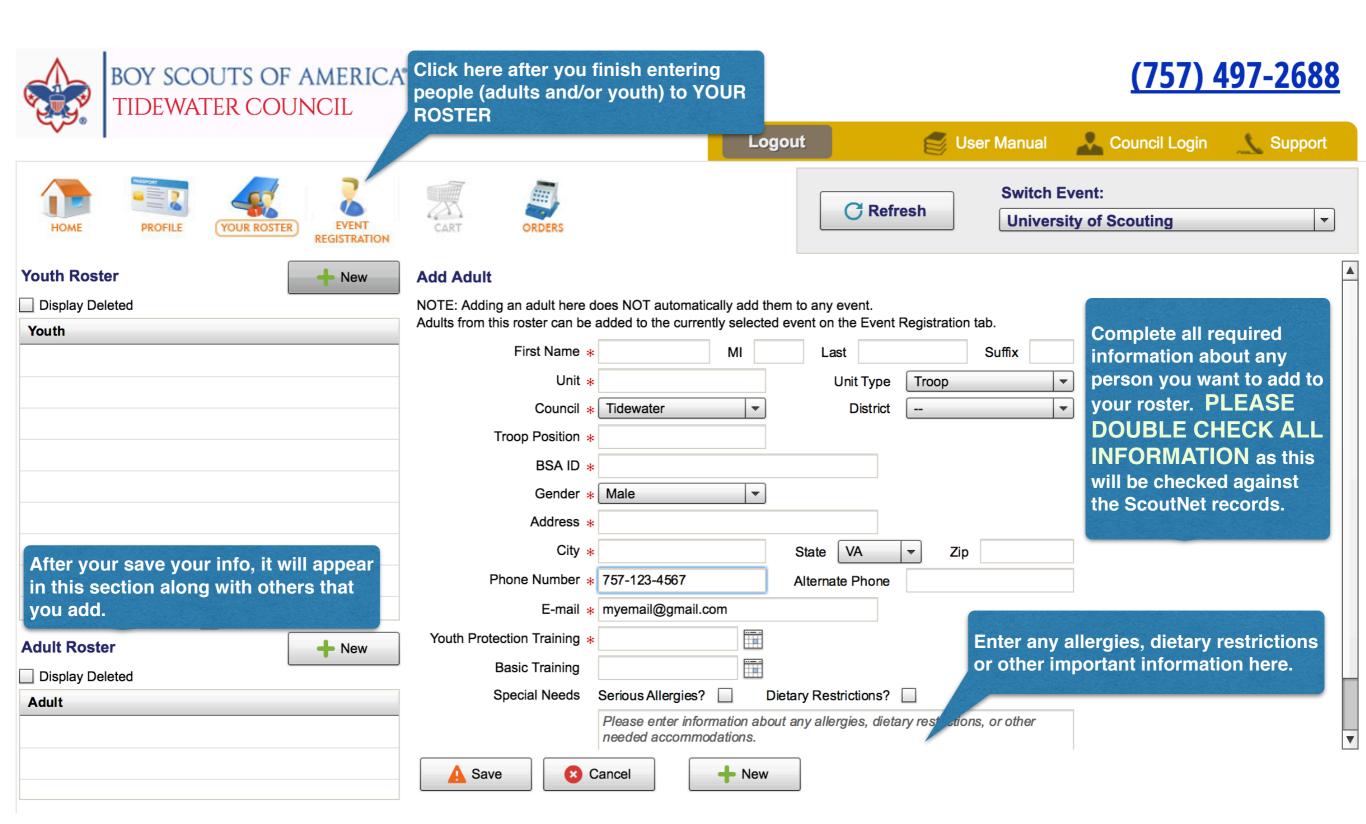




Click here for more instructions, if needed

