

Merit Badge Fair Registration Instructions

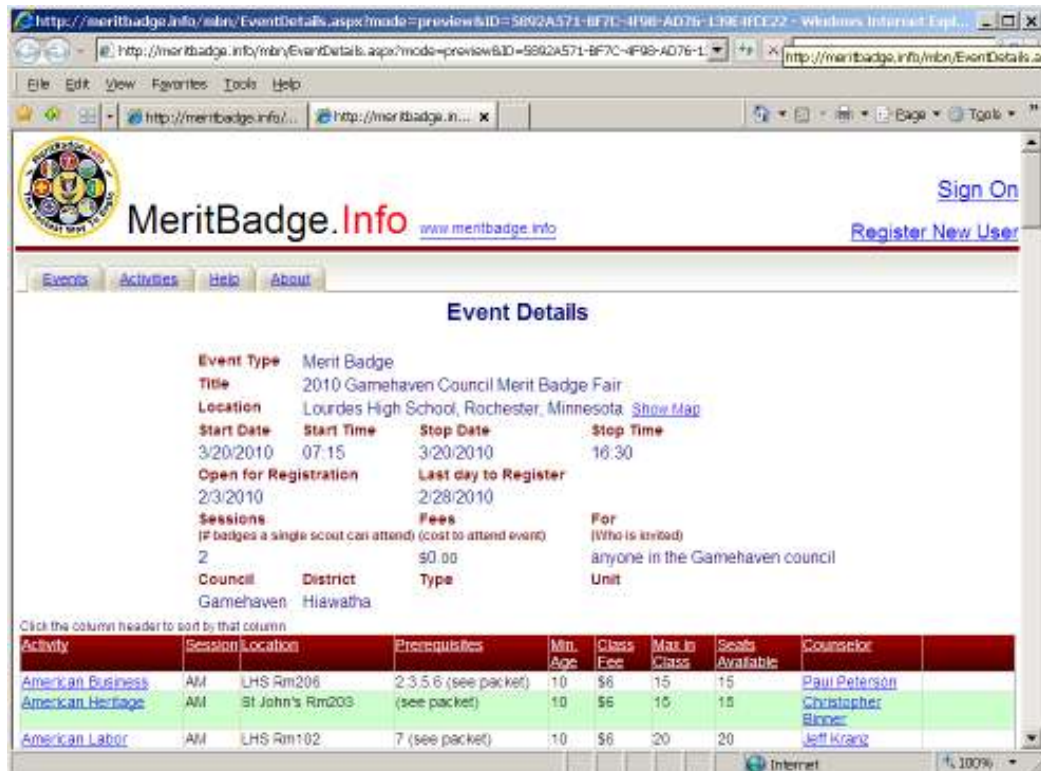
To aid in the registration process, there is another form on the Gamehaven web site – the [2010 Merit Badge Fair Class Scratch Worksheet](#). This worksheet will allow you to have the boys note their 1st, 2nd, and 3rd choices for the merit badge classes, as over time the classes fill up, having alternate choices for the scouts is helpful.

We would encourage each Troop to have only one contact for the registration process. When this individual registers, please make sure they have included their phone name and email address as questions typically do come up that need to be addressed with the appropriate member of the Troop.


1. Go to <http://meritbadge.info>
2. Click on “[Enter Registration System](#)”



3. Scroll down and click on “2010 Gamehaven Council Merit Badge Fair”.
4. You should see a screen similar to this:

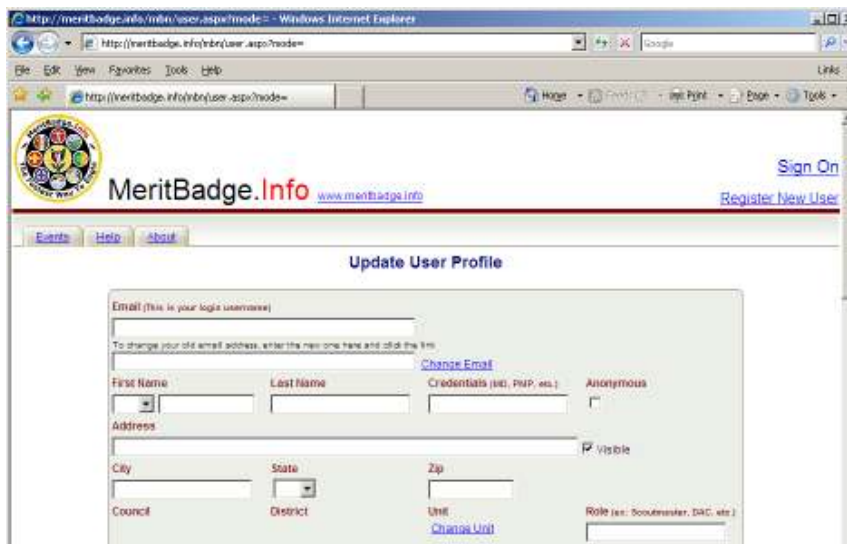


Activity	Session	Location	Prerequisites	Min. Age	Class Fee	Max. In Class	Seats Available	Counselor
American Business	AM	LHS Rm206	2 3 5 6 (see packet)	10	\$6	15	15	Paul Peterson
American Heritage	AM	St John's Rm203	(see packet)	10	\$6	15	15	Christopher Blinn
American Labor	AM	LHS Rm102	7 (see packet)	10	\$6	20	20	Jeff Krang

5. If you are an adult scouter serving as the point of contact (POC) for your troop, and you have not yet registered on this site, you will need to create a user ID, if you have already created an ID, or have your ID from last year, please click on the [“Sign On”](#) (go to step 8 of these instructions). If you forgot your password, click on the [Email My Password](#)  link, and your old password will be emailed to you.

