Adding Merit Badges
Log into your existing registration.

From your Contact Page click on the “Participants” tab.
From the Participants tab, select the Scout you’d like to schedule.

PLEASE NOTE: UNLESS YOU ARE USING PARENT PORTAL, ONLY ONE USER MAY BE LOGGED IN AT A TIME.
Click on “Update Information”
The Change Information screen will open with the Class Schedule at the top.

Click on “Select Classes” to enter the Merit Badge Screen.
The merit badge classes show up on the right hand side. Click on the class to add it to the Scout’s schedule. The number of Slots Available is updated in real time.

To easily jump to a specific time, simply choose which time frame you’d like from the drop down menu at the top to see the available classes.

To remove a class, you will simply click the class on the left hand side that you wish to remove.

When finished, click “show class schedule for an overview of that Scout’s classes.”
When you are satisfied with the selections for this Scout, click “Save” at the bottom and repeat this process with your remaining Scouts.

By clicking “Save”, you have successfully scheduled your Scout and no further saving is required.

When finished adding classes for your whole unit, you can simply log off.
To see reports of Class Schedules and summaries, Click on “More” and select “Reports”