

LTC 2015 Tutorial



Introduction

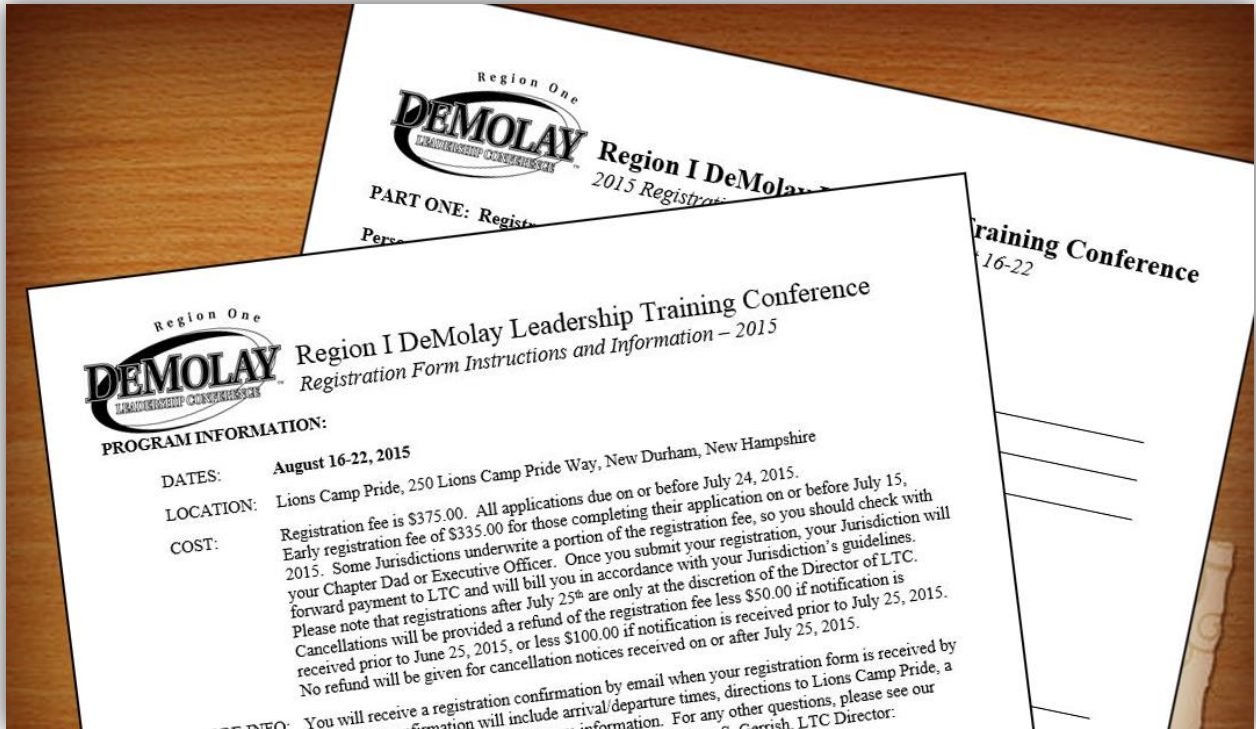
Once again, Region One DeMolay will be using the Fraternal Events Management System for the registration of the Leadership Training Conference. All selections of courses, tracks, and known ritual parts will be all done ahead of time.

