# LTC 2015 Tutorial

Introduction

Once again, Region One DeMolay will be using the Fraternal Events Management System for the registration of the Leadership Training Conference. All selections of courses, tracks, and known ritual parts will be all done ahead of time.

Chapters should have one Advisor handle the online registration process. As most of you and most of your DeMolays should already be in the system from past events, this process should be getting easier with each event. This tutorial has been made as an introduction as well as a refresher.
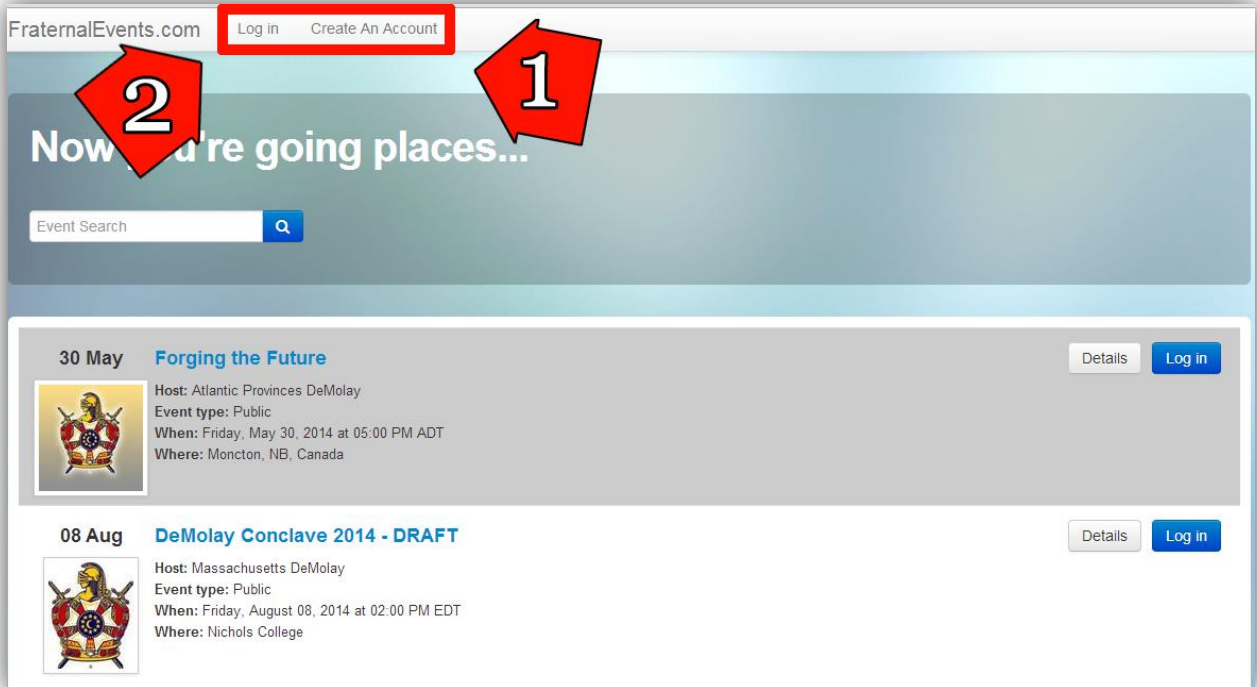
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Step 1: Filing out the Forms
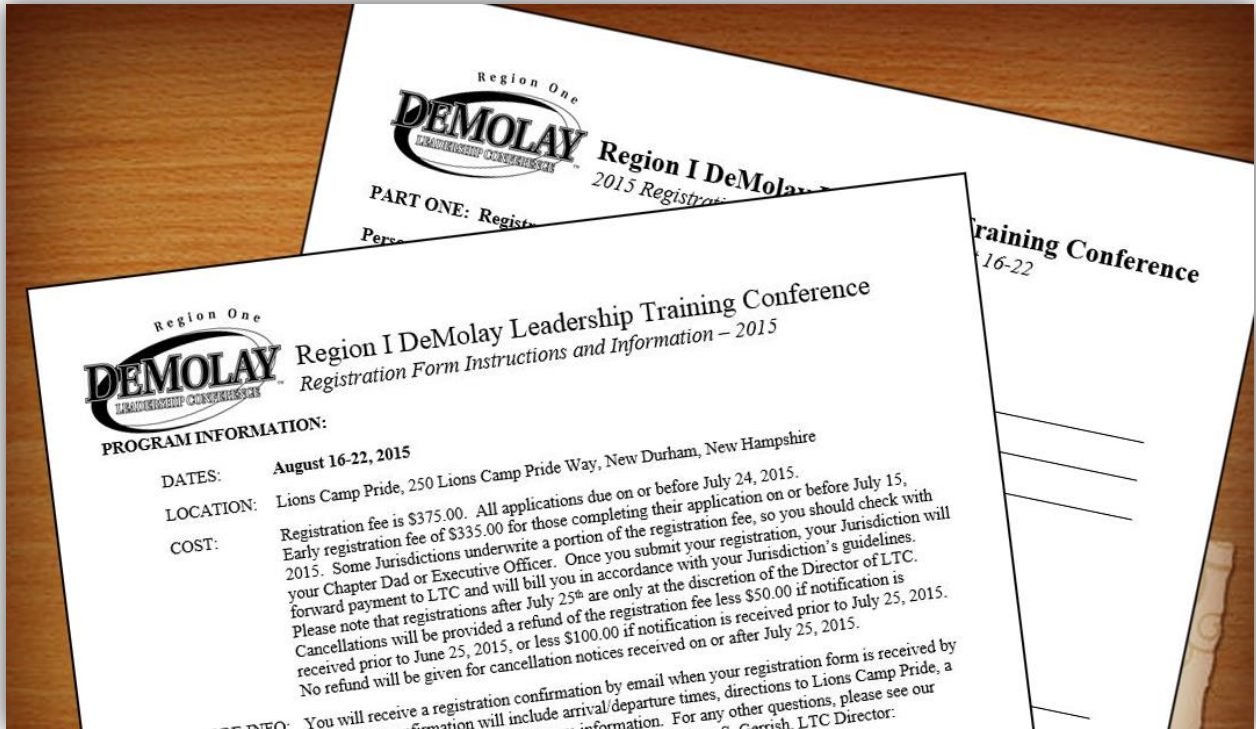
Before starting the LTC registration, the paper application (medical forms included) must be filled out by every attendee in your Chapter. This form will tell, in detail, which activities each attendee wants to participate in throughout the week.

