

# LTC Registration Tutorial

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## 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.

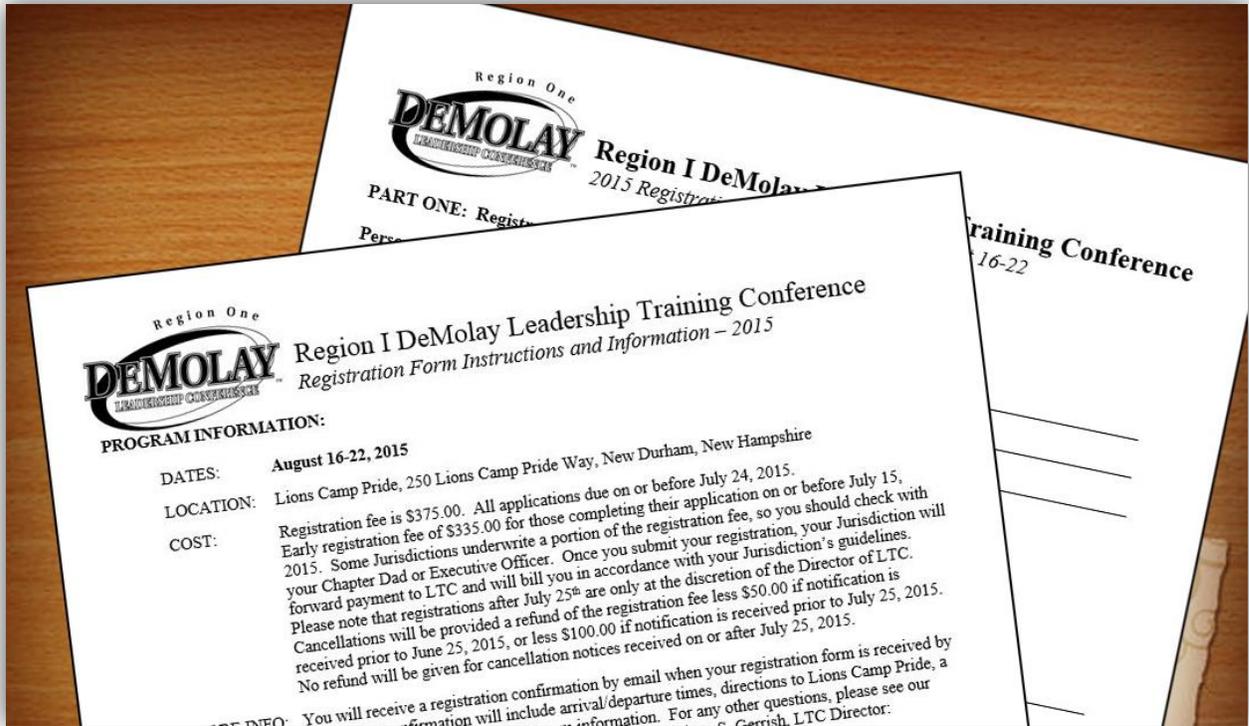
Chapters should have one Advisor handle the online registration process. As most of you and most of your DeMolays should already be in the system from past events, this process should be getting easier with each event. This tutorial has been made as an introduction as well as a refresher.

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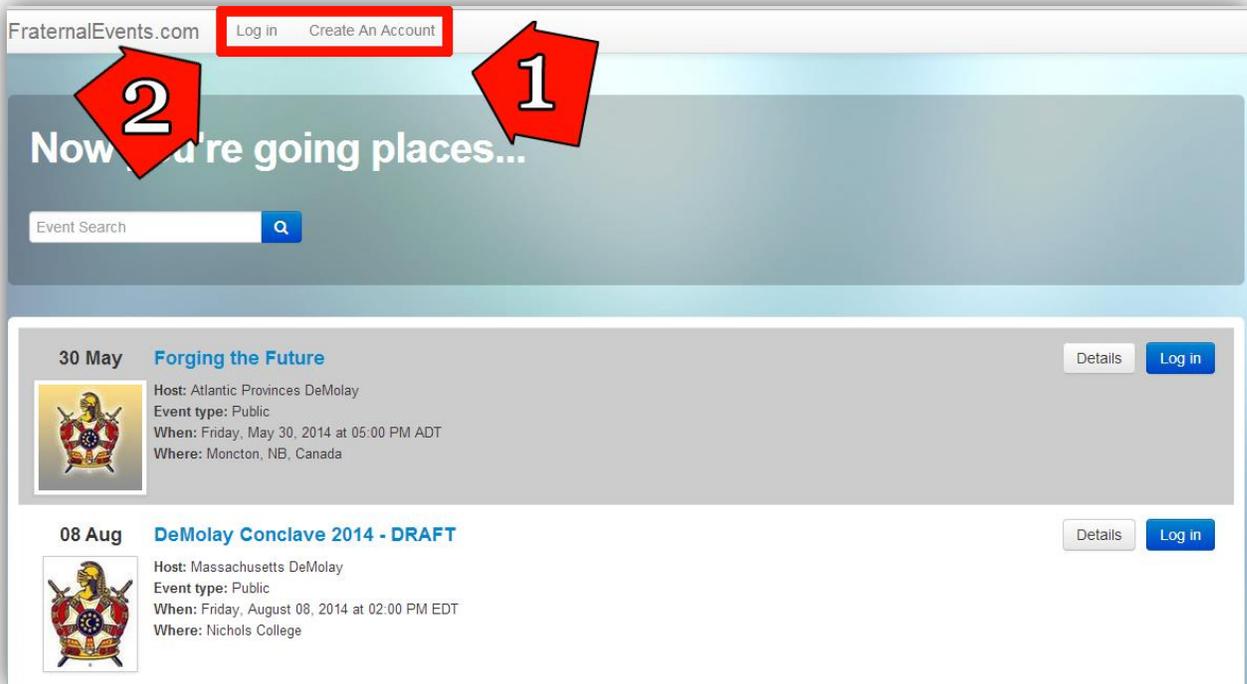


