

How to Create a User Account on the new CouncilWare Platform

Here is a step-by-step guide to creating an account on the NEW Council Scouting portal.

Unlike our legacy Tentaroo System, there are no UNIT LOGINS. Once you place a personal order your information will be associated with your unit if you are in-council.

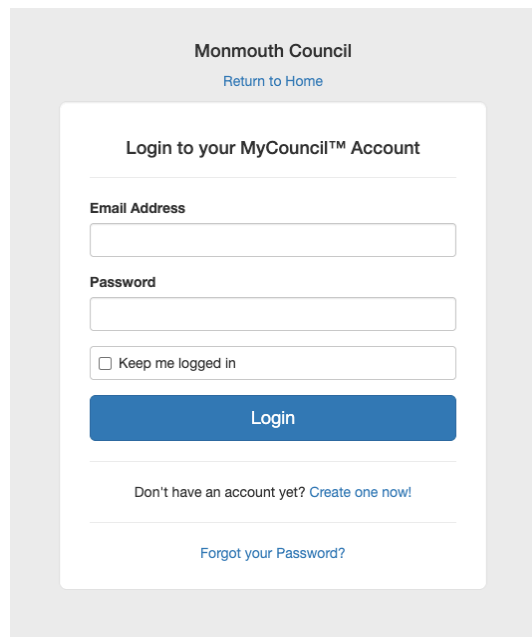
1. Navigate to the Portal Login Page:

Go to the Council Website and click on MYCOUNCIL LOGIN on the upper right corner in the RED Banner.



2. Locate the Registration Option:

Look on the login page for an option labeled "[Create one now!](#)". Click this link to open the account registration form.

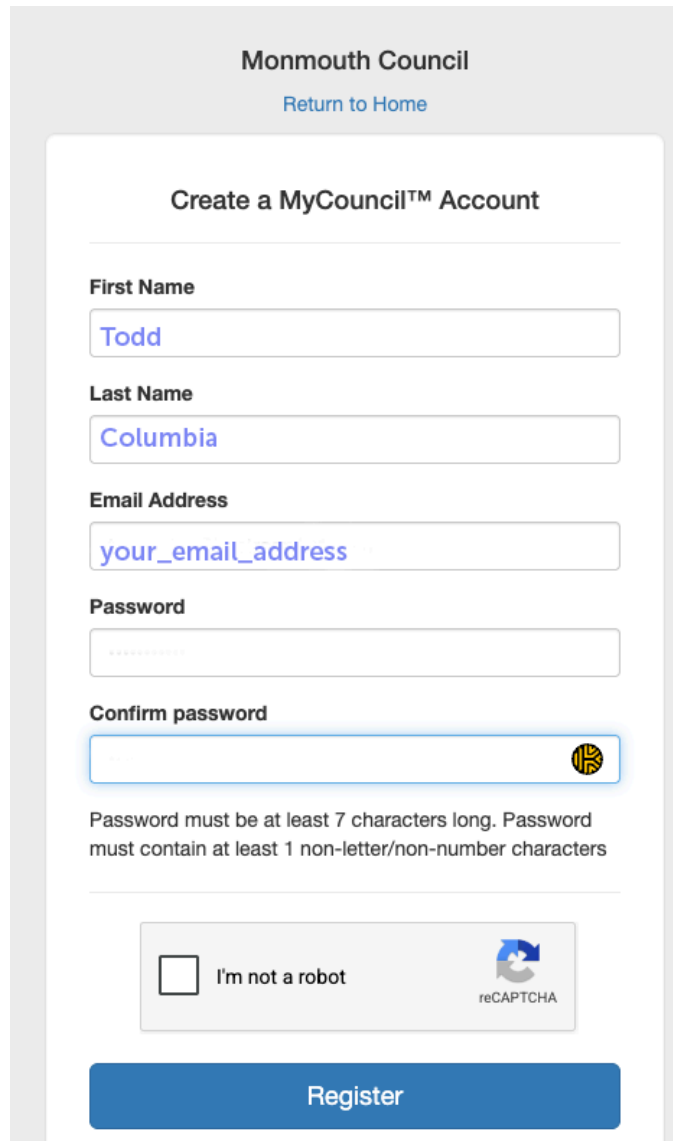
A screenshot of a web page for Monmouth Council. At the top, it says "Monmouth Council" with a "Return to Home" link below it. The main heading is "Login to your MyCouncil™ Account". Below this are two input fields: "Email Address" and "Password". There is a checkbox labeled "Keep me logged in". A blue "Login" button is below the password field. At the bottom, there is a link that says "Don't have an account yet? [Create one now!](#)". At the very bottom, there is a link that says "Forgot your Password?".

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3. Enter Your Information:

Fill in the required fields on the registration form, which typically include:

- **Full Name**
- **Email Address** (ensure this is an address you can access immediately)
- **Password**



The screenshot shows a web form for creating a MyCouncil account for Monmouth Council. At the top, it says "Monmouth Council" with a "Return to Home" link. The main heading is "Create a MyCouncil™ Account". The form has five input fields: "First Name" (containing "Todd"), "Last Name" (containing "Columbia"), "Email Address" (containing "your_email_address"), "Password" (with masked characters), and "Confirm password" (with a small yellow icon on the right). Below the fields is a text requirement: "Password must be at least 7 characters long. Password must contain at least 1 non-letter/non-number characters". At the bottom, there is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. A large blue "Register" button is at the very bottom.

4. Submit the Form:

Double-check your information for accuracy, then click **Submit** or **Register** to create your account request.

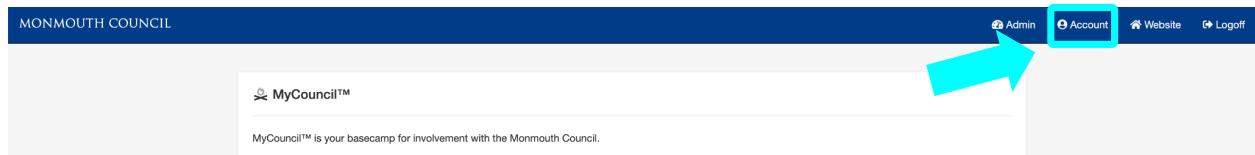
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5. Verify Your Email and Log In:

Check your email inbox for a verification or confirmation message from our Council. Click the confirmation link in the email to activate your account, then return to the login page to log in with your credentials.

6. Fill Out Your Account Information:

Once logged in, it's time to set up your account with all your information to make registering easier. Log in and click the Account button on the top right corner of your screen.

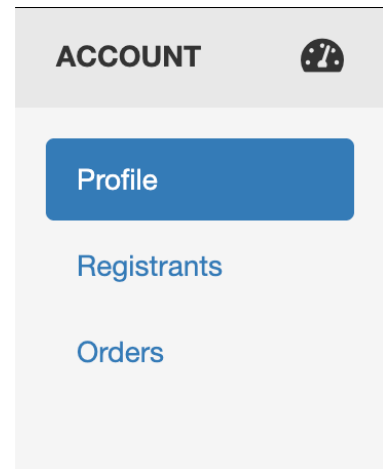


From there, you'll be brought to your profile where you can add or update your account information and be presented with a toolbar on the left side of your screen with three tabs:

Profile: Where you can add/update information about YOU (the account owner) as well as security and sign-on settings.

Registrants: Where you can add/update information for people that you commonly register for (ex: spouses, family, friends).

Orders: Previous orders from your account.



Credit: T. Columbia, C. Lee