

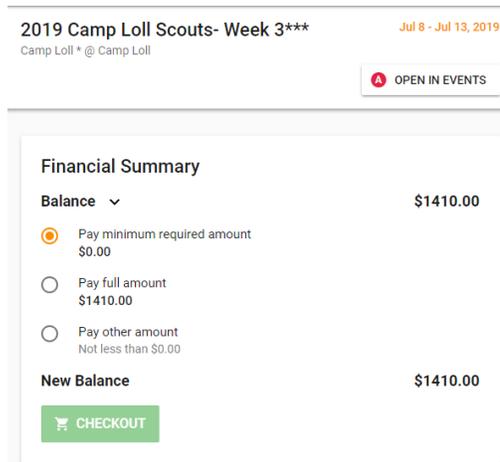
# How to Edit & Add Merit Badge Classes to Your Camp Registration

If you do not know your new log in, contact [program.office@scouting.org](mailto:program.office@scouting.org) to have it emailed to you.

Once you log-in, your current registrations (events) should be the first thing you see. Click on your desired registration. Now you are in to your group's registration. (If not, along the left side – click on HOME Button)

\*NOTE: Along the right side of page, notice:

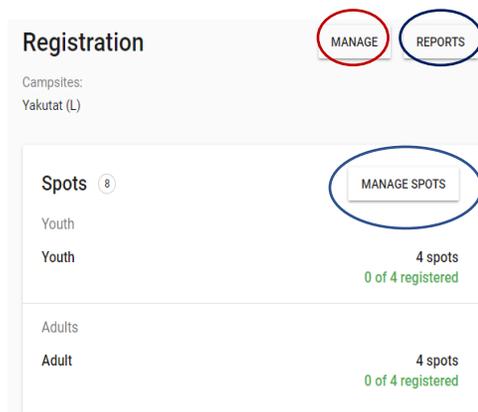
- Manage Profile**
-  **Manage Group-** Add and remove names from participant list
- View Previous Orders:** See payments, click on payment to see details of payment and print receipt



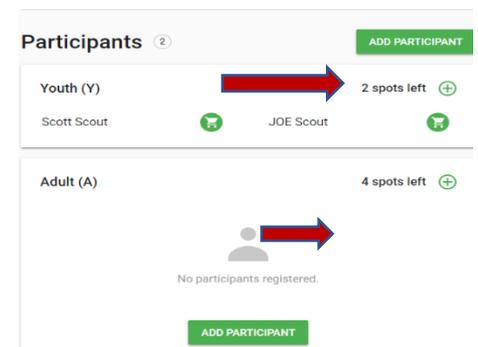
Registration overview.

See your balance due and 'CheckOut' button.

\*BE SURE to go to CHECKOUT and submit any changes/pymts made in order to finalize the changes.



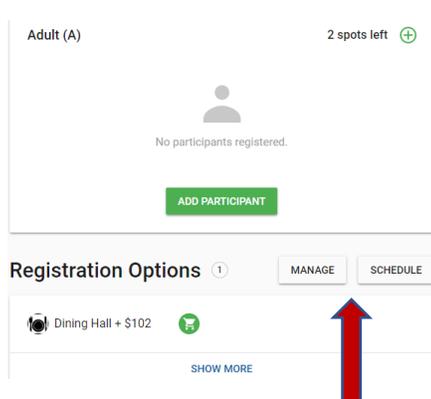
Registration: In the **"Manage"** section, you'll declare your dining food option, if available, for your camp and adjust numbers. In **"Reports"** you can print receipts, class schedules, requirements earned at camp, blue cards, etc. In **"Manage Spots"** you can also adjust your numbers for youth and adults.



Add names to your participant spots. Once you 'Add Participant', choose a name from the group list that pops up and will then promptly add them to their classes. If you need to add more participant names than there are spots for, go to "Manage Spots" first and adjust. If you need to delete a name, click on the name and then follow prompts to remove. Go to "Check out" to finalize removal.

Be sure to adjust your spots number after removing name to avoid paying for that spot.

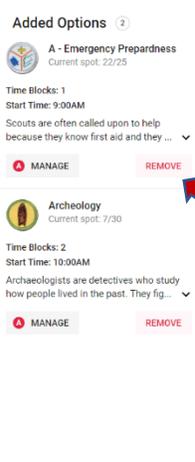
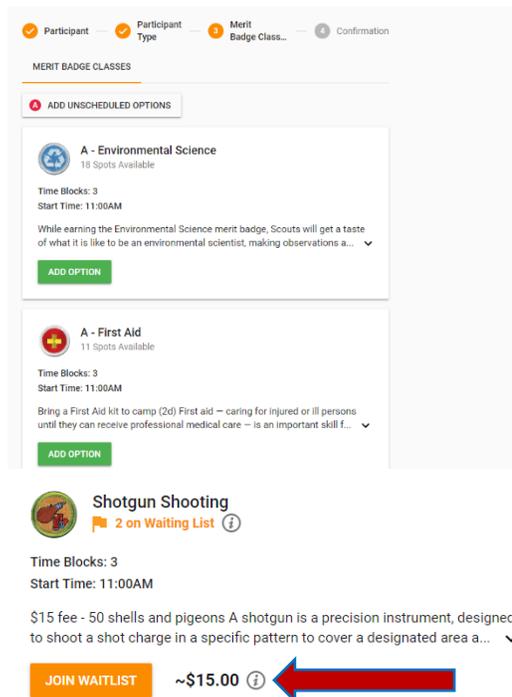
Notice: Your 'spots left' will notify you how many spots need names.



Scroll to the bottom of the registration page to see 'Registration Options'

Here you will see and can also manage your food plan option. You can see what you are signed up for or change "Manage" your food plan. Follow the prompts and click on 'conflicting options' for the choices to come up. Be sure to finalize in Checkout. You will declare your food option at Camp Bartlett, Camp Hunt and Camp Maple Dell.

TO ADD PARTICPANT YOUTH TO CLASS: Once you "Add Participant" you will choose the name of the Scout on the Group List that pops up. If you need to add a name to the list, you can go to "New Youth" at the top of screen. You also can manage names in the *Manage Group* in the opening screen- See Above. Click thru the prompts. You are now ready to add the boys to class. Scroll down through the class list and choose a class for each time slot available.



As you choose a class for time block 1 it will pop up on the right of screen. All choices for that time block will disappear and Time Block 2 choices will come up. This will continue until a choice is made for each time block.

\*\*If you need to change your choices, first "Remove" the class from the list on the right. Then new choices will pop up for that time slot to choose from.

\*\*You will see a "Join Wait list" notation if the class is Full and you can choose that class if you

want to be on the wait list for that class. If there is 5 or less on the waitlist, you have a chance of getting in as people cancel.

Once all the time blocks have a class, go thru the "Next" buttons. Until you get to "Complete" At this point your classes will be added to your Cart. **Go to CHECKOUT to finalize and save your choices. DO NOT MISS GOING TO CHECKOUT AND "PLACE**

**ORDER" TO FINALIZE AND SAVE YOUR CLASSES TO YOUR REGISTRATION. Otherwise, your classes will not be saved! Look for a new receipt that you have made changes to the registration.**