

# Step one- LOGIN

## On a computer, go to [mountbaker.tentaroo.com](https://mountbaker.tentaroo.com)

This process is not supported on phones and tablets. You must have Flash enabled to use the program. If it is not enabled, you will be directed to a help site to enable flash on your computer. Choose the correct operating system and follow the instructions.

Your screen will look like this. Create a New Account for the event University of Scouting\*.



BOY SCOUTS OF AMERICA  
MOUNT BAKER COUNCIL

(425) 338-0380

User Manual Council Login Support

### Already A Member?

Username

Password

Login

### Lost Password?

Enter your e-mail address:

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

Continue



### \*NOTE:

You may already have a user name and password that you use in your council or for previous camps.

You will be able to change your primary contact, and login information once you have entered the system.

# Step TWO-

## Select “Individual/Family” for the Account type.

Note: If you wish, you can go back anytime under “Profile” to edit your contact information, user name and password.



(425) 338-0380

User Manual Council Login Support

### Already A Member?

Username

Password

Login

### Lost Password?

Enter your e-mail address:

Request Password

Account Type:

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.

Confirm E-mail Address:

Username:

Password:

Create Account Cancel

Once you have filled out all the information press “Create Account”

# Step THREE-

Select “University of Scouting”. Click on “Your Roster”.

Note: If you wish, you can go back anytime under “Profile” to edit your contact information, user name and password.



(425) 338-0380

Logout User Manual Council Login Support

HOME PROFILE YOUR ROSTER EVENT REGISTRATION CART ORDERS

Refresh

Events

Event Options

Summer Camp

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.

University of Scouting

Event Contact Information

Contact: Alan Whipple  
E-mail: MBCUniversityofScouting@gmail.com  
Phone: (425) 530-2094

Event Location Information

Haller Middle School  
600 E 1st St  
Arlington, WA98223

Council Contact Information

1715 - 100th PI SE #B  
Everett, WA98208  
Phone: (425) 338-0380  
E-mail: 606council@scouting.org

Instructions Feedback



Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Mount Baker Council for more information.

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# Step FOUR-

## Create your roster (your family)

Click “New”. Type in first and last name and date of birth. Then click “Save”. Repeat process until all youth and adults are showing in your roster. For adults, you do not need to provide birth date. If you have children attending child care they will need to be added

The screenshot shows the 'Your Roster' interface. At the top, there are navigation icons for HOME, PROFILE, YOUR ROSTER (highlighted), EVENT REGISTRATION, CART, and ORDERS. On the right, there is a 'Refresh' button and a 'Switch Event:' dropdown menu currently set to 'Summer Camp'. The main content area is divided into two sections: 'Youth Roster' and 'Adult Roster'. The 'Youth Roster' section has a '+ New' button and a table with the following entries: George Anderson, Enrique Bellaferi, Steve Lawson, and Bob Smith. The 'Adult Roster' section also has a '+ New' button and an empty table. The 'Add Youth' form is visible, with fields for First Name, Last Name, E-mail, Rank, and Date of Birth. A note states: 'NOTE: Adding a youth here does NOT automatically add them to any event. Youth from this roster can be added to the currently selected event on the Event Registration tab.' At the bottom, there are 'Save', 'Cancel', and '+ New' buttons. Blue arrows indicate the flow: from the 'New' button in the Youth Roster to the form fields, and from the 'Save' button back to the Youth Roster table.

- Notes:**
- Under **Adult Registration** it will ask if you are a Scouter and give you the options of Leader or Not a Scout. If you are a parent volunteer with no official leadership position within your Unit choose Not a Scout.
  - For **Youth Registration** if the Youth is a Scout choose Cub Scout if they are in that program and Boy Scout for all other program.
    - Under Rank and Unit Type you will be able to specify Boy Scout Program Type

# Step FIVE

## Event Registration

Click “Event Registration”. Click +New Youth Registration or +New Adult Registration.

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

Refresh Switch Event: Summer Camp

**Youth Registrations** + New

Youth	In Cart?

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 and can easily register them for additional events in the future without re-entering their information.