## Step 1: Filing out the Forms



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



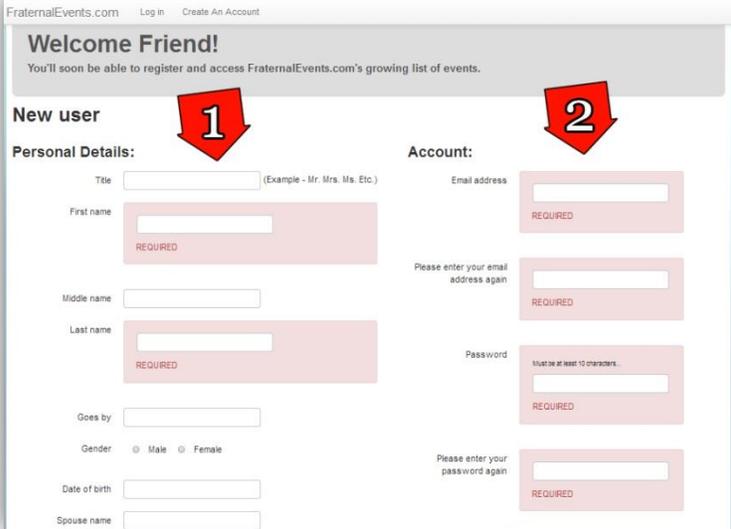
The screenshot shows the top navigation bar of the FraternalEvents.com website. The 'Log In' and 'Create An Account' links are enclosed in a red rectangular box. A red arrow with the number '1' points to the 'Log In' link, and another red arrow with the number '2' points to the 'Create An Account' link. 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:

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

With registration forms 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).

## 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:**

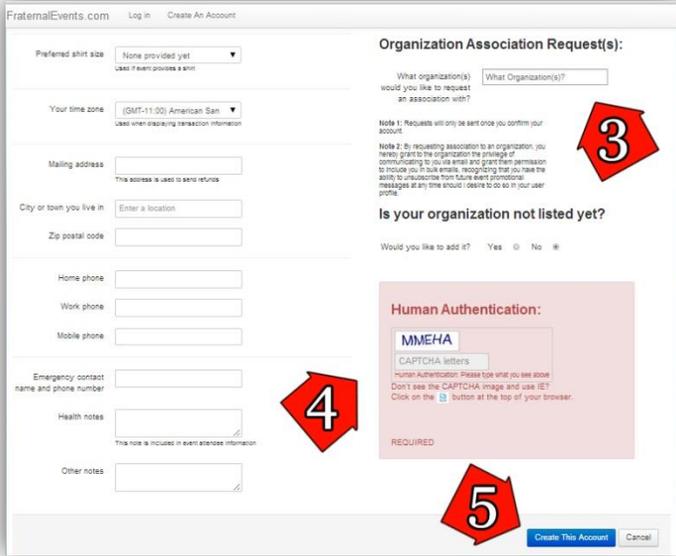
Title  (Example - Mr. Mrs. Ms. Etc.)  
 First name  **REQUIRED**  
 Middle name   
 Last name  **REQUIRED**  
 Goes by   
 Gender  Male  Female  
 Date of birth   
 Spouse name

**Account:**

Email address  **REQUIRED**  
 Please enter your email address again  **REQUIRED**  
 Password  **REQUIRED** (Must be at least 10 characters.)  
 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  
Used if event provides a shirt

Your time zone  (GMT-11:00) American Sam  
Used 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 attendee 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 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 about, please to do so in your user profile.

