

Illini Lodge #55

Conclave Registration Instructions

To help make a more efficient and speedy registration process the leadership of Illini Lodge #55 have decided to use the Tentaroo online registration system for Conclave. With this system there are two different methods to sign up.

Online Method #1: Troop Registration

If you are signing up with your Troop or 1 or more members of your Troop are attending conclave we recommend that you have your Scoutmaster sign up all of the Scouts at once. This requires that Arrowmen pay their Troop and the Troop either pays using a credit card, e-check, or using their Scout account. Follow these steps to sign up by Troop:

1. The Scoutmaster logs into their Tentaroo online registration site by going to www.prairielands.tentaroo.com.
2. On the left side of the screen click on "Section Conclave - Illini Lodge Contingent"
3. Sign each Arrowmen up just like signing them up for summer camp by going to the "Event Registration" tab at the top ribbon. Please be reminded that if a Scout is not in "Your Roster" you must add him first and then go to the "Event Registration" tab to sign them up.
4. Conclave does not have classes; therefore you will not be prompted to pick classes and will immediately go to your cart. Once in your cart, pay for the Scouts (\$45), and "Check-Out."

Online Method #2: Individual Registration (must have parent or guardian to sign up individually)

If you are attending alone and not going with your Troop you do have the option to make your own personal individual Tentaroo account which will let you sign up for this event. It is highly recommended that if you sign up individually a parent or guardian is with you while signing up. Follow these steps to sign up individually:

1. Go to www.prairielands.tentaroo.com.
2. On the right hand side under "Create a New Account" click the drop down arrow under Event and make sure that "Section Conclave—Illini Lodge Contingent" is selected. Click continue.
3. Make sure that the Account type has been selected as "Individual/Family." Enter all the information that is required to make an account. It is recommended that if you are under the age of 18 that a parent or guardian makes this account.
4. Once all required information is input, hit submit. The system will send you a confirmation email. You must then go to your email and find the email from "Prairielands Council" Click "Activate Account" and it will redirect you to the Tentaroo site.
5. Once back at the Tentaroo site, please sign in.
6. On the left side of the screen click on "Section Conclave—Illini Lodge"
7. First you must add yourself into your roster. Go to "Your Roster" on the top ribbon. Once here, please enter all of your information that is required. For chapter please type NONE. Once all information is filled out click the "Save" button at the bottom of the screen.
8. Next, go to "Event Registration" on the ribbon and add either a New Youth or New Adult to your registration. Click on the name you would like, then hit create registration. Once done it will take you to your cart where you will be able to pay via credit card or e-check.

In Person Method #3: Calling the Council Office or stopping in

As always you do have the option to call Susan at 217-531-0219 or Parker at 217-531-0211 to register and pay over the phone. You also have the option to simply stop into the Raymond Lee Scout Service center and sign up in person.