How to Sign up for Merit Badge Classes

To access Tentaroo, please visit nbf.tentaroo.com directly or via links provided throughout our website.

Log in to your account. From the list on the left, select the session of summer camp that you’re ready to work on.
REMINDER: In November of 2016, when we created an account for every unit within the New Birth of Freedom Council, we also added every youth & adult that was registered to that unit. Please compare this with your current roster to identify what updates or edits your unit needs to make.

NOTE: Pay special attention to everyone’s Date of Birth in Tentaroo to ensure it is correct. (Few Classes do have a minimum age required and Tentaroo will not allow them to sign up if they are under age.)

FYI: You will be able to add/remove/edit your Roster at any time up until 7 days prior to your session of camp.

**Step 1:** Confirm that your unit’s roster is correct.

Click on the YOUR ROSTER icon at the top of the screen to view both the Youth Roster and Adult Roster.

**Step 2:** Create a New Registration for each each youth and adult who will be attending this session of camp.

Click on the EVENT REGISTRATION icon at the top of the screen and select New Youth Registration.
1. Choose Participant
First choose the participant you want to register. Only participants who have not yet been added will be listed. If you can’t find the participant you are looking for, you may need to add them to your roster on the Roster tab. There is a shortcut below to the Roster tab.

2. Choose Participant Type
Please choose the participant type if there is more than one option. The type you select must have at least one available spot in your registration. Also, any additional payment amount necessary to add the participant will be displayed in the $ To Add column.

Next you’ll see the Participant’s Profile. If no changes need to be made, select Continue to Pick Classes.

Drag and drop classes back and forth to add or remove.
If adding a class that conflicts with another, the conflicting classes will automatically be removed.
When finished, select Save.
FYI: If a class has any prerequisites, they can be found by hovering over that class’s 🎓
At the top of this next window, you’ll see confirmation that the participant was added successfully.

If you need to add more registrations, remember that having classes and/or items in your cart is not a guarantee that they will still be available when you are ready to Checkout.

You do not have to add ALL classes for ALL participants before you select Submit My Order, so if you are worried that any class may fill up before you had a chance to finish, you may want to:
- Submit My Order after adding classes for EACH participant
- Submit My Order after adding classes for a few participants at a time.

It’s completely up to you!

This is what your Cart will look like after you’ve added a Registration and Merit Badge Classes.

Each youth and adult registration will appear in your Cart with the name of the Participant listed.

The individual Merit Badge Classes will also include the name of the registered Participant. This will help with confirming classes or making changes immensely!

You can review what you are submitting to Council and go back to make any necessary corrections, if needed.

REMINDER: Nothing is final until the transaction is complete and your cart is empty.

If you need to pay by check:
please keep the items in your cart and either bring your check into the Council office or mail it to the Council ASAP, making sure to include your Unit information as well as details regarding how this payment should be applied.

If you need to pay through your Scout Account:
please keep the items in your cart and either come in to the Council office to confirm in person or email the person listed in the “Event Contact Information” section to authorize in writing.

If you have any questions, please contact the Council by calling the phone number at the top of the webpage or by contacting the person listed in the “Event Contact Information” section.