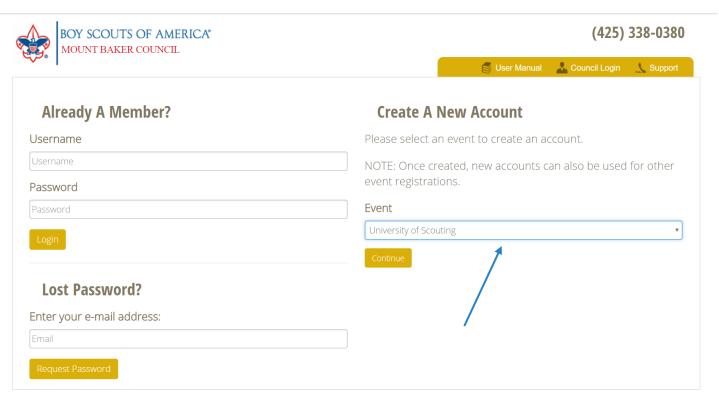
Step one- LOGIN

On a computer, go to 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*.



*NOTE:

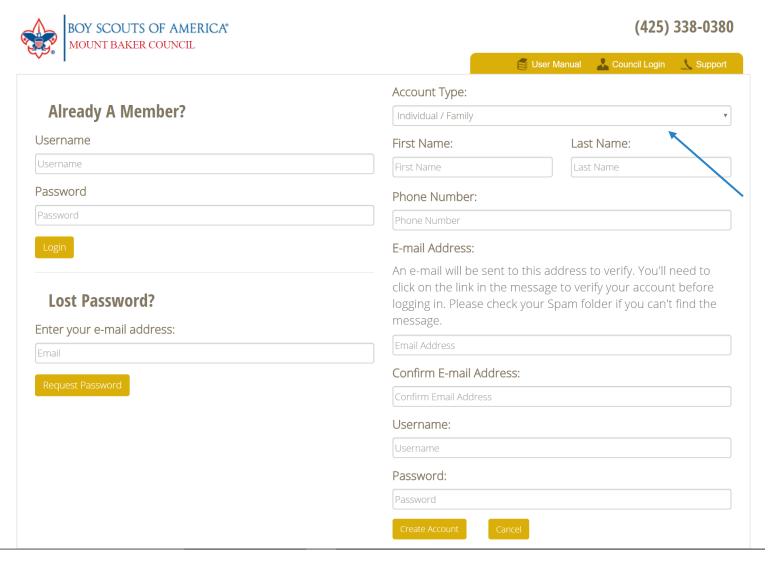
You may already have a user name and password that you use in your council or for previous camps.

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.

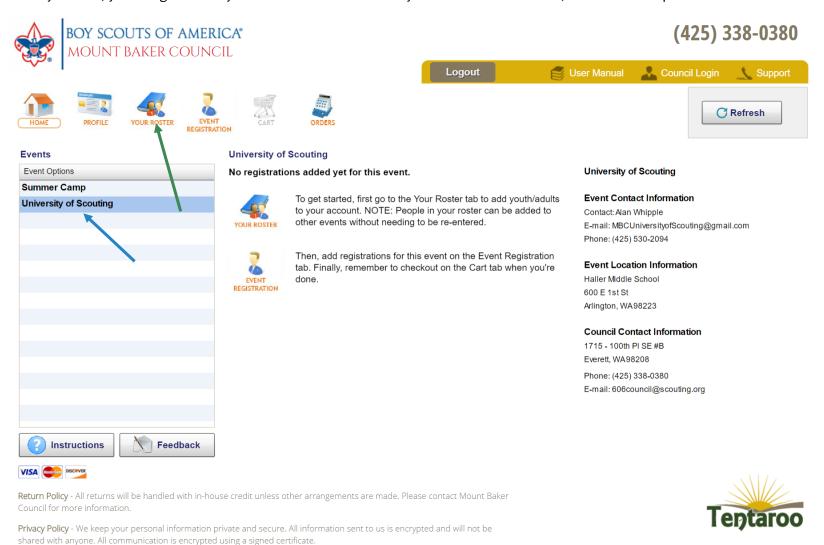


Once you have filled out all the information press "Create Account"

Step THREE-

Select "University of Scouting". Click on "Your Roster".