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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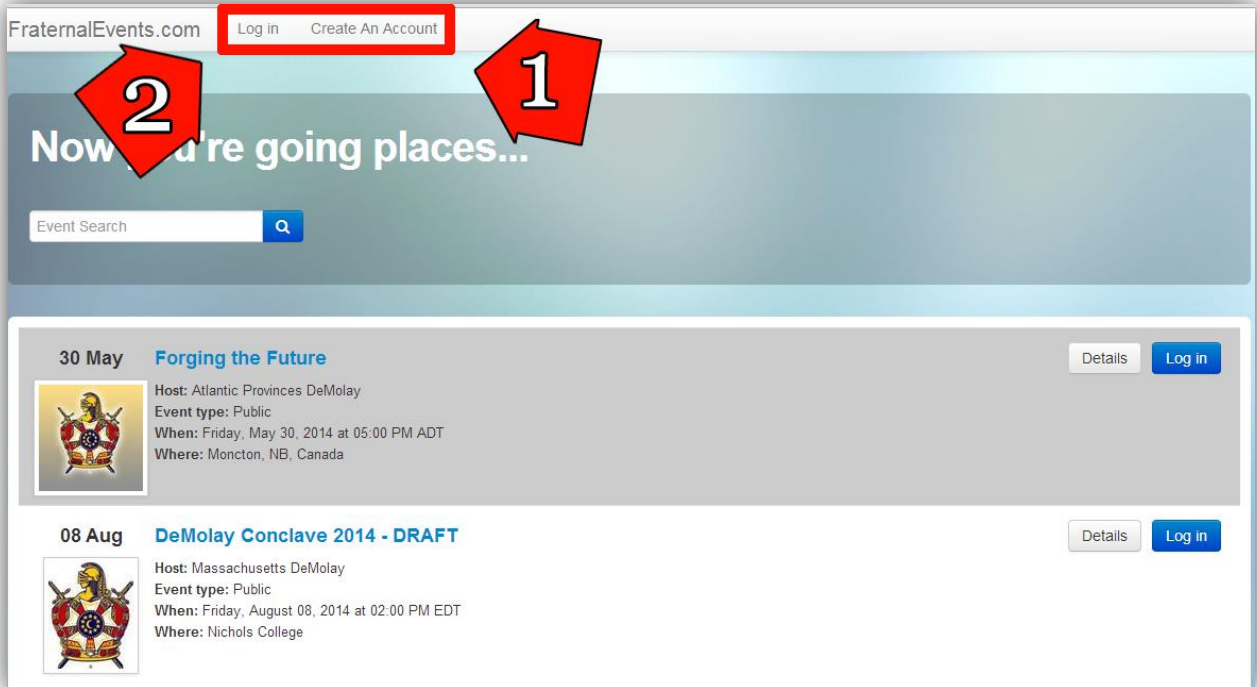
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Step 1: Filing out the Forms



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** (turn to page 4).
2. If you already have an account, click **Log In** (skip to page 5).

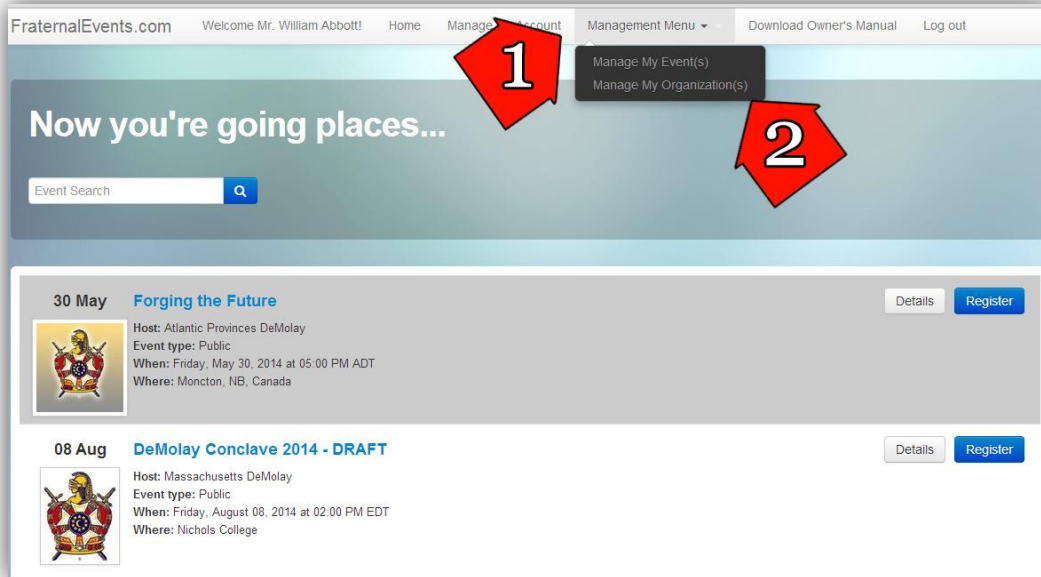
Account Creation

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.

