

# Conclave '16



## Registration Tutorial

---



### Introduction

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 complete the online registration process. The Advisor must register on the system as to have the ability to edit and submit the registrations for the entire chapter.

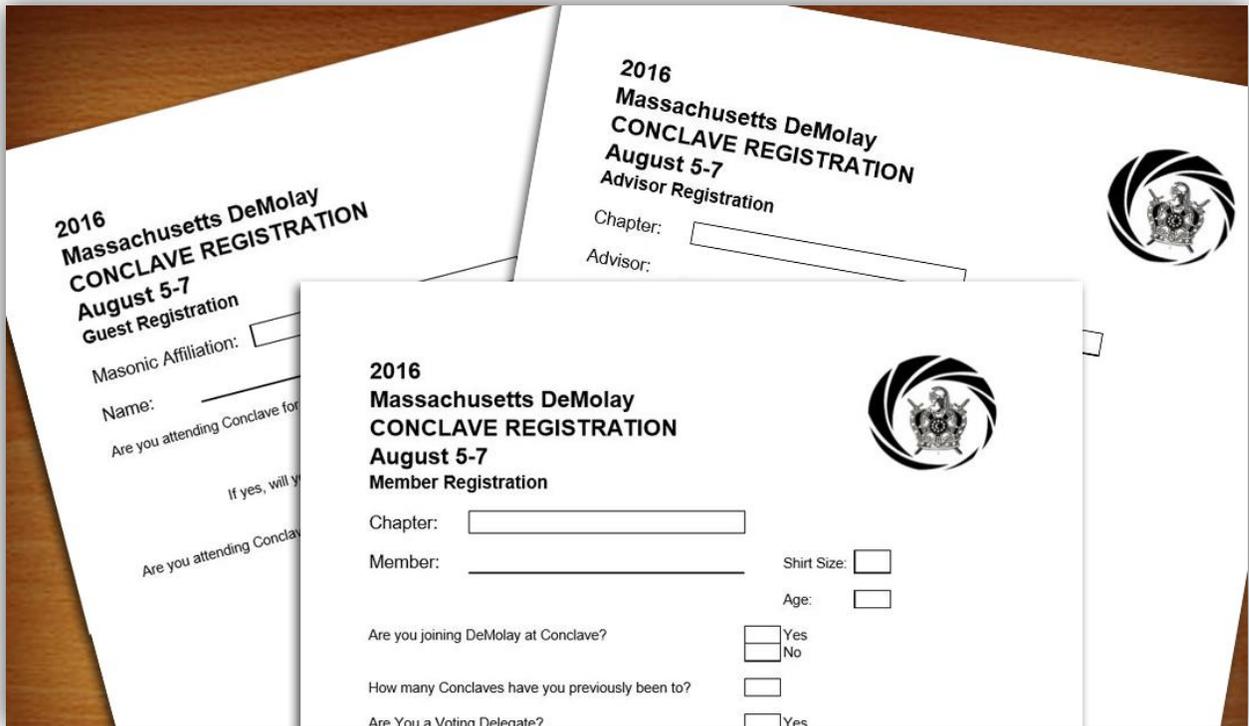
### Table of Contents

Step 1: Filling out the Forms .....	2
Step 2: Sign Yourself Up .....	3
Step 3: Sign Up Your Chapter .....	5
Step 4: Register Your Chapter for Conclave .....	7
FAQs .....	14

# Conclave '16



## 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 provide detail as to the activities each attendee wants to participate in throughout the weekend.

Member Activity Form: <http://mademolay.net/ss/files/misc/Member%20Activity%20Form%202016.pdf>

Advisor Activity Form: <http://mademolay.net/ss/files/misc/Advisor%20Activity%20Form%202016.pdf>

Guest Activity Form: <http://mademolay.net/ss/files/misc/Guest%20Activity%20Form%202016.pdf>

# Conclave '16



## Step 2: Sign Yourself Up

The screenshot shows the website's navigation bar with 'FraternalEvents.com' on the left and 'Log In' and 'Create An Account' links on the right. A red box highlights these two links. Below the navigation bar is a large banner with the text 'Now you're going places...' and an 'Event Search' input field. The main content area displays two event listings. The first listing is for '30 May Forging the Future' by the Atlantic Provinces DeMolay, with details on date, time, and location. The second listing is for '08 Aug DeMolay Conclave 2014 - DRAFT' by the Massachusetts DeMolay, also with details on date, time, and location. Each listing includes a 'Details' button and a 'Log In' button.

With activity sheets in hand (available on page 2), online registration can begin. Go to the website [live.fraternalevents.com](http://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).