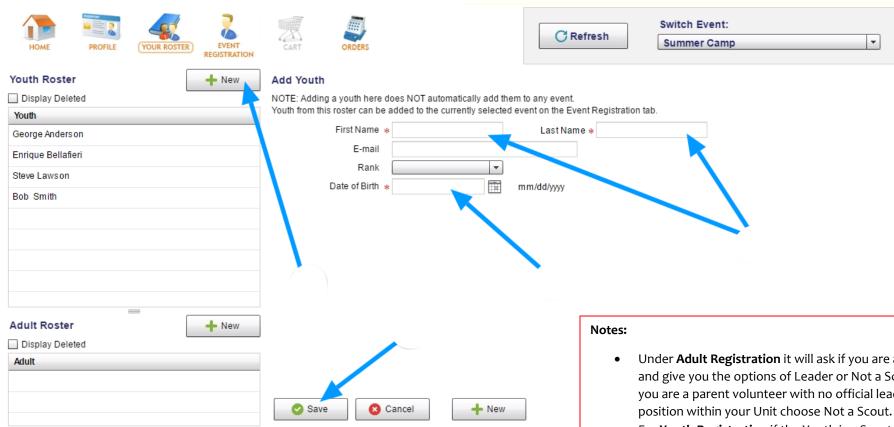
Note: If you wish, you can go back anytime under "Profile" to edit your contact information, user name and password.



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

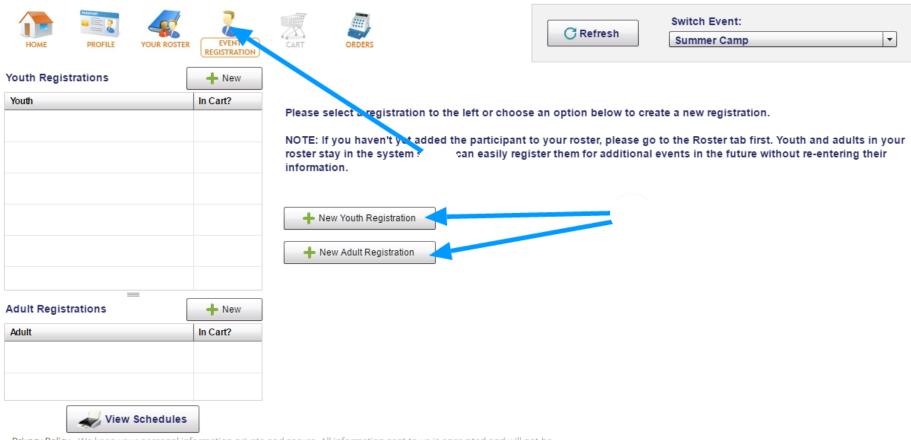


- Under **Adult Registration** it will ask if you are a Scouter and give you the options of Leader or Not a Scout. If you are a parent volunteer with no official leadership
- For **Youth Registration** if the Youth is a Scout choose Cub Scout if they are in that program and Boy Scout for all other program.
 - o 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.

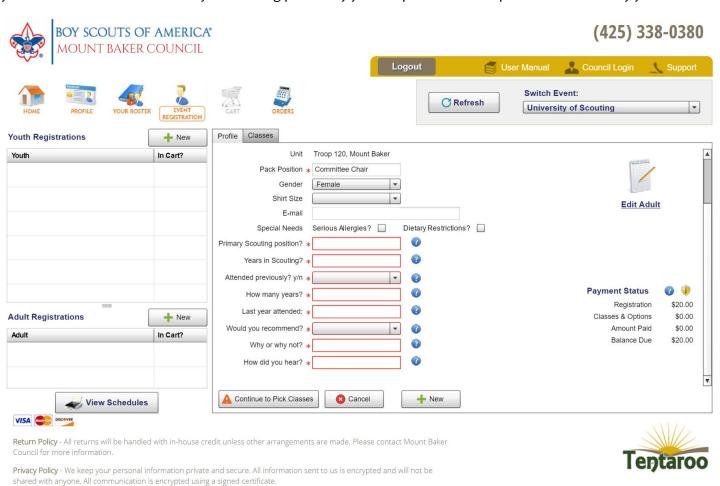




Step SIX-

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".