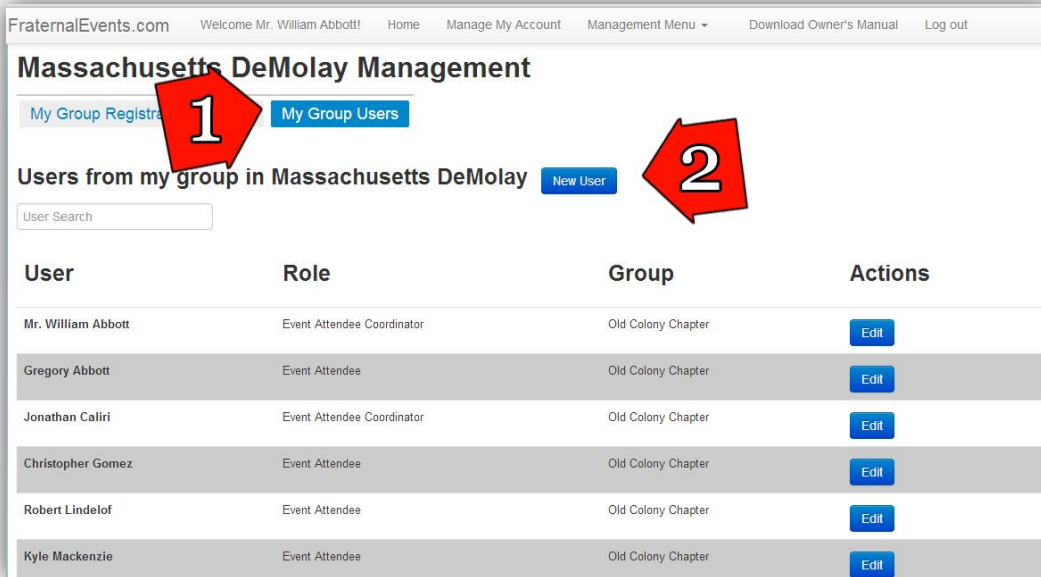
3. Select your jurisdiction.
4. Perform the standard security measure for the website.
5. Click **Create This Account** and you have made your account! You must wait to be authorized to join your jurisdiction's group. (Authorization can take up to 24 hours.) Once authorized, you will be automatically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

The screenshot shows the 'New user for Massachusetts DeMolay' form. The 'Personal Details' section is highlighted with a red diamond containing the number 1. The form includes fields for Title (with an example: Mr., Mrs., Ms, Etc.), First name (REQUIRED), Middle name, Last name (REQUIRED), Goes by, Gender (Male/Female), Date of birth, Spouse name, and Preferred shirt size (None provided yet).

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.

The screenshot shows the 'Account' section of the form. A red diamond with the number 2 points to the 'Bypass login info' checkbox. The form includes fields for Email address (REQUIRED), Please enter your email address again (REQUIRED), Password (REQUIRED, Must be at least 10 characters...), and Please enter your password again (REQUIRED). A red diamond with the number 3 points to the 'Create This Account' button at the bottom right. The 'User Role within Massachusetts DeMolay' section is also visible, with a note: 'This new user will be set as an Event Attendee in your (Old Colony Chapter) group.'

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 (turn to page 7).

Step 4: Register Your Chapter for LTC!

The screenshot shows the FraternalEvents.com website. At the top, there is a navigation bar with links: Home, Manage My Account, Management Menu, Download Owner's Manual, and Log out. Below the navigation bar is a search bar with the text "Event Search" and a magnifying glass icon. The main content area displays two event listings:

- 08 May Grand Lodge 2015**: Host: The Masonic Grand Lodge of New Brunswick, Event type: Public, When: Friday, May 08, 2015 at 02:00 PM ADT, Where: Saint John, NB, Canada. A "Details" button and a "Register" button are visible.
- 16 Aug Leadership Training Conference 2015**: Host: Region One DeMolay, Event type: By Organization Type (DeMolay), When: Sunday, August 16, 2015 at 01:00 PM EDT, Where: New Durham, NH, United States. A "Register" button is visible.

