

Good morning

Merit badge registration will begin next week on April 3rd for weeks 1 and 2, April 4th for weeks 3 and 4, April 5 for weeks 5 and 6, and April 7 for week 7. It will open at 10 am on your designated date. Below is a list of instructions on how to register the classes for your Scouts.

Please remember that you must be current with your January and March payment, or 2/3 of your fees must be paid, before merit badge registration will open up for your unit. If you are unsure of how much that is for you, please contact me at 1-800-526-6708 or email me at peggy.baillie@scouting.org.

Also, if you made any payments that do not show up on your statement, please call me and let me know so I can follow up and correct your invoice.

To help you on Sunday, and to speed up your check-in and payments, we have added the merit badge fees into the online system. For example Rifle Merit badge, you used to have to go into the trading post and pay on Sunday evening, now you will pay for it as you register each youth for that merit badge, freeing up some of your time on Sunday evening. For adding a merit badge at camp you will still have to add payment in the trading post and for drops you will need to work with our business manager.

How to Register Merit Badges

1. Have the Scouts give you a list of their merit badge choices along with a couple second choices.
2. Have a list of each Scout's choices plus his birthdate ready.
3. Log into your Troop's file on campdanielboone.org
4. Make sure your **base camp week is highlighted** on the home page.
5. If you have not already done so, go up to "**your roster**" and put all the Scouts' and adult names in the roster; Scouts and birthdates go at the top of the roster list, and the leaders go at the bottom of the roster list. Make sure to click "save" and "check-out" when you are done.
6. After all names are in "your roster", click on "**Event Registration**". Then click on the green plus sign next to "youth registrations". A box with your list of youth names should appear.
7. Click on and highlight the first name. To the right of the name choose base camp or high adventure if applicable. Then go to "**Create Registration**". Click on it.
8. Another box will come up with the Scout's name and will say "**continue to pick classes**". Click on it.
9. On the next page a list of merit badges that are available will appear by time. Click on his 9 am class and drag it to the center box. (All 9 am classes will disappear so you don't double book this time frame.) Then, go down the list and chose the rest of his classes dragging each to the center box.
10. Once you have his entire schedule in the center box, click on "**save**", then **check out**, then **submit my order which is on the "cart" page** and go on to the next name in "**event registration**", using the same process for each one. until all Scouts have their merit badge classes booked. You should use the "submit my order" button after each Scout or at least after every couple to lock your confirmation in. Don't wait until the end to submit it or you could lose space you have already chosen.
11. If a class does not show up on the list, it means it is already filled.

If you have any questions, please feel free to contact me. Peggy Baillie – 1 800 526 6708
peggy.baillie@scouting.org

