

REGISTRATION INSTRUCTIONS FOR LODGE DUES & EVENTS IN LONGS PEAK COUNCIL'S TENTAROO

Please read these instructions carefully to avoid confusion and frustration.

There are 7 steps to register using Tentaroo:

- A. Login to your existing account or create an account if this is your first time with Tentaroo in LPC.
- B. If you just created your account, you will get an email to verify your account.
- C. Create a roster. If you have an individual account, rather than a unit account, your roster will consist of only yourself.
- D. Register for the Event.
- E. Register for classes (if the event has classes).
- F. Select any products applicable to your event (i.e., pizza at LEC meetings or Winter Festival guests)
- G. Checkout and pay.

A – LOGIN OR CREATE AN ACCOUNT

1. Go to <http://longspeakbsa.org/programs/order-of-the-arrow/> and find the link to the event for which you'd like to register in Tentaroo (or the link for annual dues or ArrowPass). Don't worry, you'll be able to register for more than one event during your Tentaroo visit.
2. Login using the id and password that was emailed to you or create an account using the link (top right).
3. Under "Create a New Account," scroll down and select the first event for which you are registering, then click the continue button.
4. In the next form:
 - ❖ Group Type – if you are setting up an individual or family account select that; if you are an adult unit leader and setting up an account for a troop, select the unit option.
 - ❖ Enter the information it requires (anything with a red asterisk...the other fields are optional, but may avoid the need to provide this information to the lodge separately at a later date). Be sure in the unit registration to select the correct unit type in the dropdown menu –Troop.
 - ❖ Be sure the council listed is Longs Peak Council (the default).
 - ❖ Enter the name of the District you are in. You can select from the dropdown menu. The system will list all the districts for Longs Peak Council.
 - ❖ Enter a user ID and password. Be sure to note this somewhere because we cannot get that information for you later. You will use this ID and password to login to Tentaroo for every event you register for. **Be sure to change the password from the one emailed to you.**
 - ❖ Click Create Account.

B – ACCOUNT VERIFICATION

1. Check your email for the message from the Longs Peak Council.
2. Click the **Activate Account** link in the email.
3. A verification confirmation webpage pops up in your browser.
4. Click on the **Click Here to Login** link in the popup form (or the **Login** link (top right) on the LPC main page. The login form will pop up.
5. Enter your ID and password and click the **Login** button.

C – CREATE ROSTER

1. In the **Events & Facilities** list, select the first event, dues, or ArrowPass for which you wish to register.
2. Click the **Your Roster** icon.

NOTE 1: If you are registering and paying for an ArrowPass annual dues and events pass, do not also register for the individual events. Your ArrowPass covers your lodge dues for the current year, all three induction weekends, both LLDs and Winter Festival. It does not include pizza or Winter Festival guests and the Early Bird discount does not apply. The ArrowPass is only available until February 28th of the current year and is non-refundable and non-transferrable.

NOTE 2: Annual dues are included in the Ordeal Candidate event fee. If you are an Ordeal Candidate, do not pay for annual dues in the year you are inducted (but they only cover through the end of December, even if you choose to wait until the Fall Ordeal weekend to be inducted).

NOTE 3: Lodge members' dues payments are applied to the current year first and Early Bird discounts do not apply to annual lodge dues payments.

D – REGISTER FOR THE EVENT

1. Click the **Event Registration** icon.
2. Click the **+New Adult Registration** or **+New Youth Registration** button (if you are under 18 years old – this system uses the BSA definition of “adult,” rather than the OA’s definition).
3. Select your name in the **Choose Participant** list. If you are registering a several individuals as a unit (e.g., Ordeal candidates), you will do this for each individual.
4. In this popup window, **be certain to select your correct participant category from the dropdown menu to the right** (e.g., Ordeal Candidate (Youth), Brotherhood Candidate (Youth), Lodge Member (Adult), etc.)
 - **Important:** Although the “New Adult/Youth Registration” follows the BSA definition for an adult (18+ years old), here in the “Participant Category,” please use the OA definition of 21+ years old. For example, if you are 19 years old, you would add yourself to the roster as an adult, but when registering as a “Brotherhood Candidate” or “Lodge Member,” you would select “Brotherhood Candidate (Youth)” or “Lodge Member (Youth).” We apologize for this confusion, but it is the result from Tentaroo’s calculation of members based upon their birthdate.
5. **Important:** You must ensure that you have the correct event selected before you create this registration.
6. Click **Create Registration**.

E – REGISTER FOR CLASSES (ONLY IF THE EVENT YOU ARE ATTENDING HAS CLASS REGISTRATION)

The form that comes up is has two tabs – **Profile and Classes**. The **Profile** tab will have the participant info you’ve already entered. Be sure it includes the information about which chapter you are a member of.

Note: ArrowPass **does** have classes for you to select. **Please**, if you plan to be a Brotherhood or Vigil Honor candidate during the year (and would like us to be sure to have a sash for you), or you plan to be an Elangomat (and would like a t-shirt that fits you), it is imperative that you select the correct “class.” Otherwise, be sure to select the class showing as a youth or adult general lodge member.

1. Select the **Classes** tab. In this form you will select the classes you want to take.
2. **Classes:**
 - ❖ In the **Available Classes** list on the right, select the classes you want to attend by dragging and dropping them to the left in the **Current Schedule** list (initially shown as the **Drag Classes Here** box.) **Hint:** Classes for lodge events will be preceded by “OA,” making it easier for you to find them in the list.

- ❖ To remove a class from your Current Schedule, drag and drop it back to the Available Classes list.
- ❖ Hover over the  to see more details.
- ❖ When you select a class, other classes which are offered at the same time are removed from the Available Classes list so you can't double-book for the same time slot.
- ❖ If a class is offered at two different times, be sure to select the time slot that works in your schedule.

- ❖ You can log back in at any time to make changes to your class selections.
- ❖ Click the **Save** button.
- ❖ If you are registering several individuals from your troop, you can now register another person for classes.

F – SELECT PRODUCTS TO PAY FOR WINTER FESTIVAL BANQUET GUESTS AND FOR PIZZA TO BE OFFERED AT LEC MEETINGS



- ❖ If you will be inviting non-member guests (e.g., your parents) to attend the Saturday evening awards banquet at Winter Festival, please click on “Products” and select the Winter Festival Guests option, then enter the number of guests attending, and the charge for these guests will be added to your cart when you check out.
- ❖ If you would like to order and pay for pizza for dinner at a Friday night LEC meeting during the Winter Festival or LLD events, please click on “Products” and select the number of events for which you are ordering and paying for pizza. The charge for your pizza dinner(s) will be added to your cart when you check out.
- ❖ Early Bird discounts do not apply to either pizza or Winter Festival guests.

G – CHECK OUT AND PAY

NOTE: You must checkout in order for your class schedule (or schedule changes) to take effect.



1. In the popup form, click the **Checkout** button (or click the **Cart** icon if you are not in the popup)
2. On the **Cart** page:
 - ❖ Enter your credit card billing address. *NOTE: the **Copy Profile Address** button doesn't work unless you go back to your account profile form.*
3. In the **Add Adult** or **Add Youth** form, enter the information requested.
 - ❖ If you are not affiliated with a scout unit, enter **none** in the Unit box.
 - ❖ In the Troop Position enter your registered position in the troop.
 - ❖ Click the **Save** button.
4. If you are paying for other members of your troop, you can add them at this time.
5. Enter your credit card information and click the **Submit My Order** button. A small popup form will notify you that your order has been placed successfully.
6. You will receive and emailed receipt showing the amount you paid and the classes you selected.