



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.

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Step 1: Filing out the Forms

2016 Massachusetts DeMolay CONCLAVE REGISTRATIO August 5-7 August 5-7	2016 Massachi CONCLAN August 5-7 Advisor Regis Chapter: Advisor:	usetts DeMolay /E REGISTRATION	
Guest Registion:	2016 Massachusetts DeMolay CONCLAVE REGISTRATION August 5-7 Member Registration Chapter:		
Are you attending Conte	Member:	Shirt Size: Age: Yes No	
	How many Conclaves have you previously been to? Are You a Voting Delegate?	 Yes	

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



Step 2: Sign Yourself Up

FraternalEvent Now	Log in Create An Account	
30 May	Forging the Future Host: Atlantic Provinces DeMolay Event type: Public When: Friday, May 30, 2014 at 05:00 PM ADT Where: Moncton, NB, Canada	Details Log in
08 Aug	DeMolay Conclave 2014 - DRAFT Host: Massachusetts DeMolay Event type: Public When: Friday, August 08, 2014 at 02:00 PM EDT Where: Nichols College	Details Log in

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).



Account Creation

FraternalEvents.com	Log in Create An Acco	ount		
Welcom You'll soon be abl	e Friend! e to register and access	FraternalEvents.com's grow	ring list of events.	
New user	1			2
Personal Detail	s:		Account:	
Title		(Example - Mr. Mrs. Ms. Etc.)	Email address	
First name				REQUIRED
	REQUIRED			
			Please enter your email address again	
Middle name				REQUIRED
Last name				
	REQUIRED		Password	Must be at least 10 characters
Goes by				REQUIRED
Contra				
Gender	© Maie © Female		Please enter your password again	
Date of birth				REQUIRED
Spouse name				

You have clicked *Create An Account*. Fill in your information for your personal account.

- 1. The minimum requirements are your first and last name.
- Use the email you check most regularly, as this email address will be used to send updates and alerts.

Preferred shirt size	None provided vet	Organization Association Request(s):
	Used if event provides a shift	What organization(s) What Organization(s)?
		an association with?
Your time zone	(GMT-11:00) American San 🔻	
	Used when displaying transaction information	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
Mailing address		communicating to you via email and grant them permission to include you in bulk emails, recognizing that you have the
	This address is used to send refunds	ability to unaubscribe from Saure event promotional messages at any time should I desire to do so in your user profile.
City or town you live in	Enter a location	Is your organization not listed yet?
Zip postal code		Would you like to add it? Yes O No 🕷
Home phone		
Work phone		Human Authentication:
Mobile phone		MMEHA
		CAPTCHA letters
Emergency contact		Human Authentication: Please type what you see above
ame and phone number		Don't see the CAPTCHA image and use IE? Click on the g button at the top of your browser.
Health notes		4
	This note is included in event attendee information	REQUIRED
Other notes		
	8	E

- 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

aternalEvent	s.com	Welcome Mr. William Abbott!	Home	Manage	Management Menu 👻	Download Owner's Manual	Log out
				1	Manage My Event(s) Manage My Organizatio	n(s)	
Now y	vou'r	e going plac	ces.	. 🗸		2	
Event Search		Q					
30 May	Forging	the Future				C	Details Register
MAR	Host: Atlan Event type When: Frid Where: Me	tic Provinces DeMolay :: Public Jay, May 30, 2014 at 05:00 PM AD oncton, NB, Canada	-				
08 Aug	DeMola	y Conclave 2014 - DRAI	т			[Details Register
	Host: Mass Event type When: Frid Where: Ni	sachusetts DeMolay n: Public Iay, August 08, 2014 at 02:00 PM B chols College	DT				

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).

raternalEvents.com	Welcome Mr. William Abbott! Ho	ome Manage My Account	Management Menu 👻	Download Owner's Manual Log out				
Massachusetts DeMolay Management My Group Registre 1 My Group Users Users from my group in Massachusetts DeMolay New User User Search								
User	Role		Group	Actions				
Mr. William Abbott	Event Attendee Coordi	nator	Old Colony Chapter	Edit				
Gregory Abbott	Event Attendee		Old Colony Chapter	Edit				
Jonathan Caliri	Event Attendee Coordi	nator	Old Colony Chapter	Edit				
Christopher Gomez	Event Attendee		Old Colony Chapter	Edit				
Robert Lindelof	Event Attendee		Old Colony Chapter	Edit				
Kyle Mackenzie	Event Attendee		Old Colony Chapter	Edit				

