



Merit Badge University
Registration Process

Alamo Area Council Merit Badge University

MBU Registration Guide





Merit Badge University

Registration Process

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Merit Badge University Registration Process

1. Troop Contact Registration

Follow the following steps to register as a troop contact:

1. Login to <http://www.alamoareabsa.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 works. You place things into your shopping cart and then checkout. Some things cost money and some don't.



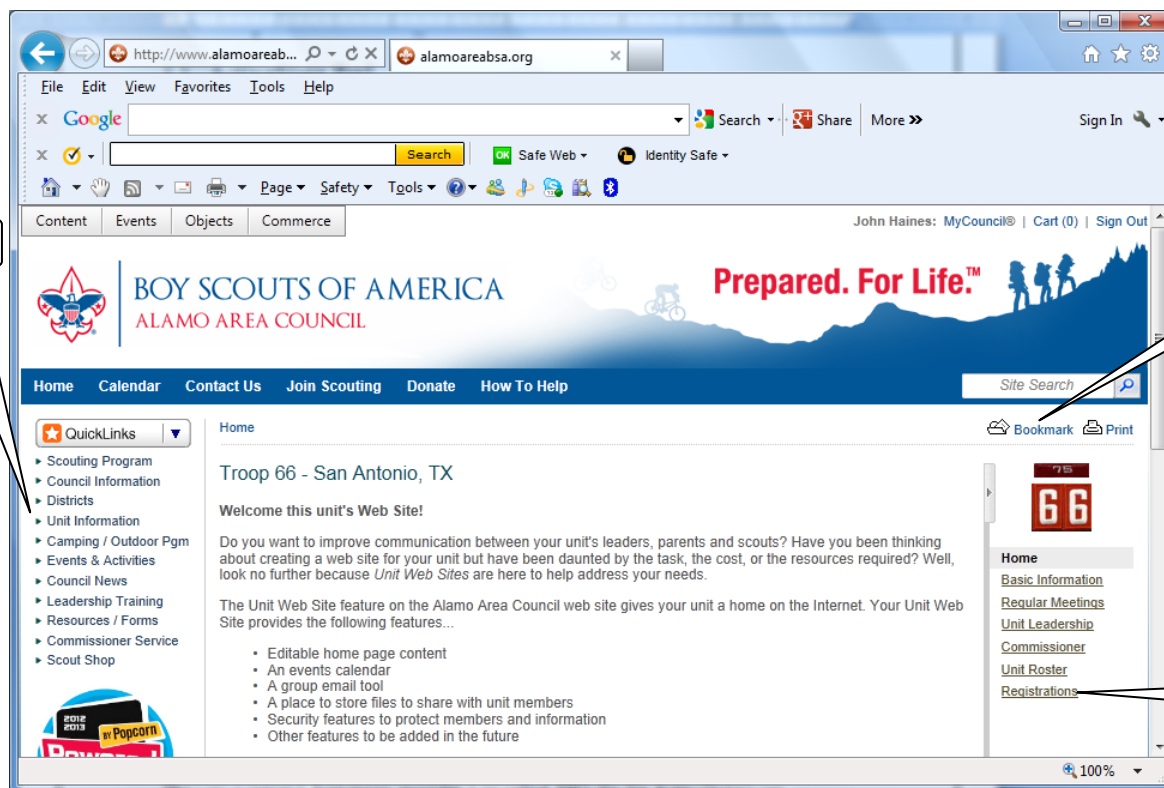
Merit Badge University Registration Process

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 you 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.





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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.

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Site Search

QuickLinks

- Scouting Program
- Council Information
- Districts
- Unit Information
- Camping / Outdoor Pgm
- Events & Activities
- Council News
- Leadership Training
- Resources / Forms
- Commissioner Service
- Scout Shop

Home

Troop 66 - San Antonio, TX

Event Details

Event: Merit Badge University Fall 2012 - November 10, 2012

Contingent Participants Payments Tools

Contingent Information

Contingent Information		Registration Information	
Unit:	Troop 66 - San Antonio, TX	Order ID:	532
Council:	Alamo Area Council (583)	Type:	Troop Registration
Contacts		Registered On:	Fri, Sep 14, 2012 2:32 PM
Mark Mendez	210-912-8269		
John Haines	210-913-6022		

