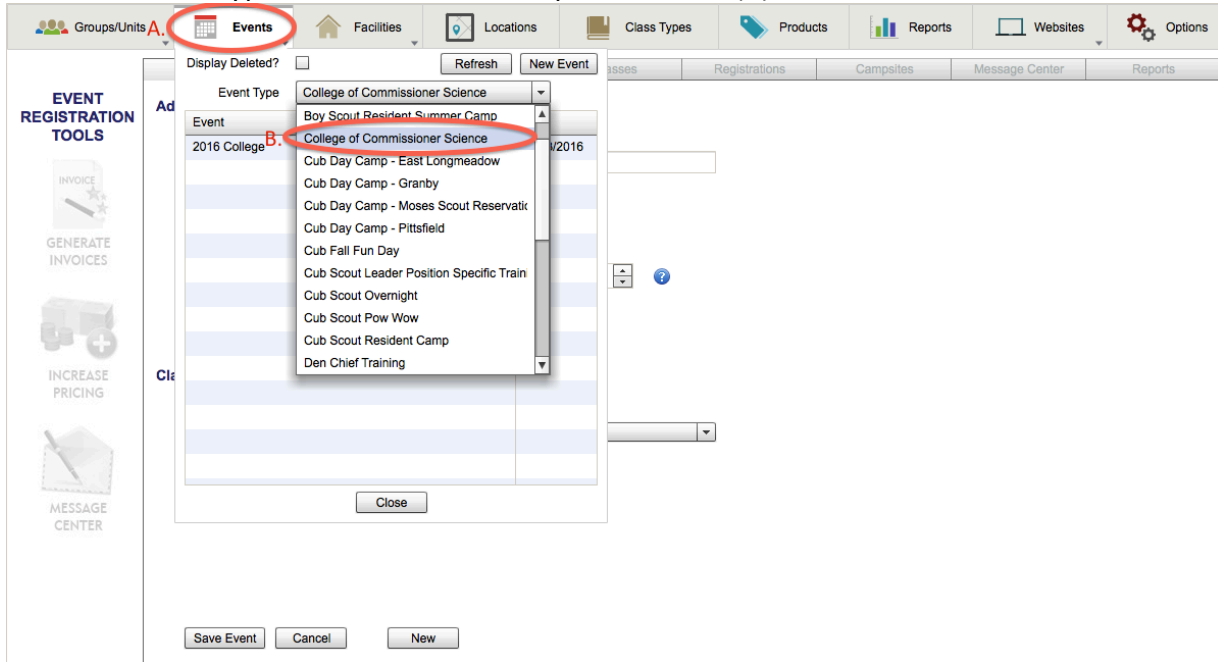
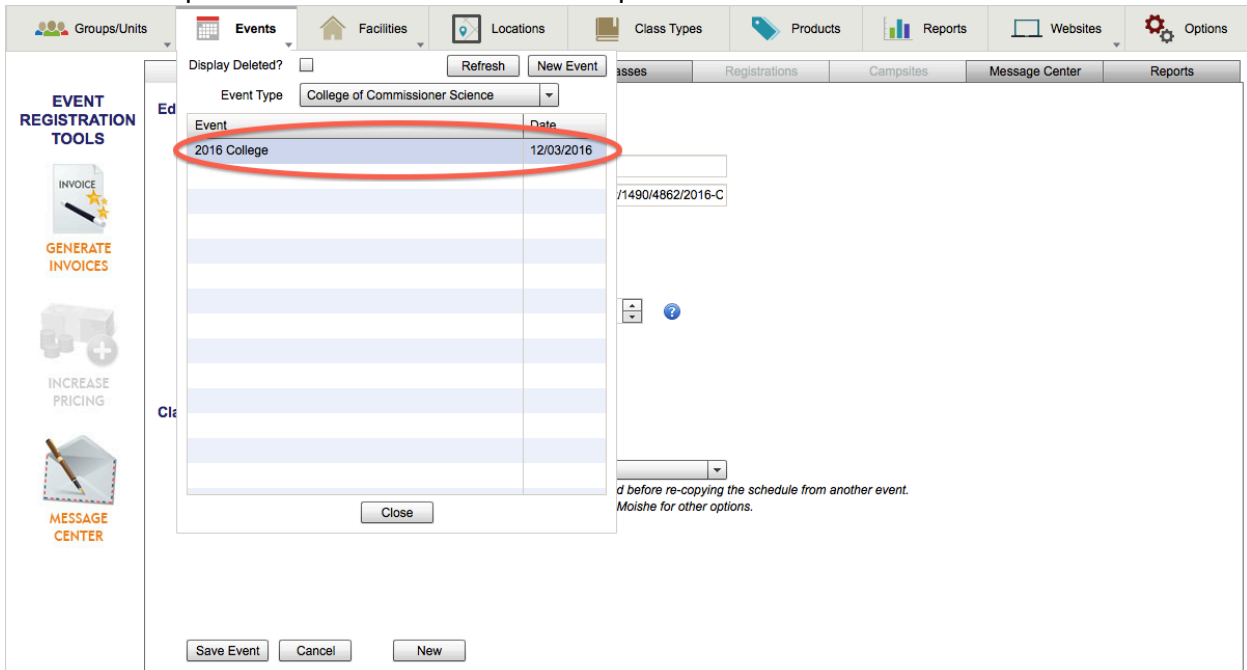