- 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

w user fo	or Massachus	etts D	DeMolay		
rsonal Detail	s:			1	
Title		(Examp	ole - Mr. Mrs. Ms. Etc.)	L	
First name					
	REQUIRED				
Middle name					
Last name					
	REQUIRED				
Coop by					
Goes by					
Gender	Male Female				
Date of birth					
Shouse name					
Deside and a blid size	Encourses				
FICICITICU SHIFT SIZE	wone 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.

ternalEvents.com	Welcome Mr. William Abbott	Home	Manage My Account	Management Menu 👻	Download Owner's Manual	Log out
Account:	Bypass login info					
2	REQUIRED					
Please enter your email address again						
	REQUIRED					
Password	Must be at least 10 characters					
	REQUIRED					
Please enter your						
password again	REQUIRED					
User Role wit	hin <mark>Massachuset</mark>	ts Del	Molay			
This new user will be	set as an Event Attend	ee in yo	ur (Old Colony Char	oter) group.	3	
					Constanting of the	

- 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).



Step 4: Register Your Chapter for Conclave!

FraternalEvents	.com Welcome Mr. John Doel	Home Manage My Account	Management Menu 👻	Download Owner's Manual	Log out
Now yo	ou're going pla	aces			
Event Search	٩				
05 Aug	Massachusetts Conclave 2016 tost: Massachusetts DeMolay Event type: By Organization Type (Freemas When: Friday, August 05, 2016 at 02:00 PM Where: Dudley, MA	sons, Eastern Star, DeMolay, Rainbo I EDT	w Girls, Jobs Daughters, Scottis	h Rite, York A	Details Register
← 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*.

Frate	rnalEvents.com	Welcome Mr. John Doe!	Home	Manage My Account	Management Menu 👻	Download Owner's Manual	Log out
Ne Is t	ew regist	tration for	Mas r vour	sachuse	tts Concla	ave 2016	
0	Self registration from	Massachusetts DeMolay	•				
۲	Group registration for	Massachusetts DeMolay	•			4	1
	2	3				Start re	gistration Cancel
© Frat	temalEvents.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*.



Select a Member or Advisor to Register

FraternalEvents.com	Welcome Mr. John D	oel Home Ma	nage My Account	Management Menu 👻	Download Owner's Manual	Log out
New Group event Steppease ch Who in Our Old Colo	OREGISTI	t attendee	Dr Mass	sachusetts	s Conclave :	2016
Please choose a member to re Please choose a member to re Aidan Mackenzie (Old Colony C christopher Gomez (Old Colony Ch David Abbott (Old Colony Ch Javid Abbott (Old Colony Ch Jacob Yanovich (Old Colony Ch Jacob Yanovich (Old Colony Ch John Odams (Old Colony Ch John Odams (Old Colony Ch Kelly Ried (Old Colony Ch Kelly Ried (Old Colony Ch Robert Lindelof (Old Colony Ch Tim Nogueira (Old Colony Ch	gister v Sav gister Chapter - Event Attende y Chapter - Event Attende ter - Event Attendee) bater - Event Attendee hapter - Event Attendee pter - Event Attendee hapter - Event Attendee	e And Continue ee) nt)) Coordinator) e))	2		Cancel Registration	on 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							
Stop 2: Add activities	for John Doo						
Step 2: Add activities First, please choos	for John Doe	1 set that appli	ed to you (d	or this attendee):			
Step 2: Add activities First, please choos	for John Doe e the event Advisor	set that appli	ed to you (o	or this attendee):			

 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 21st will say "LATE."



Selecting the activities for a Member or Advisor

	ACTIVE DEM	OLAY	ADVISOR	JOININ	G MEMBER	GUEST	CONCL	AVE STAFF	
Gre	at! Now ple	ease se	lect some ac	tivities		1			
	Fri, Aug 05 at 02:00 PM	Attende Active Del College	ee Type: Molay in Shamie Hall at ti	he Nichols	Option: Non-Voting Memb Voting Delegate	er •	cost: \$100.00		
	Fri, Aug 05 at 03:00 PM	Ritual (First Prece	Competition: eptor in Fels 215 at the Ni	ichols College	Option: Friday cost: \$0.00	v	cost: include	d	
	Fri, Aug 05 at 03:00 PM	Ritual (Second Pi College	Competition: receptor in Fels 215 at the	e Nichols	Option: Friday cost: \$0.00		cost: include	d	
	Fri, Aug 05 at 03:00 PM	Ritual (Third Pred College	Competition: ceptor in Fels 215 at the N	lichols	Option: Friday cost: \$0.00	×	cost: include	d	
	Fri, Aug 05 at 03:00 PM	Ritual (Competition: acceptor in Fels 215 at the	Nichols	Option: Friday cost: \$0.00	Ţ	cost: include	d	

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.



Types of Activities for Attendees

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

GUEST:	
White	Guest
	MANDATORY
White	Keith Klein Keynote
	Saturday Lunch
	OPTIONAL
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.