Financials	Total	Balance
Contingent Fees:	\$0.00	\$0.00
Participant Fees:	\$0.00	\$0.00
Net:	\$0.00	\$0.00
Contingent Account:		\$0.00

Home Basic Information Regular Meetings Unit Leadership Commissioner Unit Roster Registrations

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

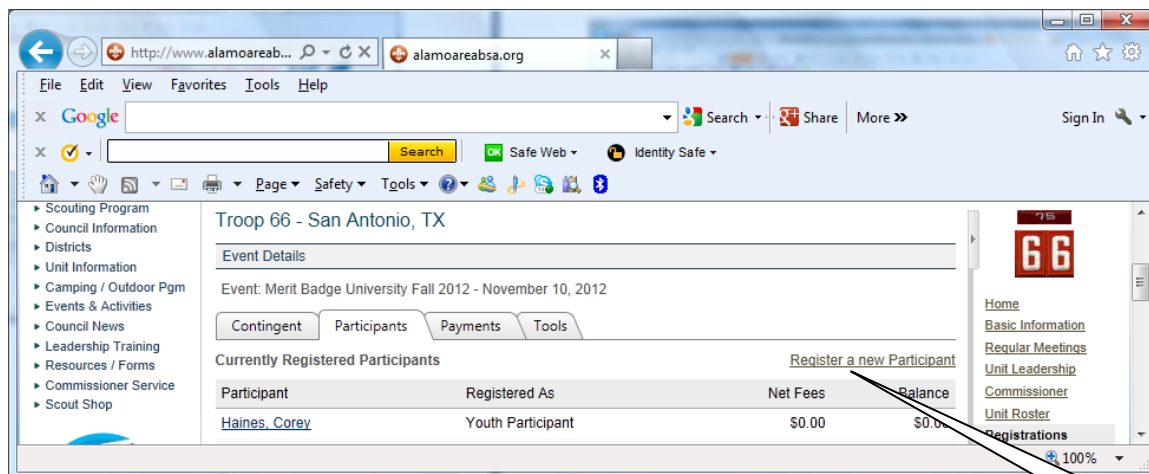
- Contingent (Troop Contact) Information
- Participants
- Payments
- Tools (Print Schedules)



Merit Badge University Registration Process

2.3. Participants Tab

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

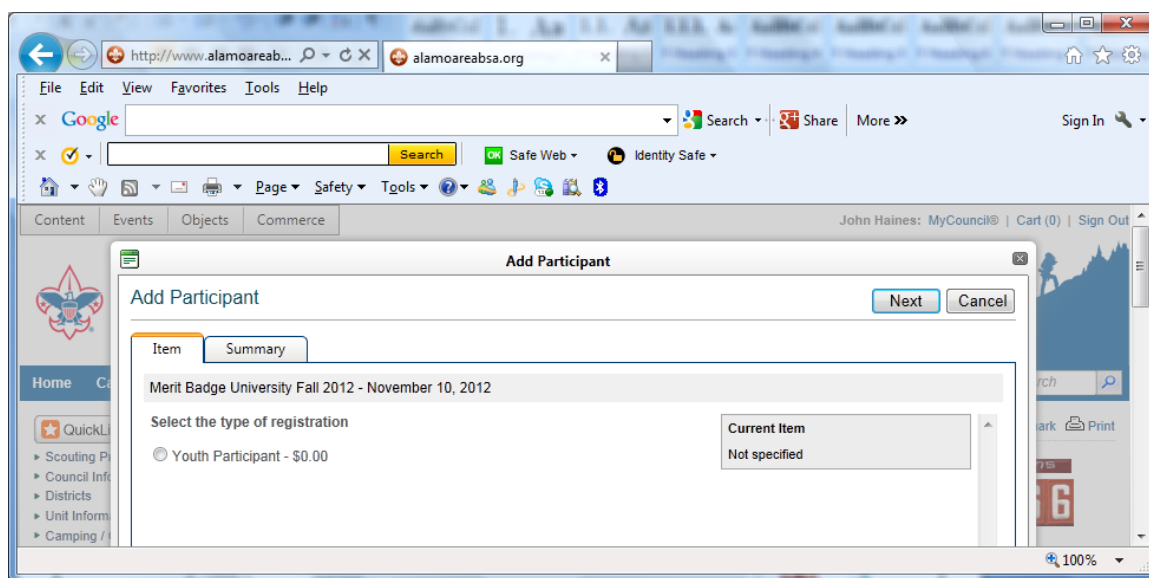


2. The registration process is a two step process
 1. Define your participants
 2. Edit participants and add activities

Register a new participant

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.



