

TENTAROO

BASIC STEPS TO USING THE ONLINE REGISTRATION SYSTEM

Logging In

The screenshot shows the login page of the Tentaroo system. At the top, there's a navigation bar with the Boy Scouts of America logo, the council name "LINCOLN HERITAGE COUNCIL", and the phone number "(502) 361-2624". Below this, there are links for "User Manual", "Council Login", and "Support". The main content area is divided into two columns. The left column has a section titled "Already A Member?" with fields for "Username" and "Password", a "Login" button, and a "Lost Password?" section with a "Request Password" button. The right column has a section titled "Create A New Account" with a message "Please select an event or location with facility rentals to create an account.", a dropdown menu for "Event or Location (Facilities)" showing "Bernheim Klondike Derby", and a "Continue" button. At the bottom, there are logos for Visa, MasterCard, and Discover, a "Privacy Policy" link, and the Tentaroo logo.

Boy Scouts of America
LINCOLN HERITAGE COUNCIL
(502) 361-2624

User Manual Council Login Support

Already A Member?

Username
Password
Login

Lost Password?

Enter your e-mail address:
Request Password

Create A New Account

Please select an event or location with facility rentals to create an account.

Event or Location (Facilities)
Bernheim Klondike Derby
Continue

Visa MasterCard Discover
Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.
Tentaroo

The screenshot shows the profile page of the Tentaroo system. At the top, there's a navigation bar with the Boy Scouts of America logo, the council name "LINCOLN HERITAGE COUNCIL", and the phone number "(502) 361-2624". Below this, there are links for "Logout", "User Manual", "Council Login", and "Support". The main content area is divided into two columns. The left column has a section titled "Update Profile" with a "Group Type" dropdown menu set to "Individual / Family". Below this, there's a "Primary Contact" section with fields for "First Name" (brandy), "Last Name" (koenig), "Suffix", "Phone" (502-510-1977), "Alt Phone", "Email" (brandyk22@gmail.com), "Address", "City", "State" (KY), and "Zip". There are "Save Profile" and "Cancel" buttons. The right column has a section titled "Alternate Contact" with fields for "Name", "Phone", and "E-mail". Below this, there's an "Account" section with fields for "Username" (brandyk) and "Password" (*****). At the bottom, there are logos for Visa, MasterCard, and Discover, a "Return Policy" link, a "Privacy Policy" link, and the Tentaroo logo.

Boy Scouts of America
LINCOLN HERITAGE COUNCIL
(502) 361-2624

Logout User Manual Council Login Support

HOME PROFILE YOUR ROSTER EVENT REGISTRATION CART 1 item ORDERS

Update Profile

Group Type Individual / Family

Primary Contact

First Name * brandy Last Name * koenig Suffix
Phone * 502-510-1977 Alt Phone
Email * brandyk22@gmail.com
Address
City State KY Zip
Save Profile Cancel

Alternate Contact

Name
Phone
E-mail

Account

Username * brandyk
Password * *****

Visa MasterCard Discover
Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.
Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.
Tentaroo

New Users will see this page. If you are a Lincoln Heritage Council Unit, there is already an account made for you, and you can contact the office at 502-361-2624. Out of Council Units will create a new Group login. Example: Troop 10, Blue Grass Council would be troop10oc (oc= out of council). If you are signing up for an individual training, like Baloo or IOLS, you would make an individual account with your name.

Unit Reservations

The screenshot shows the website interface for the Boy Scouts of America Lincoln Heritage Council. The top navigation bar includes links for Logout, User Manual, Council Login, and Support. The main content area is divided into three columns. The left column, titled 'Events & Facilities', contains a scrollable list of events and facilities, including 'Boy Scout Leader Job Specific Training - LHC', 'Boy Scout Summer Camp - Camp', 'Cherokee - Spring Camporee', 'Cherokee District Dinner', 'Chief Old Ox District Dinner', 'Council Court of Honor', 'Cub Resident Camp', 'Cub Scout Day Camp', 'Feel The Rush', 'GRC Pinewood Derby', and 'Merit Badge Weekend'. The middle column displays details for the selected event, 'Boy Scout Leader Job Specific Training - LHC', including a table for registrations and buttons for 'Add Payment' and 'Manage Registration(s)'. The right column provides contact information for 'brandy koenig', including email and phone numbers. A banner at the bottom states: 'Your cart currently has 1 item in it. Any changes will not take effect until you checkout!'.

