



**Thăng Tiến XI - Trại Họa Bạ̣n Thế Giới Hướng Đạo Việt Nam**  
**11<sup>th</sup> International Jamboree of Vietnamese Scouting**  
**June 28<sup>th</sup> - July 4<sup>th</sup>, 2018 - Camp Snyder, Haymarket Virginia, USA**  
**Website: [www.thangtien11.org](http://www.thangtien11.org) - Email: [contact@thangtien11.org](mailto:contact@thangtien11.org)**

## **HOW TO REGISTER**

### **Overview**

- Registration link is located at <https://tt11registration.org/>. You may also access this link from Thăng Tiến XI website at [www.thangtien11.org](http://www.thangtien11.org).
- Every camper must register through a member unit (Liên Đoàn / Làng) registered with the International Central Committee of Vietnamese Scouting (Hội Đồng Trung Ương HĐVN) or an associated member unit. No individual registrations outside of these approved units will be accepted.
- Liên Đoàn (LD) is the responsible entity for all campers registered under its units. Each Liên Đoàn must designate 2 adults as its Liên Đoàn's Representatives (LD Reps) to work with TT11 Organizing Committee. All communication to units will be through these representatives pre-camp, at camp, and post-camp.
- Each individual registrant must be validated by his/her Liên Đoàn's Representatives.
- If you are not currently registered with a member Liên Đoàn of Hội Đồng Trung Ương HĐVN, you must seek approval from a member Liên Đoàn to be your sponsor and be registered for TT11 with that Liên Đoàn.
- Each approved Liên Đoàn or Làng's name will be pre-populated in the TT11 Registration system. If your Liên Đoàn's name is not in the system, please have your Liên Đoàn Trưởng contact [registration@thangtien11.org](mailto:registration@thangtien11.org).

### **Instructions for Individual Participants - complete steps 1 to 7**

- 1) Once your Liên Đoàn's name has been populated in the registration system, you may start your registration by going to <https://tt11registration.org>.
  - You can also get to the registration site by visiting Thăng Tiến XI website at [www.thangtien11.org](http://www.thangtien11.org), select the "Registration" tab, and then "Register for Camp".
- 2) On the registration site, click on <<Register Now>> button at the bottom of page to create an account for your family.
  - Only an adult, 18 year and older may register for an account. This person should be the parent/guardian.
  - With a single account, you may register all members of your family.
  - All participants registered under the same account is assumed to have the same Home Phone, Mobile Phone, Mailing Address, and Email Address. If this is not appropriate for your family, you may want to create a separate account for certain member.
  - Each account must have a unique email address, which will serve as your "username" for TT11 registration system.
  - You will be asked to provide the following info to set up the account:
    - Home Phone
    - Mobile Phone



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- SMS Messaging – select Yes if you would like to receive communication from TT11 Organizing Committee via mobile texts (to relay TT11 program and service updates at camp).
  - Mobile Carrier – select the phone company that provides for your Mobile Phone service
  - Mailing Address – input your home address
  - After you create the account, check your email for a notification to setup your password
- 3) Log in to the registration system with your username and password. Your username is your email address.
  - 4) Select “Register campers”
  - 5) Select your Liên Đoàn’s registration link and fill out all required information (see Step 5 Details below)
  - 6) Select “Submit” at the bottom of form when you have populated all required info and are ready to submit your data.
    - Correct any data entry errors flagged by the system. Pay attention to any required data format.
    - Once you “Submit”, you may not change the submitted data - you may only view the data. Contact your LD Reps if you need to correct any data. Your LD Reps can modify the data on your behalf or they can contact [registration@thangtien11.org](mailto:registration@thangtien11.org) for assistance.

If you are not ready to “Submit” your registration data, you may “Save Draft”

- To edit your Draft form at any time:
  - Log in to your account
  - Select “Register campers”
  - Select your Liên Đoàn’s link
  - Your partially completed form will be displayed
  - Complete the form and “Submit”

If you have a Draft form saved, you will not be able to fill out the registration for the next family member. Only one Draft form may be processed at a time. Complete any outstanding Draft form, submit it, before starting the registration for the next family member.

- 7) Submit full registration fee to your LD Reps who will make a single payment for all members of your Liên Đoàn.