**Is your organization not listed yet?**

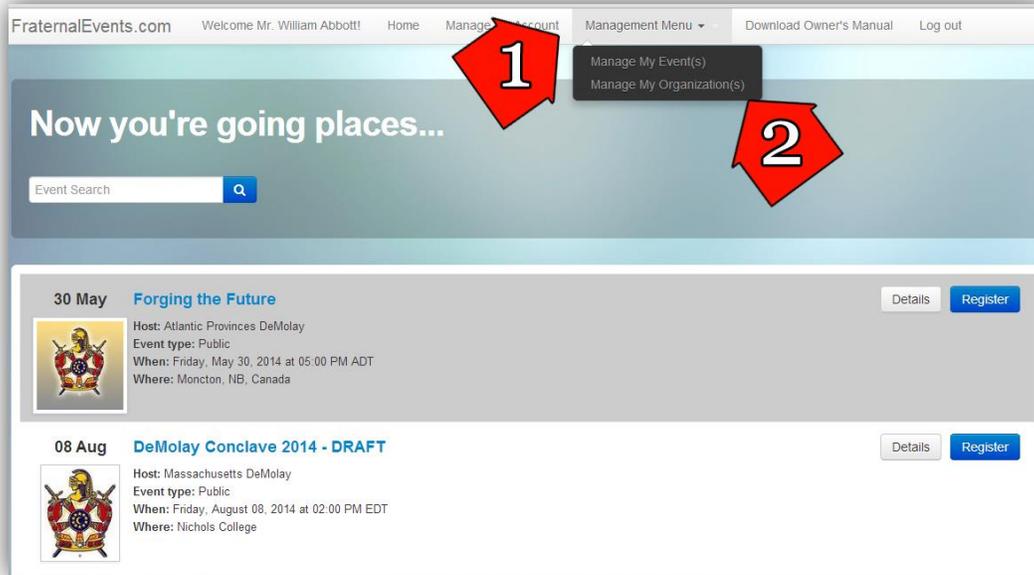
Would you like to add it? Yes  No

**Human Authentication:**

MMEHA  
 CAPTCHA letters  
 Human Authentication: Please type what you see above  
 Don't see the CAPTCHA image and use IE?  
 Click on the [i](#) button at the top of your browser.

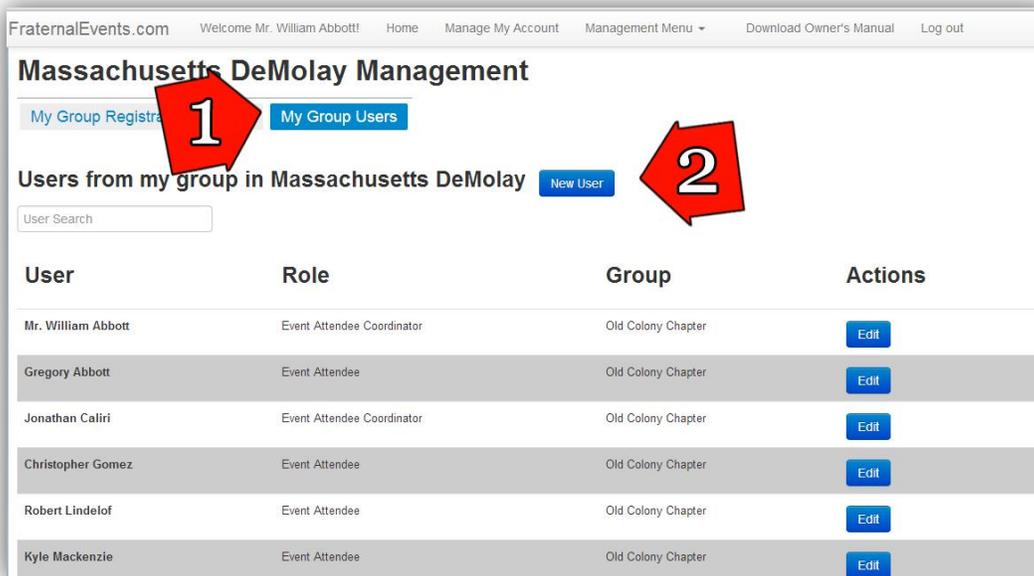
3. Select your jurisdiction.
4. Perform the standard security measure for the website.
5. Click **Create This Account** and you have made your account! You must wait to be authorized to join your jurisdiction's group. (Authorization can take up to 24 hours.) Once authorized, you will be automatically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

