Kuskitannee Lodge 168
Website registration walk through

Overview
In order to make it easier to plan for weekends and to allow users to easily register online
a process has been created which will allow a user to go onto the Lodge website and
select the events that they would like to register for, and to print a page to mail with a
check to the Lodge Adviser. We are also setup to eventually allow Lodge members to
pay via PayPal as well, but as of this writing that functionality has not been turned on.

So you say you want to register for events online?
    There are only a few steps you need to go through.
    1) Have you previously registered online, or did someone give you Login
       information? If so, skip to Step 2, otherwise we need to create an account so
       we know who you are
    2) Login with your Account
    3) Register and Pay for what events you want to attend

Step 1. - To Create an Account

a) Click on the "Member Area" link on the main portion of the site. (Figure 1)
b) Click on "I need to create a New Registration" (Figure 2)
c) You should get a new screen as seen in Figure 3.
d) Fill out the information requested and click the Save button. (Figure 4)
    a. After you click Save, you will be taken back to the main site.
e) Now that you've created an account, you can register for events.
   **Note: You only need to do this step once. Please remember your login information so you
   can login in the future.**

Step 2. – To Login with your Account

a) You'll need to login using your account. On the main screen, fill out your new
   username and password and click the Login button (Figure 5)
b) If you get a screen as seen in Figure 6, Congratulations, you just logged in!
c) Some information about this screen: If you look at Figure 7, you'll see some
   information in the upper right corner.
    a. The first line is your Username, and it will also give you the ability to
       logout immediately. **Note: If you go anywhere else on the website, you'll be
       automatically logged out as well.**
    b. The second line will tell you if your dues have been paid for the year or not. Note: If you
       just created your account, it will always show you as Past Due because we'll need the
       adviser to update your account to reflect your actual status.

Step 3. - To Register for Events

a) If you didn't already, Login as in Step 2.
b) From the menu (figure 6) click on the Register for Events button.
c) You should see a list of events that you can register for (figure 8)
d) If your Dues are past due, they will be automatically selected to be paid. If you know they have been paid and that the site probably hasn't been updated, you can manually unselect this checkbox to avoid paying them twice while it gets sorted out.
e) Select the events you'd like to register for, and click the Continue button (figure 9).
f) Figure 10 will show you a list of items that you're about to register and pay for. Once you've confirmed it's correct you'll need to select how you're going to pay for them.