+ New Youth Registration

+ New Adult Registration

**Adult Registrations** + New

Adult	In Cart?

View Schedules

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# Step SIX-

## Answer additional registration questions

If you have not attended University of Scouting previously you can put NA for the questions “How many years” and “Last year attended”.



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Logout User Manual Council Login Support

Refresh Switch Event: University of Scouting



### Youth Registrations

Youth	In Cart?

### Adult Registrations

Adult	In Cart?

Profile Classes

Unit Troop 120, Mount Baker

Pack Position \* Committee Chair

Gender Female

Shirt Size

E-mail

Special Needs Serious Allergies?  Dietary Restrictions?

Primary Scouting position? \*

Years in Scouting? \*

Attended previously? y/n \*

How many years? \*

Last year attended: \*

Would you recommend? \*

Why or why not? \*

How did you hear? \*

Payment Status

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

Continue to Pick Classes Cancel New

View Schedules



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# Step SEVEN-

## Add courses for each participant

From your roster, which you entered in Step 4, select desired participant and choose courses. Click “Create Registration”. You will create a registration for all youth and adults attending University of Scouting. Select “View All Classes” for a pdf version with descriptions of all courses offered.

BOY SCOUTS OF AMERICA  
MOUNT BAKER COUNCIL

(425) 338-0380

Logout User Manual Council Login Support

Refresh Switch Event: University of Scouting

Youth Registrations + New

Youth	In Cart?

Adult Registrations + New

Adult	In Cart?

View Schedules

Register for Classes

Current Schedule

Drag Classes Here

Available Classes

Course ID	Course Title	Time	Days	Spots Available
BOY-101	Scoutmaster &...	8:30AM	1, 2, 3, 5	25 Spots Available
BOY-109	Understanding...	8:30AM	1	25 Spots Available
BOY-111	Outdoor Cerem...	8:30AM	1	25 Spots Available
BOY-120	Cooking from ...	8:30AM	1	25 Spots Available
BOY-125	Introduction to...	8:30AM	1	25 Spots Available

Find Class: Name [ ] Session [ ] Include Conflicting [ ]

Key: ? Description \$ Fees \* Minimum Age

Save Cancel + New

### Note:

- If you are taking a multi-session course the system will automatically remove all conflicting courses from your remaining choices.
- Waitlists are enabled should the course you want be full.
  - Additional sessions will be added based upon demand.

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# Step EIGHT-

## Lunch Registration

For lunch please choose either Lunch 1 or Lunch 2. If you'd like to attend Scoutmaster Share add that course to your schedule. Scoutmaster Share will be held as an informal session while eating lunch and will be held during Lunch 1.



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Logout User Manual Council Login Support

Refresh Switch Event: University of Scouting

HOME PROFILE YOUR ROSTER EVENT REGISTRATION CART ORDERS

### Youth Registrations + New

Youth	In Cart?

### Adult Registrations + New

Adult	In Cart?

View Schedules



### Profile Classes

Register for Classes ? View Schedule View All Classes

Current Schedule

## Drag Classes Here

- #### Available Classes
- BOY-115 - Scoutmaster Share**  
25 Spots Available
  - Lunch 1**  
70 Spots Available
  - Lunch 2**  
100 Spots Available

Key: ? Description \$ Fees  
 Minimum Age

Save Cancel New

Find Class: Name   
Session  Include Conflicting

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# Step NINE-

## Continue registering or Checkout

This screen confirms that the participant has been added to your CART. This is not the end!

You can either select “checkout”, which takes you to your cart to review your order and submit OR you can select +New Youth or Adult and register another participant.

To add another participant to your University of Scouting event, select “+New Youth Registration” or “+New Adult Registration”. REPEAT steps 6, 7, and 8.

When you are ready to finalize what you have entered in your cart so far, click “Checkout”.