### Step 3: Sign Up Your Chapter



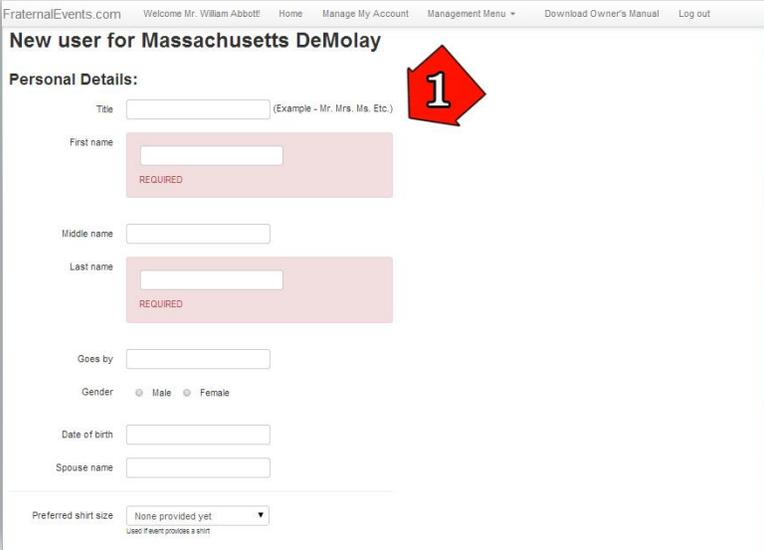
You now have an account and have been registered. You must make sure that every member and advisor is in your Chapter's group. Here's how you check:

1. Click **Management Menu** to open the drop down.
2. Click **Manage My Organization(s)**.

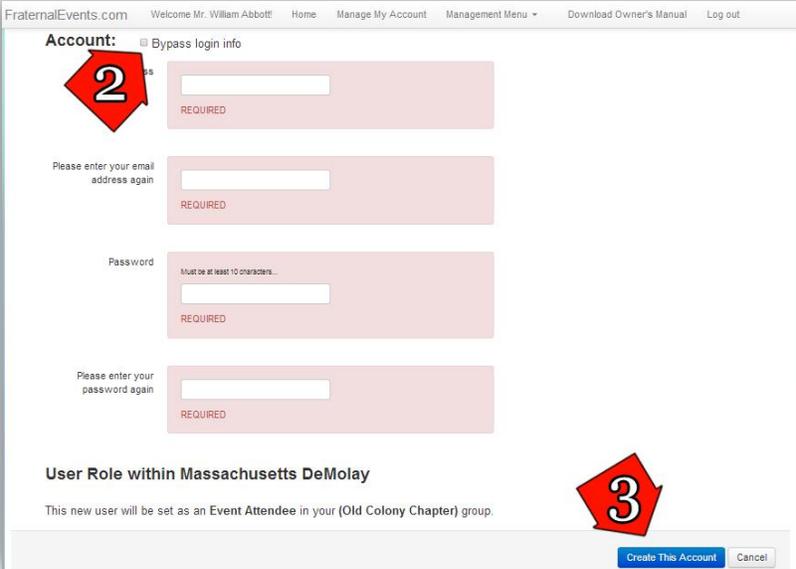


1. Click on **My Group Users** to see everyone that has an account within your Chapter. Use this screen to check and make sure everyone in your Chapter has an account. Create an account for anyone that is not listed from your Chapter.
2. To create an account, click **New User**. (If everyone is listed,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

## Create a New User



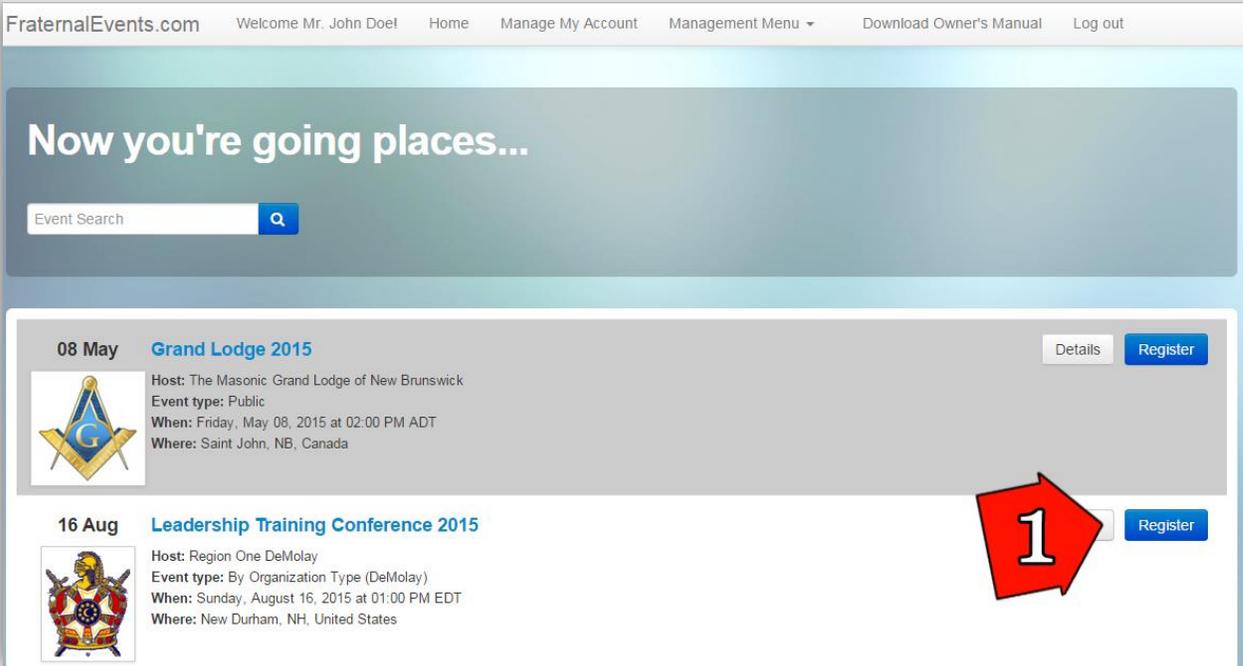
1. The minimum requirement for an account is the full name of the individual. It is recommended to complete the additional information, to create a smoother process later.