Merit Badge University Registration Process

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



Merit Badge University Registration Process

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



Merit Badge University Registration Process

2.4.5. Click to View Shopping Cart

Home

Troop 66 - San Antonio, TX

Event Details

Event: Merit Badge University Fall 2012 - November 10, 2012

Action Required: There are related items in your shopping cart that need to be processed before further changes can be made to this registration - [Click To View Shopping Cart](#)

Contingent Participants Payments Tools

Currently Registered Participants Register a new Participant

Participant	Registered As	Net Fees	Balance
Haines, Corey	Youth Participant	\$0.00	\$0.00

2.4.6. Click Checkout to add Scouts to registration list

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Shopping Cart

Cart Customer Address Shipping Payment Confirm Complete

You must Checkout before you are Registered For Events
You currently have one or more event registration items in your Shopping Cart. Please note that you are not registered for these events until you complete the Checkout process.

Remove	Order Item(s)	Price	Quan	Total	Paying
<input type="checkbox"/>	Event Registration - Merit Badge University Fall 2012				
	Merit Badge University Fall 2012 (Youth Participant) / Haines, John	\$0.00	1	\$0.00	\$0.00
	Order Total:			\$0.00	\$0.00
	Cart Total:				\$0.00

Update Cart Return to Registration Checkout

14. Click the “Click to View Shopping Cart” to finish adding scouts to registration list.



Merit Badge University Registration Process

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

The screenshot shows the 'Checkout - Order Confirmation' page on the Boy Scouts of America Alamo Area Council website. The page has a blue header with the council's logo and the slogan 'Prepared. For Life.™'. Below the header is a navigation bar with links: Home, Calendar, Contact Us, Join Scouting, Donate, and How To Help. A search bar is also present. On the left side, there is a 'QuickLinks' menu with various options like Scouting Program, Council Information, Districts, Unit Information, etc. The main content area shows a progress bar with steps: Cart, Customer, Address, Shipping, Payment, Confirm (highlighted with a green dot), and Complete. Below the progress bar, there is a section titled 'Confirm Your Order' which contains three columns of information: Shipping Information (Not Applicable), Billing Information (John Haines, 210-913-6022, haines@satx.rr.com), and Payment Information (Not Applicable). At the bottom of this section, there is a checkbox labeled 'I have read and agree with the Council Payment and Refund Policy' which is checked, and a link to 'read'. A 'Complete Checkout' button is located at the bottom of the page.

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



Merit Badge University Registration Process

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.

The screenshot shows a web browser window with the URL <http://www.alamoareabsa.org>. The page is the home page of the Boy Scouts of America Alamo Area Council. The header includes the council's logo, the text "BOY SCOUTS OF AMERICA ALAMO AREA COUNCIL", and the slogan "Prepared. For Life.™". A navigation bar contains links: Home, Calendar, Contact Us, Join Scouting, Donate, and How To Help. A search bar is also present.

On the left side, there is a "QuickLinks" menu with the following items:

- Scouting Program
- Council Information
- Districts
- Unit Information
- Camping / Outdoor Pgm
- Events & Activities
- Council News
- Leadership Training
- Resources / Forms
- Commissioner Service
- Scout Shop

The main content area displays "Troop 66 - San Antonio, TX". Below this, there is a section for "Event Details" for the "Event: Merit Badge University Fall 2012 - November 10, 2012". There are four tabs: "Contingent", "Participants", "Payments", and "Tools". The "Participants" tab is selected.

Below the tabs, there is a table titled "Currently Registered Participants". The table has four columns: "Participant", "Registered As", "Net Fees", and "Balance".

