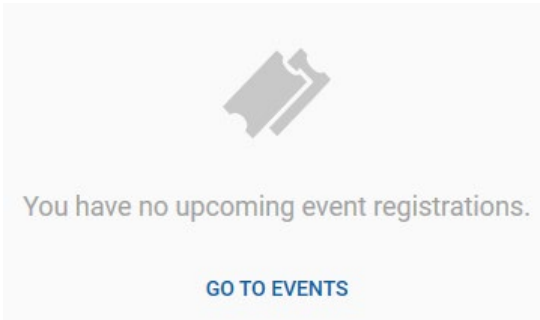
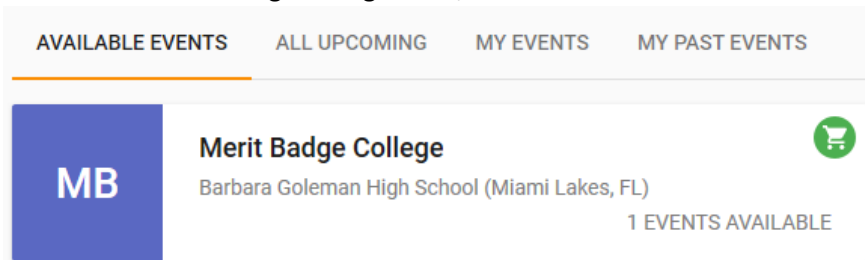


Step by Step Instructions for Merit Badge College 2019

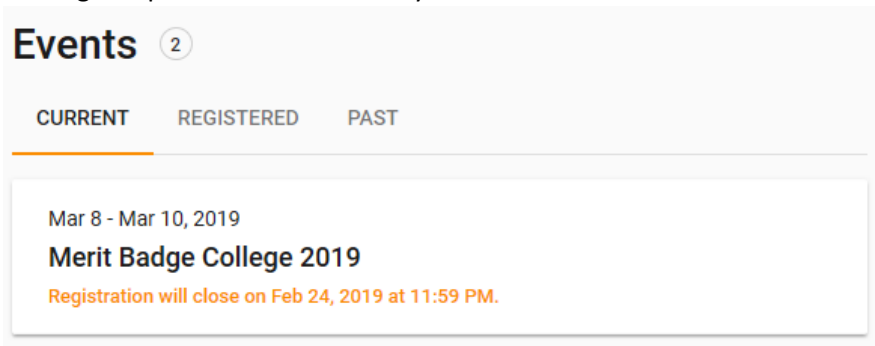
1. Go to <https://southfl.tentaroo.com> and login using your unit's user id and password. This is a unit event and not an individual event.
2. Click "go to events"



3. You will see Merit Badge College 2019, click on it.



4. Select Merit Badge College 2019 by clicking on it. (you can see previous years for your unit, by clicking on "past" and select in the year.



5. Click register for event

Mar 8 - Mar 10, 2019

Merit Badge College 2019


Merit Badge College @ Barbara Goleman High School

REGISTER FOR EVENT

6. Your unit is now registered for the event. You will see your existing roster. (You can add new youth or adults by clicking on the appropriate type).

Register Youth for Classes

1. Select a youth from your roster
2. Verify the scout's information (especially rank). You can also add allergies or dietary restrictions.
3. Click next at the bottom of the screen and then next on the next screen
4. Select the classes for the scout. The classes are listed in alphabetical order by time slot, starting at 8:30 am on Saturday. To select a class, click Add Class




A - 5 Arrows
25 Spots Available

Time Blocks: 1, 2, 3, 4 Days: SA
Start Time: 8:30AM

5 Arrows Program

[ADD CLASS](#)



A - Citizenship in the Community
23 Spots Available

Time Blocks: 1, 2 Days: SA
Start Time: 8:30AM

A nation is a patchwork of communities that differ from each other and may be governed differently. But regardless of how local communities differ, ... ▼

[ADD CLASS](#)

5. Once you select a class, other classes available at the same time will be removed from the list.
6. You will see the scout's schedule on the right-hand side.

Added Classes 3



A - 5 Arrows

Current spot: 1/25

Time Blocks: 1, 2, 3, 4

Start Time: 8:30AM

Days: SA

5 Arrows Program

MANAGE

REMOVE



A - Collections

Current spot: 1/12

Time Blocks: 5

Start Time: 7:30PM

Days: SA

Collecting can be an educational and financially rewarding pastime: a colle...

MANAGE

REMOVE



Automotive Maintenance

Current spot: 1/12

Time Blocks: 6, 7

Start Time: 8:00AM

Days: SU

Modern automobiles are important to many aspects of American life. Thos...

MANAGE

REMOVE

7. You can manage or remove a scout from the class by clicking on the button.
8. Note – if you want 2 scouts to attend the same class at the same time, make sure that they are in the same session (noted before the class name i.e., A – 5 Arrows).
9. Click Next
10. Verify the information on this page and click “complete”
11. You can add additional scouts by clicking the Add Participant button next to Participants.

Participants ①

REPORTS

ADD PARTICIPANT

Youth (Y)

Levon E Ashley



12. **PLEASE NOTE THAT YOU MUST CHECKOUT OR YOU, AND YOUR SCOUTS, ARE NOT REGISTERED.**



There are changes or payments for this event in your cart. Please remember to checkout soon to finalize your changes.

- 13.