*Note that the classes are NOT saved until you Submit your order. Payment is due at time of registration*

The screenshot shows the Boy Scouts of America Mount Baker Council registration interface. At the top, the logo and name "BOY SCOUTS OF AMERICA MOUNT BAKER COUNCIL" are on the left, and the phone number "(425) 338-0380" is on the right. A navigation bar includes "Logout", "User Manual", "Council Login", and "Support". The main content area is titled "Saved Changes - 2017 University of Scouting, 10/28/2017". A central modal window displays a success message: "Success! New registration for [redacted] has been added to your cart." Below this, it asks "What would you like to do next?" and offers two options: "OPTION 1: Continue Event Registration" with buttons for "+ New Youth Registration" and "+ New Adult Registration", and "OPTION 2: Event Payment Options, Checkout". A "CART" icon shows "6 Items, \$20.00". Under "Event Registration Payment Status", a table shows "Total Event Fees \$20.00", "Total Paid \$0.00", and "Pay Full Amount \$20.00" (selected). Buttons for "Return to Event" and "Checkout" are at the bottom of the modal. The background shows a sidebar with "Youth Registrations" and "Adult Registrations" sections, and a "View Schedules" button at the bottom left. Payment logos for VISA, Mastercard, and Discover are visible at the bottom left.

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# Step TEN-

## Review and submit order

Look over the entries for your participants. Merit badge fees due at camp will show in your total. These fees will be paid in the camp trading post. Fees listed at estimated (for kits purchased in the trading post) will not show in this total.

If you are satisfied with your entries, click “Submit My Order”. This will save your class selections for these participants.



(425) 338-0380



Logout User Manual Council Login Support

Refresh Switch Event: University of Scouting

Item	Amount
The Patrol Method (6), 2017 University of Scouting, 10/28/2017	\$0.00
Unit Board of Review Training (2), 2017 University of Scouting, 10/28/2017	\$0.00
Lunch 2 (4), 2017 University of Scouting, 10/28/2017	\$0.00
Practical Solutions for Common Unit Needs (5), 2017 University of Scouting, 10/28/2017	\$0.00
Understanding the Merit Badge Program (1), 2017 University of Scouting, 10/28/2017	\$0.00
Adult: 2017 University of Scouting, 10/28/2017	\$20.00

Order Amount \$20.00  
Applied Credit \$0.00  
Subtotal \$20.00  
TOTAL \$20.00

Billing Address   
Address  City   
State  Zip

Payment Method  
Pay Using  Date   
Number  Card Type   
Exp. Date  /  Card Code

NOTE: Credit card numbers are not saved.

Enter payment information and press “Submit My Order” to complete the process.



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# Step ELEVEN-

## Adding Child Care.

To register for Child Care make sure the child has been added to your roster. Choose +New Youth Registration and then add Child Care to the Current Schedule.



(425) 338-0380



Logout User Manual Council Login Support

Refresh Switch Event: University of Scouting

### Youth Registrations

Youth	In Cart?

### Adult Registrations

Adult	In Cart?

View Schedules



Profile Classes

Register for Classes ?

Current Schedule

Drag Classes Here

Available Classes

Class Name	Time	Days	Spots Available
CHILDCARE - Child Care ...	8:30AM	1, 2, 3, 4, 5, 6	20 Spots Available
COA-01 - High Adventure ...	8:30AM		25 Spots Available
COA-02 - Lighten Your Lo...	9:50AM		25 Spots Available
COA-04 - Northwest Back...	9:50AM		25 Spots Available
COA-05 - Planning a 50-m...	11:10AM		25 Spots Available

Key: ? Description \$ Fees \* Minimum Age

Find Class: Name [ ] Session [ ] Include Conflicting ? [ ]

Save Cancel New

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# Step TWELVE-

View confirmation. The end.

The order has been placed successfully.

OK

Event	Date	Amount	In Cart	Balance
Week 3	07/16/2017	\$0.00	\$0.00	

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## Some notes:

If you need to change classes, go back to your “Event Registration”, select the attendee from the roster and click on the classes tab. You will be able to drag classes out of the schedule and replace them with another class. Note that you may not be able to see options to select until you create an open slot by releasing a class as the system does not show options that conflict with the current schedule. If you want to see all the classes that are available before you release a class, you need to click the “Include Conflicting” box.

From the Event Registration page, you can generate a PDF of your participants’ schedules. Click the View Schedules button on the bottom left of the page.