Online Registration System
Merit Badge Class Selection

Merit badge course selections are entered through your online registration from the Attendees tab. When you first click the Attendees tab, you will see your roster as shown below. It may be helpful to complete all roster information prior to the day that merit badge class selection begins to save time on the day that you are entering classes. Parents entering merit badges through the Parent Portal will see only their Scout’s name listed below.

After merit badge registration has opened, click on any name in the roster to expand that person’s information. You will see a Class Schedule box under each Scout’s name. Click on Select Classes to open a window of available classes.
When the Available Classes window opens, it will show all courses with a 9:00 AM start time. You may click on the drop-down arrow to view a different class period or click on the View All Classes, as well. The available classes will be listed in alphabetical order.

Click on a course on the right to add it to the Scout’s schedule on the left. Once you have selected a course, the Available Classes list will refresh to only show remaining courses that do not conflict with the courses that you have already selected. To remove a course from the Scout’s schedule, simply click on it in the list on the left and it will return to the list on the right. Once you have selected all of the Scout’s courses, click on the Show Class Schedule button.
The Scout’s schedule will then be displayed. In this example the Scout has selected Archery from 9:00 – 11:00 AM and Citizenship in the World from 11:00 – 12:00. However, Archery shows on his schedule three times; at 9:00, at 10:00 and at 10:20. Ransburg offers 1 hour class sessions except for a few classes that run from 10:20 – 12:00 or 3:20 – 5:00. Because of these classes with odd start times, it is necessary for the Scout’s schedule to appear as it does above.

When the Scout selected the 9:00 – 11:00 class, the system automatically blocked out both the 9:00 and 10:00 time slot in his schedule so that he could not select a separate 10:00 class. In much this same way, the system also added this class as a placeholder from 10:20 – 12:00 so that the Scout does not double book a class at 10:20. This placeholder does not prevent the Scout from registering for an 11:00 class.

You may print the Scout’s Schedule from this screen. The three Archery assignments still show but are a little easier to understand. The Scout can see that he is in Archery at the Shooting Sports location from 9:00 until 11:00 and then moves to the Order of the Arrow location for Citizenship in the World.
Camp Coordinators may also print all of your Scout’s schedules, along with many other reports, from the Reporting Tool in your registration. Parents using the Parent Portal will not have this option.