When first logging in, this is the page you will see. All classes, camps, events are in the scroll-box on the left, called Events & Facilities. Pick one from here to register or make a new facilities reservation.

Rule of thumb.. Work left to right through the tabs/icons to finish your reservations. If there is anything in your Cart, you haven't finished, and your reservations will not be held.

The screenshot shows the website interface for the Boy Scouts of America Lincoln Heritage Council, specifically the 'Facilities - Badgett Scout Reservation' section. The top navigation bar includes links for Logout, User Manual, Council Login, and Support. The main content area is divided into three columns. The left column, titled 'Events & Facilities', contains a scrollable list of events and facilities, including 'Cub Resident Camp', 'Cub Scout Day Camp', 'Feel The Rush', 'GRC Pinewood Derby', 'Merit Badge Weekend', 'Silver Beaver Dinner', 'Tecumseh District Dinner', 'Venturing Leader Job Specific Training', 'Webelos Resident Camp', 'Facilities - Badgett Scout Reservation', 'Facilities - Harry S. Frazier Jr Scout', 'Facilities - Pfeffer Scout Reservation', and 'Facilities - Tunnel Mill Scout'. The middle column displays details for the selected facility, 'Facilities - Badgett Scout Reservation', including a table for reservations and buttons for 'Add Trip' and 'Find Available Facilities'. The right column provides contact information for 'brandy koenig', including email and phone numbers. A banner at the bottom states: 'Your cart currently has 1 item in it. Any changes will not take effect until you checkout!'.

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.

Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

Unit Reservations

BOY SCOUTS OF AMERICA
LINCOLN HERITAGE COUNCIL

(502) 361-2624

Logout User Manual Council Login Support

View Facility Availabilities - Buildings

Type: Buildings Refresh

Building	03/25 Wed	03/26 Thu	03/27 Fri	03/28 Sat	03/29 Sun	03/30 Mon	03/31 Tue	04/01 Wed	04/02 Thu	04/03 Fri	04/04 Sat	04/05 Sun	04/06 Mon	04/07 Tue	04/08 Wed	04/09 Thu	04/10 Fri	04/11 Sat	04/12 Sun	04/13 Mon
Badgett Lodge (20)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gordon Lodge (30)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Winter Cabin (8)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

View Building Details Close

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.

Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

Phone: 502-361-2624

You can pick from a variety of buildings, camp sites, or cabins. Each with their own fees, and sizes. A green check-mark means that the facility is available for your dates.

Check in/out times, and pricing will be calculated based on how many days you pick. And while you can make a payment at the Council office, the reservation isn't confirmed until payment is received.

BOY SCOUTS OF AMERICA
LINCOLN HERITAGE COUNCIL

(502) 361-2624

Logout User Manual Council Login Support

View Badgett Lodge (Building) Availabilities

Choose Start Date: Badgett Lodge (Building, 20)

Choose End Date:

Of Participants

Youth: 10

Adults: 2

Pricing

Daily Flat Rate: \$25.00, \$0.00 due up-front, per day.

Check-In / Out Times

Check-In: 1:00 PM

Check-Out: 11:00 AM

Available. Minimum reservation of 1 day, maximum of 8 days.

Back To All Buildings Save Reservation Cancel

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.

Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

Phone: 502-361-2624



Unit Reservations

BOY SCOUTS OF AMERICA
LINCOLN HERITAGE COUNCIL (502) 361-2624

Logout User Manual Council Login Support

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

HOME PROFILE RESERVATIONS CART 1 Item ORDERS

Refresh Switch Event/Facility: Test Trip C380, 03/25/2015

Item	Amount
Trip Payment / Update Test Trip C380, 03/25/2015	\$25.00

Order Amount \$25.00
Applied Credit \$0.00
Subtotal \$25.00
TOTAL \$25.00 Unapplied 0.00

Send Receipt? ☒ Uncheck this to prevent the group from receiving a receipt

Billing Address Copy Profile Address
Address City
State KY Zip

Payment Method
Pay Using Credit Card Date 02/11/2015
Notes
Number Card Type Visa
Exp. Date 2 / 2015 Card Code
NOTE: Credit card numbers are not saved.

