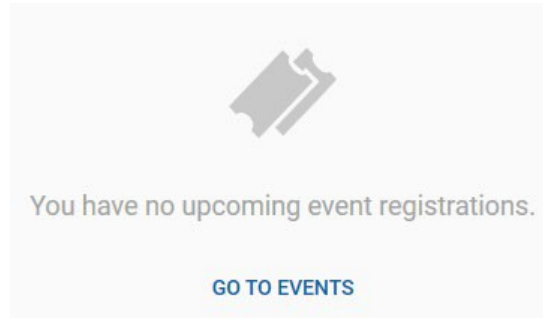
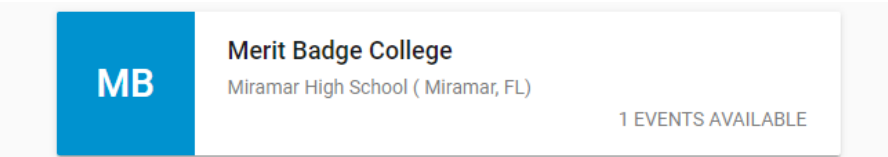


Step by Step Instructions for Merit Badge College 2021

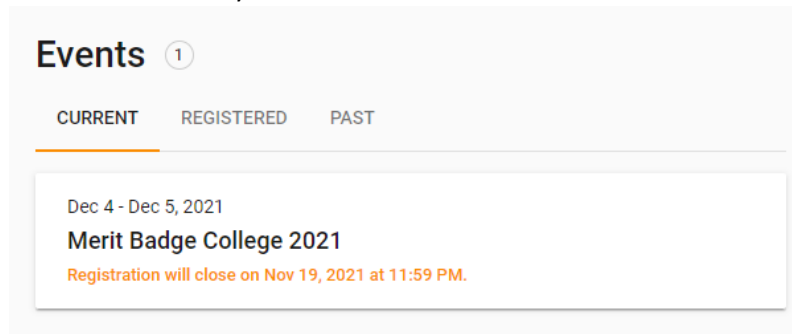
1. Go to <https://southfl.tentaroo.com> and login using your unit's user id and password.
 - **This is a unit event and not an individual event.**
 - If you do not know your unit login information and you are the Scoutmaster or Committee Chair, please email songbirdscout@gmail.com for assistance.
2. Click "go to events"



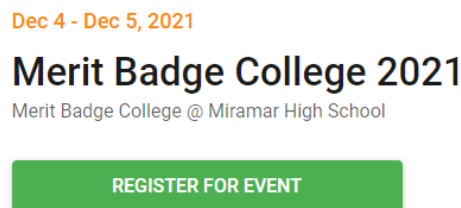
3. You will see Merit Badge College, click on it.



4. Select Merit Badge College 2021 by clicking on it. (you can see previous years for your unit, by clicking on "past" and selectin the year.



5. Click register for event



6. Your unit is now ready to register for the event. You will see your existing roster, and if anyone is missing, you can add newyouth or adults by clicking on the appropriate type at the top of the page.

Add Adults

1. Click the button next to “Adult Leader – 2 Minimum to start adding adults.
2. Select an Adult participant and click next.
3. Confirm the information and click next.

EARLY PRICING
Pricing will increase to regular pricing on Oct 31, 2021 at 11:59 PM


Instructor (at least 4 volunteer hours)	\$0.00 <input checked="" type="radio"/>
	\$0.00 upfront
Non-Instructor	\$20.00 <input type="radio"/>
	\$0.00 upfront

4. Select the type of adult registration:
 - a. **EACH UNIT MUST HAVE A MINIMUM OF 2 ADULT PARTICIPANTS** – includes full participation, camping and meals for the weekend.
 - b. Instructor – must volunteer as a Merit Badge Counselor and/or Assistant for at least 4 hours.
 - c. Non-Instructor – any adult who is attending, but is not volunteering for at least 4 hours.
5. Please select classes the adult is willing to teach or assist with. Merit Badge College does not work without support from our unit leaders.

NOTE: Adults who register for the MBC Role must be registered as a Merit Badge Counselor for that class with South Florida Council. If you are not registered correctly, our Recruiting team will contact you to get you registered properly with SFC, or remove you from the role.

Participant Participant Type **3** Classes **4** Confirmation


CLASSES

 **ASST - American Business**
1 Spot Available

Time Blocks: 2 Days: SA
Start Time: 10:30AM

Updated 2020 - Earning the American Business merit badge can help Scouts learn practical business matters that will be useful throughout life. Learn...

ADD CLASS


 **ASST - Animation**
1 Spot Available

Time Blocks: 2 Days: SA
Start Time: 10:30AM

Updated 2015 - Computer or traditional animation tasks that will test a Scout's creativity, artistic skills, and storytelling abilities.


ADD CLASS

Added Classes ²

 **ASST - American Business**
Current spot: 1/1

Time Blocks: 1
Start Time: 8:30AM
Days: SA
Updated 2020 - Earning the American Business merit badge can help Scout...

