Western Massachusetts Council
Online Registration Portal

User Guide
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The Welcome Screen

To access registration directly go to [https://www.wmascouting.org/register](https://www.wmascouting.org/register). If you are the primary contact (Cubmaster, Scoutmaster, Venturing Advisor or Exploring Advisor) for a unit registered in the Western Massachusetts Council you will receive an email with a Username and Password to log into the system. **When logging into your account the first time, please visit the Profile screen and double check the information we have on file to make sure we have the correct email information for your unit.** All others will need to create their own account as noted below. Once you have created an account, you can reuse this account for all future registrations, so please make note of your Username and Password. If you have issues logging into the system, send an email to registration@wmascouting.org and someone will assist you as soon as possible.

Click **Login** to be taken to the **Home screen** for your account.

Lost Password? Enter your email address to get password information.

To **Create A New Account**, first select an event from the dropdown list of events. Once selected, click **Continue** and fill in the information requested. You can create a **Unit Account** (Note: Only the officially created unit account can access the pre-loaded rosters.) or an **Individual/Family Account**. You need an email address to be able to verify your account before you can use it. Once you have activated your account you are ready to use the system. See the relevant screens on the next page and the note at the bottom of the page about this portion of the screen.
Creating a New Account

Creating a Unit Account

Account Type: Unit

Unit Type: Troop

Council: Western Massachusetts

First Name: First Name

Phone Number: Phone Number

E-mail Address: An e-mail will be sent to this address to verify. You'll need to click on the link in the message to verify your account before logging in. Please check your Spam folder if you can't find the message.

Confirm E-mail Address: Confirm E-mail Address

Username: Username

Password: Password

Create Account Cancel

Creating an Individual or Family Account

Account Type: Individual / Family

First Name: First Name

Last Name: Last Name

Phone Number: Phone Number

E-mail Address: An e-mail will be sent to this address to verify. You'll need to click on the link in the message to verify your account before logging in. Please check your Spam folder if you can't find the message.

Confirm E-mail Address: Confirm E-mail Address

Username: Username

Password: Password

Create Account Cancel

Western Massachusetts Council

Welcome John,

Thanks for your registration with Western Massachusetts 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://www.tentaroo.com/verify.cfm?id=9EDB6B88-C0D8-4EB1-A12F-4042B5661DFF&code=839704

Note: If you use a link to the portal for a particular event, the Welcome Screen will display one of the above screens on the right hand side in place of the generic Create Account screen. These links contain extra information that preselects the event for which you are registering.
The **Home Screen**

When you login to your account, the **Home screen** will appear. This gives you access to various screens with information related to your account. The tabs that are available appear across the top and include the following:

**Home** – Gives you access to events for which you might register. See the two sections on [Registering For An Event](#) for details.

**Profile** – Gives you the current information about your account and allows you to make updates to that information. See the page on **The Profile Screen** for details.

**Your Roster** – Gives you the current roster for your account. If you logged in under the unit account in the Western Massachusetts Council, your roster as it was imported from ScoutNet will appear here. If you logged in as a family, individual or out-of-council unit, this roster will be blank until you manually add members. See the page on **The Your Roster Screen** for details. Note: This tab only appears when an event with rosters is selected.

**Event Registration** – Gives you access to the members from your roster that have been registered for an event. This will allow you to make updates to the participants for the event. See the page on **The Event Registration Screen** for details. Note: This tab only appears when an event with rosters is selected and is greyed out when no names have been added to the event.

**Cart** – Gives access to your cart where you make payments and complete your registration for an event. See the page on **The Cart Screen** for details. Note: This will be greyed out when there is nothing in the cart.

**Orders** – Lists all orders that have been made under this account. See the page on **The Orders Screen** for details.
The Profile Screen

This is your Account Profile information. If any of the following information needs to be updated, please reach out to registration@wmascouting.org. Items that must be changed by the Admin Team include Unit Number, Unit Type, Council, District, and Sponsoring Organization.

Update the Primary Contact information for your account here. Data initially entered came from ScoutNet and reflects the current unit leader. Please update this information if someone other than the unit leader will be the primary contact for the unit. If you logged in as a Family/Individual Account or created your own unit account, the information when you created the account will appear here.

Update the Alternate Contact information for your account here. This could be for the unit leader if the leader is not the primary contact or another adult leader from the unit. It might be a spouse in the case of a Family/Individual Account.

This is the Username and Password information. You can change your username and password from the defaults that were assigned. Changing the Username is not advised but if it is necessary to make a change, a green check mark indicates that your selected Username is available to use.

