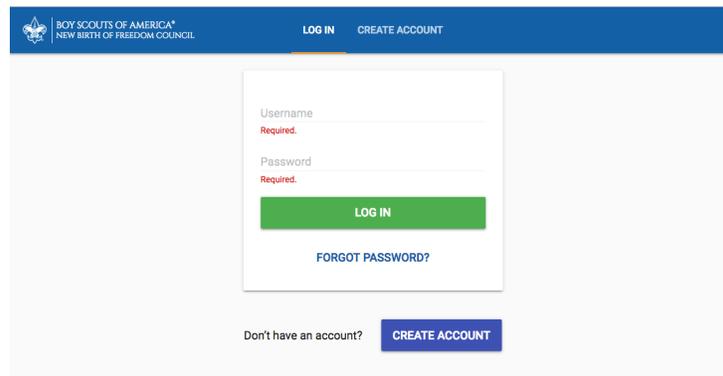


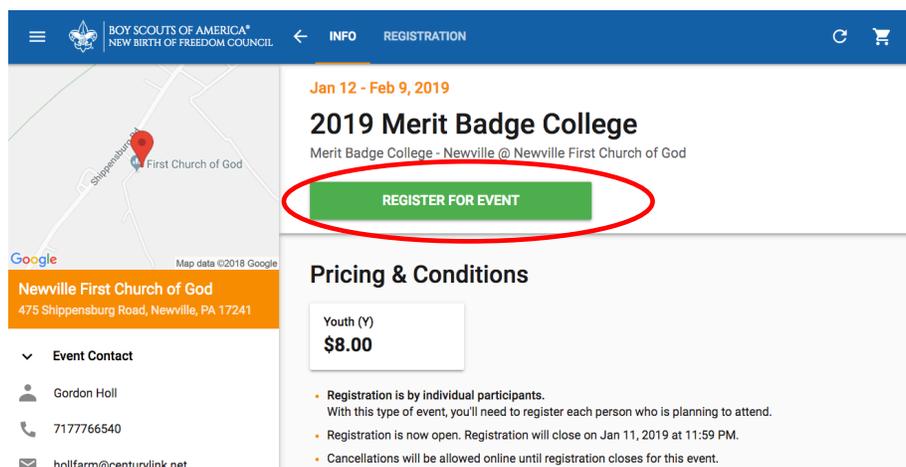
## Register for a Merit Badge Event in Tentaroo

**Step 1:** Go to <https://nbf.tentaroo.com/> or use the direct link provided for your event. Instructions provided are for following the direct link to the event. You can select your Merit Badge event from the Tentaroo Homepage by clicking on “Events” in the sidebar.

**Step 2:** If you have created an account, log in. If you have not created an account, follow the steps to create one by clicking “Create Account”. For further assistance, you can refer to our guide "Creating and Individual Account for Tentaroo"



**Step 3:** Once logged in you will be taken to the event homepage. The event homepage has key information about the event. When ready, click “Register for Event” at the top of the page.



Jan 12 - Feb 9, 2019

### 2019 Merit Badge College

Merit Badge College - Newville @ Newville First Church of God

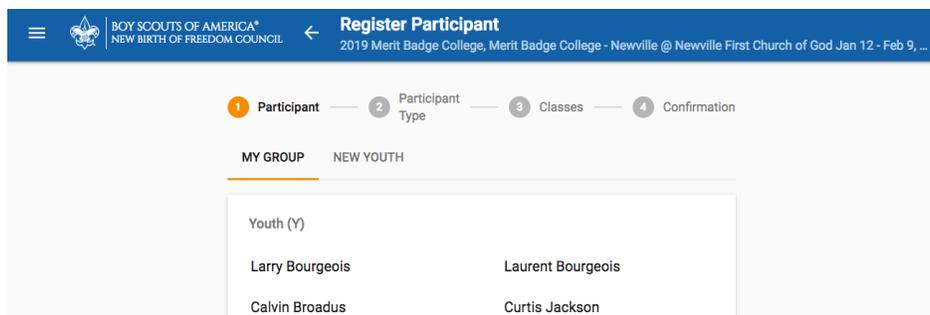
**REGISTER FOR EVENT**

#### Pricing & Conditions

Youth (Y)  
**\$8.00**

- Registration is by individual participants. With this type of event, you'll need to register each person who is planning to attend.
- Registration is now open. Registration will close on Jan 11, 2019 at 11:59 PM.
- Cancellations will be allowed online until registration closes for this event.

**Step 4:** You will be taken to a list of youth in your unit/group. If none are listed you can click “New Youth” and add them.



