Alamo Area Council
Merit Badge University

MBU Registration Guide
# Table of Contents

1. **TROOP CONTACT REGISTRATION**............................................................................................................. 3

2. **SCOUT REGISTRATION**............................................................................................................................ 4
   2.1. **UNIT HOME PAGE** ............................................................................................................................ 4
   2.2. **REGISTRATION PAGE** ....................................................................................................................... 5
   2.3. **PARTICIPANTS TAB** .......................................................................................................................... 6
   2.4. **REGISTERING NEW PARTICIPANTS** ................................................................................................ 6
      2.4.1. **Enter Scouts Information** ......................................................................................................... 7
      2.4.2. **Enter Scouts Telephone / Special Needs** ................................................................................. 7
      2.4.3. **Save Participant (Scout) Information** ....................................................................................... 8
      2.4.4. **Enter more Participants or Save Registration in Shopping Cart** ............................................ 8
      2.4.5. **Click to View Shopping Cart** ..................................................................................................... 9
      2.4.6. **Click Checkout to add Scouts to registration list** ................................................................... 9
      2.4.7. **Check - Billing Address** ............................................................................................................ 10
      2.4.8. **Checkout – Order Confirmation** .............................................................................................. 10
      2.4.9. **Checkout Complete** ................................................................................................................ 10
   2.5. **ADD ACTIVITIES TO SCOUTS** ......................................................................................................... 11
      2.5.1. **Select Participant** ..................................................................................................................... 12
      2.5.2. **Edit Participant to Activities (Classes) to** ............................................................................. 13
      2.5.3. **Activity View** ........................................................................................................................... 14
      2.5.4. **Select Activity** .......................................................................................................................... 14
      2.5.5. **Select Session** .......................................................................................................................... 15
      2.5.6. **Return to Activity View** ............................................................................................................ 15
      2.5.7. **Select Session** .......................................................................................................................... 16
   3. **PRINTING SCOUT SCHEDULES** ............................................................................................................ 17
      3.1. **UNIT HOME PAGE** ....................................................................................................................... 17
      3.2. **TOOLS TAB** .................................................................................................................................... 18
1. **Troop Contact Registration**

Follow the following steps to register as a troop contact:

1. Login to [http://www.alamoareabsa.org/](http://www.alamoarebsa.org/)
2. You must be a registered member of the Alamo Area Council website to be a troop contact. If you are not please click on “Join” at the upper top right on the home page and follow the instructions.
3. Go to the MBU Event from “Events and Activities” from the left side of the screen and select Merit Badge University Event.
4. Click the orange register button to register as a troop contact. Follow the instructions. This process requires you to select the “Troop Registration” at zero cost and add it to your shopping cart. This is how the systems work. You place things into your shopping cart and then checkout. Some things cost money and some don’t.
2. Scout Registration

Use the following steps to register as a troop contact:

2.1. Unit Home Page

1. Select “Unit Information” from the left side of your screen and when the new screen appears click on “Click to search for a unit”. You may also use this link: http://www.alamoareabsa.org/unitsearch.aspx. Please enter your unit number and press enter. Your unit should appear. Select and click on your unit.

2. Once you find your Unit Page you may want to bookmark it as a QuickLink, so you can find it easily next time.
2.2. Registration Page

1. Select “Registration” from the bottom of the right side of the Unit Page.
2. The next page will show all of the registrations that are in progress. Select “Merit Badge University”, so that you can go to the registration page for MBU.

The registration page is where the Troop Contact can manage the following aspects of the event:

- Contingent (Troop Contact) Information
- Participants
- Payments
- Tools (Print Schedules)
2.3. Participants Tab

1. Select “Participants” tab to manage Scout registrations.

2. The registration process is a two step process
   1. Define your participants
   2. Edit participants and add activities

2.4. Registering New Participants

In this step you can register one or multiple scouts.

1. Click “Register a new Participant”
2. Select “Youth Participant” and click the Next button.
2.4.1. Enter Scouts Information

3. Enter Scout’s first and last name.
4. Enter Parent’s email address
5. Click next to continue

2.4.2. Enter Scouts Telephone / Special Needs

6. Enter Parents telephone contact number
7. Enter any special needs information as necessary (medical, diet, handicap, other)
8. Click next to continue
2.4.3. Save Participant (Scout) Information

9. You can save your participant information so you don’t have to type it again next time.
10. Click check box to save participant information
11. Click next to continue

2.4.4. Enter more Participants or Save Registration in Shopping Cart

12. Select “Enter more Participants” to enter more Scouts
13. Select “Save Registration in Shopping Cart” to finishing entering scouts
2.4.5. Click to View Shopping Cart

2.4.6. Click Checkout to add Scouts to registration list

14. Click the “Click to View Shopping Cart” to finish adding scouts to registration list.
2.4.7. Check - Billing Address

**Note:** Units will pay for MBU through a single check or credit card charge at the council office. Individual payments are discouraged.

15. Specify the billing address used to bill for this event.

2.4.8. Checkout – Order Confirmation

16. Click the checkbox “I have read and agree the Council Payment & Refund Policy”
17. Click “Complete Checkout” to finish the checkout process

2.4.9. Checkout Complete

18. A message will be display indicating completion and an email has been sent to you.
19. Click “Return to Registration” to add activities (classes) to scouts
2.5. Add Activities to Scouts

1. Select “Participants” tab to manage Scout registrations.
2. Select a Scout that you wish to add activities (classes) to.
2.5.1. Select Participant

1. Select “Participants” tab to manage Scout registrations.

2. Click “Options” button and Select “Edit Participants Information”
2.5.2. Edit Participant to Activities (Classes) to

3. Select “Activities” link to add classes to scouts event schedule.
2.5.3. Activity View

4. All the Activities (classes) the scout has been assigned will display.
5. Select the “add new” to add activities (classes) to the scouts schedule

2.5.4. Select Activity

6. Select activity (class) that scout would like to add to their schedule.
7. Click **next** to continue to the next screen.
2.5.5. Select Session

8. Select a session that meets the scouts schedule
9. Click the **Save button** to save your registration

2.5.6. Return to Activity View

10. Activity (class) has been added
11. Continue adding activities until scouts schedule is full
2.5.7. Select Session

12. After clicking **Save button** you will see the above message
13. From this screen you can use the **Options button** to print the scout schedule.
3. Printing Scout Schedules

Use the following steps to register as a troop contact:

3.1. Unit Home Page

1. Ensure you are logged into the MyCouncil website.
2. Go to your unit home page.
3.2. Tools Tab

1. Select the Tools Tab
2. Select “Print Participants Activity Sheets”.
   - This will download a report in a PDF format of the Scout’s schedule for each scout in your Troop. You may then print / email this report.

3. You may also choose to export the information to an “Excel” format and create your own report using the export function.