

Conclave '15



Conclave 2015 Registration Tutorial



Introduction

This year, DeMolay will be using technology to make the registration process as easy as possible. All selections of classes, activities, competitions, etc. will be all done ahead of time. Money will be collected negating the need to bring checks and too much cash with you to Conclave.

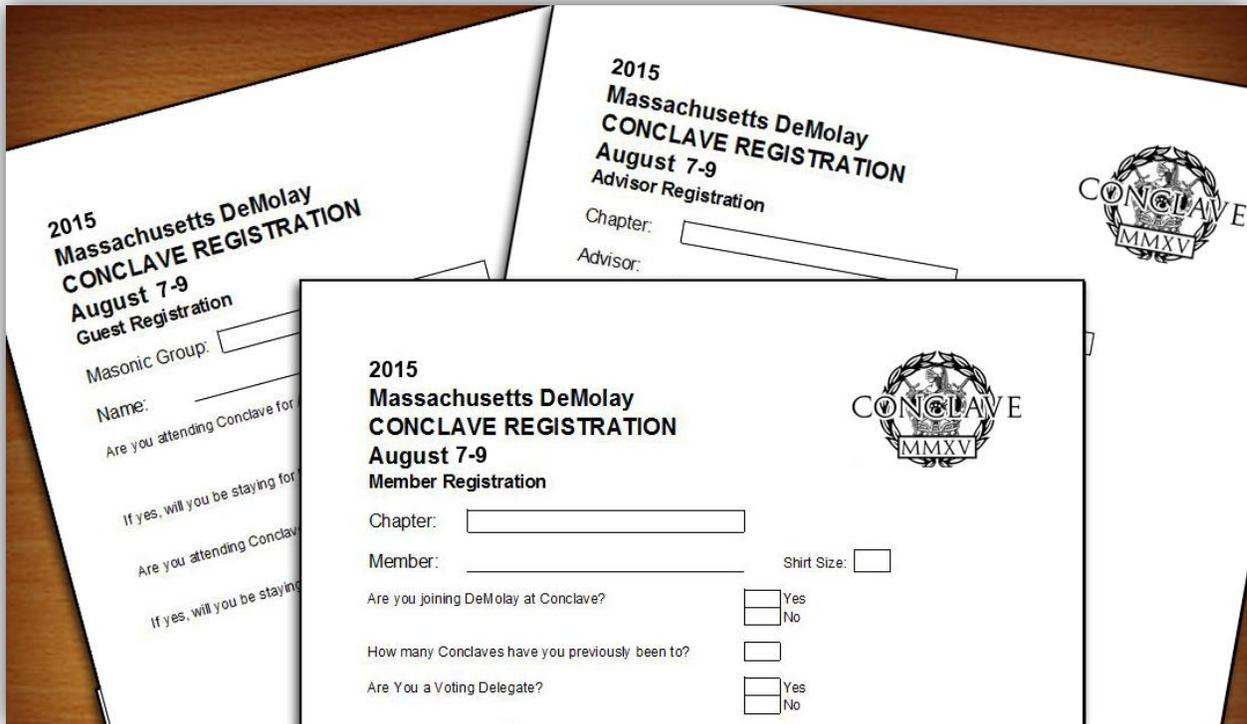
Chapters should have one Advisor handle the online registration process. First the Advisor should register on the system so that he will have the ability to edit and submit the registrations for the entire chapter.

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Step 1: Filing out the Forms



Before starting Conclave registration, activity sheets must be filled out by every attendee you're your Chapter. These sheets will tell detail which activities each attendee wants to participate in throughout the weekend.