Register Participant

2019 Merit Badge College, Merit Badge College - Newville @ Newville First Church of God Jan 12 - Feb 9, ...

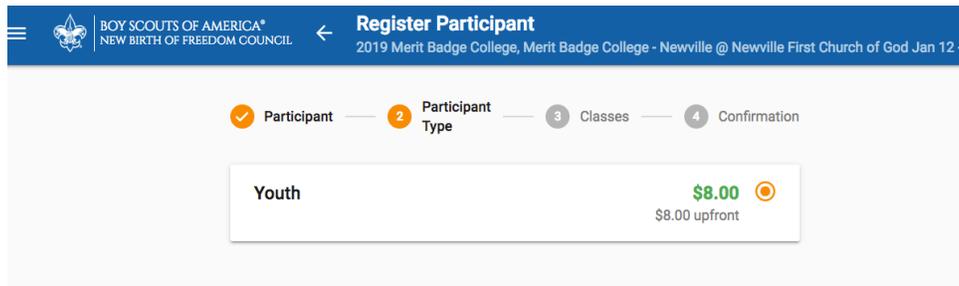
1 Participant — 2 Participant Type — 3 Classes — 4 Confirmation

MY GROUP NEW YOUTH

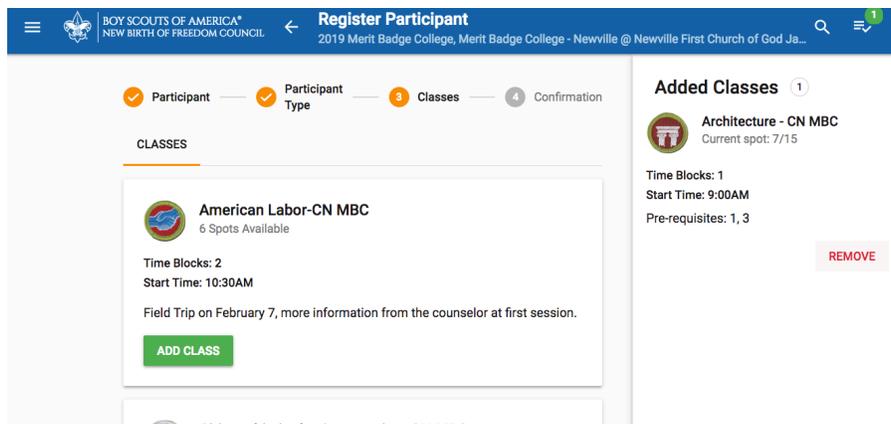
Youth (Y)

Larry Bourgeois	Laurent Bourgeois
Calvin Broadus	Curtis Jackson

**Step 5: Click on the youth that you would like to register. Verify that all of the information is correct and click “Next” at the bottom of the page. Then click the appropriate participant type (in most cases it will simply be “Youth”). Then click “Next”**



**Step 6: Now you will be able to register the Scout for Merit Badges. A full list of the Merit Badges appears. Scroll through the Merit Badges and click “Add Class” for the badges you would like to select. A list of selected classes will appear on the right-hand side of your screen. Many Merit Badge Events offer more than one session of the same class. Once you have made a selection for a specific time, all of the other badges being offered at that time will disappear. (ex: if you pick 9:00am Art all of the other 9:00 options will disappear as well as any merit badges that may conflict with that time)**



**Step 7: Once you have made your selection, click next and you will get a Summary for that Scout that looks like the one below. Then click “Complete”**

<b>Larry Bourgeois</b>	
Youth (Y)	
Registration Fees	\$8.00
Classes	\$0.00
<b>Balance</b>	<b>\$8.00</b>
<b>Total Event Fees</b>	
Registration Fees	\$8.00
Classes	\$0.00
Applied Payments	\$0.00
<b>Balance</b>	<b>\$8.00</b>
<input checked="" type="radio"/> Pay full amount	\$8.00
<b>New Balance</b>	<b>\$0.00</b>

**Step 8: You will be taken back to the main screen. There will be a summary for the event as well as a list of all of the participants. From there you can “Checkout” and finish your registration. YOU MUST CHECKOUT FOR THE REGISTRATION TO BE COMPLETE. OR you can click “Add Participant” if you wish to add others to the event.**

The screenshot displays a registration interface. On the left, a map shows the location of 'Newville First Church of God' at 475 Shippensburg Road, Newville, PA 17241. Below the map, contact information for Gordon Holl is provided, including a phone number (7177766540) and an email address (hollfarm@centurylink.net). The interface also shows a navigation menu with 'Location Info' and 'New Birth Of Freedom Council'. On the right, a red notification banner states: 'There are changes or payments for this event in your cart. Please remember to checkout soon to finalize your changes.' Below this is a 'Financial Summary' section showing a balance of \$8.00, a payment of \$8.00, and a new balance of \$0.00, with a green 'CHECKOUT' button. At the bottom, a 'Participants' section shows one participant, Larry Bourgeois, with a green shopping cart icon next to his name. There are also 'REPORTS' and 'ADD PARTICIPANT' buttons.

**Step 9: Merit Badge events have a number of different fee structures. Whether there is a fee you need to “Checkout” and once complete there choose “Place Order.” If there is a fee, please complete the information and provide your payment information before you click "Place Order".**

**Once the order has been submitted you will get a confirmation message and a confirmation email.**

**Please Note: YOUR SPACE IN THE MERIT BADGE CLASS IS NOT RESERVED UNTIL THE ENTIRE TRANSACTION HAS BEEN COMPLETED.**