Participant	Registered As	Net Fees	Balance
Haines, Corey	Youth Participant	\$0.00	\$0.00
Haines, John	Youth Participant	\$0.00	\$0.00

On the right side of the page, there is a sidebar with a "75 66" badge and a list of links: Home, Basic Information, Regular Meetings, Unit Leadership, Commissioner, Unit Roster, and Registrations.



Merit Badge University Registration Process

2.5.1. Select Participant

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

Boy Scouts of America Alamo Area Council

Merit Badge University

2.5.1. Select Participant

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

http://www.alamoareabsa.org

alomoareabsa.org

File Edit View Favorites Tools Help

Google Search

Safe Web Identity Safe

Content Events Objects Commerce

John Haines: MyCouncil® | Cart (0) | Sign Out

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Site Search

QuickLinks

- Scouting Program
- Council Information
- Districts
- Unit Information
- Camping / Outdoor Pgm
- Events & Activities
- Council News
- Leadership Training
- Resources / Forms
- Commissioner Service
- Scout Shop

Home

Troop 66 - San Antonio, TX

<< Back to Overview Options

Event Details

Event: Merit Badge University Fall 2012 - November 10, 2012

Participant Details

Personal Information	Event / Registration Information
Name: John Haines	Variant: Youth Participant
Address:	Registered On: Mon, Sep 17, 2012 7:04 AM
Phone: 210-913-6022	Status: Confirmed
Email: alamo.mbu@sabx.rr.com	Contingent: Troop 66 - San Antonio, TX
Date of Birth:	Financials
Gender:	Event Fees: \$0.00
Special Needs:	Net Fees: \$0.00
Unit: Troop 66 - San Antonio, TX	Payments: \$0.00
Council: Alamo Area Council (583)	Net Payments: \$0.00
	Balance: \$0.00

Activities

This Participant is not registered for any Activities...

Option Button

2. Click “Options” button and Select “Edit Participants Information”



Merit Badge University Registration Process

2.5.2. Edit Participant to Activities (Classes) to

Activities Link

The screenshot shows a web browser window with the URL <http://www.alamoareabsa.org>. The page header includes the Boy Scouts of America Alamo Area Council logo and the slogan "Prepared. For Life.™". The navigation bar contains links: Home, Calendar, Contact Us, Join Scouting, Donate, and How To Help. A search bar is also present.

The main content area displays the "Edit Participant" form for Troop 66 - San Antonio, TX. The form has two tabs: "General" and "Activities". The "Activities" tab is currently selected. The form fields include:

- Name: John Haines
- Address: (empty)
- City: (empty) Zip: (empty)
- Phone: 210-913-6022
- Email: alamo.mbu@satx.rr.com
- DOB / Gender: MM/DD/YYYY (empty) -- (dropdown)
- Special Needs: (empty)
- Home Unit: Troop 66 San Antonio TX (dropdowns)
- Alamo Area Council (583) (dropdown)

On the right side of the form, there is a sidebar with links: Home, Basic Information, Regular Meetings, Unit Leadership, Commissioner, Unit Roster, and Registrations. A "Save" button and a "Cancel" button are located at the top right of the form.

3. Select "Activities" link to add classes to scouts event schedule.



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2.5.3. Activity View

http://www.alamoareabsa.org

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Home Calendar Contact Us Join Scouting Donate How To Help

QuickLinks

- Scouting Program
- Council Information
- Districts
- Unit Information
- Camping / Outdoor Pgm
- Events & Activities
- Council News
- Leadership Training
- Resources / Forms
- Commissioner Service

Troop 66 - San Antonio, TX

Edit Participant

General Activities

Activity	Fees	Dates/Times
This participant is not currently registered for any activities...		

add new

Save Cancel

75
66

Home

Basic Information
Regular Meetings
Unit Leadership

100%

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

http://www.alamoareabsa.org

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Home Calendar Contact Us Join Scouting Donate How To Help

QuickLinks

- Scouting Program
- Council Information
- Districts
- Unit Information
- Camping / Outdoor Pgm
- Events & Activities
- Council News
- Leadership Training
- Resources / Forms
- Commissioner Service
- Scout Shop

Select activity below

Save Cancel

Activity Session

Select an Activity for this Participant - then click Next

Next

You will select activities for this participant one at a time. Please select one item from the list below.

