

Downloading Blue Cards from Tentaroo

1. Once you have registered for the event, select the event from the **Home** screen, as circled below.

The screenshot shows the Tentaroo Home screen. At the top, there are navigation icons for HOME, PROFILE, YOUR ROSTER, EVENT REGISTRATION, CART (4 items), and ORDERS. A Refresh button is in the top right. The main content area is divided into three columns. The left column, 'Events & Facilities', lists various events, with 'MBU 2017, 02/25/2017' circled in red. The middle column, 'MBU 2017, 02/25/2017', shows registration totals and a payment summary. The right column displays contact information for Troop 8000, Merit Badge University. At the bottom, there is a 'Reports' section with a dropdown menu set to 'Invoice' and a 'Generate' button.

HOME **PROFILE** **YOUR ROSTER** **EVENT REGISTRATION** **CART** 4 items **ORDERS** Refresh

Events & Facilities

Event / Trip Options

- EVOA Banquet
- Fusion Week
- Gathering of Eagles
- General Knox Fall Camporee
- Merit Badge University
- MBU 2017, 02/25/2017**
- Metacomet Fall Camporee, Woodsman
- Moses Anniversary Celebration
- National Youth Leadership Training
- Popcorn Orientation
- Program Launch
- Webelos Woods
- Yukon Challenge
- Facilities - AIC

MBU 2017, 02/25/2017

Registration Totals

Participant Type	# Added	Status
Youth (Y)	1 / 1	Added all

Payment Summary

Total Registration Fees	\$6.00
Class Fees	\$0.00
Amount Paid	\$0.00
Amount In Cart	\$6.00
Balance	\$0.00

Change Amount In Cart Change Registration

Reports

Invoice Generate

Troop 8000, Western Massachusetts

Merit Badge University

Event Contact Information

Contact: Mia Santos
E-mail: santosm028@gmail.com

Event Location Information

Herter Hall - UMASS
University Drive
Amherst, MA 01003

Council Contact Information

1 Arch Road Suite 5
Westfield, MA 01085
Phone: (413) 594-9196 Fax: (413) 562-1041
E-mail: Steven.Roberts@Scouting.org

2. Under the **Reports** heading at the bottom center of the screen, select the dropdown menu, and select "Blue Cards – Front"

The screenshot shows the Tentaroo Reports screen. The navigation icons and layout are the same as in the previous screenshot. The 'Reports' dropdown menu is now open, showing options: Participant Roster, Class Schedule, PDF, Class Schedule, Export, Requirements Completed, **Blue Cards - Front** (circled in red), Blue Cards - Back, and Invoice. The 'Generate' button is visible at the bottom right.

HOME **PROFILE** **YOUR ROSTER** **EVENT REGISTRATION** **CART** 4 items **ORDERS** Refresh

Events & Facilities

Event / Trip Options

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Change Amount In Cart Change Registration

Participant Roster
Class Schedule, PDF
Class Schedule, Export
Requirements Completed
Blue Cards - Front
Blue Cards - Back
Invoice

Generate

Troop 8000, Western Massachusetts

Merit Badge University

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Contact: Mia Santos
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3. Click “Generate”. This will then generate a PDF document that can be printed and/or downloaded of the front side of your blue cards.

4. To download the back side of your blue cards, return to the drop down menu, and repeat steps 2 and 3 to download another PDF document, selecting “Blue Cards – Back” this time.