### Step 5 Details - Required Information

#### Vietnamese Fonts

- You are welcome to use Vietnamese fonts in the name fields.
- Your camper ID will be printed in the same format that you provide here (with or without Vietnamese accent marks).
- Click on “Vietnamese Keyboard” under Quick Links to get access to Viet fonts. Cut and paste words with Vietnamese accent marks onto the registration system’s fields.



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Camper Information

- Camper's Full Name – enter First, Last, and Middle name
- Gender – select Male or Female
- Age – indicate age of as June 28, 2018
- Role – indicate whether participant is a
  - Scout
  - Leader
  - Parent
  - Family Member – for all family members, including young children under 5 year old
  - Staff - for use by members of TT11 Organizing Committee only – Staff pay full camp fee
  - Volunteer – select this if you have been invited by the Organizing Committee to volunteer at camp or would like to be a volunteer at camp. We are in need of volunteers for many camp programs and services. Contact the Organizing Committee at [contact@thangtien11.org](mailto:contact@thangtien11.org) if you want to become a Volunteer. Volunteers pay full camp fees.
- Subcamp – indicate the Subcamp the participant will have program activities with. All subcamps are coed. Select one of the following subcamps:
  - Au – Scouts 5 to 10 year old
  - Thieu – generally for Scouts 11-15 (may be up to 17 year old)
  - Thanh – Scouts 14-20
  - Trang – young adults 18-25
  - Truong Nien – senior Scouters of any age (generally 50+)
  - Gia Dinh – parents and all family members, including children under 5 year old
  - Staff/Volunteer – all staff and volunteers who will help run program and support services for camp. If you would like to sign up to be a volunteer, please contact the Organizing Committee at [contact@thangtien11.org](mailto:contact@thangtien11.org). Staff and volunteers pay full camp fees.
- Unit – enter name and number of the participant's Scout unit, such as Pack 1794, Cadets 5153, Thanh Đoàn Hoàng Sa. This field will be used by your LD Reps to identify your unit within Liên Đoàn.

Allergies

- Indicate whether participant has allergies in the following categories:
  - Insect
  - Medication
  - Food
- Answer Yes or No to each category. Specify any allergies in the “Describe” text box next to each category. Be careful to not list the medications that treat the allergies.

Products, Services & Form Selection

- T-shirt – select the appropriate size
  - Both Youth and Adult sizes are available
  - If you need an Adult Medium, select Adult-M (not Youth-M)



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- Meal Plan – select Regular, Vegetarian, Gluten-free, or none
  - Select “none” for non-Scout children 5 year old and under, who is registering for free with a paying adult family member. Free registration does not include meals and Camper’s Package.
- Submit eForms?
  - select “Yes” if you will submit all your forms electronically via this registration system
    - You will be asked to submit electronic copies of three documents consisting of:  
1) Picture; 2) Health Form; 3) Waiver / Photo Consent & Code of Conduct
    - You will not be able to “Submit” your registration if all required forms are not uploaded.
      - An exception is made for the submission of BSA Health/Medical Form for participants registering under the Early and Regular registration deadlines. **You may submit the Health Form after you have submitted your registration, but no later than May 15, 2018.**
      - After May 15, 2018, if you have not submitted all parts of your health form, your registration will be considered incomplete and subject to rejection. There will be no refund after May 15, 2018 for incomplete registration.
    - If all forms are not ready for upload, you may select “Save Draft” at the bottom of screen. When you have all the forms ready for upload, log back in to your account to upload the remaining forms, then select “Submit”.
  - Select “No” if you plan to submit your forms outside of the online registration system
    - For example, you plan to turn in paper forms to your LD Rep, or you plan to send your LD Reps electronic copies of your forms at a later time.
    - After you submit forms to your LD Reps, your LD Reps will need to upload those forms onto the system for you.
- Registration Type – this field will be automatically populated and will reflect the registration deadline your submission was processed – Early, Regular, or Late registration.
- Registration Fee – will be automatically populated to display the camp fee calculated for your registration, depending on Registration Type (Early, Regular, or Late).

#### Forms

- **All forms and photo are required to complete your registration.**
- An exception is made for the submission of BSA Health/Medical Form for participants registering under the Early and Regular registration deadlines. **You may submit the Health Form after you have submitted your registration, but no later than May 15, 2018.**
- After May 15, 2018, if you have not submitted all parts of your health form, your registration will be considered incomplete and subject to rejection. There will be no refund after May 15, 2018 for incomplete registration.