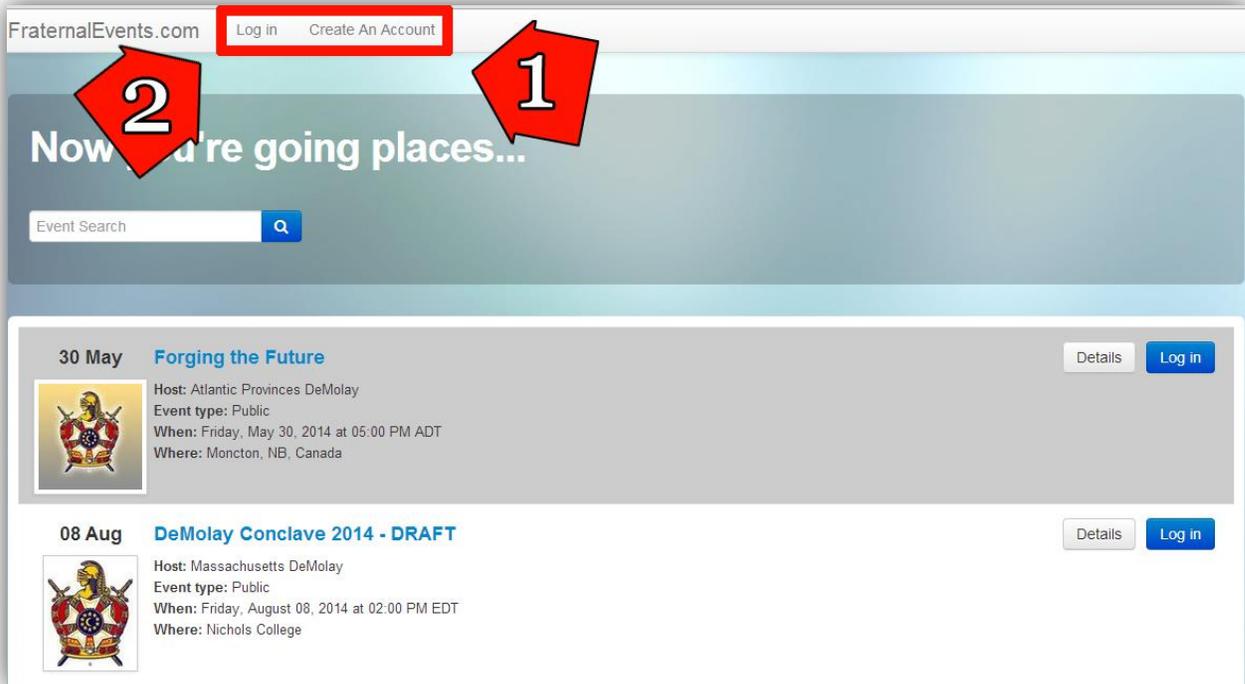
Member Activity Form: <http://mademolay.net/ss/files/misc/Conclave%202015%20Member%20Activity%20Sheet%20.pdf>

Advisor Activity Form: <http://mademolay.net/ss/files/misc/Conclave%202015%20Advisor%20Activity%20Sheet.pdf>

Guest Activity Form: <http://mademolay.net/ss/files/misc/Conclave%202015%20Guest%20Activity%20Sheet.pdf>

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Step 2: Sign Yourself Up



With activity sheets 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).

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Account Creation



FraternalEvents.com Log in Create An Account

Welcome Friend!
You'll soon be able to register and access FraternalEvents.com's growing list of events.

New user

Personal Details:

Title (Example - Mr. Mrs. Ms. Etc.)

First name REQUIRED

Middle name

Last name REQUIRED

Goes by

Gender Male Female

Date of birth

Spouse name

Account:

Email address REQUIRED

Please enter your email address again REQUIRED

Password Must be at least 10 characters. REQUIRED

Please enter your password again REQUIRED

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.

FraternalEvents.com Log in Create An Account

Preferred shirt size None provided yet
Use if each process a shirt

Your time zone (GMT-11:00) American Sam
Use when displaying transaction information

Mailing address This address is used to send returns

City or town you live in Enter a location

Zip postal code

Home phone

Work phone

Mobile phone

Emergency contact name and phone number

Health notes This note is included in event attendance information

Other notes

Organization Association Request(s):

What organization(s) would you like to request an association with? What Organization(s)?

Note 1: Requests will only be sent once you confirm your account.

Note 2: By requesting association to an organization you hereby grant to the organization the privilege of communicating to you via email and grant them permission to include you in bulk emails, recognizing that you have the ability to unsubscribe from future event promotional messages at any time should you wish to do so in your user profile.

Is your organization not listed yet?

Would you like to add it? Yes No

Human Authentication:

MMEHA

CAPTCHA letters

Human Authentication Please type what you see above

Don't see the CAPTCHA image and use IET

Click on the button at the top of your browser.