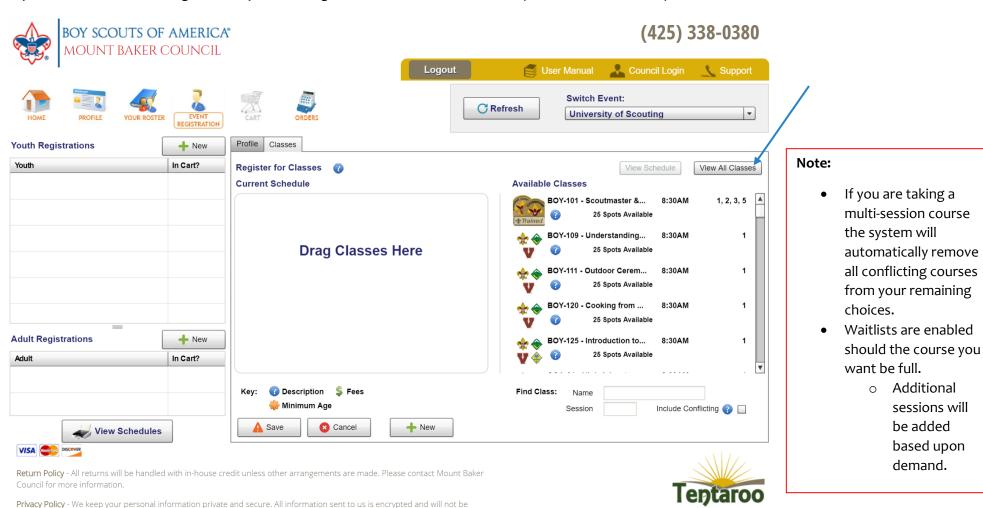


Step SEVEN-

Add courses for each participant

shared with anyone. All communication is encrypted using a signed certificate.

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.



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.



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



Step NINE-

Continue registering or Checkout

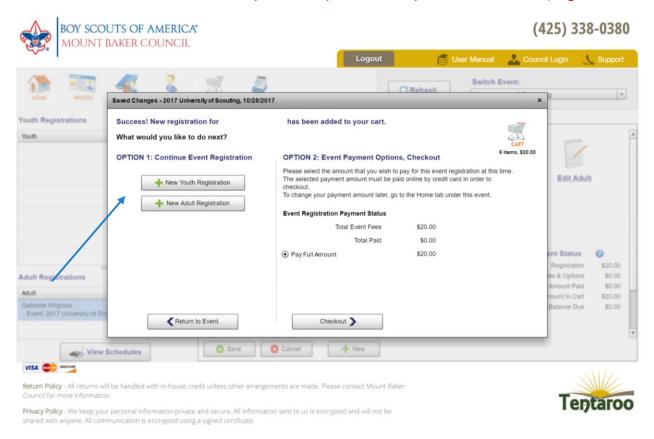
This screen confirms that the participant has been added to your CART. This is not the end!

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

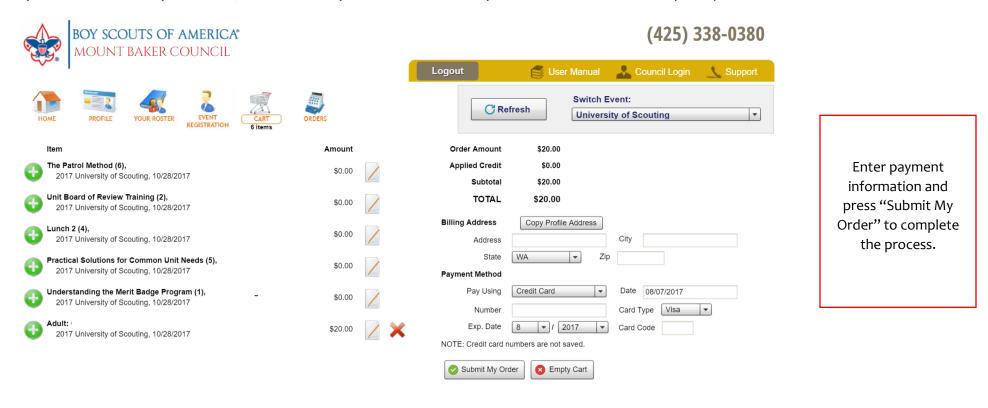


Step TEN-

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.





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

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.

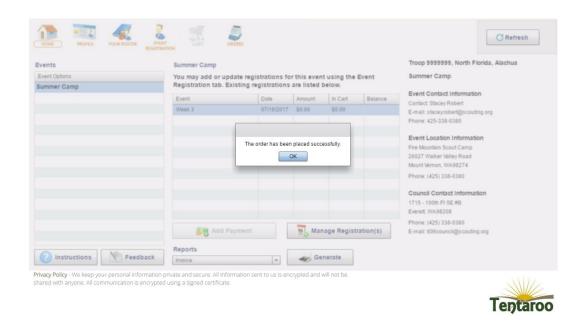


Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Mount Baker Council for more information.



Step TWELVE-

View confirmation. The end.



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.