Make sure to click the Save button to record any changes.
The *Your Roster Screen*

**A** All of the youth registered in your account will appear in this list. Youth registered in a unit at the time of the last import will appear here.

**B** All of the adults registered in your account will appear in this list. Adults registered in a unit at the time of the last import will appear here.

**C** Specific information for a youth or adult will appear here. Depending on the setup for an event, different fields might appear here. For example, some events may require shirt size or rank. In those cases, appropriate fields will appear. Any field denoted with a red asterisk represents a required field. You will not be able to complete the roster without supplying those fields. To add a new youth or adult that is not on the roster, click the appropriate *New* button and fill in the fields for the new participant.

**D** At any point, clicking the *Refresh* button will update the list.

**E** To delete a person from the roster, check the box next to Delete. This will not take effect until you save this entry.

**F** To complete any changes or additions, click *Save.*
The Event Registration Screen

Once you have entered participants for an event that requires a roster, you will see them listed here.

You can use this screen to add names (provided you have not filled all the slots that have been paid for.) by clicking either of the New buttons.

When an individual is selected as in this example that person’s information for the event will appear. Any of this information can be modified on this screen.

Classes can also be added or updated by clicking on the Classes tab.

A person can be deleted from the event by clicking the check box next to Delete?

You can edit a person’s information in Your Roster by clicking this link.

None of these changes will take effect if the Save button is not clicked.
The *Cart Screen*

A The cart screen summarizes all of the current activity that has occurred for a particular event. In this case, there is little activity but Boy Scout Resident Camp registrations will have many more items when Scouts are registered for merit badge classes.

B This section will summarize the amount for the order, any credits and the total. You also enter information here to pay with your credit card.

C You must click **Submit My Order** in order to complete any transactions for an event.
The *Orders* Screen

A list of all orders that you have placed in the system appears here. These are sorted by the most recent orders first.

If you have any credits from refunds or overpayments from any orders, they will appear here.

This section contains the details of a particular order.

To see a copy of the receipt for a particular order, click the *View Receipt* button. This will open a new tab in your browser with a copy of the associated receipt.
Registering For An Event Without A Roster

Selecting an Event

A The list of current events for which you can register appears in this list.

B Here we have selected to register for Program Launch.

C Since Program Launch is an Event Without A Roster, that is, an event for which we are only interested in the number of participants, not exactly who they are, the links to the Rosters and Event Registration screens do not appear.

D This portion of the screen gives some of the details of the event. Included are the Event Contact Information and Event Location Information. If there is a webpage or Leader’s Guide associated with the event, links to those might appear here.

E To begin the actual registration, click Add Event Registration.
Registering For An Event Without A Roster
Selecting A Specific Event

A In some cases, there will be multiple versions of an event to select from. This will occur when an event has multiple weeks when it might be offered, as with Boy Scout Resident camp. Note: If you have already registered for an event, it will not appear in this list. Go to the Home screen to make changes to an event for which you have already registered. Be sure to click on the appropriate event.

B You can use this slot to type the name of a particular event if the list is long and it does not readily appear in the list.

C Click Continue to move to the next screen for registration. Note that this button will be greyed out and cannot be clicked until an event has been selected above.
Registering For An Event Without A Roster
Entering Numbers of Participants

Enter the number of participants in each of the various categories that might be available. In this case, there are only two: Youth and Adult. In other cases, as with the camps, there might be multiple categories.

This section will give you the fees that are due based on the choices above. In this case, Program Launch is free, so there are no fees to be paid.

Make sure to click the **Save** button to record entries made here and to move to the next screen.
Registering For An Event Without A Roster Checking Out

You can make changes to the numbers for this event prior to checkout by clicking Return to Event.

This section summarizes the total event fees and total paid at this point. In this case, the event is free, so no money is due.

Click the Checkout button to move to the next screen to complete this registration. You MUST checkout in order for this registration to be completed.
Registering For An Event Without A Roster

The Cart

A list of all items that have been selected along with their corresponding cost appear in this list. Note that a large red X appears next to the event registration. You can click the X to remove the registration.

This section summarizes the total order amount, any applied credits, the subtotal and total due. You can then select the payment method and make payments, if any.