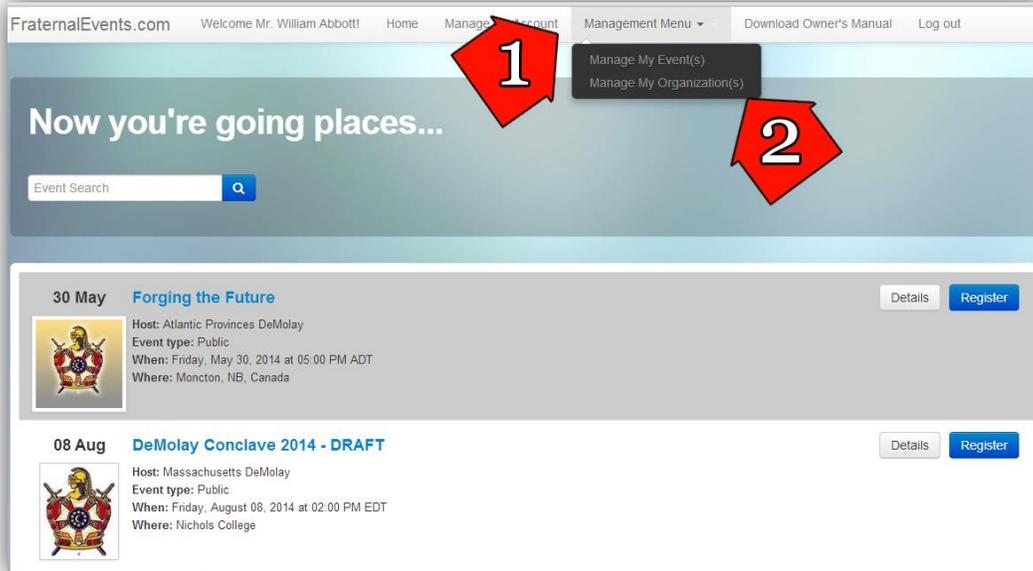
REQUIRED

Create This Account Cancel

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.

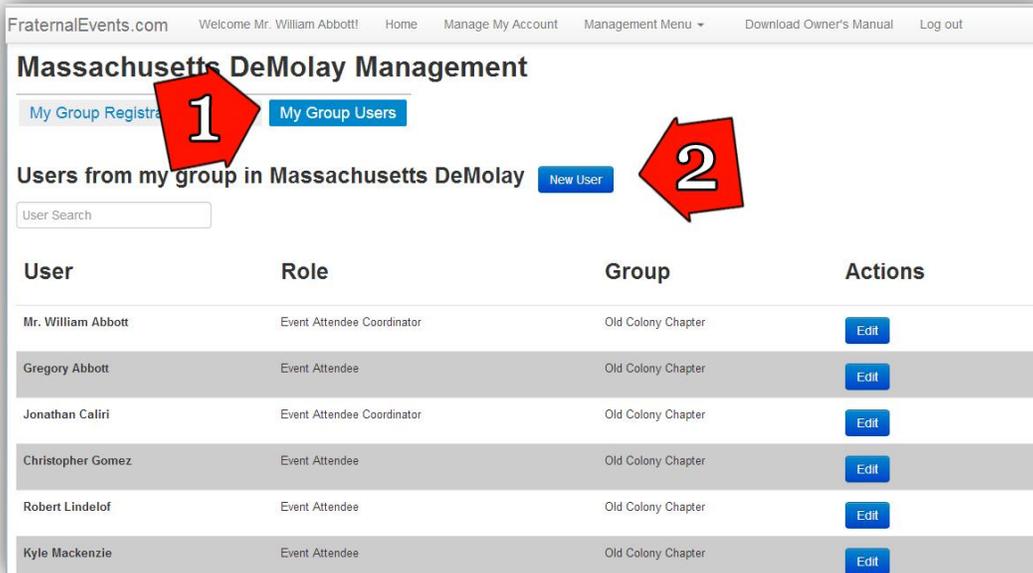
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Step 3: Sign Up Your Chapter



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).

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Create a New User

A screenshot of the 'New user for Massachusetts DeMolay' registration form. The form is titled 'Personal Details:' and includes fields for Title, First name, Middle name, Last name, Goes by, Gender (Male/Female), Date of birth, Spouse name, and Preferred shirt size. A red diamond with the number '1' is placed over the 'First name' field, which is highlighted in red and labeled 'REQUIRED'. The 'Last name' field is also highlighted in red and labeled 'REQUIRED'. The browser address bar shows 'FraternalEvents.com' and the user is logged in as 'Mr. William Abbott'.

