

Online Registration

How to Register On Line for University of Scouting

Creating A New Tentaroo Account

[\(757\) 497-2688](tel:(757)497-2688)



BOY SCOUTS OF AMERICA®
TIDEWATER COUNCIL

User Manual

Council Login

Support

Already A Member?

Username

Password

Login

Lost Password?

Enter your e-mail address:

Request Password

Create A New Account

Do not use this to login

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 University of Scouting from dropdown

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

Entering Tentaroo Account Information

Already A Member?

Username

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

Password

Login

Lost Password?

Enter your e-mail address:

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

Account Type:

Choose "Individual / Family From the dropdown"

First Name:

Last Name:

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.

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

Confirm E-mail Address:

Username:

Password:

Create Account

Click "Create Account" when all info is entered

Choose Which Event to Register / Add People to Register

(757) 497-2688



BOY SCOUTS OF AMERICA
TIDEWATER COUNCIL

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



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.

Click on "Roster" to add more names for people that you can 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

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

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



Click here for more instructions, if needed

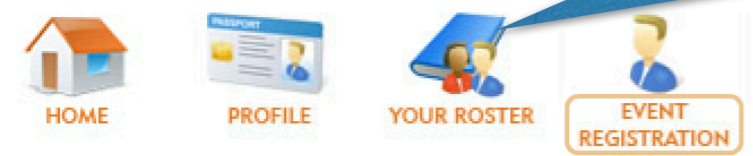
Event Registration - Page 1

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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



Click here to refresh the registration information lists on the left

Refresh

Switch Event: University of Scouting

Be sure that "University of Scouting" appears here. Select from drop down if it doesn't

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

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

Find

 [If participant is not in list, please click here to update your roster.](#)

 [YOUR ROSTER](#)

2. Choose Participant Type ?

Adult

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

When you are ready to register, click here.

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

Enter Adult Registration Information

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")

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

[Edit Adult](#)

If you want to edit information about this adult , click here

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 after you register or return to this page

Continue to Pick Classes

Cancel

New

When you are ready to choose your class sessions, click here.

Choose Classes To Attend

Click here to see all classes and descriptions








Profile Classes

Register for Classes ?

View Schedule

View All Classes











Current Schedule

	CSP 101 - CSP 101 The 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		

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

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.



Available Classes

	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

Name

Session

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

Decide What To Do Next

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?



8 items, \$30.90

OPTION 1: Continue Event Registration

+ 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

Return to Event

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.

Event Registration Payment Status

Total Event Fees \$30.00

Total Paid \$0.00

Pay Full Amount \$30.00

Total cost of 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

Checkout

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



Review Classes and Options and Pay

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

-  HOME
-  PROFILE
-  YOUR ROSTER
-  EVENT REGISTRATION
-  CART
8 items
-  ORDERS

Refresh
Switch Event:
University of Scouting

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

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 101 The 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 Zip

Payment Method

Pay Using Date

Number Card Type

Exp. Date / Card Code

NOTE: Credit card numbers are not saved.

-
-

All of your class choices and event options will be shown in this list. Any class fees will be

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.

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