Click the **Submit My Order** button to move to complete the order. The following box will then appear if everything has been completed successfully. If not, a box with an error message will appear. You will then be returned to the Home Screen and the new event will appear below the bold heading along with a summary of the event. You will also receive a confirmation email regarding the registration (see the next page).
Registering For An Event Without A Roster
Email Receipt

Western Massachusetts Council
1 Arch Road Suite 5
Westfield, MA 01085
E-mail: Steven.Roberts@Scouting.org
TEL: (413) 594-9196
FAX: (413) 562-1041

<table>
<thead>
<tr>
<th>PAYMENT METHOD</th>
<th>BILL TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>No payment made in this order.</td>
<td>Group: Troop 8000, Western Massachusetts</td>
</tr>
<tr>
<td></td>
<td>John Willemain</td>
</tr>
<tr>
<td></td>
<td>MASSACHUSETTS</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:JOHNWILLEMAIN@COMCAST.NET">JOHNWILLEMAIN@COMCAST.NET</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEMS ORDERED</th>
<th></th>
<th>AMOUNT ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM DESCRIPTION</td>
<td>QTY</td>
<td>SUBTOTAL</td>
</tr>
<tr>
<td>Registration: Updated Registration for Program Launch, 05/20/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL PAID</td>
</tr>
</tbody>
</table>

Listed amounts are the amounts currently being paid, not total amounts or balances. Please login to view any remaining balances.

We appreciate your business!
Receipt Generated by Tentaroo.com
Registering For An Event Without A Roster
Back to the Home Screen

A Any events for which you have registered will now appear under the bold heading for that type of event.

B If you select an event for which you have registered, such as the Program Launch on June 20, 2016, a summary of your registration, including the numbers for each participant type, will appear. In addition, a summary of payments also appears.

C To make changes to the number of any of the participant types, click Change Registration. This will take you back to numbers page where you can change the numbers of the participants. You will then proceed through checkout again to record this change. Any such change will then appear on this home screen.
Registering For An Event With A Roster

Selecting an Event

A Here we have selected to register for Boy Scout Resident Summer Camp.

B Since Boy Scout Resident Summer Camp is an Event With A Roster, that is, an event for which we are interested in the number of participants along with their names, the links to both the Rosters and Event Registration screens are now visible. It is a good idea to check the roster at this time before proceeding with your registration to ensure that it is up-to-date. See the page on The Your Roster Screen for details on how to do this update. Note that at this point, the link to the Event Registration screen is greyed out.

C Note in the information section about Boy Scout Resident Summer Camp, a link to the webpage about camp now appears.

D Once you are satisfied that your roster is correct and are ready to proceed with registration for this event, click Add Event Registration to begin the registration process.
Registering For An Event With A Roster
Selecting A Specific Event

A In this case, there are multiple versions of an event to select from. In some cases, there may be only one choice available. Note: If you have already registered for an event, it will not appear in this list. See the page on Changing Or Updating A Registration for details on how to make changes to an event for which you have already registered. Be sure to click on the appropriate event. In this case, we are registering for Week 2.

B You can use this slot to type the name of a particular event if the list is long and it does not readily appear in the list.

C Click Continue to move to the next screen for registration. Note that this button will be greyed out and cannot be clicked until an event has been selected above.
Registering For An Event With A Roster

Entering Numbers of Participants

A. On this screen, enter the number of each type of participant that will be attending the event. Note: Any applicable adjustments to the fees, (i.e. discounts for siblings, camperships and camp cards) will all be applied to the appropriate youth once they have been registered for the event. This will be done at the Council office and cannot be done by a unit or a parent.

B. This line tells you which level of payment is currently being charged to your account. If you do not pay in full for all of the youth listed here by the Early Bird registration date, the fee will increase automatically and your balance here in the system will reflect that increase.

C. The total fees as of this point in time will appear here. Note that if you return to this screen to add more participants, any amounts paid will be reflected along with the current balance.

D. Make sure to click the *Save* button for these changes to take effect. For those events like our resident camps, you must also go to the *Campsite* tab and make selections of your top three choices for a campsite. In this case, you will save the results after making those selections.
For Cub Scout and Boy Scout Resident camp programs, you will also need to list your top three preferences for a campsite. We will work to honor your selection as much as possible. If you are a small unit, you may need to share a site with another unit.

Make sure to click the **Save** button for these changes to take effect.
Registering For An Event With A Roster
Entering Rosters and Checking Out

A Since this event requires a roster of participants, click either New Youth Registration or New Adult Registration to add specific names to this event.

B Occasionally you will see a note with yellow shield indicating there is something that needs to be done before proceeding. Most often this refers to money that should be paid (deposits, etc.) to ensure that your registration is finalized. Depending on the event, this money may need to be paid before you can move to the next step.