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.

A screenshot of the 'Account:' registration form. The form includes fields for Username, Email address, Password, and Password confirmation. A red diamond with the number '2' is placed over the 'Username' field, which is highlighted in red and labeled 'REQUIRED'. The 'Email address' field is also highlighted in red and labeled 'REQUIRED'. The 'Password' field is highlighted in red and labeled 'REQUIRED', with a note 'Must be at least 10 characters...'. The 'Please enter your password again' field is also highlighted in red and labeled 'REQUIRED'. Below the form, there is a section for 'User Role within Massachusetts DeMolay' with a note: 'This new user will be set as an Event Attendee in your (Old Colony Chapter) group.' A red diamond with the number '3' is placed over the 'Create This Account' button. The browser address bar shows 'FraternalEvents.com' and the user is logged in as 'Mr. William Abbott'.

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 Conclave (turn to page 7).

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Step 4: Register Your Chapter for Conclave!

A screenshot of the FraternalEvents.com website. The page displays a list of events. The third event, dated 07 Aug, is titled "Massachusetts DeMolay Conclave 2015". It lists the host as "Massachusetts DeMolay", the event type as "Public", the date as "Friday, August 07, 2015 at 01:00 PM EDT", and the location as "Dudley, MA, United States". A red arrow with the number "1" points to the "Register" button for this event. The page also shows navigation links like "Previous" and "Next" at the bottom.

Once everyone is in the system, it is time to register for Conclave!

1. From the **Home** page, find the DeMolay Conclave 2015 event, and click **Register**.

A screenshot of the registration form for the Massachusetts DeMolay Conclave 2015. The form asks "Is this a group registration or for yourself?". There are two radio button options: "Self registration from" (with a dropdown menu set to "Catch All") and "Group registration for" (with a dropdown menu 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 "Massachusetts DeMolay" dropdown menu, and a red arrow with the number "4" points to the "Start registration" button. The "Cancel" button is also visible. The footer of the page reads "© FraternalEvents.com 2014".

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 or Advisor to Register

FraternalEvents.com Welcome Mr. John Doe! Home Manage My Account Management Menu Download Owner's Manual Log out

New Group Registration for Massachusetts DeMolay Conclave 2015 event

Step 1 Please choose the first attendee

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

Please choose a member to register [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.

New Group Registration for Massachusetts DeMolay Conclave DRAFT 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 attendee):

- ACTIVE MEMBER: EARLY
- JOINING MEMBER
- ADVISOR: EARLY
- CONCLAVE STAFF
- GUEST
- OFFICE USE ONLY

1. Choose the type of attendee. Attendees from your Chapter fall in to one of three categories: Active Member, Joining Member, or Advisor. Any person registering before **July 21st** will say "EARLY." After **July 21st**, all attendees will say "LATE."

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Selecting the activities for a Member or Advisor

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

ACTIVE MEMBER: EARLY	JOINING MEMBER	ADVISOR: EARLY	CONCLAVE STAFF
GUEST	OFFICE USE ONLY		

Great! Now please select some activities

1

<input type="checkbox"/>	Fri, Aug 07 at 01:00 PM	Attendee Type: Joining Member (Includes Induction Fee) in Shamie Hall at the Nichols College		cost: \$135.00
<input type="checkbox"/>	Fri, Aug 07 at 03:00 PM	Ritual Competition: Flower Talk in Fels Room 323 at the Nichols College	Option: Friday (Fels 323) cost: \$0.	cost: included
<input type="checkbox"/>	Fri, Aug 07 at 03:00 PM	Ritual Competition: Ceremony of Light in Fels Room 322 at the Nichols College	Option: Friday (Fels 322) cost: \$0.	cost: included
<input type="checkbox"/>	Fri, Aug 07 at 03:00 PM	Ritual Competition: Mother's Watch in Fels Room 322 at the Nichols College	Option: Friday (Fels 322) cost: \$0.	cost: included
<input type="checkbox"/>	Sat, Aug 08 at 09:35 AM	Adam Carroll Keynote: Adam Carroll Keynote in Daniels Auditorium at the Nichols College		cost: included 380 seats available
<input type="checkbox"/>	Sat, Aug 08 at 09:55 AM	Conclave Education: How to Fix Your Chariot (Ages 16-20) in Davis Hall Parking Lot (Lot D) at the Nichols College		cost: included
<input type="checkbox"/>	Sat, Aug 08 at	Conclave Education:		cost: included 150 seats available

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.

