

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.

2017 Ransburg Summer Camp - Week 8

Early discount ends
04-15-2017 11:59 PM

Attendees Summary Make a Payment

Attendees Registration Number 160487089 Balance Due: \$2,385.00

Expand Refresh Save Add Attendees

Booking Date	Site Fee (paid once per troop)	Event Fee	Early Discount
03-14-2017	Attendee (2076379)	\$50.00	
Boy Scout Youth			
03-14-2017	Eagle, Eric (Eagle)	\$295.00	\$-20.00
03-14-2017	Firstclass, Fred (First Class)	\$295.00	\$-20.00
03-14-2017	Life, Liam (Life)	\$295.00	\$-20.00
03-14-2017	Scout, Sam (Scout)	\$295.00	\$-20.00
03-14-2017	Secondclass, Scott (Second Class)	\$295.00	\$-20.00
03-14-2017	Star, Steve (Star)	\$295.00	\$-20.00
03-14-2017	Tenderfoot, Tom (Tenderfoot)	\$295.00	\$-20.00
Male Leader			
03-14-2017	Scouter, Simon	\$135.00	
Female Leader			
03-14-2017	Volunteer, Vicki	\$135.00	
Total		\$2,385.00	\$-140.00

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.

03-14-2017 Eagle, Eric (Eagle) \$295.00 \$-20.00

After School Troop 123

*First Name ?

*Last Name ?

*Scout Rank

*Age ?

Select Classes CLASS SCHEDULE

Period	Time	Mon	Tue	Wed	Thu	Fri
9AM Start	09:00-10:00					
10AM Start	10:00-11:00					
10:20AM Start	10:20-12:00					
11AM Start	11:00-12:00					
2PM Start	02:00-03:00					
3PM Start	03:00-04:00					
4PM Start	04:00-05:00					

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.

The screenshot shows the 'Available Classes' window. At the top, there is a 'View All Classes' button and a dropdown menu currently set to '09:00 AM 9AM Start'. A red arrow points to this dropdown menu. Below the dropdown is the 'Available Classes' section, which contains a list of courses. The first course is 'RSR158 Archery', followed by 'RSR179 ASI ATV Training', 'RSR161 Athletics', and 'RSR127 Bird Study'. Each course entry includes a small icon, a description, and details like 'Day of Class', 'Room Number', and 'Prerequisites'. To the left of the 'Available Classes' window is the 'Eric Eagle's Classes' window, which is currently empty and has a 'Show Class Schedule' button at the top.

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.


This screenshot shows the same interface as the previous one, but with 'RSR158 Archery' now added to the 'Eric Eagle's Classes' list on the left. A red arrow points to the 'Show Class Schedule' button at the top of the left window. Another red arrow points to the 'RSR158 Archery' entry in the left window. The 'Available Classes' list on the right has been updated and now shows 'RSR161 Athletics', 'RSR168 Aviation', and 'RSR117 Basketry'. The 'View All Classes' button and the dropdown menu are still visible at the top of the right window.

*First Name ?

*Last Name ?

*Scout Rank

*Age ?

[Select Classes](#)  [CLASS SCHEDULE](#)

Period	Time	Mon	Tue	Wed	Thu	Fri
9AM Start	09:00-10:00			Archery		
10AM Start	10:00-11:00			Archery		
10:20AM Start	10:20-12:00			Archery		
11AM Start	11:00-12:00			Citizenship in the World		
2PM Start	02:00-03:00			Canoeing		
3PM Start	03:00-04:00			Canoeing		
4PM Start	04:00-05:00			Engineering		

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 the 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.

Ransburg Summer Camp: 1-6701-709-21
07-23-2017 1:00 PM

Class Attendee Schedule
2017 Ransburg Summer Camp: Week 8 at Ransburg Scout Reservation


<p>Event Information 2017 Ransburg Summer Camp July 23, 2017, 01:00 PM 7599 E Waldrip Creek Rd Bloomington, IN 47401</p>	<p>Attendee Information Eric Eagle After School Troop 123 Registrant Boy Scout Youth</p>
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Time	Period	Class #	Class Name	Su	Mo	Tu	W	Th	Fr	Sa
09:00 AM - 10:00 AM	9AM Start Location: Shooting Sports	RSR158	Archery		x	x	x	x	x	
10:00 AM - 11:00 AM	10AM Start	RSR158	Archery			x	x	x	x	
10:20 AM - 11:00 AM	10:20AM Start	RSR158	Archery			x	x	x	x	
11:00 AM - 12:00 PM	11AM Start Location: Order of the Arrow Prerequisite: Age 14 or older	RSR140	Citizenship in the World			x	x	x	x	
02:00 PM - 03:00 PM	2PM Start Location: Aquatics Prerequisite: Pass the swimmer's test	RSR103	Canoeing			x	x	x	x	
03:00 PM - 03:00 PM	3PM Start	RSR103	Canoeing			x	x	x	x	
04:00 PM - 05:00 PM	4PM Start Location: STEM Center	RSR172	Engineering			x	x	x	x	

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.

Crossroads of America Council Home [Calendar](#) [Parent Portal](#) [Lookup Registration](#)



Crossroads of America Council Boy Scouts of America

160487089 [Event Details](#) [Registration Details](#) [Parent Portal](#) **Reporting** [myRoster](#) [Help](#)

2017 Ransburg Summer Camp - Week 8

Attendees Summary Make a Payment

Early discount ends
04-15-2017 11:59 PM

Registration Number **160487089** Balance Due: **\$2,385.00**

Reporting

Unit Roster	This report prints a unit roster.
Payment Allocations	Shows individual payment status
Class Attendee Schedule	For Attendees - shows their class or merit badge schedule
Parent Portal Credentials	This report generates the Parent Portal Credentials for parents to access their Scouts on a registration.