# Conclave '16



## 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.

# Conclave '16



## Step 3: Sign Up Your Chapter

1

2

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

2

User	Role	Group	Actions
Mr. William Abbott	Event Attendee Coordinator	Old Colony Chapter	<a href="#">Edit</a>
Gregory Abbott	Event Attendee	Old Colony Chapter	<a href="#">Edit</a>
Jonathan Caliri	Event Attendee Coordinator	Old Colony Chapter	<a href="#">Edit</a>
Christopher Gomez	Event Attendee	Old Colony Chapter	<a href="#">Edit</a>
Robert Lindelof	Event Attendee	Old Colony Chapter	<a href="#">Edit</a>
Kyle Mackenzie	Event Attendee	Old Colony Chapter	<a href="#">Edit</a>

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).

# Conclave '16



## 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 Conclave (turn to page 7).

# Conclave '16



## Step 4: Register Your Chapter for Conclave!

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

Now you're going places...

Event Search

05 Aug **Massachusetts Conclave 2016**

 Host: Massachusetts DeMolay  
Event type: By Organization Type (Freemasons, Eastern Star, DeMolay, Rainbow Girls, Jobs Daughters, Scottish Rite, York Rite)  
When: Friday, August 05, 2016 at 02:00 PM EDT  
Where: Dudley, MA

← Previous 1 2 Next →

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

1. From the **Home** page, find the DeMolay Conclave 2016 event, and click **Register**.

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

**New registration for Massachusetts Conclave 2016**

Is this a group registration or for yourself?

Self registration from

Group registration for

© FraternalEvents.com 2015

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**.

# Conclave '16



Select a Member or Advisor to Register

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

## New Group Registration for Massachusetts Conclave 2016 event

Step 1: Please choose the first attendee

Who is 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)
- Daniel Hunt (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)
- Tom Hunt (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 Conclave 2016 event

List of attendees for this registration:

- John Doe **Modify**

Step 2: Add activities for John Doe

First, please choose the event **1** set that applied to you (or this attendee):

ACTIVE DEMOLAY	ADVISOR	JOINING MEMBER	GUEST	CONCLAVE STAFF
----------------	---------	----------------	-------	----------------

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 after **July 21<sup>st</sup>** will say "LATE."

# Conclave '16



## Selecting the activities for a Member or Advisor

ACTIVE DEMOLAYADVISORJOINING MEMBERGUESTCONCLAVE STAFF

**Great! Now please select some activities**

<input type="checkbox"/>	Fri, Aug 05 at 02:00 PM	Attendee Type: Active DeMolay in Shamie Hall at the Nichols College	Option: Non-Voting Member <b>Voting Delegate</b> Non-Voting Member	cost: \$100.00
<input type="checkbox"/>	Fri, Aug 05 at 03:00 PM	Ritual Competition: First Preceptor in Fels 215 at the Nichols College	Option: Friday cost: \$0.00	cost: included
<input type="checkbox"/>	Fri, Aug 05 at 03:00 PM	Ritual Competition: Second Preceptor in Fels 215 at the Nichols College	Option: Friday cost: \$0.00	cost: included
<input type="checkbox"/>	Fri, Aug 05 at 03:00 PM	Ritual Competition: Third Preceptor in Fels 215 at the Nichols College	Option: Friday cost: \$0.00	cost: included
<input type="checkbox"/>	Fri, Aug 05 at 03:00 PM	Ritual Competition: Fourth Preceptor in Fels 215 at the Nichols	Option: Friday cost: \$0.00	cost: included

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.

# Conclave '16



## Types of Activities for Attendees

MEMBER		JOINING MEMBER		ADVISOR	
White	Voting Delegate or non-voting <b>MANDATORY</b>	White	Joining Member <b>MANDATORY</b>	White	Advisor <b>MANDATORY</b>
Green	Friday Ritual Competition <b>OPTIONAL</b>	Green	Friday Ritual Competition minus preceptors <b>OPTIONAL</b>	Orange	Taking DAD I Training? <b>OPTIONAL</b>
White	Keith Klein Keynote Speech <b>MANDATORY</b>	White	Keith Klein Keynote Speech <b>MANDATORY</b>	Red	Helping with Bridge Duty? <b>OPTIONAL</b>
Dark Green	DeMolay New Year <b>OPTIONAL</b>	Dark Green	DeMolay New Year <b>OPTIONAL</b>	Dark Green	DeMolay New Year <b>OPTIONAL</b>
Purple	Sunday Morning Faith Service <b>OPTIONAL</b>	Purple	Sunday Morning Faith Service <b>OPTIONAL</b>	Purple	Sunday Morning Faith Service <b>OPTIONAL</b>