Running Administrative Reports from Tentaroo

1. Once logged on to Tentaroo with an Administrator account, select the “Events” tab (A) and select the event type desired from the dropdown menu (B).



2. Select the specific event from the available options.



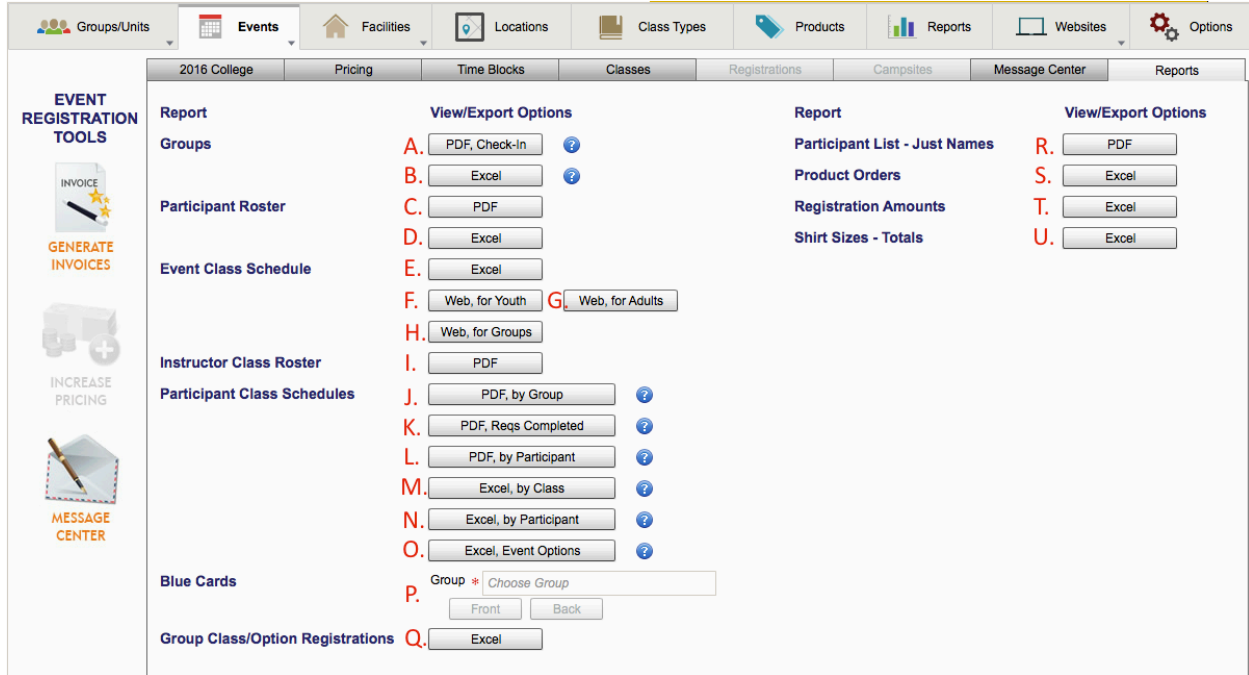
3. Select the "Reports" tab.