Submit My Order Empty Cart Add Partial Payment

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.
Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

Tentaroo

Once you have completed your choice of facilities, you can go to the Cart tab/icon to check-out and confirm your reservation.

You can make a payment at the Council office; however, the reservation isn't confirmed until payment is received. Click on the Payments tab after you have submitted your order, with payment, to see all payments made on this account.

BOY SCOUTS OF AMERICA
LINCOLN HERITAGE COUNCIL (502) 361-2624

Logout User Manual Council Login Support

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

HOME PROFILE RESERVATIONS CART 1 Item ORDERS

Refresh Switch Event/Facility: Test Trip C380, 03/25/2015

Date	Amount	Payment Type
02/05/2015	\$200.00	At Council / Other
01/29/2015	\$0.00	At Council / Other

Update Order
Order Amount \$0.00 Applied Credit \$0.00
Date 01/29/2015 Payment Type At Council / Other
Subtotal \$0.00
TOTAL 0.00

Item Quantity Payment Amount
☒ Trip: test trip in system - ignore, 02/10/2015 0.00

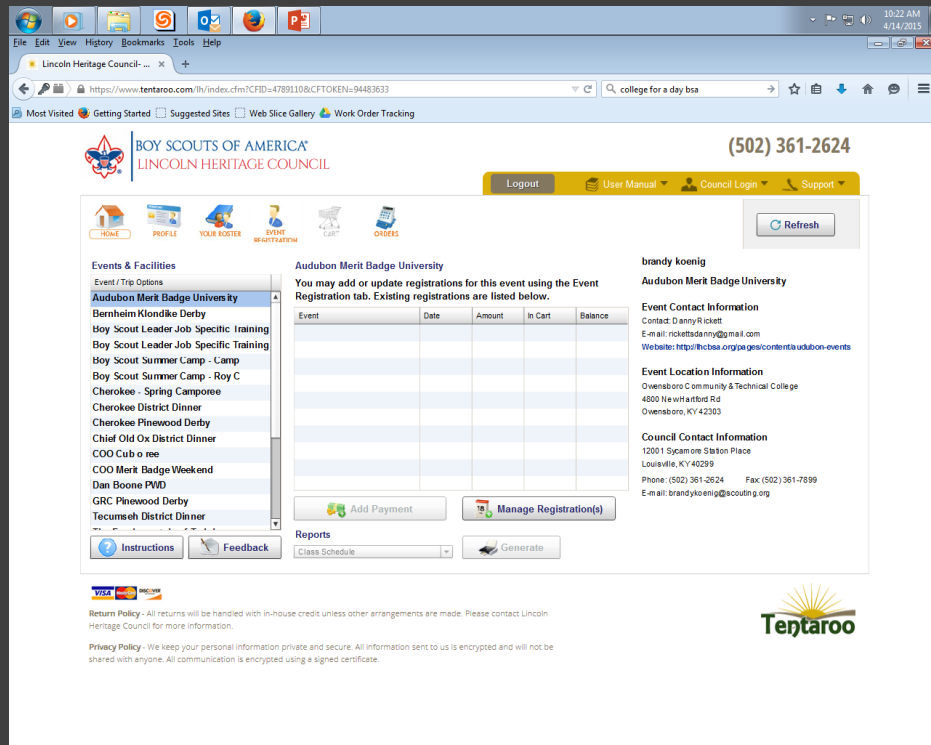
Available Credit (\$0.00), Refunds
Available Credit \$0.00
Refund Amount 0.00
Convenience Fee 0.00
Add to Cart

Save Order Delete Payment View Receipt

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.
Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