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 (turn to page 7).

## Step 4: Register Your Chapter for LTC!



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Now you're going places...

Event Search

**08 May**   **Grand Lodge 2015**      
  

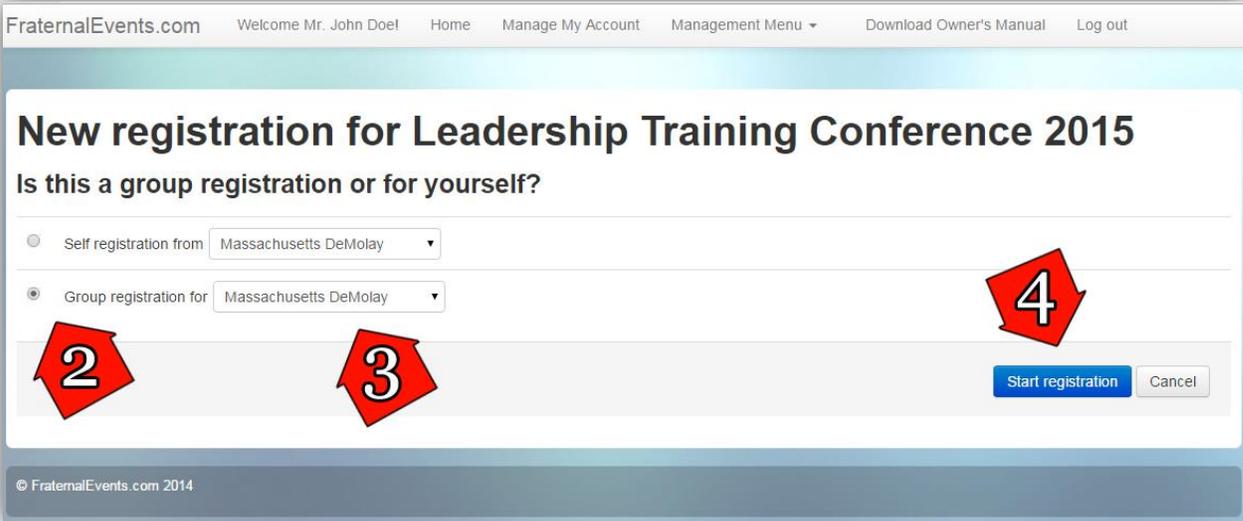
 Host: The Masonic Grand Lodge of New Brunswick  
 Event type: Public  
 When: Friday, May 08, 2015 at 02:00 PM ADT  
 Where: Saint John, NB, Canada

**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

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

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



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## New registration for Leadership Training Conference 2015

Is this a group registration or for yourself?