The screenshot displays a software interface with a top navigation bar containing the following tabs: Groups/Units, Events, Facilities, Locations, Class Types, Products, Reports, Websites, and Options. The 'Reports' tab is highlighted with a red circle. Below the navigation bar, the interface is divided into several sections:

- EVENT REGISTRATION TOOLS:** Includes icons for 'GENERATE INVOICES', 'INCREASE PRICING', and 'MESSAGE CENTER'.
- Report Section:** Contains a 'View/Export Options' column with buttons for PDF and Excel for various reports: Groups, Participant Roster, Event Class Schedule, Instructor Class Roster, Participant Class Schedules, Blue Cards, and Group Class/Option Registrations.
- Report Section:** Contains a 'View/Export Options' column with buttons for PDF and Excel for: Participant List - Just Names, Product Orders, Registration Amounts, and Shirt Sizes - Totals.

4. The reports page can generate a variety of reports based on class and participant registration information (A-U).




***NOTE: Hovering over a blue question mark icon will bring up a tooltip describing the report options for several types.**



- A.** Generates a multi-page PDF with invoices for each registered group.
- B.** Generates an Excel spreadsheet showing payment information/balances due, as well as contact information for each registered group.
- C.** Generates a multi-page PDF with a participant roster for each registered group including names, registration type, address, phone number. This report is best suited to unit-based registration for events such as camporees or summer camp.
- D.** Generates an Excel spreadsheet listing all participants, types, and all information required for event registration.
- E.** *For events with a class schedule.* Generates an Excel spreadsheet with class type, time block, time, location, description, registration and attendance statistics, and completion statistics if it is a merit badge class.



- F. *For events with a class schedule.* Generates a webpage with a class listing for youth classes organized by time block. An example is shown below:

Class Schedule - Youth

	<p>Archery (MB) - Shooting Sports Time Block(s): 1 (9:00AM) Days: M, TU, W, TH, F Available To: CIT (Y), New Scout/ Webelos/ Additional Week (Y), Youth (Y) Seats Available: Unlimited</p>
<p>Archery is a fun way for Scouts to exercise minds as well as bodies, developing a steady hand, a good eye, and a disciplined mind. This merit badge can provide a thorough introduction to those who are new to the bow and arrow—but even for the experienced archer, earning the badge can help to increase the understanding and appreciation of archery.</p>	
	<p>ATV Program A.T.V. Time Block(s): 1, 2, 3 (9:00AM) Days: M, TU, W, TH Available To: CIT (Y), New Scout/ Webelos/ Additional Week (Y), Youth (Y) Minimum Age: 14 Amount: \$35.00 Seats Available: 3</p>
	<p>Climbing (MB) - C.O.P.E. and Climbing Time Block(s): 1, 2 (9:00AM) Days: M, TU, W, TH, F Available To: CIT (Y), New Scout/ Webelos/ Additional Week (Y), Youth (Y) Seats Available: Unlimited</p>
<p>Climbing is not a sport that requires tremendous muscular strength; it demands mental toughness and the willingness to practice hard to master a set of skills. The adventure of climbing can also provide a new way to enjoy the outdoors.</p>	

- G. *For events with a class schedule.* Generates a webpage with a class listing for adult classes organized by time block. An example is shown below:

Class Schedule - Adults

	<p>This is Scouting Adult Training Time Block(s): 1 (8:30AM) Day: SA Available To: Adult (A) Seats Available: Unlimited</p>
	<p>Youth Protection Training Adult Training Time Block(s): 1 (8:30AM) Day: SA Available To: Adult (A) Seats Available: Unlimited</p>
	<p>Cubmaster Specific Training Adult Training Time Block(s): 2 (9:30AM) Day: SA Available To: Adult (A) Seats Available: Unlimited</p>
	<p>Den Leader Specific Training Adult Training Time Block(s): 2 (9:30AM) Day: SA Available To: Adult (A) Seats Available: Unlimited</p>

- H. *For events with group-based classes.* Generates a webpage with a class listing for group-based registration.

- I. *For events with a class schedule.* Generates a multi-page PDF with a class roster for each class, including attendance and requirements completed sheet. An example is shown below:

