

Merit Badge Registration Directions:

In order to input your troop's merit badge schedules on the council website (www.lhcbasa.org) you will need to have an account, if you still have it from last year use that one. If you don't have one or don't know what you used last year create one. To create one, go from the home page to the camping link drag to the Boy Scout Summer Camp link and click. Scroll down to below the picture and click on your week of camp. From there create your account.

Once your account is set up and registration has been turned on, you can then begin entering your rosters and signing the boys up for classes. Registration will begin **Thursday, April 16 at 12:01 am**. To begin, you will go to the home page. Find the camping link and drag to the Boy Scout Summer Camp link and click. Scroll down to below the picture and click on your week of camp.

Begin by clicking the register button. You will get 3 options, (Continue without sign on, use existing User Id or create a new User ID and Password). **DO NOT USE CONTINUE WITHOUT SIGN ON. IT WILL NOT SAVE YOUR WORK AND YOUR BOYS WILL NOT HAVE ANY MERIT BADGE CLASSES.** So pick from the second or third option (Use existing account or create a new User ID and Password). Enter in all required fields or you will not be able to sign up for merit badges. After entering in all required fields, click on the save and continue button. After registering, you will start with the "Add, Modify, or Delete Registrant" section. Click on register individuals. Here, you will manually add each boy attending camp with your troop (Click on add name). This includes Webelos transfers and anyone else that you may not have included on your roster, but are indeed coming to camp with your troop. Make sure to include an updated roster with your May 1 payment if you have these exceptions. You will want to include all of your boys, even if you do not know what classes they wish to take. You will be able to log back in and add those boys merit badges later when you have their schedules ready.

We recommend manually entering every boy (**first and last name are required**). Do not use the "import name" function unless you feel completely comfortable doing so. Once all of your boys are entered, **make sure to click the "attendee" check box. If you do not click this box, they will not show up as available to register for classes.** If a class is full, you will be placed on a wait list. If you would like to register for another class in case they do not make it into that session from the wait list, you may do so. Hit "continue" when ready to proceed.

You will be taken back to the menu where you can either register by individual (pick each class for one boy at a time) or by activity (sign up multiple boys for one class). Click on either register by activity or register by individual.

To Register by Individual: Go through your boys from the drop down menu labeled "Member Name." Select the "Add Classes" button to add a new class for the boy chosen. To add a specific session, click on the signup/remove box for that session. You

must hit save after each class selection. To switch between class groups, use the drop down box. **Make sure to save often.** When you have finished adding classes, hit “continue” again.

To Register by Activity: Choose the class group (Dan Boone, Ecology, etc.) from the table marked “Class Groups.” Select the class group and you will be shown all classes within that group. Your boys will be listed and you can select which boys will attend this class. Make sure you click the correct session from the drop down box on the page. Click the attendee check box beside the boy’s name to register for the session. **Make sure you click save.** Then click continue and finished if you are finished adding boys for classes or you may select another class group from the drop down box if needed.

You can check for scheduling conflicts after you have inputted all of your classes. Please note that when you look at the scheduling overlaps, it will show you the overlap for each day of the week. Make sure to remove the class that you do not want for every day of the week to insure that he is unregistered. When your schedule is to your liking, click Complete Registration Step 1 of 2. There, you will be shown the classes that you have registered your boys for. When you are finished verifying the merit badge schedule for your troop, click on complete registration. There it will allow you to print and/or email a copy of your merit badge schedule.

Special Note: If more than one leader in the unit wishes to register boys for the same troop, **you have to use the same** username and password. This would be helpful for units bringing a large number of boys.

Once your registration is complete, the website will send you a confirmation via e-mail of your chosen courses.

If you have any questions or trouble using the scheduling program, feel free to call the council office during business hours (8:30 am – 5:00pm) at (502) 361-2624. We look forward to a great camping season with your troop!