Self registration from

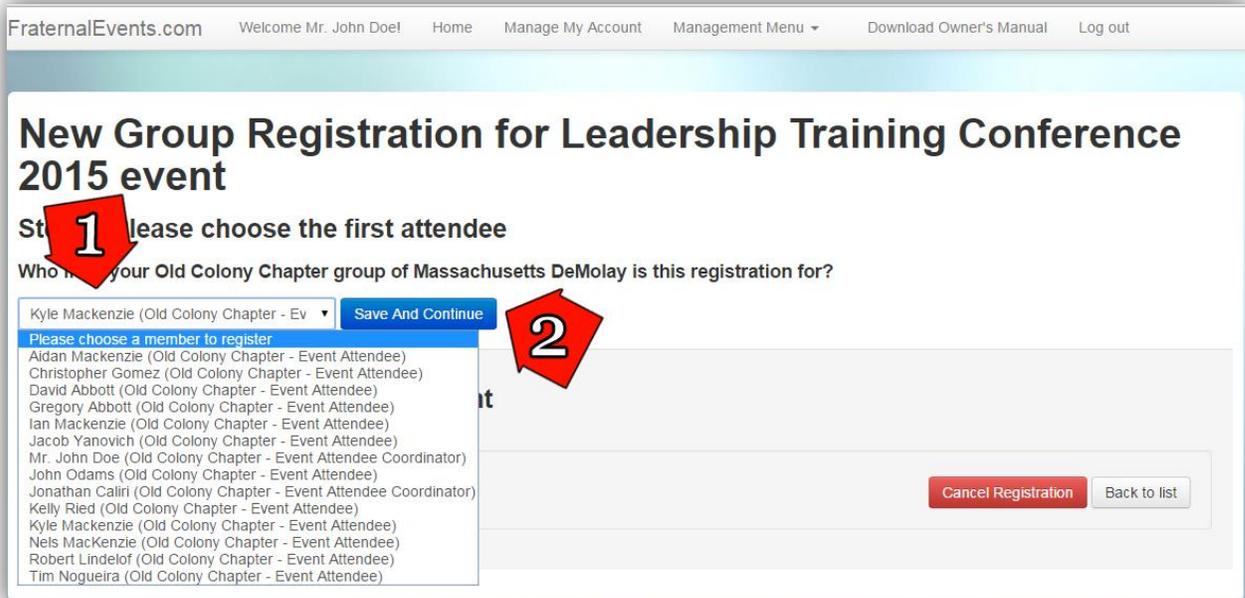
Group registration for

© 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**.

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?

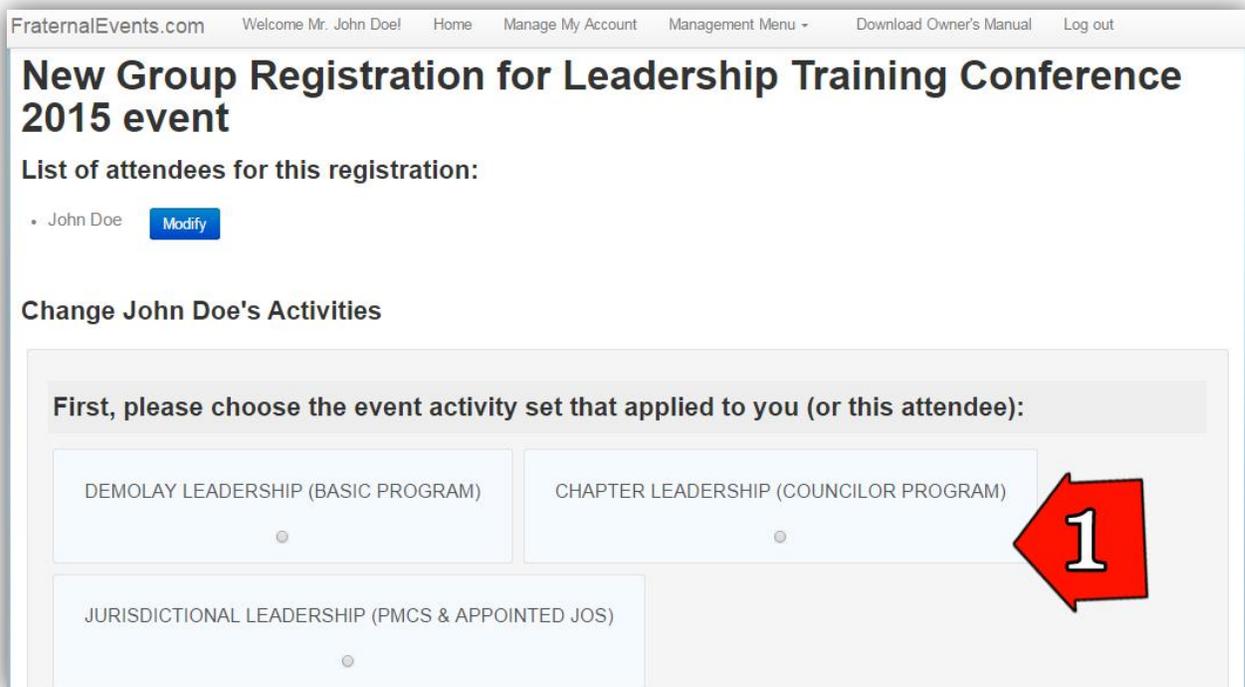
Kyle Mackenzie (Old Colony Chapter - Ev) [Save And Continue](#)

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

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**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)