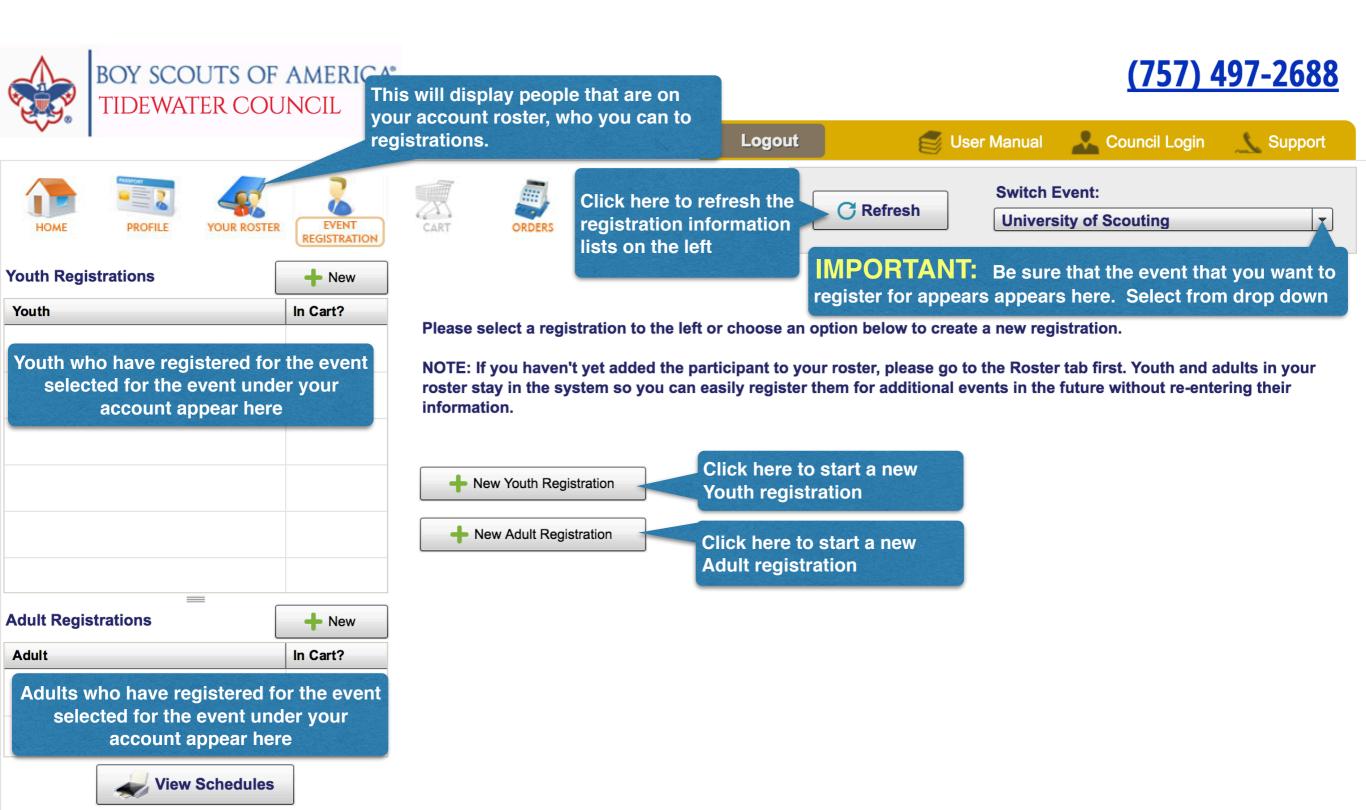
## Add Yourself to the Roster of Your New Account