REMOVE

 **MBC - Disabilities Awareness**
Current spot: 1/1

Time Blocks: 3, 4
Start Time: 2:00PM
Days: SA
Updated 2021 - Look around at the Scouts in your unit, the members of your spo...

REMOVE

Register Youth for Classes

1. Select a youth from your roster
2. Verify the scout's information (especially rank and age). You can also add allergies or dietary restrictions, however we cannot accommodate all food requests.
3. Click next at the bottom of the screen and then next on the next screen
4. Select the classes for the scout. The classes are listed in alphabetical order by time slot, starting at 8:30 am on Saturday. To select a class, click Add Class.
5. Once you select a class, other classes available at the same time will be removed from the list.
6. You will see the scout's schedule on the right-hand side.

The screenshot displays a registration interface with a progress bar at the top: Participant (checked), Participant Type (checked), Classes (3), and Confirmation (4). The main area is titled 'CLASSES' and lists two options:

- A - Art**: 15 Spots Available, Time Blocks: 3, Start Time: 2:00PM, Days: SA. Description: Updated 2014 - This merit badge concentrates on two-dimensional art, specifically drawing and painting in various media, including an introduc... [ADD CLASS](#)
- A - Citizenship in the Community**: 15 Spots Available, Time Blocks: 3, 4, Start Time: 2:00PM, Days: SA, **13 years and older**. Description: Updated 2016 - A nation is a patchwork of communities that differ from each other and may be governed differently. But regardless of how local com... [ADD CLASS](#)

On the right, the 'Added Classes' section shows:

- A - Citizenship in the Nation**: Current spot: 1/15, **13 years and older**, Time Blocks: 1, 2, Start Time: 8:30AM, Days: SA. Description: Updated 2005 - As Scouts fulfill the requirements for this merit badge, th... [MANAGE](#) [REMOVE](#)

7. You can manage or remove a scout from the class by clicking on the button.
8. Note – if you want 2 scouts to attend the same class at the same time, make sure that they are in the same session. If there are multiple options at the same time the classes are noted before the class name i.e., A – Art).
9. If you select a class that has an age restriction, and the youth does not meet that age restriction, you will not be able to check out until you remove that class.
10. Click Next
11. Verify the information on this page and click “complete”

Adding your Unit Options

1. Once you add a participant, you will come to the summary page. If you see the red warning at the top of the page, be sure that you “checkout” before you leave.

There are changes or payments for this event in your cart. Please remember to checkout soon to finalize your changes.

Financial Summary

Balance ▾ \$0.00

No balance
\$0.00

New Balance \$0.00

[CHECKOUT](#)

Participants 1

[REPORTS](#) [ADD PARTICIPANT](#)

2. You can add additional youth or adult participants by clicking the “Add Participant” button below the Financial Summary.
3. **Each unit also needs to add “Products” to your registration. These include the mandatory Unit Fee, camping and meals. On the summary page, scroll down to the “Order Products” button.**

Participants 1

[REPORTS](#) [ADD PARTICIPANT](#)

Youth (Y)

No participants registered.

[ADD PARTICIPANT](#)

Instructor (at least 4 volunteer hours) (A)

Jeanine Kinsey

Non-Instructor (A)

No participants registered.

[ADD PARTICIPANT](#)

Products 0

[MANAGE](#)

You haven't ordered any products for this event

[ORDER PRODUCTS](#)

4. Add the Unit Registration Fee to your list, as well as the counts for anyone that is camping, and eating each meal. **If your unit does not add the Unit Registration Fee, it will be added by the administrator and is required to be paid before November 19th.**


01 - Unit Registration (REQUIRED)
Every unit is required to select this option.
Quantity: 1
ADD PRODUCT \$75.00
\$75.00 x 1 pc.

02 - Troop Camping Friday
Please select the number of people camping if you select this option.
Quantity: 1
ADD PRODUCT \$0.00
\$0.00 x 1 pc.

04 - Troop Breakfast Saturday
Please select the number of people planning to eat if you select this option.
Quantity: 1
ADD PRODUCT \$0.00
\$0.00 x 1 pc.

You can come back at any time before November 19th to update registration details. To update an individual's registration, click on their name from the Participants List, then select Manage and Edit as shown below.

There are changes or payments for this participant in your cart. Please remember to checkout soon to finalize your changes. [GO TO CHECKOUT](#)

Jeanine Kinsey  **MANAGE REGISTRATION**


Instructor (at least 4 volunteer hours) (A)

Registration Fees

Total

- Edit Registration
- Cancel Registration

PLEASE NOTE THAT YOU MUST CHECKOUT EVEN IF YOU HAVE A \$0 BALANCE OR YOU, AND YOUR SCOUTS, ARE NOT REGISTERED, AND THEIR CLASSES MAY NOT BE AVAILABLE WHEN YOU COME BACK.

 There are changes or payments for this event in your cart. Please remember to checkout soon to finalize your changes.