

## Instructions to Change Numbers and Make Payments

1. Go to either [www.tentaroo.com/gsl](http://www.tentaroo.com/gsl) or [www.saltlakescouts.org](http://www.saltlakescouts.org) and login with your username and password. (If you did not receive your username and password, please email us at [camps@scouting.org](mailto:camps@scouting.org) or call Camp Desk at 801-582-3663 and we will send it to you through your email.)
2. Your screen should look like the one below. You may need to click on the red registration tab (depending on your browser) if you don't see the screen below.

The screenshot shows the website interface for the Boy Scouts of America Great Salt Lake Council. At the top, there is a red navigation bar with the phone number (801) 582-3663, the email camps@scouting.org, and the user's login information: You are logged in as GSLC582 | REGISTRATION | LOGOUT. Below this is the council logo and a search bar. A navigation menu includes HOME, CAMPS, DISTRICTS, PROGRAMS, CALENDAR, TRAINING, COMMISSIONERS, RESOURCES, and CONTACT US. A secondary menu has icons for HOME, PROFILE, YOUR ROSTER, EVENT REGISTRATION, PRODUCTS, CART, and ORDERS. The main content area is titled "Bear Lake Week 3, 06/29/2015" and shows "Registration Totals" for Youth (0/4) and Adult (0/2). A "Payment Summary" table lists Total Registration Fees (\$630.00), Class & Option Fees (\$0.00), Amount Paid (\$0.00), Amount In Cart (\$0.00), and Balance (\$630.00). A warning box states "Individual participant registration has not started yet." and shows "Percent Paid: 0.00%". There are buttons for "Add Payment" and "Change Registration". On the right, there is contact information for the Camps and Events Desk and event location details for Bear Lake Aquatics Base.

3. From the home page you can add to your numbers by selection the **“Change Registration”** button and then you can put in the number of youth and adults that are planning to attend. Make sure to click on **“Update Event Registration”** button after you make your changes. You will need to call the council office if you are reducing your numbers.
4. To make a payment; click on **“Add Payment”** and then select the entire amount due.
5. Once you are finished adding your payment, you can click on the **“Cart Icon”** to put in your credit card information. A receipt will be sent to your email automatically, but you can also click on the **“Orders Icon”** to reprint any receipt you need.