Submitting a Member or Advisor Registration

Fratern	alEvents.com	Welcome Mr. John Doe! Home Man	nage My Account	Management Menu 👻	Download Owner's Manual Log out
	Fri, Aug 05 at 03:00 PM	Ritual Competition: Flower Talk in Fels 323 at the Nichols College	Option: Friday cost: \$0).00 v	cost: included
-	Sat. Aug 06 at 11:30 PM	DeMolay New Year: Ice Cream Sundaes in Shamie Hall at the Nichols College			cost included
-	Sun, Aug 07 at 07:45 AM	Interfaith Worship Service: Interfaith Worship Service in Shamie Hall at the Nichols College			cost Included
	Re	gistration Management		2	Save And Continue Save and Add Another
				Review	Registration Cancel Registration Back to list

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*.

	live.fraternalevents.com says:	×	2
ar	Mandatory Activities Missing. In order to proceed with this registration, you must pick from following activity types: Attendee Type.		
ľ	ок		CI
)a	пі-тарін ін энанне нан		

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 move to the Review Page.



Review Your Registration

New Group Registration for Mevent	lassach	nuset	ts Co	onclave 2016
Purchase Review for Group Registration Oncourty Mr. John Dor of Masseonworth DeMoiny Registration Attendee(s)	5	1		
David Abbott (31971838967) View Billion Line (Abbott (31971838967)	L			Total cost: \$100.00
Mr. John Doe (96597933755) View Burledole				Total cost: \$100.00
Registration Cost Summary	X	4		\$1.10
Registration Cost Summary Barri Islai Adender Type	-	1		\$6.00 \$200.00
Registration Cost Summary Remote Type Riter Competition	3 1 1	2	*	30.00 5200.00 9-0mat
Registration Cost Summary Earn total Adendee Type Ribar Campellition Detiblizy New Year		2	1 8 8	Million Kaloo oo indumuu indumuu
Registration Cost Summary Remistration Atlender Type Riter Competition Debblay New Year Interfailt Working Service	*	8 - 3 - 1 - 0	4 4 5 4	SULUE Table 10 Principal Principal Principal
Registration Cost Summary Eventstal Adender Type Ribar Competition Debblary New Year Indertally Working Services DAD I Training		2 2 1 1 0 6	4 - 4 - 4 - 4 - 4	MLOX K200.00 Industria Industria Industria Industria Industria
Registration Cost Summary Karn total Atlender Type Ribar Competition Debblay tee viter Interfeits Worklig Berute DAD I Training Bridge Duty		2 3 1 1 6 6	4 4 4 4 4 4	\$1.00 T200.00 Polume Polume Polume Polume
Registration Cost Summary Korn total Attendee Type Ribai Competition Detiblity films films Underfaith Working Bervice DAD - Training Bridge Dufy Ketts Filess Reynole		2 1 1 0 6 6 8	1 14 14 14 14 14	Million K200.00 Polumer Polumer Polumer Polumer Polumer
Registration Cost Summary Kurn total Attendee Type Ribal Competition Debbing time view Debbing time vie		2 3 1 6 6 6 8 8 8 8 8 8		Silicit Silicit Silicit Priscite Prisci
Registration Cost Summary Event total Attendee Type Ritual Competition Debblay fire that Interfacts Vorsitig Benue DAD I Training Bridge Duly Facts Response Sundary Working Bestion Bridge Duly	*	2 1 1 6 6 8 8 8 8 8 8 8 8 8 8 8 8 8 9	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	MUSE S200.00 Private Private Private Private Private Private
Registration Cost Summary Earn total Admone Type Ribal Competition Debbing New Year Debbing New Year Deb Training Bridge Duly Ketti Klein Reynole Bridge Duly		2 3 1 1 6 6 6 6 6 0		SLUE E20000 Polume Polume Polume Polume Polume Polume Polume Polume
Registration Cost Summary Earn total Admone Type Ribal Competition Debbing New Year Interfeith Voreitig Britter DAD I Training Bridge Duly Ketti Klein Reynols Bridge Duly		3 3 1 1 6 6 6 0		stat S2000 relater relater relater relater relater relater relater relater relater

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 Conclave

aternalEvents.co	m Welcome Mr. John Doe!	Home Manage My Accou	unt Management Menu 👻	Download Owner's Manual Log out
				Status: In Progress
			Reserve / purchas	se seats to complete registration.
Registration Note	s (questions or special rec	quests):		
No notes provided	up	date notes		
:	Special options	1		
				Add another member
11	Pay/Reserve Seats	for this registrati	on	
				In Advance By Credit Card (PayPal)
	Registration Manag	gement		
	-			
				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!



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.