



SpyCubs: Mission Ockanickon Registration Instructions

Washington Crossing Council is using Tentaroo Event Management for SpyCubs: Mission Ockanickon Cub-a-rama registrations. This is a log-in system that allows you to add additional participants after an original transaction has been processed.

Important Notes

- All WCC units that were chartered in 2018 have an existing account, please email events@washingtoncrossingbsa.org for your log-in credentials.
- New WCC Troops (since 2018) that have not created an account yet refer to page 2.
 - *Please note linked Troops sharing a Troop # will share a Tentaroo account. The system does not allow duplicate accounts with the same unit type & number in the same district.*

Follow these steps when you are ready to begin registration:

- Log in to: **<https://wc.tentaroo.com>**
- Update your roster
 - Select **"Manage my Group"** in the menu on the right side of the screen
 - Add new youth and adult members to your roster by clicking the plus (+)
- Select **Events** on left side of the screen
 - Select **Mercer Area District Cub-a-rama**
 - Select **SpyCubs: Mission Ockanickon**
 - Select **Register for Event**
 - **Enter the numbers** of youth & adult spots for your unit type (You do not need to know your final total number or specific Youth & Leader names to reserve spots at the event. You can continue to add spots to your registration until the event sells out.)
 - Packs – Cub Scout, Cub Scout Leader, Cub Scout Parent/Guardian
 - Troops – not applicable for this event
 - Crews & Ships – not applicable for this event
 - Complete the Primary & Alternate Event Contact fields and click **Next**
 - Campsite Screen Click **Next** (your campsite will be assigned by the event coordinator)
 - Confirmation
 - Review Spots and Total Event Fees and click **Complete** (bottom right)
 - **Complete the Checkout Process – your spots are NOT confirmed until paid**
- You may assign Youth and Leaders to the paid spots any time up to October 21st.





If you are a new WCC Troop that was not chartered in 2018 (or an out of Council Unit that has never registered in WCC's Event Registration), you will need to create a new Unit account.

- Create Account
 - Select Event: **SpyCubs: Mission Ockanickon**
 - Account Type: **Unit**
 - **Please do not create Individual/Family accounts for your Unit.**
 - Complete the Create Account form
 - Verify your email address. If you do not receive the verification e-mail within a few minutes, check your spam/junk folders.
- Once your account is verified, begin the registration steps on page 1.

Troubleshooting: Access the [Tentaroo User Manual](#) if you need help creating an account or registering.