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- You may submit forms and photo electronically by uploading them in the system or you may submit them in paper or electronic forms to your LD Reps outside of the system (see instructions for “Submit eForms?” above).
  - Picture
    - This picture will be used to identify you at camp, including for use at the camp entrance and exit gates. Upload a picture that clearly shows your face.
    - Make sure the picture file is less than 5 MB in size and in one of the allowable file formats: gif, jpg, jpeg or png.
    - Select “Choose File” to identify the file on your computer to upload. Select the file, then click “Open”.
    - Select “Upload”
    - Once uploaded, you may “Remove” the file and upload a different file, as needed
  - Health Form – Boy Scouts of America (BSA) Health/Medical Form is required for all participants including members of the Boy Scouts, Girl Scouts, Family Members, Volunteers, and Staff.
    - All 3 parts of the form are required, i.e., Part A, B, and C.
      - For participants registering under Early and Regular registration, **you may submit your health form after your registration is completed, but no later than May 15, 2018.**
      - After May 15, 2018, if you have not submitted all parts of your health form, your registration will be considered incomplete and subject to rejection. There will be no refund after May 15, 2018 for incomplete registration.
    - Part A needs a parent’s signature if camper is under 18 years of age.
    - Health Insurance Company’s name and Policy Number at the top of Part B need to be accurate for use in case of an emergency.
    - Examiner’s Certification in Part C must be completed by certified and licensed physicians (MD, DO), nurse practitioners, or physician assistants.
    - Arrange your doctor’s visit timely (some appointment may take a long time to schedule).
    - All forms are available for download at the top of the Registration page, under “Forms”.
      - Forms are also available on TT11 website at [www.thangtien11.org](http://www.thangtien11.org), select the “Registration” tab, then select “Forms”.



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- Misc Forms
  - Upload your Waiver / Photo Consent and Code of Conduct forms here.
  - All these forms are on a single document, so you will need to upload just one file containing all the forms.
  - Every participant need to have their own forms for Waiver / Photo Consent and Code of Conduct.
    - If both parent and child are attending camp, submit a separate set of Waiver / Photo Consent and Code of Conduct forms for parent, and another set of documents for child.

Emergency & Camp Escort Information

- Emergency Contact – Provide name and phone number of the adult(s) to be contacted for this participant in case of an emergency. At least one emergency contact is required.
- Escort Contact – Provide name and phone number of any and all adult(s) who may escort your child from camp:
  - Include any parents, leaders, and other family members
  - This info is required for all Scouts and family members who are minors
  - Parents need to list your own name and contact info if you will be at camp and will escort your child.



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**Instructions for Liên Đoàn Representatives (LD Reps) – complete steps 1 to 3**

LD Reps will serve as the leads for your Liên Đoàn during the registration process and also as liaison to Thăng Tiến XI Organizing Committee at camp. All communication with your Liên Đoàn pre-camp, at camp, and post-camp will be through these representatives – including during check-in and check-out processes.

**Step 1: Register as LD Rep**

- Request that your Liên Đoàn Trưởng / Lý Trưởng / Xóm Trưởng send an email to [registration@thangtien11.org](mailto:registration@thangtien11.org) to designate you as one of the two Liên Đoàn Representatives for your Liên Đoàn / Làng / Xóm. Liên Đoàn Trưởng / Lý Trưởng / Xóm Trưởng needs to provide your full name, mobile phone, and email address.
- Create a personal account (see “*To create a personal account*” below)
- Log in to your account
- Select “Register LD or Reps”
- Type of Request –
  - select one of the following options, as appropriate
    - Register Liên Đoàn – select this if you are requesting to create a link for your Liên Đoàn in the registration system
    - Add role as LD Rep – select this if you are a LD Rep and would like to request LD Reps’ access rights
    - Register Liên Đoàn & add role as LD Rep – select this if you are requesting to create a link for your Liên Đoàn in the registration system and to request LD Reps’ access rights for yourself.
  - Region – select the Miền or Chi Nhánh that your Liên Đoàn is registered under with Hội Đồng Trung Ương HĐVN
  - Liên Đoàn Name – input your Liên Đoàn’s name
- Your request will require approval by TT11 Organizing Committee before you can proceed

**Step 2: Review, edit, and validate members of your Liên Đoàn**

- Ensure that only members registered under your Liên Đoàn and those officially sponsored by your Liên Đoàn to attend TT11 are registered under your Liên Đoàn’s registration link. Notify TT11 Organizing Committee of any invalid registrants or other concerns.
- Thăng Tiến XI is a highly subsidized camp. TT11 Organizing Committee reserves priorities for members of Hội Đồng Trung Ương HĐVN to attend the jamboree and holds the final approval on all TT11 participants.
- Verify that all information for each participant has been filled out completely and correctly, all required forms have been uploaded or submitted in paper / electronic form to you, and full registration fees are paid.