Step 4. – Pay for Events/Dues

a) It is assumed that you already completed Step 3, and that you're currently viewing Figure 10, if not, please complete that step first.
b) There are 2 ways to pay for events. If you'd prefer to print out a form and mail a check to the Lodge Adviser, click the Register & Print to Mail button, and proceed to step 4c. If you would instead prefer to pay via PayPal (or credit card), proceed to step 4d.
c) If you decide to Register and Print, you'll get a screen that will look like Figure 11. Print this page, and mail it along with your Check to the Lodge adviser to pay for your Registration (and optionally dues). Until your printed invoice, and payment is received and recorded, you will be registered for the selected events, but not paid.
d) (as of this writing, paying via PayPal (or credit card) is not available, however when available, follow these tentative instructions) If you'd prefer to Pay via PayPal, click the Checkout with PayPal button (Figure 10).
e) The information about your purchase will be transferred to the secure PayPal site. (Figure 12) Review the invoice information to insure it's correct, then proceed to pay the invoice using either your PayPal account, or fill out your credit card information if you prefer.
f) Once you complete the transaction on the PayPal site, (figure 13) you will return to the Lodge Website.
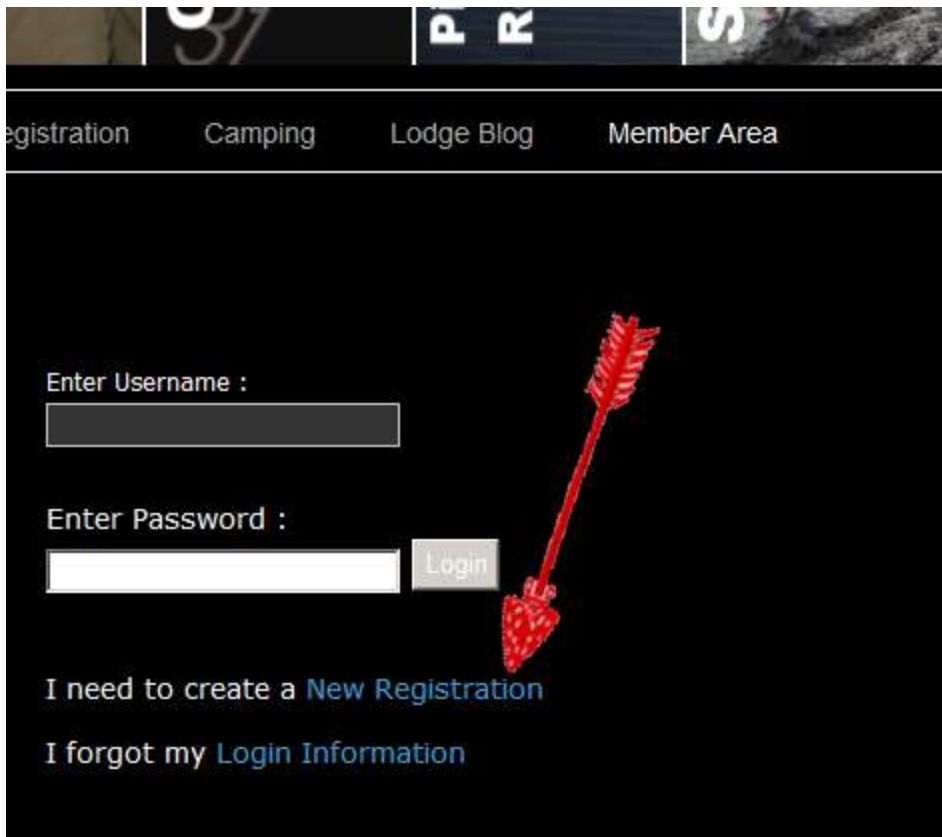
Figure 1

egistration   Camping   Lodge Blog   Member Area

Enter Username :

Enter Password :