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.** 

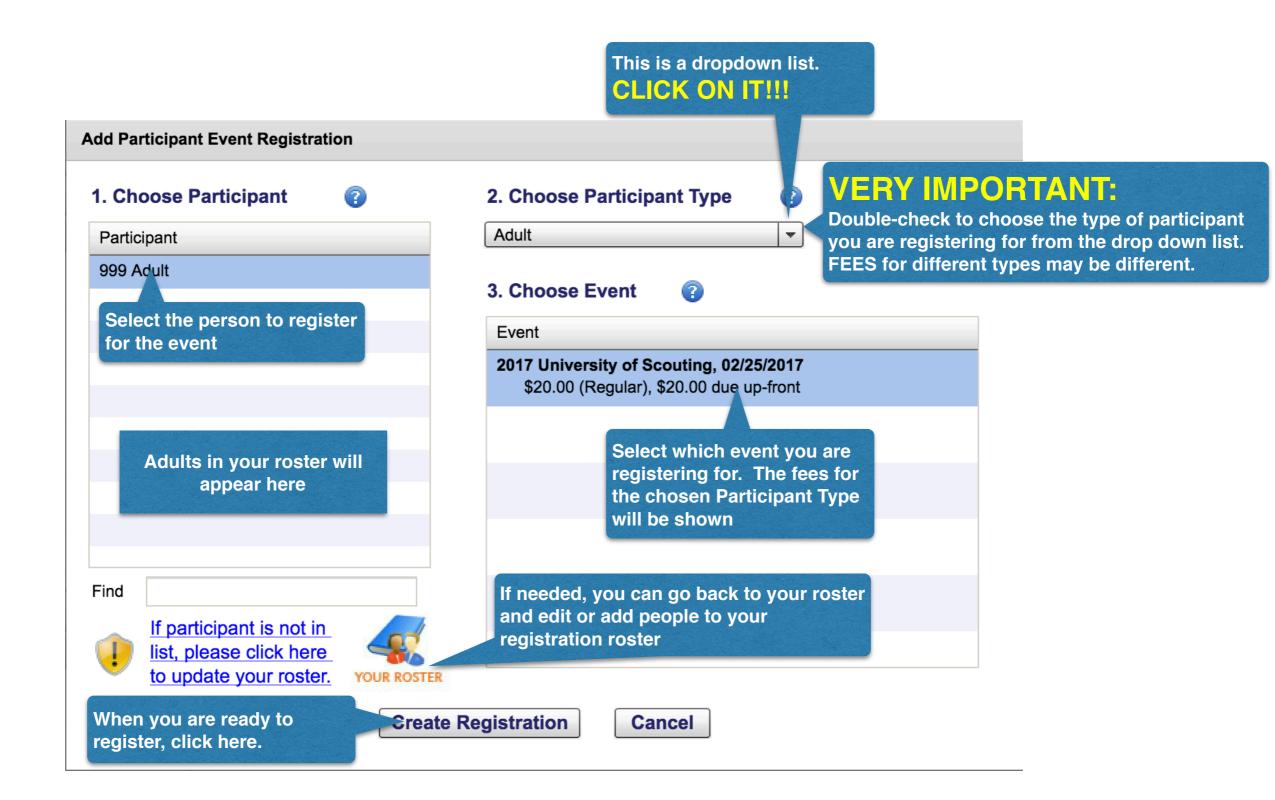


# **Event Registration - Page 1**

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.** 

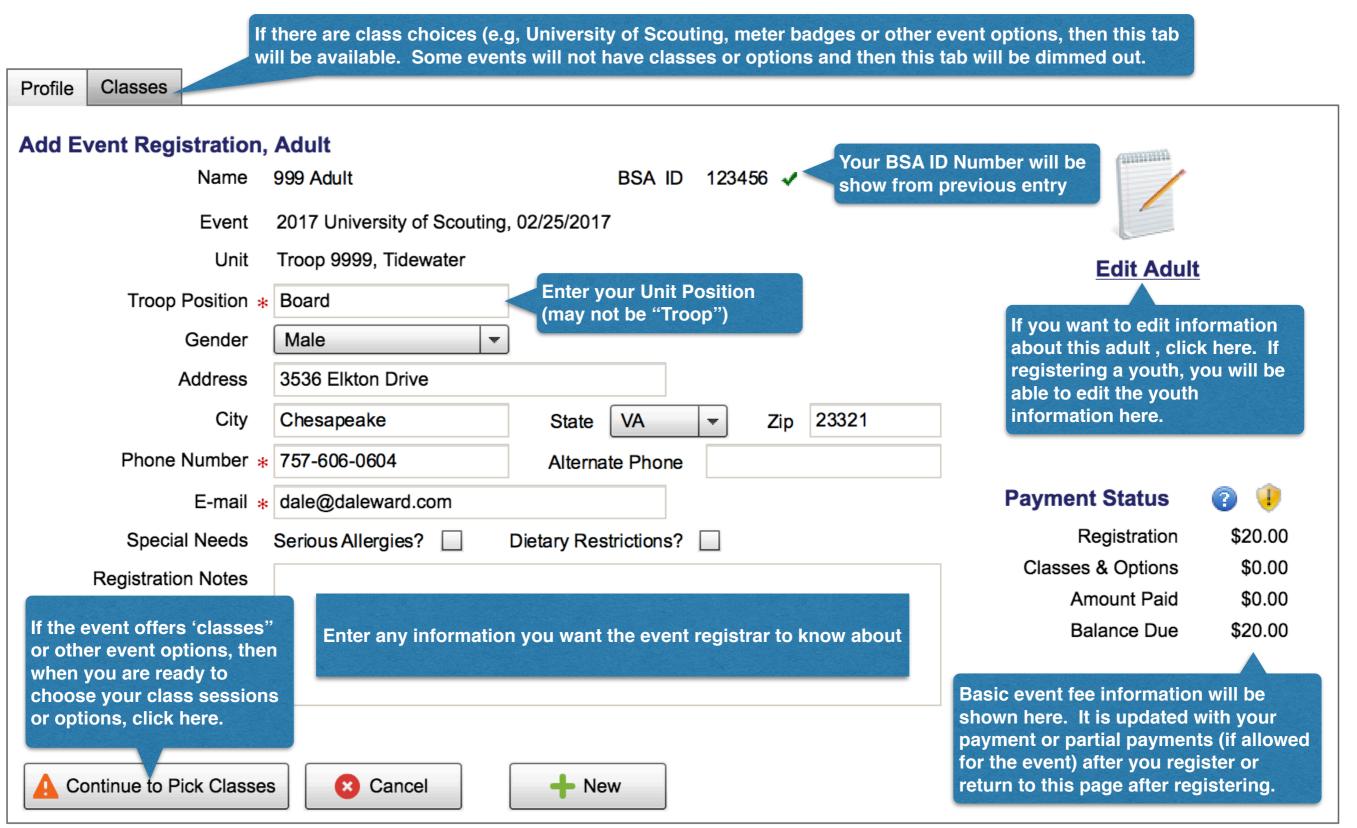


# Adult Registration - Popup - FOLLOW THE NUMBERS!! CAREFUL!!! LOOK FIRST AT "2. Choose Participant Type"



# **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).



## **Choose Classes Or Optons**

Click here to see all classes or options and descriptions

**Register for Classes** 

Classes



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

View Schedule

View All Classes

**Current Schedule** 



Profile

CSP 101 - CSP 101The New ...

8:00AM

1, 2



Unlimited



CSP 103 - CSP 103 What's a...

10:00AM

3, 4



Unlimited

Unlimited