A red arrow with the number 1 points to the "Register" button for the Leadership Training Conference 2015 event.

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**.

The screenshot shows the registration form for the Leadership Training Conference 2015. The form asks "Is this a group registration or for yourself?" and has two radio button options:

- Self registration from Massachusetts DeMolay
- Group registration for Massachusetts DeMolay

Below the radio buttons are two dropdown menus, both set to "Massachusetts DeMolay". A red arrow with the number 2 points to the "Group registration for" radio button, a red arrow with the number 3 points to the dropdown menu, and a red arrow with the number 4 points to the "Start registration" button. There is also a "Cancel" button.

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**.

Select a Member to Register

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New Group Registration for Leadership Training Conference 2015 event

Step 1 Please choose the first attendee

Who is your Old Colony Chapter group of Massachusetts DeMolay is this registration for?

Kyle Mackenzie (Old Colony Chapter - Ev) Save And Continue

Please choose a member to register

- Aidan Mackenzie (Old Colony Chapter - Event Attendee)
- Christopher Gomez (Old Colony Chapter - Event Attendee)
- David Abbott (Old Colony Chapter - Event Attendee)
- Gregory Abbott (Old Colony Chapter - Event Attendee)
- Ian Mackenzie (Old Colony Chapter - Event Attendee)
- Jacob Yanovich (Old Colony Chapter - Event Attendee)
- Mr. John Doe (Old Colony Chapter - Event Attendee Coordinator)
- John Odams (Old Colony Chapter - Event Attendee)
- Jonathan Caliri (Old Colony Chapter - Event Attendee Coordinator)
- Kelly Ried (Old Colony Chapter - Event Attendee)
- Kyle Mackenzie (Old Colony Chapter - Event Attendee)
- Nels MacKenzie (Old Colony Chapter - Event Attendee)
- Robert Lindelof (Old Colony Chapter - Event Attendee)
- Tim Nogueira (Old Colony Chapter - Event Attendee)

Cancel Registration Back to list

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

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New Group Registration for Leadership Training Conference 2015 event

List of attendees for this registration:

- John Doe Modify

Change John Doe's Activities

First, please choose the event activity set that applied to you (or this attendee):

DEMOLAY LEADERSHIP (BASIC PROGRAM) CHAPTER LEADERSHIP (COUNCILOR PROGRAM)

JURISDICTIONAL LEADERSHIP (PMCS & APPOINTED JOS)

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.

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

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Time	Activity	Option	Cost
03:00 PM	Evening Tracks: FIRST CHOICE in Camp Grounds at the Lion's Camp Pride	Membership cost: \$0.00	
Sun, Aug 16 at 03:00 PM	Evening Tracks: SECOND CHOICE in Camp Grounds at the Lion's Camp Pride	Event Planning cost: \$0.00	cost: included
Sun, Aug 16 at 03:00 PM	Evening Tracks: THIRD CHOICE in Camp Grounds at the Lion's Camp Pride	Communications cost: \$0.00	cost: included
Sun, Aug 16 at 03:00 PM	Evening Tracks: FOURTH CHOICE in Camp Grounds at the Lion's Camp Pride	Chapter Operations cost: \$0	cost: included