The next page will display which types of activities appear for each group along with which ones are mandatory and which are optional.

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Types of Activities for Attendees

MEMBER		JOINING MEMBER		ADVISOR	
Blue	Voting Delegate or non-voting MANDATORY	Blue	Joining Member MANDATORY	Blue	Advisor MANDATORY
Green	Friday Ritual Competition OPTIONAL	Green	Friday Ritual Competition minus preceptors OPTIONAL	Pink	Taking DAD I Training? OPTIONAL
White	Adam Carroll Keynote Speech MANDATORY	White	Adam Carroll Keynote Speech MANDATORY	Red	Helping with Bridge Duty? OPTIONAL
Orange	Educational Classes MANDATORY	Orange	Educational Classes MANDATORY	Dark Green	DeMolay New Year OPTIONAL
Dark Green	DeMolay New Year OPTIONAL	Dark Green	DeMolay New Year OPTIONAL	Purple	Sunday Morning Faith Service OPTIONAL
Purple	Sunday Morning Faith Service OPTIONAL	Purple	Sunday Morning Faith Service OPTIONAL		

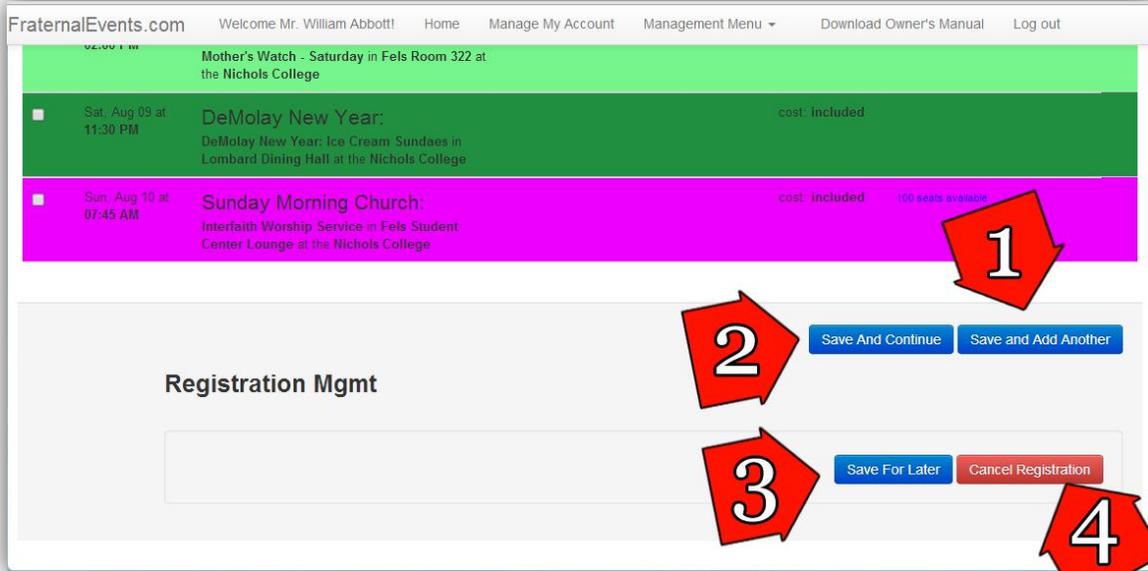
GUEST: SUNDAY	
Blue	Guest MANDATORY
Purple	Sunday Morning Faith Service OPTIONAL
Teal	They are attending the Sunday Conclave Session MANDATORY
Yellow	Are they staying for the Banquet? OPTIONAL

NOTE: You should not be registering anyone for Conclave Staff. Those that are signing on as Staff will do so on their own.