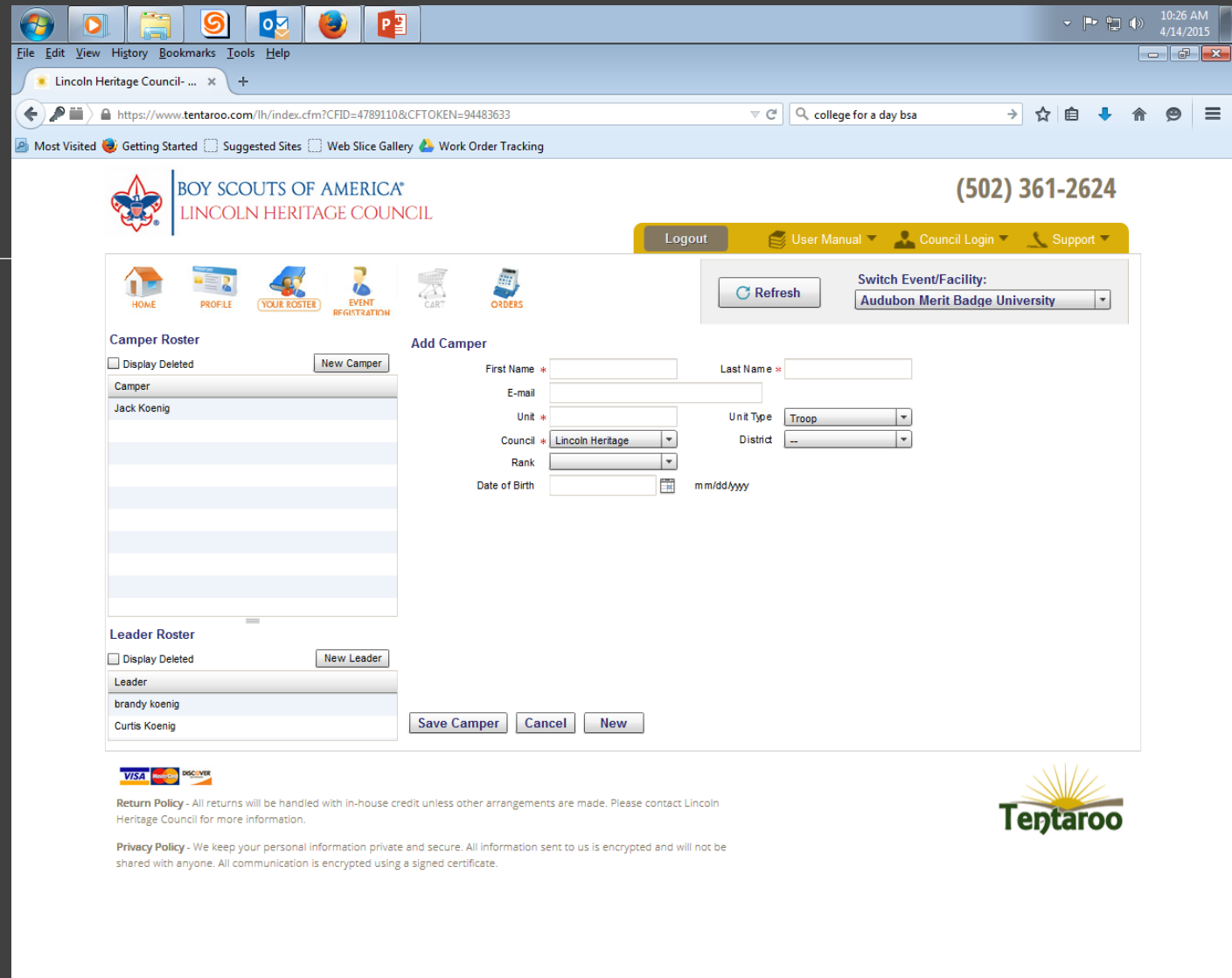
Tentaroo

Individual Reservations



Here you will make a reservation for yourself or family members. This example shows the Audubon Merit Badge University.

Making reservations as an individual, such as for trainings, is similar to reservations made by the Unit, but you would log in as an individual. If you ever forget or lose your login details, you can call the Council office to have it resent to you.



To register individuals, you must first start with the Your Roster icon/tab. Campers are youth, Leaders are adults. Add them in, and they are there until you remove them. Individuals in this roster can be used for any event you need to sign up for.