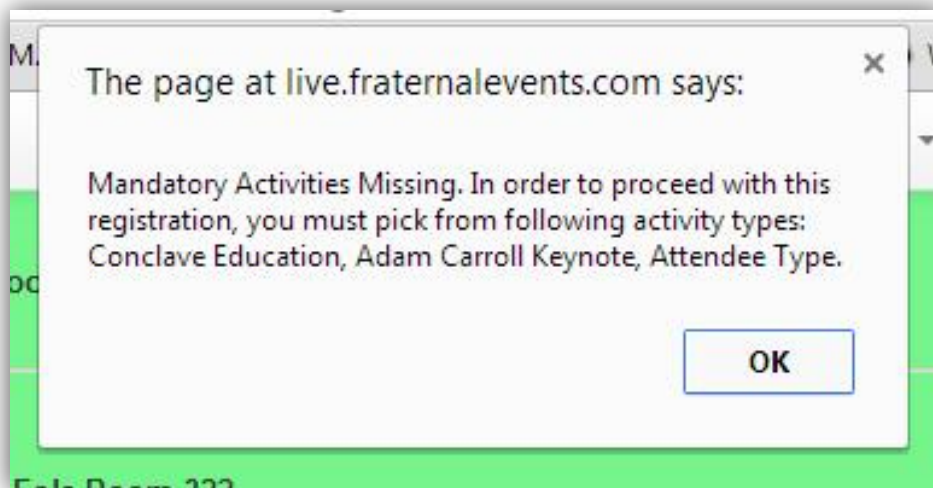
Registration Management

Save And Continue Save and Add Another

Review Registration Cancel 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 the Review Page.

Review Your Registration

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New Group Registration for Leadership Training Conference 2015 event

Purchase Review for Group Registration

Created by Mr. John Doe of Massachusetts DeMolay.

Registration Attendee(s)

Mr. John Doe (74526182637) [View Schedule](#) [Modify](#)

Total cost: \$335.00

Click [here](#) to upload required document.

Registration Cost Summary

Event ticket (early bird discount)	x	1	=	\$335.00
Known DeMolay Degree Parts	x	1	=	included
Attendee Type	x	1	=	included
Evening Tracks	x	1	=	included

Activities total costs: \$335.00

Coupon: [Apply Coupon](#)

Taxes (0.0%): \$0.00

Total Purchase Price: \$335.00

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

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Registration Notes (questions or special requests):
No notes provided [update notes](#)

Terms And Conditions

Release and Consent: I hereby affirm that consent and permission has been given by a legal adult or Parent or Legal Guardian of each of the named Registrants for his/her participation in the Region One DeMolay Leadership Training Conference ("LTC"). I understand and agree that photographs may be taken at the event and that these photographs may be used to promote the DeMolay program now or in the future. I hereby agree that these young men will abide by the statutes, by-laws, rules, regulations and edicts of DeMolay International and its duly authorized representatives. I agree that, if in the opinion of the LTC Staff, my young man/men should need to be removed or asked to leave LTC for any reason, that I will immediately take the necessary action to effect my/his removal from the site at my expense. I agree that I will be responsible for any damage or injury I/my son may cause beyond reasonable wear and tear. I hereby agree to release and hold harmless DeMolay International, its International Supreme Council, the Grand Master of DeMolay, and its members, officers and employees, together with the Executive Officers, LTC Staff Members, Advisors and other authorized representatives from and against any and all claims or causes of action which may arise or be connected to my/his attendance at LTC, including transportation to and from the site. I also agree to release and hold harmless Lions Camp Ride, New Hampshire Lions District 44-H, its officers, members, employees and authorized representatives from and against any and all claims or causes of action which the undersigned may have.

Medical Consent: I hereby authorize any DeMolay Advisor at LTC to secure for me/my young man/men urgent or emergency treatment, including transportation, hospitalization, surgery, anesthesia, invasive and non-invasive medical tests, imaging, and procedures as may be deemed reasonably medically necessary by a licensed medical professional. Medical providers are authorized to release to any DeMolay Advisor medical information concerning me/my young man/men, including exam findings, test results, and any treatments provided for the purpose of diagnosing and treating the injury/illness complained of. If the Registrant is under 18 years of age: I understand that, if practicable, reasonable efforts shall be made by the LTC Staff to contact me prior to medical treatment.

I have read and agree to the terms and conditions for this event.

1 Special options **2** [Add another member](#)

Pay/Reserve Seats for this registration **3** [In Advance By Credit Card \(PayPal\)](#)

Registration Management [Cancel Registration](#) [Back to list](#)

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!

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.