U of S Box Lunch (Adds \$10.00 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.

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.



Description

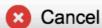




If a class has an additional fee, it will be shown here and added to vour event fee



Save



New

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

#### **Available Classes**

CSP 104 - CSP 104 The C... 12:00PM Unlimited VSP 104 - VSSP 104 Unde... 12:00PM Unlimited



CSP 201 - CSP 201 Cere...

2:00PM

6

6

Unlimited



Unlimited

CSP 202 - CSP 202 Chest...

2:00PM

3:00PM

Unlimited

Find Class:

Name

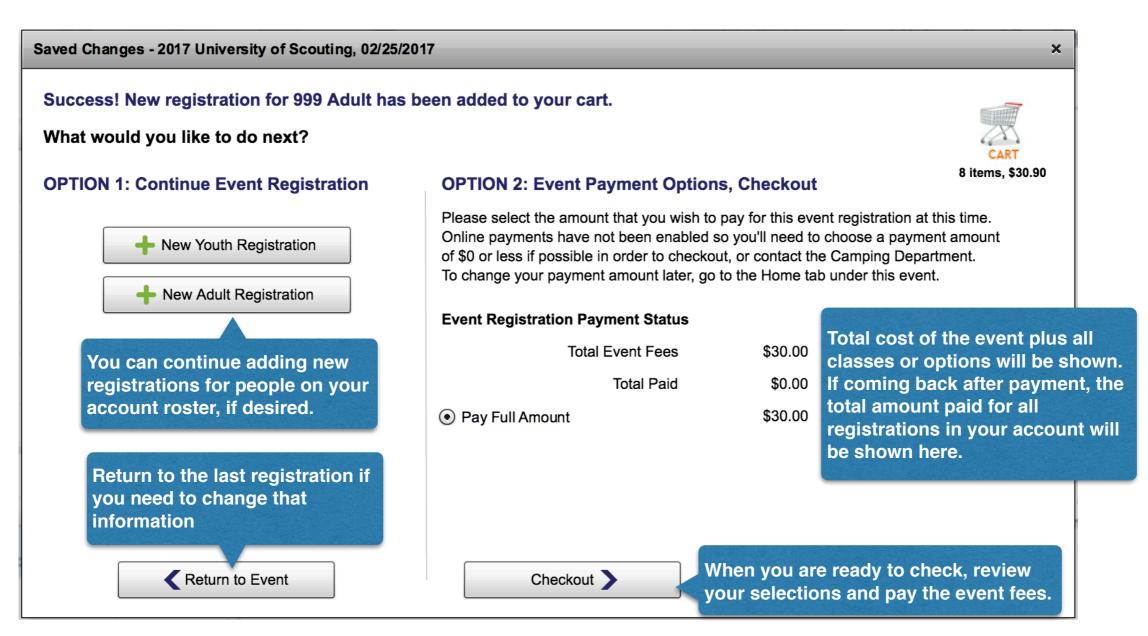
Session /

Only the available classes In or special options will be shown.

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.



# **Review Classes and Options and Pay**