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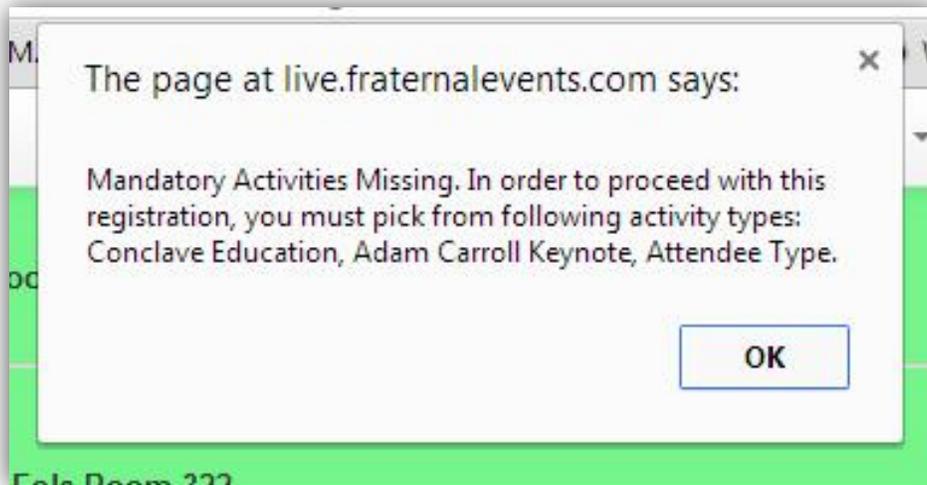


Submitting a Member or Advisor Registration



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.

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Review Your Registration



FraternalEvents.com Welcome Mr. William Abbott! Home Manage My Account Management Menu - Download Owner's Manual Log out

New Group Registration for DeMolay Conclave 2014 - DRAFT event

Purchase Review for Group Registration

Created by Mr. William Abbott of Massachusetts DeMolay.

Registration Attendee(s)

Neils MacKenzie (98841655755)	View Schedule	Modify	Remove
Mr. William Abbott (8185666533)	View Schedule	Modify	Remove
Tim Nogueira (66589107326)	View Schedule	Modify	Remove
Robert Lindelof (15845346474)	View Schedule	Modify	Remove
Christopher Gomez (73632127434)	View Schedule	Modify	Remove

Registration Cost Summary

Event ticket	x	5	=	\$0.00
DeMolay New Year	x	0	=	Included
Sunday Morning Church	x	0	=	Included
Conclave Education	x	3	=	Included
DAD I Training	x	0	=	Included
Adam Carroll Keynote	x	3	=	Included
Sunday Morning Session	x	0	=	Included
Attendee Type	x	5	=	\$500.00
Guest Meals	x	0	=	Included
Ritual Competition	x	0	=	Included
Bridge Duty	x	0	=	Included

Event and activities total costs: \$500.00

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.

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Finalize and Pay for Conclave



FraternalEvents.com Welcome Mr. William Abbott! Home Manage My Account Management Menu - Download Owner's Manual Log out

Event and activities total costs: \$500.00

Coupon:

Taxes (0.0%): \$0.00

Total Purchase Price: \$500.00

Status: In Progress

Registration Notes (questions or special requests):

No notes provided

Terms And Conditions

I hereby promise to conduct myself in a reasonable manner and abide by the DeMolay rules and regulations, remembering that the future welfare of DeMolay in Massachusetts is in my hands and to follow all Conclave rules and regulations. If I do not, I will be subject to being returned home immediately at my own expense.

In consideration of Massachusetts DeMolay accepting this registration, I shall indemnify and hold harmless Massachusetts DeMolay, Nichols College, their agents and designees from and against all penalties, losses, costs, damages, suits, judgement, claims, demands, expenses, and liabilities of any kind or nature whatsoever, arising directly or indirectly out of or in connection with the participants attendance at Conclave.

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

1 Special options

Pay/Reserve Seats for this registration

Registration Mgmt

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 Conclave.
- And you are done! Congratulations!

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FAQs



Q: I'm in the middle of registering my Chapter for Conclave and cannot find one of my members or advisors 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 Conclave 2014. 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 rooming assignments, 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.

Q: What is Bridge Duty?

A: Bridge Duty is when two advisors are stationed in the main lobby on Shamie Hall. They are accessible to any DeMolays in case they have questions about the schedule, their rooms, etc. Shifts are two hours long and run from the beginning to the end of Conclave. Bridge Duty is a crucial part to the Conclave program to provide on-guard advisors ready to react and be helpful.