Step 2: Sign Yourself Up

With registration forms in hand (available on page 2), online registration can begin. Go to the website live.fraternalevents.com and log in.

1. To create an account, click *Create An* **Account** **.**
2. If you already have an account, click *Log In* .

Account Creation

You have clicked **Create An Account**. Fill in your information for your personal account.
1. The minimum requirements are your first and last name.
2. Use the email you check most regularly, as this email address will be used to send updates and alerts.


3. Select your jurisdiction.
4. Perform the standard security measure for the website.
5. Click **Create This Account** and you have made your account! You must wait to be authorized to join your jurisdiction's group. (Authorization can take up to 24 hours.) Once authorized, you will be automatically placed into your respective Chapter. Notification will be sent via email when this happens.

Step 3: Sign Up Your Chapter
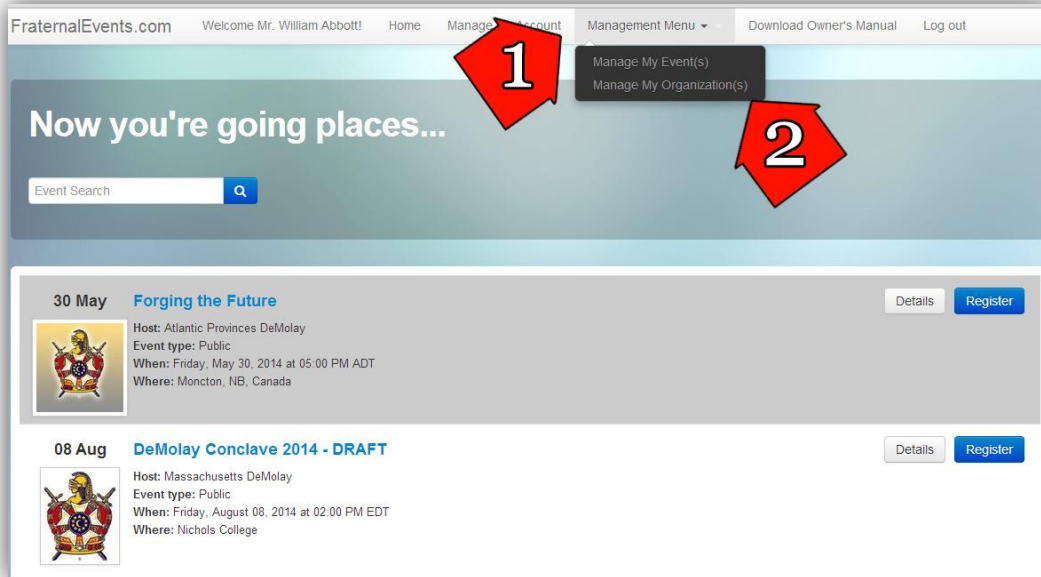
You now have an account and have been registered. You must make sure that every member and advisor is in your Chapter's group. Here's how you check:

1. Click **Management Menu** to open the drop down.
2. Click **Manage My Organization(s).**
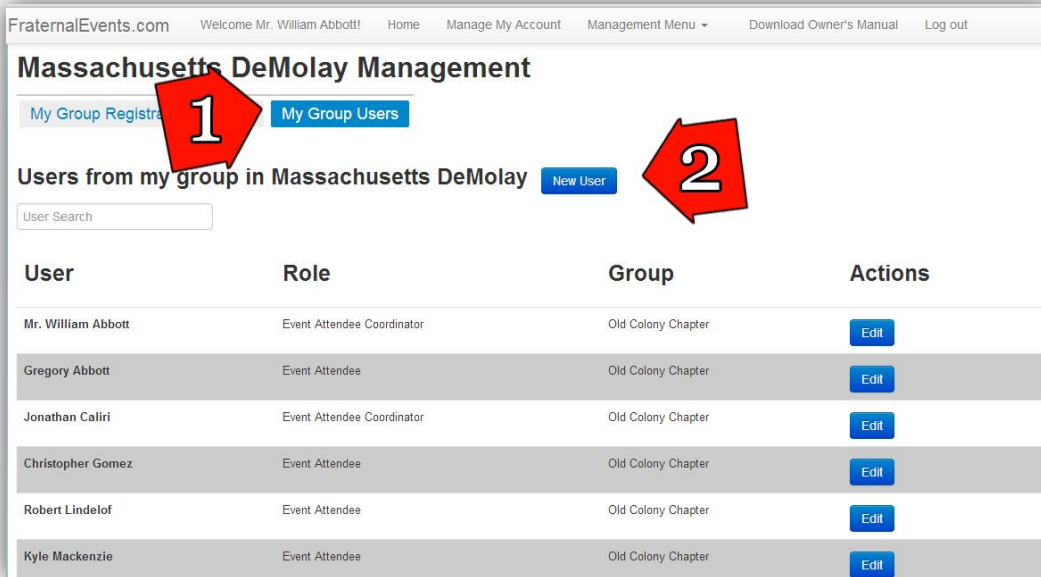
1. Click on **My Group Users** to see everyone that has an account within your Chapter. Use this screen to check and make sure everyone in your Chapter has an account. Create an account for anyone that is not listed from your Chapter.
2. To create an account, click **New User**. (If everyone is listed, skip to page 7).

Create a New User

1. The minimum requirement for an account is the full name of the individual. It is recommended to complete the additional information, to create a smoother process later.

2. To give the individual access to their own account, add their email and a password. For the sake of time, click *Bypass login info* and leave these sections blank.
3. Once all the information has been filled in, click *Create This Account*.

Repeat these steps until everyone is listed in your Chapter's group.
Click *Home* to begin registration for LTC .

Step 4: Register Your Chapter for LTC!

Once everyone is in the system, it is time to register for LTC!
1. From the *Home* page, find the LTC 2015 event, and click *Register*.

2. There are two options; self or group registration. Since you are registering the whole Chapter, click *Group registration*
3. Select the dropdown option for *your jurisdiction.*
4. Click *Start registration*.

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Select a Member to Register

1. Using the dropdown list, select a person to register.
2. Click **Save And Continue** to begin that person's registration.

1. Choose the type of attendee. Attendees from your Chapter fall in to one of three categories: DeMolay Leadership, Chapter Leadership, or Jurisdictional Leadership. Pick the track that your DeMolay will be participating in during the week.

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Selecting the activities for a Member

1. Choosing one of the attendee types will cause a dropdown of all available activities for that type. Each list will have some activities that are mandatory and some that are optional.

