

MERIT BADGE SIGN UP DIRECTIONS

This is a quick reference guide in signing your Scouts up for merit badges at camp. This guide assumes that you have already registered for camp and have gone in and named the Scouts going to camp.

To begin go to www.fiverivers.org

Select the week that you are attending camp.

- Go to Camping tab, Summer Camp, select week of camp
- Go to Calendar, and select the week that you are attending camp


Click the register button.

Select Logon and do so (if you have forgotten select the Need help box)

You will then select Edit Registration under Action

SELECT GROUP

You have existing registration for 2018 Week 1 Camp Gorton.
To edit an existing registration, click on Edit Registration.
To create a new registration, follow instruction below and then click on Continue

Registration Date	Registration #	Group Name	Action
5/14/2017 7:02:11 PM	12118090	Troop 1	Edit Registration 

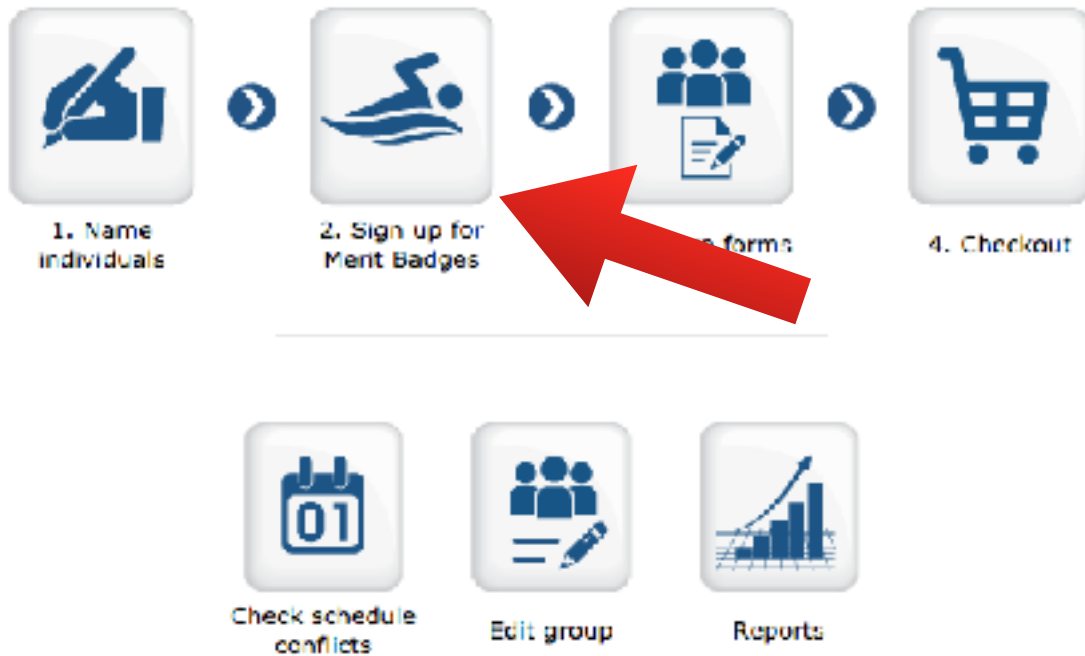
PLEASE SELECT THE GROUP TO ASSOCIATE WITH THIS REGISTRATION. SELECT NEW TO CREATE A NEW GROUP

New

Troop 1 (Johnny Scoutmaster - Five Rivers Council Inc., BSA)

← Go Back Cancel Continue →

You will see the boxes. Click on 2. Sign up for Merit Badges



You now have 4 boxes (1. Youth names, 2. Sessions, 3. Classes in that session, 4. Youth schedule)

Step 1: Select a Participant

Firstclass, Phil
Scoutmaster, Jonny
Tenderfoot, Tommy

Step 2: Select a Category

1 - 9:00 am - 9:50 am
2 - 10:00 am - 10:50 am
3 - 2:00 pm - 2:50 pm
4 - 3:00 pm - 3:50 pm