Add Adults

1. After adding all scouts, click the button next to “Adult Leader – 2 Minimum to start adding adults.
2. Select an Adult participant and click next.
3. Confirm the information and click next.
4. Select the type of adult registration:

Participant ① — Participant Type ② — Classes ③ — Confirmation ④

Adult Leader - 2 Minimum	\$30.00	<input type="radio"/>
	\$0.00 upfront	
Classes Only Adult	\$10.00	<input type="radio"/>
	\$0.00 upfront	
Counselor Only Adult (not camping)	\$0.00	<input type="radio"/>
	\$0.00 upfront	

- a. Adult Leader – 2 Minimum – includes full participation, camping and meals for the weekend. **EACH UNIT MUST HAVE A MINIMUM OF 2 PARTICIPANTS**
 - b. Classes Only Adult – allows adults to attend the adult education sessions
 - c. Counselor Only Adult – for those who are only teaching merit badges. It includes meals based on the counselor’s assigned classes.
5. Please select classes the adult is willing to teach (this is not mandatory; however, Merit Badge College does not work without support from our unit leaders).

A ADD UNSCHEDULED CLASSES



Instructor - Art

1 Spot Available

Time Blocks: 1

Days: SA

Start Time: 8:30AM

This merit badge concentrates on two-dimensional art, specifically drawing and painting in various media, including an introduction to design applic... ▼

ADD CLASS



Instructor - Automotive Maintenance

1 Spot Available

Time Blocks: 1, 2

Days: SA

Start Time: 8:30AM

Modern automobiles are important to many aspects of American life. Those who service automobiles must understand each principle, and how the... ▼

ADD CLASS

- 6.
7. You can also select adult education classes. These classes do not have the word “Instructor” in them.
8. The list of selected classes will appear on the right-hand side of the page.

Added Classes 3



Instructor - Art

Current spot: 1/1

Time Blocks: 1

Start Time: 8:30AM

Days: SA

This merit badge concentrates on two-dimensional art, specifically dra... ▼

MANAGE

REMOVE



Instructor - Athletics

Current spot: 1/1

Time Blocks: 2

Start Time: 10:30AM

Days: SA

Being involved in an athletic endeavor is not only a way to have fun, but it also... ▼

MANAGE

REMOVE



Instructor - Astronomy

Current spot: 1/1

Time Blocks: 3, 4, 5

Start Time: 2:00PM

Days: SA

In learning about astronomy, Scouts study how activities in space affect our ow... ▼

- 9.
10. Click next
11. Verify the information and click Complete

Adding your Unit Options

1. Scroll to the bottom of the page and select Order Products. This is where you will let us know which meals you will be present for, whether you are camping and whether you need bus transportation to and from Camp Elmore.

Products 0

MANAGE



You haven't ordered any products for this event

ORDER PRODUCTS

- 2.
3. Select "01 - Unit Registration" for \$30. **THIS IS REQUIRED FOR ALL UNITS**
4. For each of the following, please select the number of people you expect and then click the "add product" button. If you will not use this service (i.e, your unit is not camping), then ignore the item. The options are
 - a. Troop Camping Friday
 - b. Saturday Morning Bus to MBC
 - c. Troop Breakfast Saturday
 - d. Troop Lunch Saturday
 - e. Troop Dinner Saturday
 - f. Saturday Evening Bus to Elmore
 - g. Troop Camping Saturday
 - h. Sunday Morning Bus to Elmore
 - i. Sunday Closing Bus to MBC
5. Your list of products will show up on the right-hand side.

Added Products 10

0- 01 - Unit Registration
\$30.00 \$30.00 x 1 pc.

A MANAGE REMOVE

0- 02 - Troop Camping Friday

A MANAGE REMOVE

0- 03 - Saturday Morning Bus to MBC

A MANAGE REMOVE

0- 04 - Troop Breakfast Saturday

A MANAGE REMOVE

0- 05 - Troop Lunch Saturday

A MANAGE REMOVE


0- 06 - Troop Dinner Saturday

- 6.
7. After adding all items, click next
8. Verify the information on the page and click complete. If you need to make changes, click back.

New Product Orders	
01 - Unit Registration 1 pc.	\$30.00
02 - Troop Camping Friday 10 pcs.	\$0.00
03 - Saturday Morning Bus to MBC 10 pcs.	\$0.00
04 - Troop Breakfast Saturday 10 pcs.	\$0.00
05 - Troop Lunch Saturday 10 pcs.	\$0.00
06 - Troop Dinner Saturday 10 pcs.	\$0.00
07 - Saturday Evening Bus to Elmore 10 pcs.	\$0.00
08 - Troop Camping Saturday 10 pcs.	\$0.00
09 - Sunday Morning Bus to MBC 10 pcs.	\$0.00
11 - Sunday Closing Bus to Elmore 10 pcs.	\$0.00
Total	\$30.00

Total Event Fees	
Registration Fees	\$60.00

9. < BACK • ● COMPLETE
10. Once you have added all youth, adults and products, then checkout. If any fees are due upfront, they will need to be paid now. Other fees can be completed when you finalize your registration later.

 There are changes or payments for this event in your cart. Please remember to checkout soon to finalize your changes.

Financial Summary


Balance ▼ **\$90.00**

Pay minimum required amount
\$0.00

Pay full amount
\$90.00

Pay other amount
Not less than \$0.00 30


New Balance **\$60.00**

 **CHECKOUT**

Participants 2

[REPORTS](#) [ADD PARTICIPANT](#)

Youth (Y)

Levon E Ashley 

- 11.
- 12. **IF YOU DO NOT CLICK CHECKOUT, YOUR REGISTRATION IS PENDING AND IS NOT COMPLETE. THIS MEANS SCOUTS AND ADULTS ARE NOT REGISTERED AND CAN BE BUMPED FROM CLASSES.**