**Great! Now please select some activities**

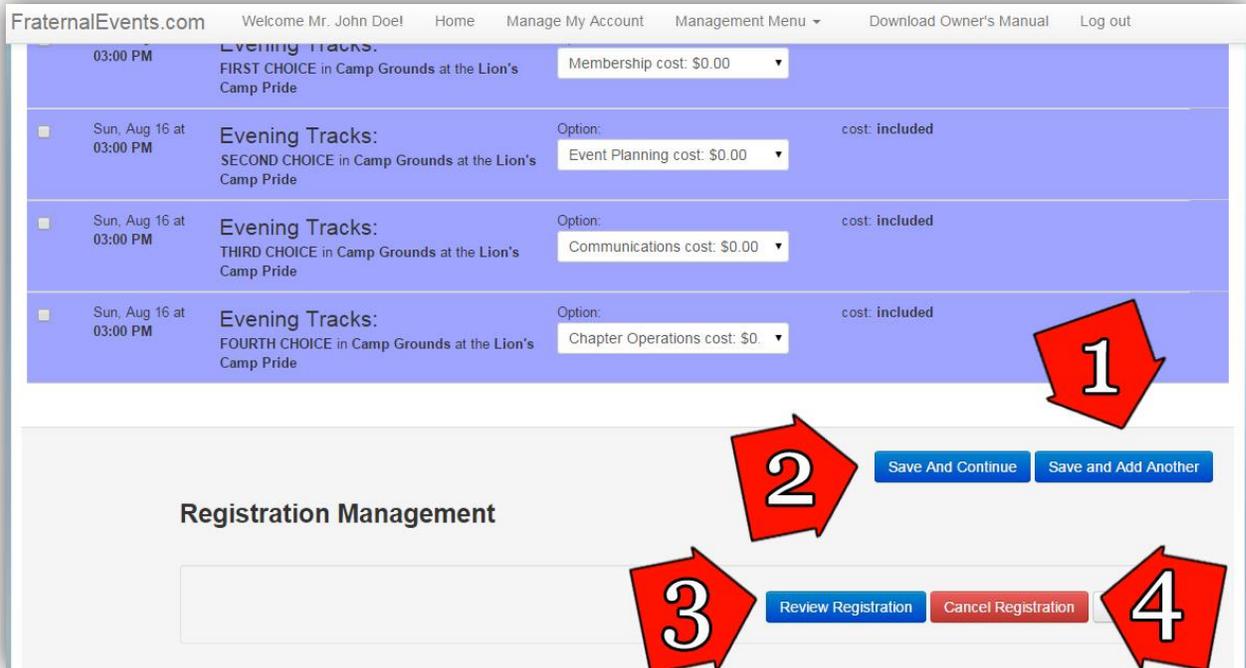
<input type="checkbox"/>	Sun, Aug 16 at 01:00 PM	Attendee Type: Chapter Leadership (Councilor Program) in Camp Grounds at the Lion's Camp Pride	cost: included
<input type="checkbox"/>	Sun, Aug 16 at 02:00 PM	Known DeMolay Degree Parts: Orator in Camp Grounds at the Lion's Camp Pride	cost: included
<input type="checkbox"/>	Sun, Aug 16 at 02:00 PM	Known DeMolay Degree Parts: Master Inquisitor in Camp Grounds at the Lion's Camp Pride	cost: included
<input type="checkbox"/>	Sun, Aug 16 at 02:00 PM	Known DeMolay Degree Parts: Senior Inquisitor in Camp Grounds at the Lion's Camp Pride	cost: included
<input type="checkbox"/>	Sun, Aug 16 at 02:00 PM	Known DeMolay Degree Parts: Junior Inquisitor in Camp Grounds at the Lion's Camp Pride	cost: included
<input type="checkbox"/>	Sun, Aug 16 at 02:00 PM	Known DeMolay Degree Parts: Jacques DeMolay in Camp Grounds at the Lion's Camp Pride	cost: included
<input type="checkbox"/>	Sun, Aug 16 at 02:00 PM	Known DeMolay Degree Parts: Geoffrey de Charney in Camp Grounds at the	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.

Below are the options for each track:

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

## Submitting a Member Registration



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 Option: 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 Option: 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 Option: Chapter Operations cost: \$0 cost: included