C This section summarizes the total event fees and total paid at this point. If there is an outstanding balance due, you can make a payment (in full or in part) online using a credit card.

D After you have entered your roster, you will return here to click the Checkout button to move to the next screen to complete this registration.
Registering For An Event With A Roster
Entering Names To Rosters

A Select the name of the first youth or adult to be added to the roster. Notice that the number of spaces available which reflects the number of slots that have been paid for appears next to each line of the participant types. Once the # spots have been used, this note will change to “No Spots”. To add more participants of this type, you will need to add more clicking on the Change Registration button on the Home Screen.

B Select which of the participant type applies to this particular person. In this case, David David is either a New Scout, a Webelos crossover or is attending for an additional week (he is actually a New Scout).

C If at this point you realize a name does not appear in the list, you can go to your roster to add the missing person before continuing. You can return to this screen by clicking the link to the Event Registration screen, which will now be available. See the page on the Event Registration screen for details.

D Once you have made the appropriate selections, click the Create Registration button to move to the next screen to continue this registration.
Registering For An Event With A Roster
Confirming Participant’s Information

The selected participant’s information appears here where it can be modified if needed.

For camp situations, certain fields will appear in this area that will require an entry/selection. For example, Rank appears in this section as well as the question about which year in camp this is for the participant. If required for the event, there might also be other questions such as shirt size. Note that you cannot proceed beyond this stage without providing entries for these items.

For events that do not have specific classes to be selected (at this point all but Boy Scout Resident camp), this will be a Save button and you will be returned to an earlier screen to add another participant or, if completed, checkout. In this case, we are looking at a Boy Scout going to resident camp, so click Continue to Pick Classes to make choices for merit badges and other programs. Note: These can be modified in the future by selecting the week of camp on the Home Screen and then clicking Event Registration.
Registering For An Event With A Roster
Selecting Merit Badges and Other Classes

A This section of the screen lists all of the available merit badge classes and the times that occur. Project COPE and the ATV programs also appear here (the ATV program requires additional paper registration forms that can be found on the council website). To select a class, simply drag it to the left. Once a class for a particular time block has been moved, all of the other classes that conflict with that one will no longer show up so that you cannot double book a Scout for classes.

B In this example, the Scout has been registered for Trail’s Head so no other morning merit badges will appear. This is indicated in the schedule by the 1, 2, 3, 4 which means Trail’s Head covers the morning (1 – 9 to 9:50, 2 – 10 to 10:20, 3 – 10:30 to 10:50, 4 – 11 to 11:50). For Scouts that want to sign up for merit badges by appointment, those will have to be added to the system by one of the administrators. In this case, send an email to registration@wmascouting.org with the Scouts name, unit, and week of camp and which merit badge(s) he would like to sign up for. We will then add those badges to his list.

C To facilitate locating the appropriate merit badge class, the Find Class fields can be used.

D To complete signing up for classes, click the Save button. This will take you back to the screen that will allow you to add another participant or to checkout.
Registering For An Event With A Roster
Selecting Merit Badges and Other Classes

A This is the class schedule for one of the other Scouts in the troop. Note that there are only two items left in the list of available classes since he has filled most of his time.

B The green $ next in the Shotgun selection indicates that there is an additional fee that needs to be paid ($10 in this case) to participate in this merit badge.

C The “Spot #1/16” indicates this merit badge has a limited number of Scouts that participate in any one session. If you try to sign up a Scout when all the slots are taken, they will be placed on a waiting list and will be automatically added to the badge if openings occur.

D The yellow star indicates that there is a minimum age for this program (13 in this case for Project COPE). If you attempt to sign up a Scout who is not old enough, you will receive an error message.
Registering For An Event With A Roster

The Cart

A list of all items that have been selected along with their corresponding cost appear in this list. In this a large red X appears next to the event registration as well as next to each participant. You can click an X to remove any of these registrations. Note that every class that was selected appears on this list as well.

This section summarizes the total order amount, any applied credits, the subtotal and total due. You can then select the payment method and make payments, if any.

Click the **Submit My Order** button to move to complete the order. The following box will then appear if everything has been completed successfully. You will then be returned to the Home Screen and the new event will appear below the bold heading along with a summary of the event. You will also receive a confirmation email regarding the registration (see the next page). If something is wrong, a box with an error message will appear.
Registering For An Event With A Roster

Email Receipt

Western Massachusetts Council
1 Arch Road Suite 5
Westfield, MA 01085
E-mail: Steven.Roberts@Scouting.org
TEL: (413) 594-9196
FAX: (413) 562-1041

PAYMENT METHOD
No payment made in this order.