Step 3: Choose Activities for: Firstclass, Phil

Activity	Time	Schedule	
Archery	9:00 AM - 9:50 AM	Monday - Friday	+
Art	9:00 AM - 9:50 AM	Monday - Friday	+
Chemistry	9:00 AM - 9:50 AM	Monday - Friday	+
Communications	9:00 AM - 9:50 AM	Monday - Friday	+
Electronics	9:00 AM - 9:50 AM	Monday - Friday	+
Environmental Sci	9:00 AM - 9:50 AM	Monday - Friday	+
F.T.K.E.	9:00 AM - 10:50 AM	Monday - Friday	+
Fire Safety	9:00 AM - 9:50 AM	Monday - Friday	+
First Aid	9:00 AM - 9:50 AM	Monday - Friday	+
Fly Fishing	9:00 AM - 9:50 AM	Monday - Friday	+
Indian Lore	9:00 AM - 9:50 AM	Monday - Friday	+
Journalism	9:00 AM - 9:50 AM	Monday - Friday	+
Kayaking	9:00 AM - 9:50 AM	Monday - Friday	+
Motorboating	9:00 AM - 9:50 AM	Monday - Friday	+
Paddleboarding	9:00 AM - 9:50 AM	Monday - Friday	+
Plant Science	9:00 AM - 9:50 AM	Monday - Friday	+
Rifle Shooting	9:00 AM - 9:50 AM	Monday - Friday	+
Rowing	9:00 AM - 9:50 AM	Monday - Friday	+
Scouting Heritage	9:00 AM - 9:50 AM	Monday - Friday	+
Water Sports	9:00 AM - 9:50 AM	Monday - Friday	+
Weather	9:00 AM - 9:50 AM	Monday - Friday	+
Woodcarving	9:00 AM - 9:50 AM	Monday - Friday	+

Step 4: Schedule for: Firstclass, Phil

Category	Activity	Time	Schedule	Status
This participant is not registered for any activities.				

Steps:

1. Select the youth
2. Select the class period
3. Select the class (click on plus sign)
 - Hovering over a class will provide a description
 - The selected class will appear under schedule
 - If a class fills, you can select waitlist (see below for explanation)
 - If waitlisted, sign up for a second class that period
 - You cannot sign up for multiple classes in a period
 - You cannot sign up for classes that overlap
4. Go back to 2. and change the period.
5. Repeat until you have your schedule for that Scout
6. Go back to 1. and select another Scout and repeat the steps.

Note:

- You can stop at anytime and the system will remember your progress.
- You do not need to checkout to finish
- You can modify the class schedule at anytime, until approximately 1 week prior to camp.

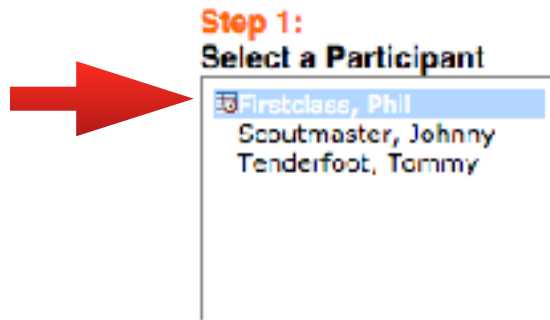
Step 4:

Schedule for: **Firstclass, Phil**

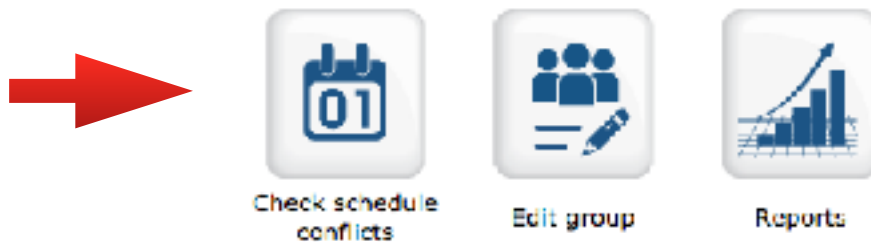
Category	Activity	Time	Schedule	Status	
1 - 9:00 am - 9:50 am	Archery	9:00 AM - 9:50 AM	Monday - Friday	Registered	
2 - 10:00 am - 10:50 am	Camping	10:00 AM - 10:50 AM	Monday - Friday	Registered	
3 - 2:00 pm - 2:50 pm	Search & Rescue	2:00 PM - 2:50 PM	Monday - Friday	Registered	
4 - 3:00 pm - 3:50 pm	Wilderness Survival	3:00 PM - 3:50 PM	Monday - Friday	Registered	

To change the schedule, just click on the trash can to remove a class.

You will know where you left off. Scouts with a full/partial schedule have a calendar symbol next to their name.



When you are done click on the box Check Schedule Conflicts. This will help ensure that a Scout is not dual registered.



Congratulations you are now done.

Waitlists

Each class has an assigned maximum number.

When that number is reached, Scouts may be waitlisted.

Waitlisting will add the Scout in the order that they waitlisted if a spot becomes available.

IF that happens, the registered account owner will receive an email letting them know it was done.

Please log in and delete one of the classes. This may open a spot for another Scout.

You can and should sign them up for an alternative class to ensure they make the most out of their summer camp experience.

Any problems please email joinfrcbasa@gmail.com. Please include unit number, week of attendance, phone number and be descriptive.