

ONLINE REGISTRATION THROUGH TENTAROO for YOUTH PARTICIPANTS

First, know that Seneca Waterways does its online registration via a computer program called Tentaroo.

Second, understand a Scout has two avenues toward registering online in Tentaroo:

either (1) through a **TROOP account --or--** (2) by themselves using their **INDIVIDUAL account** at Tentaroo.

For the **TROOP account**, one must contact their Scoutmaster directly and ask who does the online registration for Tentaroo within the troop.

For **INDIVIDUAL account**, please proceed through the steps below:

Step of how to register online in Tentaroo for Eagle Flight:

1. Go to > <https://www.senecawaterways.org/eagle-flight> <--click here

2. TWO OPTIONS TO SIGN IN:

a. Upper right hand corner where it states: **You are not logged in. | CREATE AN ACCOUNT | LOG IN**
---OR---

b. Scroll down ↓ to bottom of page: > **Eagle Flight 2017** to click the **REGISTER TODAY** button.

3. Proceed to either **'Sign in/Login'** --OR-- **'Create a New Account/Create Account'**.

4. Under **'Events & Facilities'**, scroll down and click > **Eagle Flight** (Highlights to blue)

5. Select **Eagle Flight 2017** (Highlights to blue)

6. Click in picture tabs > **Your roster** (takes you to a new screen)

7. Click > **' + new'**. **Note:** There are two sections **'YOUTH Roster'** and **'ADULT Roster'** on this page.

Warning: EACH (**'YOUTH'**, **'ADULT'**) has its **OWN** **' + new'** button!

Note: There are two aspects to Tentaroo, which confuses MANY in THIS step (7):

a. Setting up a Tentaroo roster = **YOUR ROSTER**

b. Setting up an event roster = **EVENT REGISTRATION**

You need **YOUR ROSTER** set up **FIRST** to do an **EVENT REGISTRATION**.

Once a person is added to **your roster**; you will never need to do them again. If you are using a TROOP account, they may already be on **your roster** unless they are a new member or crossover -- both scout & their parents.

If you are setting up an INDIVIDUAL account for the first time, you need to do this **entire** step (7).

('Unit' = Pack, Troop, Crew, Post) **Warning:** Some events have restrictions on which 'unit' can attend their event.

For example if 'unit' is Pack, then you cannot register for Eagle Flight, a troop event (camp).

In event of errors: First, please check your scout's 'unit' listing, especially if one is using a PACK account.

8. Fill in the info, needed for any youth missing that you WILL want to register for the event. Hit **'SAVE'**.

(FYI... Names need to be ON **'your roster'** to appear in the **'event registration'** drop down menu.)

9. Proceed to picture tabs and click > **'Event Registration'** button.

10. Under **'Event Registration'**, click **' + New Youth Registrations'** button.

11. In pop up box, under > **'1. Choose Participant'**s name. (**'2. Choose Participant Type'** should read **'Youth'**.)

12. **'3.Choose Event'** will appear. Select > **'Eagle Flight 2017,07/02/2017'**.

13. Click > **'Create Registration'**.

14. Click > **'Save'**.

15. Proceed to check out, clicking both > **'Checkout'** and **'Submit My Order'**.

16. Click **'Add Payment'** and pay for Eagle Flight, either your deposit or the full amount due.

17. Adding payments in the future: Click in picture tabs > **'Home'**, then click > **'Add Payment'** button. Proceed to fill in all fields needed and click > **'Submit'** button. (FYI.. A receipt will be sent to your email.)

It is IMPORTANT to realize that orders in the picture tab 'CART' does not mean you are registered for a camp or event. Until you hit, 'Checkout' AND 'Submit My Order', then you will be registered for a camp or event.

Questions, concerns or registration problems - please contact eagle-flight@senecawaterways.org