Alamo Area Council
Merit Badge University

MBU Registration Guide
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1. **Troop Contact Registration**

   Follow the following steps to register as a troop contact:

   1. Login to [http://www.alamoareabsa.org/](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 green 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 system works. You place things into your shopping cart and then checkout. Some things cost money, and some don’t.

5. Click on Red Button to add your information.
6. Fill in your information and click the Save Button.

7. Confirm your order and Proceed to Checkout by clicking Green Button.
8. Confirm you agree and Place Your Order.

9. Order is Complete
2. **Unit Dashboard**  
   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 [mycouncil.alamoarebsa.org](http://mycouncil.alamoarebsa.org) to visit your unit dashboard  
   Click on your unit number to proceed to you unit dashboard
3. **Purchasing Scout Registration**

Use the following steps to register Scouts:

3.1. **Unit Dashboard**

1. Go to [mycouncil.alamoareabsa.org](http://mycouncil.alamoareabsa.org) to visit your unit dashboard.
   
   Click on your unit number to proceed to your unit dashboard.
3.2. Event Registration List

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

![Event Registration List]

**MBU Event to Manage**
3.3. Unit Registration Page

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

- Contingent (Troop Contact) Information
- Members (Scout Participants)
- Payments
- Account (Account Transactions)
- Notes (Transaction Notes if necessary)
- Tools (Print Schedules)
3.4. Member Page

1. Click **blue tab** to add new participants.
2. Click **blue button** to add new scouts to your registration.
3. You will be only be purchasing the quantity of scouts you wish to register.
   1. You can purchase 1 or as many as you wish
   2. Remember you should only purchase the number of scouts that have already committed and paid to attend the event. There is a service fee associated with refunds so if a scout changes their mind there is probably a service associated to the refund.
   3. Please refer to the event or event flyer for details on the service fee associated with refunds.

![Register new Scouts (members)]
4. Entering Scout Registrations

Use the following steps to enter scouting information and register for activities

4.1. Unit Dashboard

2. Go to mycouncil.alamoareabsa.org to visit your unit dashboard
   Click on your unit number to proceed to you unit dashboard
4.2. Event Registration List

4. Select “Registration” from the left side of the Unit Dashboard.
5. The next page will show all of the registrations that are in progress.
6. Select “Merit Badge University”, so that you can go to the registration page for MBU.

![MBU Event to Manage]
4.3. Unit Registration Page

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

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- Notes (Transaction Notes if necessary)
- Tools (Print Schedules)
4.4. Member Page

4. Click blue tab to add new view participants.
4.5. Registering New Participants

4.5.1. Select Scout to enter information

1. In this step you will register a scout.
2. Select a Scout to modify.
   a. [EMPTY-SLOT] is an unregistered participant waiting to be defined.
4.6. Entering Scout Information

1. In this step you will enter Scout information
2. Click Edit button to modify scout information
3. IMPORTANT: Please enter SCOUT email address and phone.
   a. If a class is cancelled then this is the information that will be used to contact the scout / parent.

![Edit Button]
4.7. Viewing Scout Activities

1. Click “Activities” tab
2. Click “Add/Remove Activities” button to changes merit badge classes
4.8. Add / Remove Scout Activities

1. Click “Activities” tab
2. Click “Add/Remove Activities” button to change merit badge classes

3. NOTE: Only merit badges that can be added are shown. If a merit badge is not shown then that merit badge is not available during that time slot.
4.9. Print Scout Schedules

1. Click Tools Tab
2. On the Left, Click “Contingent Member Activity Sheet Report”
4.9.1. Download Activity Report

1. Check Youth Participant Checkbox
2. Click Download Button
3. Click on downloaded file to Save / Open PDF