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”

![You have no upcoming event registrations.](https://example.com)

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

![Merit Badge College](https://example.com)

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

![Events](https://example.com)

5. Click register for event

![Register for Event](https://example.com)

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

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

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:
   
   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 (not camping)** – 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).
6. You can also select adult education classes. These classes do not have the word “Instructor” in them.
7. The list of selected classes will appear on the right-hand side of the page.
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.
2. 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.
6. After adding all items, click next
7. Verify the information on the page and click complete. If you need to make changes, click back.
9.
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.

<table>
<thead>
<tr>
<th>New Product Orders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Unit Registration</td>
<td>$30.00</td>
</tr>
<tr>
<td>02 - Troop Camping Friday</td>
<td>$0.00</td>
</tr>
<tr>
<td>03 - Saturday Morning Bus to MBC</td>
<td>$0.00</td>
</tr>
<tr>
<td>04 - Troop Breakfast Saturday</td>
<td>$0.00</td>
</tr>
<tr>
<td>05 - Troop Lunch Saturday</td>
<td>$0.00</td>
</tr>
<tr>
<td>06 - Troop Dinner Saturday</td>
<td>$0.00</td>
</tr>
<tr>
<td>07 - Saturday Evening Bus to Elmore</td>
<td>$0.00</td>
</tr>
<tr>
<td>08 - Troop Camping Saturday</td>
<td>$0.00</td>
</tr>
<tr>
<td>09 - Sunday Morning Bus to MBC</td>
<td>$0.00</td>
</tr>
<tr>
<td>11 - Sunday Closing Bus to Elmore</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$30.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Event Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

< BACK COMPLETE
11. 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.