

## Creating an Individual Account for Tentaroo

Step 1: Go to <https://nbf.tentaroo.com/>

Step 2: On the right hand side of the screen click "Continue" under "Create a New Account"

Step 3: Complete the information requested including Account Type (select "Individual/Family"), name, phone, and email information for the person creating the account, and username and password for the person creating the account. Once complete click "Create Account."

### Create A New Account

Account Type:

Individual / Family

First Name:

First Name

Last Name:

Last Name

Phone Number:

Phone Number

Step 4: You will receive an email at the address used to create the account. Please click the provided link to verify your registration.

New Birth of Freedom Council

Welcome John,

Thanks for your registration with New Birth of Freedom Council. To activate your account, please click on the following link:

[Activate Account](#)

If the link doesn't work, please go to following address:

<https://nbf.tentaroo.com/verify.cfm?id=0A192623-8035-4AC9-94DF-C1CB5D6BB903&code=416963&EventTypeID=2927>

Step 5: You will be directed to the Tentaroo page shown below. The click on "Click Here to Log In"



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## New Account Verification

### Verification Complete

Now that you have completed the authentication process, you can login, update your profile and start registering for events.

[Click Here to Login](#)

Step 6: You will be redirected to <https://nbf.tentaroo.com/>. Enter your log in credentials that were just created. Once you log in you will be on your Tentaroo Home Page which looks like the one below.

Step 7: Add Scouts/Adults to your roster. For many events, especially Merit Badge based events, you will need to enter your family or Scout. Click on "Your Roster" at the top of the page.

Step 8: You will be directed to a page that looks like the one below to add youth. Fill out the information on the right-hand side for the youth you would like to add.

Step 9: Once all of the fields are complete, click save and the name will appear on the left-hand side. You can add additional youth by clicking "+ New" above the list and follow the step above until complete. Once Scouts are added you can continue to register for an event.