Individual Reservations

The screenshot shows the Boy Scouts of America Lincoln Heritage Council website. The top navigation bar includes links for Home, Profile, Your Roster, Event Registration, and Orders. The main content area is titled "Wilderness Remote First Aid & CPR" and displays a table for event registrations. The table has columns for Event, Date, Amount, In Cart, and Balance. The event "Wilderness Remote First Aid & CPR" is highlighted in blue. Below the table are buttons for "Add Payment" and "Manage Registration(s)". The right sidebar contains contact information for Brandy Koenig, including her email (angel.greene@scouting.org) and phone number (502) 361-2624. The bottom of the page features a Visa/MasterCard/Discover logo and a return policy statement.

BOY SCOUTS OF AMERICA
LINCOLN HERITAGE COUNCIL

(502) 361-2624

Logout User Manual Council Login Support

HOME PROFILE YOUR ROSTER EVENT REGISTRATION ORDERS

Events & Facilities

- Event / Trip Options
- Chief Old Ox District Dinner
- COO Cub o nee
- COO Merit Badge Weekend
- Dan Boone PWD
- GRC Pinewood Derby
- Tecumseh District Dinner
- The Fundamentals of Training
- Venturing Leader Job Specific Training
- Wilderness Remote First Aid & CPR**
- Wilderness Remote First Aid & CPR
- Wilderness Remote First Aid & CPR
- Facilities - Badgett Scout Reservation
- Facilities - Harry S. Frazier Jr Scout
- Facilities - Pfeiffer Scout Reservation
- Facilities - Tunnel Mill Scout

Wilderness Remote First Aid & CPR

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

Instructions Feedback

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.

Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.

Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

The screenshot shows the Tentaroo website with a pop-up window titled "Add Participant Event Registration". The pop-up has three sections: "1. Choose Participant", "2. Choose Participant Type", and "3. Choose Event". In the "1. Choose Participant" section, "Jack Koenig" is selected. In the "2. Choose Participant Type" section, "Youth - 14+ - CPR" is selected. In the "3. Choose Event" section, "Wilderness Remote First Aid & CPR - Tunnel Mill, 09/25" is selected. The pop-up also includes a "Find" search bar, a "YOUR ROSTER" link, and "Create Registration" and "Cancel" buttons. The background shows the same website as the previous screenshot, but with the pop-up window open.

BOY SCOUTS OF AMERICA
LINCOLN HERITAGE COUNCIL

(502) 361-2624

Logout User Manual Council Login Support

HOME PROFILE YOUR ROSTER EVENT REGISTRATION ORDERS

Events & Facilities

- Event / Trip Options
- Chief Old Ox District Dinner
- COO Cub o nee
- COO Merit Badge Weekend
- Dan Boone PWD
- GRC Pinewood Derby
- Tecumseh District Dinner
- The Fundamentals of Training
- Venturing Leader Job Specific Training
- Wilderness Remote First Aid & CPR**
- Wilderness Remote First Aid & CPR
- Wilderness Remote First Aid & CPR
- Facilities - Badgett Scout Reservation
- Facilities - Harry S. Frazier Jr Scout
- Facilities - Pfeiffer Scout Reservation
- Facilities - Tunnel Mill Scout

Wilderness Remote First Aid & CPR

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

Instructions Feedback

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.

Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.

Return Policy - All returns will be handled with in-house credit unless other arrangements are made. Please contact Lincoln Heritage Council for more information.

Privacy Policy - We keep your personal information private and secure. All information sent to us is encrypted and will not be shared with anyone. All communication is encrypted using a signed certificate.



Here you will make a reservation for yourself or family members, by clicking on the event to the left. This example will use Wilderness Remote First Aid & CPR. The event will highlight in blue, then you can choose Manage Registrations, in the middle of the page.

After clicking on Manage Registrations, it will take you to the Event Registrations tab. If you haven't created a registration for this event yet, it will be blank. You then click on New Camper or New Leader Registration, to see this pop-up. You can pick your participant, then the participant type. Some events will have multiple types, so look at the drop-down. Then choose the Create Registration at the bottom.