Below are the options for each track:

DeMolay Leadership		Chapter Leadership		Jurisdictional Leadership	
Red	We perform the DeMolay Degree at LTC. Which DeMolay Degree Parts does he know, if any? **OPTIONAL**	**Red**	We perform the DeMolay Degree at LTC. Which DeMolay Degree Parts does he know, if any? **OPTIONAL**	**Red**	We perform the DeMolay Degree at LTC. Which DeMolay Degree Parts does he know, if any? **OPTIONAL**
Blue	Rank the choices for each Evening Track 1-4. All four must be filled out. **MANDATORY**	**Blue**	Rank the choices for each Evening Track 1-4. All four must be filled out. **MANDATORY**	**Blue**	Rank the choices for each Evening Track 1-4. All four must be filled out. **MANDATORY**

Submitting a Member Registration

Now that all the activities have been filled out for the first attendee, there are four options: *Save And Continue, Save and Add Another, Save For Later,* and *Cancel Registration.*

1. Select *Save and Add Another* to continue registering attendees.
2. Once all attendees are registered, click *Save and Continue.*
3. If you want to suspend your registration and return to it later, click *Save For Later.*
4. To delete the current registration and start over, select *Cancel Registration.*
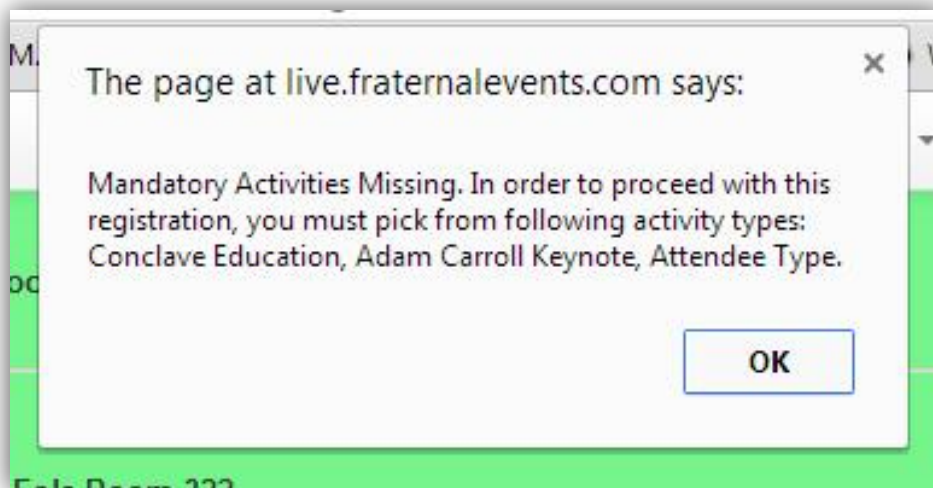
If *Save and Add Another, Save and Continue,* or *Save For Later* are clicked without a mandatory activity being selected, then this message will appear. Simply fill in the mandatory field to continue. Click *Save and Continue* once all attendees are registered to move to move to the Review Page.

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Review Your Registration

This page shows the overall registration along with each individual schedule.

1. Review each person's individual schedule. If something is amiss, click **Modify** and return to that person's activity list to make the change.
2. This number is the total cost for your Chapter.

Scroll down the page to finalize registration.

Finalize and Pay for LTC

1. You must agree to the *Terms and Conditions*.
2. If an attendee was forgotten, click *Add Another Member* to return to the member selection page.
3. Once satisfied with the registration, click *In Advance By Credit Card (PayPal).* A PayPal account is not required to pay for LTC.
4. Once paid, you can now upload medical documents and consent forms to each DeMolay's registration. All forms must be uploaded otherwise they will not be allowed to attend LTC!

And you are done! Congratulations!

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FAQs

Q: I'm in the middle of registering my Chapter for LTC and cannot find one of my member names in the predetermined list, where are they?

A: Chances are they do not have an account in the registration system. At this point, you want to click *Save for Later* at the bottom of the page and then create an account for that person. You can do that by following the instructions under "Sign Up Your Chapter" on page 5.

Q: I clicked *Save for Later* and cannot find the registration I already started. How do I get back to that registration?

A: Quite easily! From any page click *Management Menu* and then *Manage My Organizations*. From this page, you can see your partial registration for LTC 2015. Click *Complete* to continue your registration.

Q: What kind of notes or special requests are you looking for in the *Registration Notes* section?

A: This section can be used to request specific health concerns beyond the normal medial health release form, etc.

Q: How do I pay without a PayPal account?

A: On PayPal page there will be two options on the right; pay with a PayPal account and pay with a debit/credit card. Choose the second option and fill out the information.