Class Roster

Event: Week 2
Date: 07/17/2016

BOY SCOUTS OF AMERICA
WESTERN MASSACHUSETTS COUNCIL

Address: 310 Birch Hill Rd
Russell, MA 01071

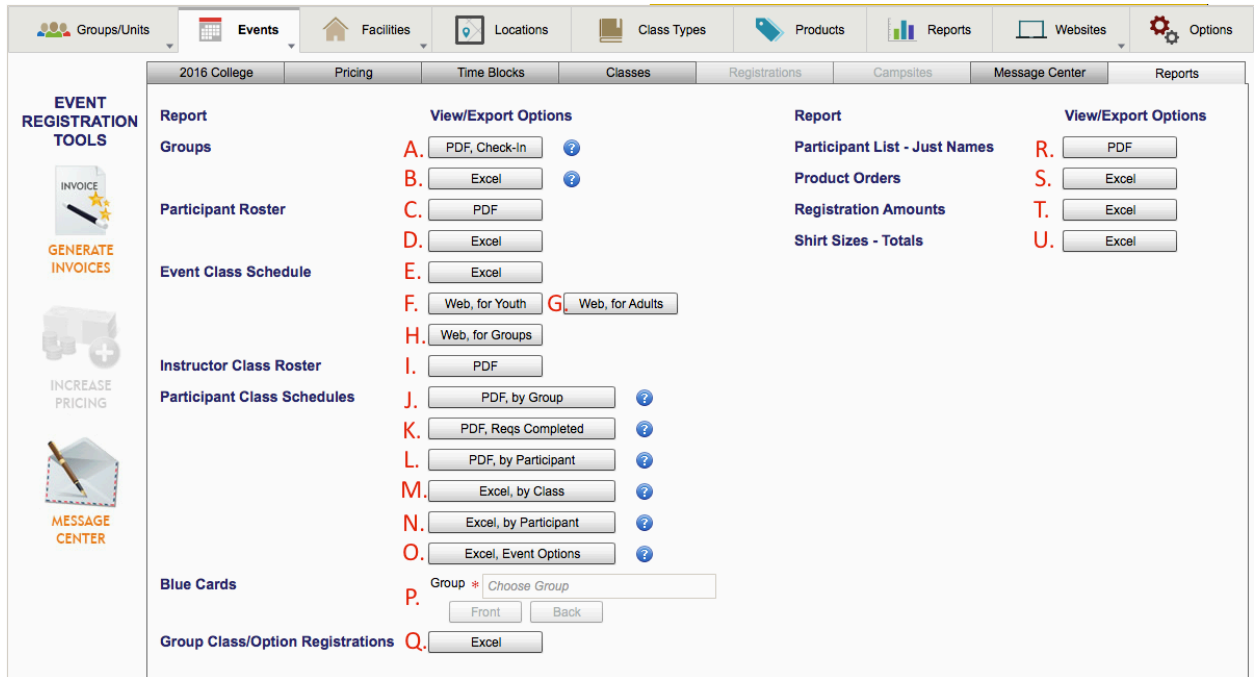
Phone: (413) 594-9196

Program Area: Aquatics
Location: Waterfront
Class: Swimming
Requirements: 1a, 1b, 2, 3, 4a, 4b, 5a, 5b, 5c, 5d, 6a, 6b, 6c, 7, 8

Timeblock: 2, 3 - 10:00 AM
Days: M, TU, W, TH, F
Instructor: [Redacted]

Name	M	TU	W	TH	F	1a	1b	2	3	4a	4b	5a	5b	5c	5d	6a	6b	6c	7	8																
[Redacted Name]	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓					✓																
[Redacted Name]	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																
[Redacted Name]	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																

- J. *For events with a class schedule.* Generates a multi-page PDF with a class registration schedule for each participant organized by group.
- K. *For events with a class schedule.* Generates a multi-page PDF with requirements completed (if applicable) for each participant organized by group.
- L. *For events with a class schedule.* Generates a multi-page PDF with a class registration schedule for each participant organized by group, with one individual per page.
- M. *For events with a class schedule.* Generates an Excel spreadsheet with registration information for each class, including contact information, group/unit information, attendance and requirements completed (if applicable), organized by class.



- N.** *For events with a class schedule.* Generates an Excel spreadsheet with registration information and schedule for each individual, including contact information, group/unit information, attendance and requirements completed (if applicable), organized by individual.
- O.** Generates an Excel spreadsheet with individuals receiving camperships, sibling discounts, etc.
- P.** *For events with merit badge classes.* Generates a PDF of the front and/or back of blue cards for each registration group. A Group/unit can be selected by typing in the text box and selecting from the list of options that appear.
- Q.** *For events with group-based classes.* Generates an Excel spreadsheet with group class information.
- R.** Generates a PDF with all participant names. For events such as summer camp.
- S.** Generates an Excel spreadsheet with product orders. Functionality for associating a product to an event is TBA.
- T.** Generates an Excel spreadsheet with total participant numbers and amounts paid by group.
- U.** *For events requesting participant shirt sizes.* Generates an Excel spreadsheet with shirt size totals organized by group.