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- When members submit their forms to you either in paper form or in electronic format, you will need to scan (as needed) any forms and upload forms for each person to his/ her individual registration record. (see *“To upload files for a particular camper”* below)
- Validate each and every camper who signed up under your Liên Đoàn.
  - Change status to “Confirmed – Confirmed member of Liên Đoàn” if you can verify that the camper belongs to your Liên Đoàn. (see *“To validate / change status of a LD participant”* below)
  - Contact TT11 Organization Committee if you identify anyone who should not be registered with your units.

**Step 3: Ensure all forms are uploaded and submit a single payment for each registration deadline**

- Verify that each and every camper who signed up under your Liên Đoàn has all his/her forms and fees submitted for the current deadline.
- Change the status of that camper to “Validated – Ready for TT11 Submission”. (see *“To validate / change status of a LD participant”* below)
- An exception is made for the submission of BSA Health/Medical Form for participants registering under the Early and Regular registration deadlines. **You may submit the Health Forms for these registrants after you transmit their registration files and fees, but no later than May 15, 2018.** For these participants, if the only form missing is the Health Form, you may validate them as “Validated – Ready for TT11 Submission”.
- After May 15, 2018, if any parts of the Health form is missing for a participant, that participant’s registration is considered incomplete and subject to rejection. There will be no refund after May 15, 2018 for incomplete registration.
- Send one check (or money order for non-US residents) to TT11 Organizing Committee for each registration deadline.
- This payment should cover the set camp fees for all members of your Liên Đoàn registering for that registration deadline. Send one payment for Early Registration, and subsequent payments for Regular and Late registrations.
- If the post-date on your payment is marked after the registration due date, all affected campers are considered to have missed that registration deadline and are considered to have been registered for the next deadline.
  - For example, if LD Reps send a payment of \$3,300 for 10 registrants post-dated on February 21, 2018 (after the February 18, 2018 early registration deadline), these registrants did not meet the Early registration deadline, and therefore must pay the Regular registration fees. Thus, LD Reps will need to submit an additional \$300 (\$30 more per registrant).
- Registration is not complete until all forms and payment have been submitted.
- You may include payments for camp gear rental and/or other supplemental services (airport shuttle) with your registration payment. Submit rental requests for all your members as soon as possible and not later than May 15, 2018.





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## **SYSTEM MANUAL FOR LD REPS**

- Below are the step-by-step instructions on how to execute transactions in the system to carry out LD Reps' responsibilities. Each transaction supports one or more of the three steps of action for LD Reps. Each transaction is labeled with Step 1, Step 2, or Step 3 for your ease of use. These transactions show you how to create a personal account, validate camper, view summary reports, etc.

### Step 1 - To create a personal account

- 1) Go to the registration site at <https://tt11registration.org/>.
- 2) Click on the "Register Now" button at the bottom of the Registration page. Enter all required data to create an account.
- 3) Check your email for a notification, follow the instructions to set your password.
- 4) TT11 Organizing Committee will provide your account LD Reps' access rights so that you may view, edit, and validate registration for all participants registered under your Liên Đoàn's registration link.
- 5) You may use this account to register yourself, your family members, and to validate data for your Liên Đoàn.

### Steps 1 to 3 - To get to the LD Rep view (from any page)

- 1) Select "Register campers" under Quick Links on the left panel.
- 2) Select your Liên Đoàn link in the table.
- 3) You will be placed in to the LD Reps "View" tab
- 4) Click "Results" tab if you want to see options for "Submissions", "Analysis", "Table", "Download", or "Download PDF"

### Step 2 - To view / edit / delete / download records of participants

- 1) Select "Results" tab near top of page.
- 2) Select "Submission" tab. A list of all participants who signed up under your Liên Đoàn will be displayed with the latest registration record on top. The records are shown based on the log-in account of the person who signed up. Thus, if a person signed up for a family of 4, you will see 4 different records with the same username.
- 3) Scroll down to find the participant's record that you want to view/edit.
- 4) Select "view", "edit", "delete" or "download pdf" to view, edit, delete, or download the record.