- Aviation - 2 Sessions Available
- Architecture - 4 Sessions Available
- Citizenship in the Community - 8 Sessions Available
- Citizenship in the Nation - 8 Sessions Available
- Chemistry - 2 Sessions Available

Citizenship in the World

Items that are full, cancelled, have already been selected, or conflict with currently selected Activities for this Participant are noted and disabled.

75
66

Home

Basic Information
Regular Meetings
Unit Leadership
Commissioner
Unit Roster
Registrations

100%

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



Merit Badge University Registration Process

2.5.5. Select Session

http://www.alamoareabsa.org

File Edit View Favorites Tools Help

Google Search

Sign In

Content Events Objects

Select activity below

Save Cancel

MyCouncil® | Cart (0) | Sign Out

Activity Session

Select a Session for this Activity

Please select one Session from the list below.

- ☐ A1 - 11/10/2012 - 8:15 AM to 9:45 AM
- ☐ A2 - 11/10/2012 - 10:00 AM to 11:30 AM
- ☐ A3 - 11/10/2012 - 12:30 PM to 1:45 PM
- ☐ A4 - 11/10/2012 - 2:15 PM to 3:45 PM
- ☐ B1 - 11/10/2012 - 8:15 AM to 9:45 AM

Items that are full, cancelled, have already been selected, or conflict with currently selected Activities for this Participant are noted and disabled.

Save Button

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

http://www.alamoareabsa.org

File Edit View Favorites Tools Help

Google Search

Sign In

Content Events Objects Commerce

John Haines: MyCouncil® | Cart (0) | Sign Out

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Site Search

Bookmark Print

Troop 66 - San Antonio, TX

Edit Participant

General Activities

Activity	Fees	Dates/Times	
Citizenship in the Community		11/10/2012 - 8:15 AM to 9:45 AM	add new
A1			del

Save Cancel

Save Button

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



Merit Badge University Registration Process

2.5.7. Select Session

Home

Troop 66 - San Antonio, TX

<< Back to Overview Options

Event Details

Event: Merit Badge University Fall 2012 - November 10, 2012

Participant Details

Participant information successfully saved

Personal Information		Event / Registration Information	
Name:	John Haines	Variant:	Youth Participant
Address:		Registered On:	Mon, Sep 17, 2012 7:04 AM
Phone:	210-913-6022	Status:	Confirmed
Email:	alamo.mbu@sabx.rr.com	Contingent:	Troop 66 - San Antonio, TX
Date of Birth:		Financials	
Gender:		Event Fees:	\$0.00
Special Needs:		Net Fees:	\$0.00
Unit:	Troop 66 - San Antonio, TX	Payments:	\$0.00
Council:	Alamo Area Council (583)	Net Payments:	\$0.00
		Balance:	\$0.00

Activities

Sat, 10

Time	Activity
7 am	
8 am	Citizenship in the Community - A1
9 am	

100%

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.



Merit Badge University Registration Process

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 you unit home page.

The screenshot shows a web browser window displaying the Boy Scouts of America Alamo Area Council website. The page is titled "Troop 66 - San Antonio, TX" and shows event details for "Event: Merit Badge University Fall 2012 - November 10, 2012". The page includes a navigation menu with links like Home, Calendar, Contact Us, Join Scouting, Donate, and How To Help. A sidebar on the left contains a "QuickLinks" section with links to Scouting Program, Council Information, Districts, Unit Information, Camping / Outdoor Pgm, Events & Activities, Council News, Leadership Training, Resources / Forms, Commissioner Service, and Scout Shop. The main content area displays "Contingent Information" and "Registration Information".

Contingent Information	
Unit:	Troop 66 - San Antonio, TX
Council:	Alamo Area Council (583)
Contacts	
Mark Mendez	210-912-8269
John Haines	210-913-6022

Registration Information		
Order ID:	532	
Type:	Troop Registration	
Registered On:	Fri, Sep 14, 2012 2:32 PM	
Financials		
	Total	Balance
Contingent Fees:	\$0.00	\$0.00
Participant Fees:	\$0.00	\$0.00
Net:	\$0.00	\$0.00
Contingent Account:		\$0.00



Merit Badge University Registration Process

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.