Login

I need to create a New Registration

I forgot my Login Information

Figure 2

First Name

MI

Last Name
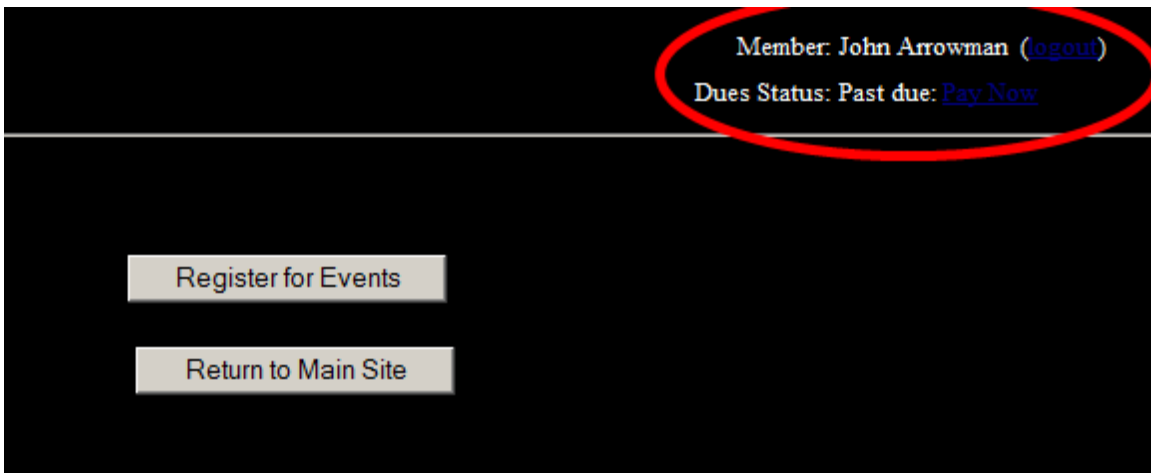
Email

Reenter Email

Login Name

Password

Reenter Password

Save

Cancel

Figure 3

Figure 4

Figure 5

Member: John Arrowman (logout)
Dues Status: Past due: Pay Now

Register for Events

Return to Main Site

Figure 6

Member: John Arrowman (logout)
Dues Status: Past due: Pay Now

Register for Events

Return to Main Site
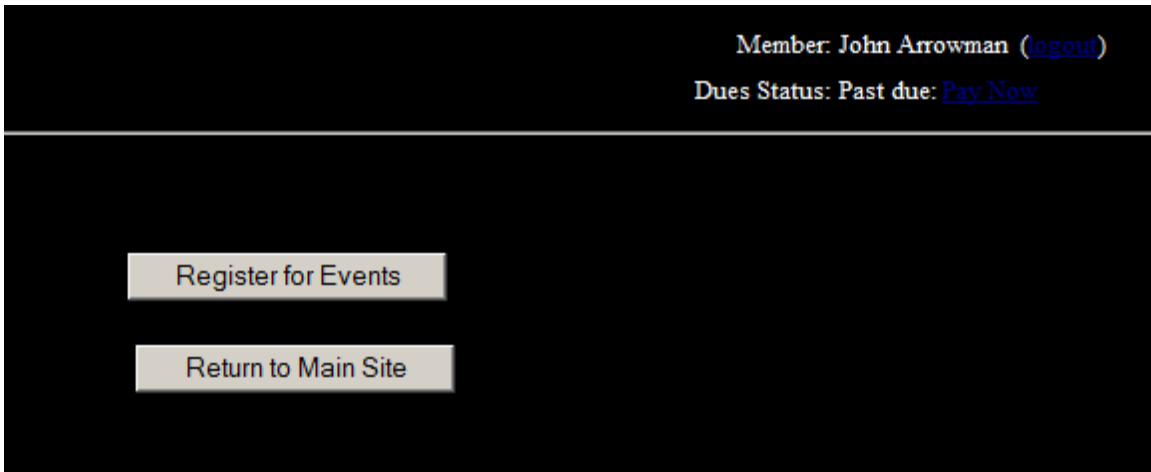
Figure 7

Ordeal Candidates:

If you are a new candidate, and will be doing your Ordeal don't forget to select 'Ordeal Sash' to get your new sash after completing your Ordeal!

Brotherhood Candidates:

If you are taking your Brotherhood test, don't forget to select 'Brotherhood Sash' to get your new sash after completing your Brotherhood test!

☐	Event Name	Event Date	Event Cost
☐	Winter Fellowship	2013-03-01	18.00
☐	Spring Event	2013-05-03	18.00
☐	NE-4B Conclave	2013-06-14	30.00
☐	Big 3	2013-08-16	18.00
☐	Ordeal Sash		12.00
☐	Brotherhood Sash		12.00
☑	Dues for calendar year 2013		10.00

Total: 10.00

<- Cancel   Continue ->

Figure 8

Ordeal Candidates:
If you are a new candidate, and will be doing your Ordeal don't forget to select 'Ordeal Sash' to get your new sash after completing your Ordeal!

Brotherhood Candidates:
If you are taking your Brotherhood test, don't forget to select 'Brotherhood Sash' to get your new sash after completing your Brotherhood test!

☐	Event Name	Event Date	Event Cost
☑	Winter Fellowship	2013-03-01	18.00
☑	Spring Event	2013-05-03	18.00
☐	NE-4B Conclave	2013-06-14	30.00
☑	Big 3	2013-08-16	18.00
☐	Ordeal Sash		12.00
☐	Brotherhood Sash		12.00
☑	Dues for calendar year 2013		10.00

Total: 64.00

<- Cancel   Continue ->

Figure 9

Winter Fellowship	18.00
Spring Event	18.00
Big 3	18.00
Dues for calendar year 2013	10.00
	Total 64.00

Back	Register & Print to mail	Checkout with PayPal

Figure 10

Kuskitannee Lodge #168
Event Registration

Name: Arrowman,John
Called Out:

Description	Cost
Winter Fellowship	18.00
Spring Event	18.00
Big 3	18.00
Dues for calendar year 2013	10.00
	Total 64.00

Instructions:

Make all checks payable to: **Kuskitannee Lodge #168**

Mail this form and check to:
Terry Groth - Lodge Adviser
 1342 Stateline RD
 Enon Valley, PA 16120

Print

Figure 11

Figure 12

Lodge Website's Test Store

Figure 13