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Step 2 - To validate / change status of a LD participant

- LD Reps need to verify if a registrant belongs to your Liên Đoàn; i.e. he/she is a Scout, leader, or family member of your LD; or is someone whom your Liên Đoàn officially sponsors to attend Thăng Tiến XI. Upon submission of each camper's registration data, the status of that camper is automatically set by the system to be either "None" or "Submitted – Camper Enter Data".
  - LD Reps should change that status to "Confirmed – Confirmed member of Liên Đoàn" if you can verify that the camper belongs to your Liên Đoàn.
  - For larger Liên Đoàn's, LD Reps may not personally know all members of your Liên Đoàn. You can use the "Unit" information to verify the identity of campers with the associated unit leaders.
  - All campers need to upload a picture (for ID card purpose), three forms – BSA Health, Waiver & Photo Consent, and Code of Conduct, and submit payment in order to complete the registration process. Once LD Reps receive all forms, pictures, and payment, LD Reps can change the status of that camper to "Validated – Ready for TT11 Submission".
  - An exception is made for the submission of BSA Health/Medical forms for participants registering under Early and Regular registration. BSA Health Forms may be submitted after registration, but no later than May 15, 2018. For these participants, if the only form missing is the Health Form, you may validate them as "Validated – Ready for TT11 Submission".
- 1) Log in.
  - 2) Select "Results" tab near top of page.
  - 3) Select "Submission" tab.
  - 4) Scroll down to find the participant's record that you want to view/edit.
  - 5) Select "edit".
  - 6) Scroll down to "For Official Use ONLY" section. Click on it to expand that section.
  - 7) Click on the drop down menu to select the desired status.
  - 8) Scroll down and select "Save".

Step 2 - To upload files for a particular camper

- If a participant needs to upload files/picture after he/she has submitted the form, LD Reps can help to upload the necessary forms/picture. If LD Reps receive documents in paper form, you will need to scan the documents before uploading.
- 1) Log in.
  - 2) Select "Result" tab.
  - 3) Select "Submission" tab.
  - 4) Scroll down to find the participant's record.
  - 5) Select "edit"
  - 6) Scroll down to look for the "Products, Service & Form Selection" section
  - 7) Set "Submit eForm?" to "Yes".
  - 8) Under "Forms" section, select "Choose File", then "Upload" the forms/picture.
  - 9) Click "Save" when you are done.



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Step 2 - To register a new camper (for your own family members only)

- 1) Log in.
- 2) Select “Register campers” under Quick Links
- 3) Select your Liên Đoàn’s registration link
- 4) Enter all required data. Click “Submit” when all data are correct and all required forms / pictures are uploaded. If not, click “Save Draft” so that you can come back to edit / upload the required files.
- 5) Process this transaction for your own family members only since their information will be linked to your personal account – home address, mobile phone, email address, etc.

Step 3 - To view a summary report of all members registered under your Liên Đoàn

- To view a summary report showing
    - how many have signed up for each subcamp;
    - how many have allergies to food, medication, or insect;
    - number of T-shirts in each size;
    - how many campers have been validated;
    - how many campers are awaiting LD Reps’ validation
    - how much camp fee is due; and
    - any refunds to be processed.
- 1) Log in
  - 2) Select “Result” tab
  - 3) Select “Analysis” tab.
  - 4) Look for your desired info among the items that are displayed.

Step 3 – Another way to view your Liên Đoàn’s registration roster

- The “Submission” tab view shows registered members using the log-in account of the family head. It does not show the names of each individual camper. To view the list of registered members by names, do the following:
- 1) Log in
  - 2) Select “Result” tab
  - 3) Select “Table” tab.

Step 3 - To download all Liên Đoàn records to an Excel spreadsheet

- 1) Log in
- 2) Select “Result” tab
- 3) Select “Download” tab.
- 4) Keep the default selections.
- 5) Click “Download”. A spreadsheet file will be created and saved to your computer. The downloaded file may be found in your computer’s “Download” folder or in another default folder.