**1** Save And Continue Save and Add Another

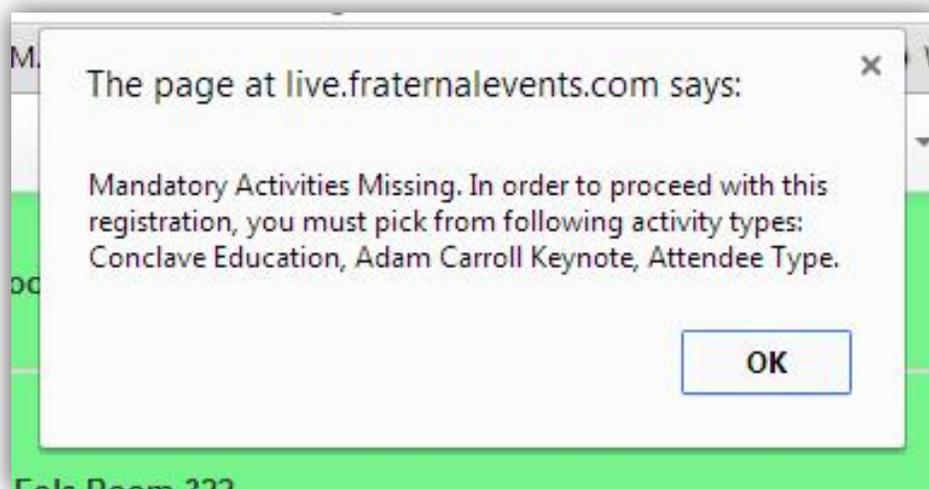
**2**

Registration Management

**3** Review Registration Cancel Registration **4**

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**   

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

Total cost: \$335.00

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**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**

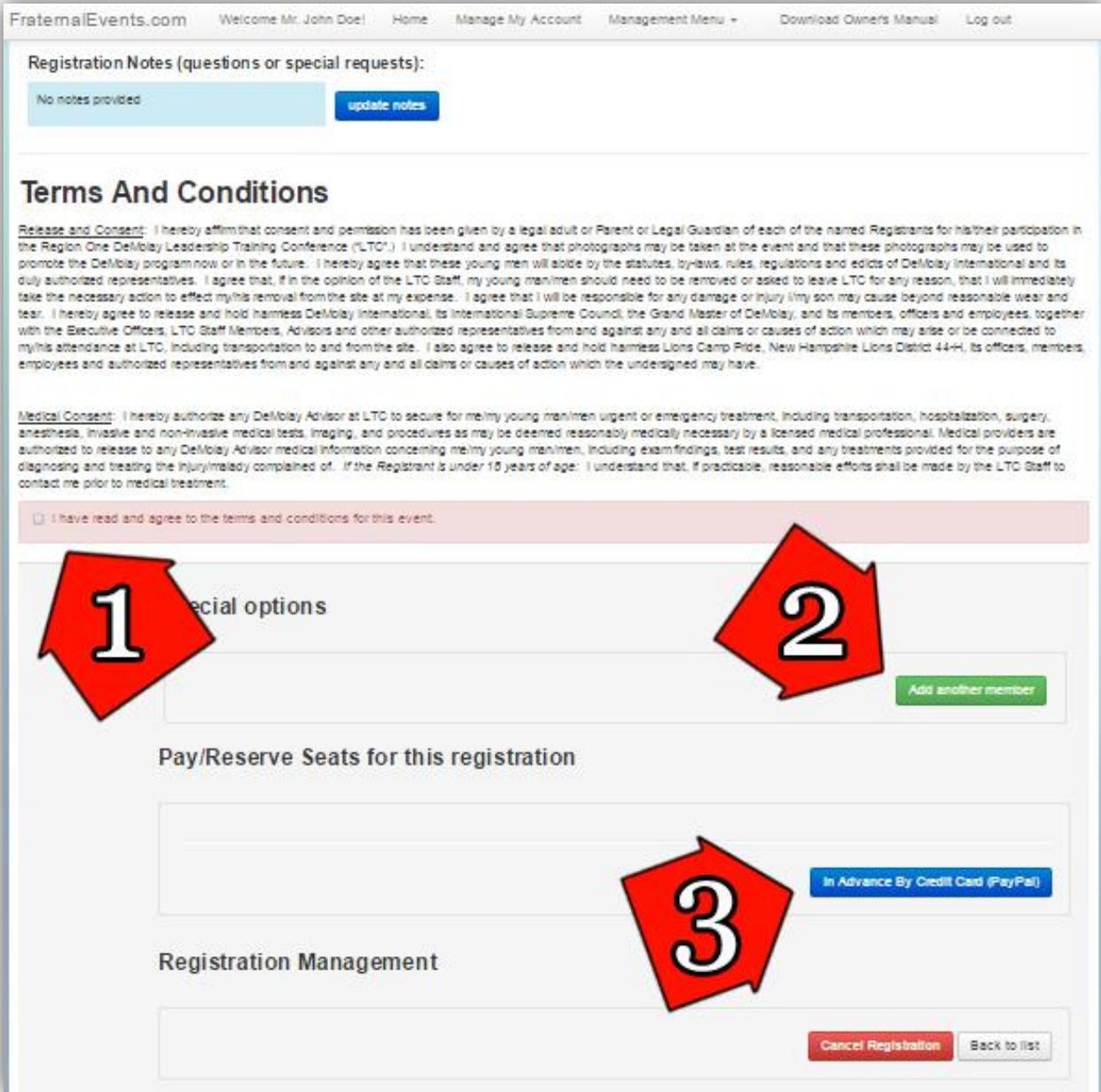


This page shows the overall registration along with each individual schedule.

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



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 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 [Add another member](#)

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

**3** 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 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.