Individual Reservations

The screenshot shows the 'Add Event Registration' form for Jack Koenig. The form includes fields for Name, Event, Date of Birth, Rank, Unit, Address, City, State, Zip, Phone Number, Alternate Phone, E-mail, Special Needs, Serious Allergies, and Dietary Restrictions. A payment status summary is shown on the right: Registration \$15.00, Classes & Options \$0.00, Amount Paid \$0.00, and Balance Due \$15.00. At the bottom, there are buttons for 'Save Camper, Add to Cart', 'Cancel', and 'New'. A red message at the bottom right states: 'There are changes that have not been saved.'

The screenshot shows the 'Camper Registrations' and 'Leader Registrations' sections. The 'Camper Registrations' table lists Jack Koenig with an event 'Wilderness Remote First Aid & CPR' for \$15.00. The 'Leader Registrations' table is empty. The 'Available Classes' section shows a 'CPR/AED Class' at 6:30 PM. A red message at the bottom right states: 'There are changes that have not been saved.'

After creating the registration, it will take you back to the person's profile to make any changes, add any information that might be missing, then you will Save/Add to Cart. This happens when there are age/rank restrictions, especially.

If an event has different classes, you will see them here. You can drag and drop the wanted classes from the right to the left. Then Save, Add Changes to Cart. You will see this appear in your cart. Remember, until the cart is submitted, the registration isn't complete.

You will complete these steps for each person registering.

Individual Reservations

The screenshot shows a web browser window displaying the Boy Scouts of America Lincoln Heritage Council's reservation system. The page header includes the council's name, logo, and phone number (502) 361-2624. Navigation links for Logout, User Manual, Council Login, and Support are present. A top menu bar contains icons for Home, Profile, Your Roster, Event Registration, Cart (5 items), and Orders. The main content area is divided into two sections. The left section, titled 'Item', lists five reservations with their respective amounts and status icons (green plus for active, red X for cancelled). The right section, titled 'Order Amount', shows a summary of the order: Order Amount \$60.00, Applied Credit \$0.00, Subtotal \$60.00, and TOTAL \$60.00. Below this, the 'Billing Address' section includes fields for Address, City, State (KY), and Zip. The 'Payment Method' section shows 'Credit Card' selected, with fields for Card Number, Exp. Date (4/2015), Card Type (Visa), and Card Code. A 'NOTE' states: 'Credit card numbers are not saved.' At the bottom of the form are buttons for 'Submit My Order' and 'Empty Cart'. The footer contains logos for Visa, MasterCard, and American Express, along with 'Return Policy' and 'Privacy Policy' links. The Tentaroo logo is also visible in the bottom right corner.

Item	Amount	Status
Youth - 14+ - CPR: Jack Koenig Wilderness Remote First Aid & CPR - Tunnel Mill, 09/25/2015	\$15.00	Active
CPR/AED Class (1), Jack Koenig Wilderness Remote First Aid & CPR - Tunnel Mill, 09/25/2015	\$0.00	Active
Adult - CPR + Wilderness First Aid: brandy koenig Wilderness Remote First Aid & CPR - Tunnel Mill, 09/25/2015	\$45.00	Cancelled
CPR/AED Class (1), brandy koenig Wilderness Remote First Aid & CPR - Tunnel Mill, 09/25/2015	\$0.00	Active
Wilderness Remote First Aid (1), brandy koenig Wilderness Remote First Aid & CPR - Tunnel Mill, 09/25/2015	\$0.00	Active

Order Amount	Amount
Order Amount	\$60.00
Applied Credit	\$0.00
Subtotal	\$60.00
TOTAL	\$60.00

Billing Address
Address: City:
State: KY Zip:

Payment Method
Pay Using: Credit Card Date: 04/14/2015
Number: Card Type: Visa
Exp. Date: 4/2015 Card Code:

NOTE: Credit card numbers are not saved.

[Submit My Order](#) [Empty Cart](#)

Once your registration is complete, an email will be generated by the system and sent to you at the email provided in the profile. Once you receive this email, your registration is complete. Please contact the Council office if there are any questions. 502-361-2624

Once all your registrations are complete, choose the Cart, and complete the billing information. You will Submit your order to finish the processing.