

**Adding
Participants to
your Tentaroo
Roster**

Step 1 (after logging on)

Lincoln Trails Council- Ten... x https://my.scouting.org/ x +
https://www.tentaroo.com/lincolntrails/index.cfm?CFID=4841369&CFTOKEN=40215889

BOY SCOUTS OF AMERICA
LINCOLN TRAILS COUNCIL (217) 429-2326

Logout User Manual Council Login Support

Groups/Units Events Facilities Locations Class Types Products Reports Websites Options

HOME PROFILE YOUR ROSTER EVENT REGISTRATION PRODUCTS CART ORDERS

Refresh

Events

- Event Options
- 2014 Spring Rendezvous - Day in the
- 2014 Spring Rendezvous - Diamond Block
- 2014 spring Rendezvous - Iron Bock \$25
- Akela Days
- Area 3 Conference
- Cub Scout Summer Camp
- Illinois Heartland Commissioner College
- Railsplitter Day Camp
- Redhawk Day Camp**
- Section C-3B Conclave
- Spookoree
- Summer Camp
- Webelos Woods
- Wood Badge C3-121-14

Redhawk Day Camp

You may add or update registrations for this event using the Event Registration tab. Existing registrations are listed below.

Event	Date	Amount	In Cart	Balance

Add Payment Manage Registration(s)

Reports

Class Schedule Generate

Pack 0000, Lincoln Trails

Redhawk Day Camp

Event Contact Information

Contact: Ellen Watkins
E-mail: ellen.watkins@scouting.org
Phone: 217-620-7205

Event Location Information

Casey Fairview Park
123
Casey, IL 62420

Council Contact Information

262 W Prairie Ave
Decatur, IL 62523
Phone: (217) 429-2326 Fax: (217) 429-3326
E-mail: Valerie.green@scouting.org

Instructions Feedback

8:27 PM 4/17/2015

Click on 'Your Roster'

Step 2 (after logging on)

The screenshot shows a web browser window displaying the Boy Scouts of America Lincoln Trails Council website. The page features a navigation menu with options like Groups/Units, Events, Facilities, Locations, Class Types, Products, Reports, Websites, and Options. A red arrow points to the 'New Camper' button in the Camper Roster section. The registration form includes fields for First Name (John), Last Name (Anyone), Phone Number (217-000-0001), E-mail, BSA ID, Rank (Bear), Date of Birth (01/01/2006), Emergency Contact Name (Dad), and Shirt Size (YM). The form also has checkboxes for 'Allow Photography?' and 'Delete?'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 9:14 PM on 4/17/2015.

Click on the 'New Camper' button

Step 3 (after logging on)

The screenshot shows the 'Add Camper' form in the Boy Scouts of America Lincoln Trails Council web application. The form includes the following fields and buttons:

- First Name *** (text input)
- Last Name *** (text input)
- Phone Number *** (text input)
- Alternate Phone** (text input)
- E-mail** (text input)
- BSA ID** (text input)
- Rank *** (dropdown menu)
- Rank as of 9/01/2015** (text input)
- Date of Birth *** (calendar icon)
- mm/dd/yyyy** (text input)
- Emergency Contact Name *** (text input)
- Phone *** (text input)
- Serious Allergies?** (checkbox)
- Dietary Restrictions?** (checkbox)
- Allow Photography?** (checkbox, checked)
- Shirt Size *** (dropdown menu)
- Save Camper** (button)
- Cancel** (button)
- New** (button)

Three red arrows point to the 'First Name' field, the 'Emergency Contact Name' field, and the 'Save Camper' button.

Fill in information fields, including First Name, Last Name, Phone Number, Email address, Rank, Date of Birth, Emergency Contact Name, Emergency Contact Phone, Serious Allergies button, Dietary Restrictions button, Allow Photography button and Shirt Size. After all information is filled in hit the 'Save Camper' button.

Step 4 (after logging on)

The screenshot shows the Boy Scouts of America Lincoln Trails Council website. The page features a navigation bar with options like 'Logout', 'User Manual', 'Council Login', and 'Support'. Below this is a menu with categories such as 'Groups/Units', 'Events', 'Facilities', 'Locations', 'Class Types', 'Products', 'Reports', 'Websites', and 'Options'. A secondary menu includes 'HOME', 'PROFILE', 'YOUR ROSTER', 'EVENT REGISTRATION', 'PRODUCTS', 'CART', and 'ORDERS'. The main content area is divided into three sections: 'Camper Roster', 'Edit Camper', and 'Leader Roster'. The 'Camper Roster' section has a 'New Camper' button and a table with two entries: 'John Anyone' and 'Joe Smith'. The 'Edit Camper' section contains a form with fields for 'First Name' (John), 'Last Name' (Anyone), 'Phone Number' (217-000-0001), 'Alternate Phone', 'E-mail', 'BSA ID', 'Rank' (Bear), 'Rank as of 9/01/2015', 'Date of Birth' (01/01/2006), 'Emergency Contact Name' (Dad), 'Phone' (217-000-0001), 'Special Needs', 'Serious Allergies?', 'Dietary Restrictions?', 'Biography?', 'Shirt Size' (YM), and 'Delete?'. The 'Leader Roster' section has a 'New Leader' button. A red arrow points from the 'New Leader' button to the 'Camper Roster' table. At the bottom of the page, there is a Windows taskbar with various application icons and a system tray showing the time as 9:14 PM on 4/17/2015.

To add Adults, click on the 'New Leader' button

Step 5 (after logging on)

The screenshot shows the Boy Scouts of America Lincoln Trails Council website. The page features a navigation menu with options like Groups/Units, Events, Facilities, Locations, Class Types, Products, Reports, Websites, and Options. A yellow bar at the top right contains 'Logout', 'User Manual', 'Council Login', and 'Support'. The main content area is divided into sections for 'Camper Roster' and 'Leader Roster'. The 'Add Leader' form is the central focus, with fields for First Name, MI, Last, Suffix, Pack Position, Gender (set to Male), Address, City, State (set to IL), Zip, Phone Number, Alternate Phone, E-mail, Serious Allergies?, and Dietary Restrictions?. A red arrow points to the 'Save Leader' button at the bottom of the form.

Fill in information fields, including First Name, Last Name, Pack Position (this can be parent), Phone number, Email address, Serious Allergies button and Dietary Restrictions button. Once this is complete hit the 'Save Leader' button at the bottom.

Step 6 (after logging on)

Lincoln Trails Council- Ten... x +
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LINCOLN TRAILS COUNCIL

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Logout User Manual Council Login Support

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HOME PROFILE YOUR ROSTER EVENT REGISTRATION CART ORDERS

Refresh Switch Event: Akela Days

Camper Roster
 Display Deleted

Camper
George Everyone
John Anyone
Joe Smith

Leader Roster
 Display Deleted

Leader

Add Leader

First Name * MI Last Suffix

Pack Position *

Gender

Address

City State Zip

Phone Number * Alternate Phone

E-mail

Special Needs Serious Allergies? Dietary Restrictions?

Please enter information about any allergies, dietary restrictions, or other needed accommodations.

Add the rest of the Youth and Leaders into your roster. Once entered, this information stays in your roster from event to event.