BILL TO
Group: Troop 8000, Western Massachusetts
John Willemain
MASSACHUSETTS
JOHNWILLEMAIN@COMCAST.NET

ITEMS ORDERED

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY</th>
<th>AMOUNT ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration: Updated Registration for Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adult: John Willemain, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adult - First Two Free: Matt Miller, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adult - First Two Free: Angela Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sibling: John Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Youth: Jake Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>New Scout/ Webelos/ Additional Week: David David, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: Basketry (-) - David David, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: Trail's Head (1) - David David, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: Weather (-) - Jake Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: Leatherwork (4) - John Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: Project C.O.P.E. (8) - John Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: Chess (-) - John Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: Oceanography (4) - Jake Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: ATV Program (1) - Jake Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Class Registration: ATV Program (1) - John Jay, Week 2, 07/17/2016</td>
<td>-</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

SUBTOTAL                                                                  $0.00

TOTAL PAID                                                                $0.00

Listed amounts are the amounts currently being paid, not total amounts or balances. Please login to view any remaining balances.
Registering For An Event With A Roster
Back to the Home Screen

A
If you select a specific event for which you have already registered, you will see additional information added to the screen. In this example, the unit’s registration for Boy Scout Resident Camp Week 2 has been selected.

B
Registration Information shows up in this section. This indicates the number of slots that have been purchased and the number of participants that have already been added. In this case, all of the youth slots and the two free adult slots have been filled. You will be able to add youth and adults, both names and additional slots by clicking Change Registration. In addition, once we have assigned your campsite for the event that Information will appear here.

C
Notice in the Payment Summary there is a balance due. You will be able to make payments using a credit card towards this balance by clicking Add Payment.

D
This is the Reports module. You can generate invoices, participant rosters, show completed requirements, print blue cards, and print class schedules after you register for camp. See the next few pages for samples of these reports. Select the appropriate report from the dropdown list and then click Generate. This will produce a pop-up screen that will ask you to view or save the file. All reports are in the PDF format.
If making payments at either of the Council Service Centers, bring a copy of this invoice with you to ensure proper credit for payments is then entered into the system.
Reports
Participant Roster and Class Schedule

Participant Roster

Event: Week 2
Date: 07/17/2016

Address: 310 Birch Hill Rd
Russell, MA 01071
Phone: (413) 594-9196

Group: Troop 8000, Western Massachusetts
Campsite(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Phone</th>
<th>Date of Birth</th>
<th>Youth Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>David David</td>
<td>New Scout / Webelos / Additional Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jake Jay</td>
<td>Youth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Jay</td>
<td>Sibling</td>
<td></td>
<td></td>
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<tr>
<td>Angela Jay</td>
<td>Adult - First Two Free</td>
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<td>A</td>
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<tr>
<td>Matt Miller</td>
<td>Adult - First Two Free</td>
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<td></td>
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<td>A</td>
</tr>
<tr>
<td>John Willemain</td>
<td>Adult</td>
<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

Powered By Tentaroo

Class Registrations

Western Massachusetts Council, Western
310 Birch Hill Rd
Russell, MA 01071
Phone: (413) 594-9196

Group: Troop 8000, Western Massachusetts

Event: Week 2
Date: 07/17/2016

<table>
<thead>
<tr>
<th>Person ID</th>
<th>Name</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>David David</td>
<td>Mar. 22, 2004</td>
</tr>
<tr>
<td>1</td>
<td>Jake Jay</td>
<td>Aug. 15, 2001</td>
</tr>
<tr>
<td>1</td>
<td>John Jay</td>
<td>Aug. 15, 2001</td>
</tr>
</tbody>
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Room: Base Camp
- Backpacking

Room: ATV Center
- ATV Program
- Weather
- Leatherwork

Room: Handicraft Lodge
- Project C.O.P.E.

Room: COPE Area
- Chess
Completed requirements will automatically appear in the appropriate locations in the middle of the card. If incomplete, this will become a partial.
Completed merit badges will be signed electronically by the appropriate merit badge counselor.
Making Additional Payments

This section summarizes your unit’s account for an event to date. If you think there is an error with any of these numbers, please contact Steve Roberts at either Steven.Roberts@scouting.org or (413) 594-9196.

You can use the slider to select an amount to be paid against the balance or just type in the amount in the New Payment field. The New Balance total should then reflect what might still be owed after this payment is made.

Click Add Payment to take you to the Cart to complete payment using a credit card.