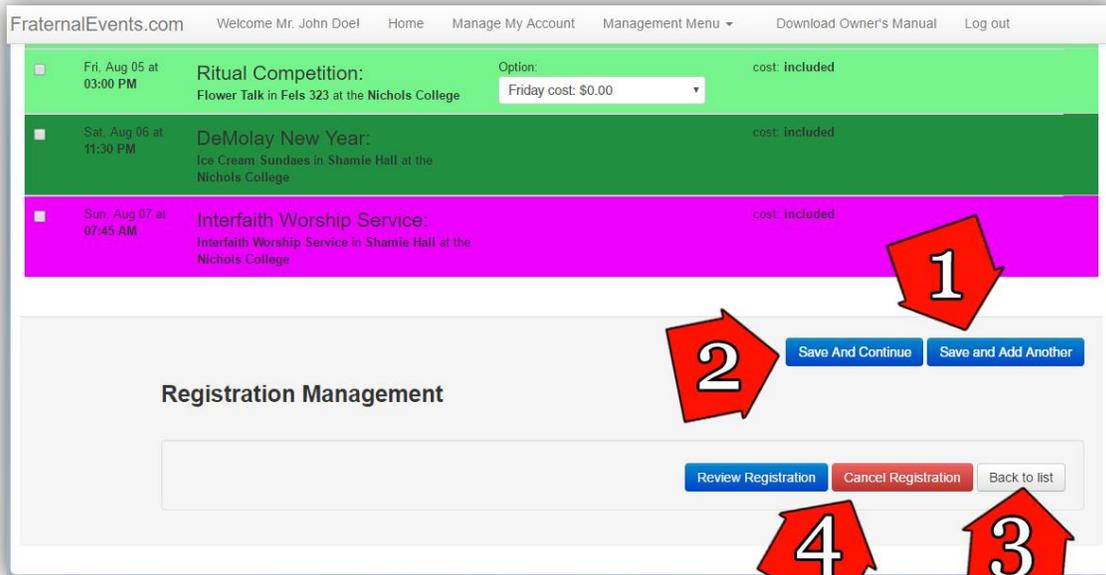
GUEST:	
White	Guest <b>MANDATORY</b>
White	Keith Klein Keynote Saturday Lunch <b>OPTIONAL</b>
Purple	Sunday Morning Faith Service <b>OPTIONAL</b>
Teal	They are attending the Sunday Conclave Session <b>MANDATORY</b>
Yellow	Are they staying for the Banquet? <b>OPTIONAL</b>

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

# Conclave '16

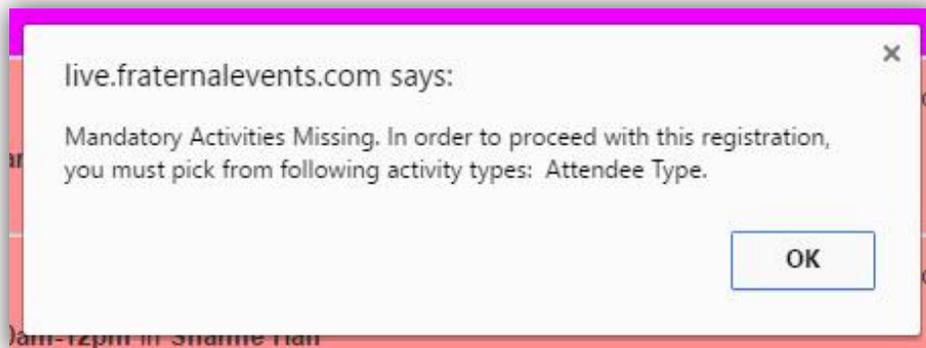


## Submitting a Member or Advisor Registration



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 **Back to list**.
4. To delete the current registration and start over, select **Cancel Registration**.



If **Save and Add Another**, **Save and Continue**, or **Back to list** 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.

# Conclave '16



## Review Your Registration

FraterniEvents.com Welcome Mr. John Doe! Home Manage My Account Management Menu Download Order Manual Log Out

### New Group Registration for Massachusetts Conclave 2016 event

#### Purchase Review for Group Registration

Created by Mr. John Doe of Massachusetts DeMolay

Registration Attendee(s)

David Abbott (31971838967) [View Schedule](#) [Modify](#) **1** Total cost: \$100.00

Mr. John Doe (96597933755) [View Schedule](#) [Modify](#) Total cost: \$100.00

#### Registration Cost Summary

Event total	x	2	x	\$1.00
Attendee Type	x	2	x	\$200.00
Ritual Competition	x	1	x	Included
DeMolay New Year	x	1	x	Included
Interfaith Workshop Service	x	0	x	Included
DAD I Training	x	0	x	Included
Bridge Duty	x	0	x	Included
Keith Klein Keynote	x	0	x	Included
Sunday Morning Session	x	0	x	Included
Bridge Duty	x	0	x	Included

Event and a **2**

Coupon:

Total Purchase Price: \$200.00

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.

# Conclave '16



## Finalize and Pay for Conclave

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

**Status: In Progress**  
Reserve / purchase seats to complete registration.

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

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

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

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

1. You can add any health or medical notes in the **update notes** section.
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!

# Conclave '16



## 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 **Back to list** 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 **Back to list** 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 2016. 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.