To create an ID, select [“Register New User”](#) (upper right hand corner).

- a. Select you state (MN), then click OK.
 - b. Select the council of “Gamehaven, then click OK.
 - c. Select your District, then click OK.
 - d. Select Troop, then click OK.
 - e. Select your Unit Number, then click OK. If your troop number does not appear on the list, type in your unit number and click [Add](#), then click OK.
6. You should now see a screen that looks like this:



The required fields are:

- a. a valid email address (this is how you will be notified of the confirmed classes for your troop)
- b. First and last name
- c. City and State

Scroll down on this page and the bottom of the page will look like this:



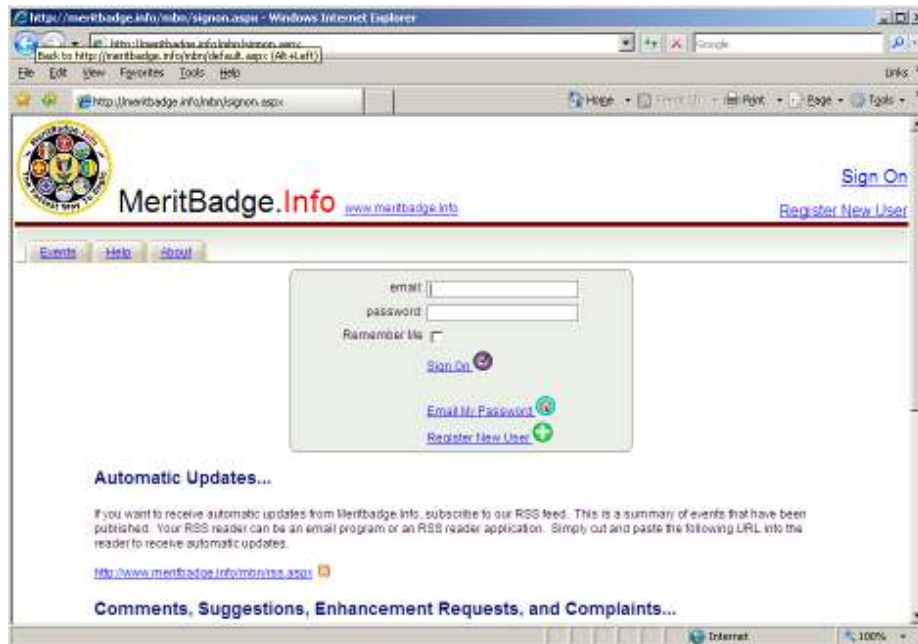
Create a password, reenter the password and then click



The screen will refresh and you should see a screen that the top portion looks like this with the new user email address and password.



7. Click “[Sign On](#)” at the top right corner of the screen.
8. You should now see a screen like this:



Enter in the email and password that you just registered, then select [Sign On](#). This will take you to a screen that the top portion looks like this:



Select the [Registration](#) tab. In the **Select an Event** box, select “2010 Gamehaven Council Merit Badge Fair”.

9. In order to start entering your scouts, you will need to have a “Selected” leader (a person that will be attending the Merit Badge Fair). On the bottom of the registration screen you will see this (with your information in it):

Unit Event Roster

Click the column header to sort by that column

Last Name	First Name	Age	Guardian Phone	Guardian Email	Cost	Session	Activity	Location	Prerequisites	Event Fee Paid	Activity Fee Paid
-----------	------------	-----	----------------	----------------	------	---------	----------	----------	---------------	----------------	-------------------

Participants Registered:		
	Owe	Paid
Event Fees		
Activity Fees		
Totals:		
Total Still Owed:		

Unit Leader Roster Unit Leader Roster

Leader	Role	Email	Home Phone	Mobile Phone	Attending Event	Who is attending the event	Remove User from Unit
Joe		joescout.com			Yes	Un/Select	Remove

You will need to click on [Select](#) for one of the adult leaders under the “Who is attending the event” column before you will be able to register any scouts.

10. Now you are ready to start entering your scouts in their classes.

The default participant screen is below. The key fields are: the First and Last name, the Session and Activity (:Session) fields.

- Enter the scouts name into the First and last name field.
- Enter the scout leaders email address who is managing the Merit Badge registration for your troop, for the email address for all of the scouts in your troop.

Participant Registration

Show Past Events

Add participant information below and click ADD to include them.
 Copy the same participant information for multiple session events selecting a different activity.
 To change a participant's activity, first ADD the participant to a new activity, then DELETE the old activity.
 Click Print Roster below for a printed list for your unit.

Participant's Information

First Name: Last Name:

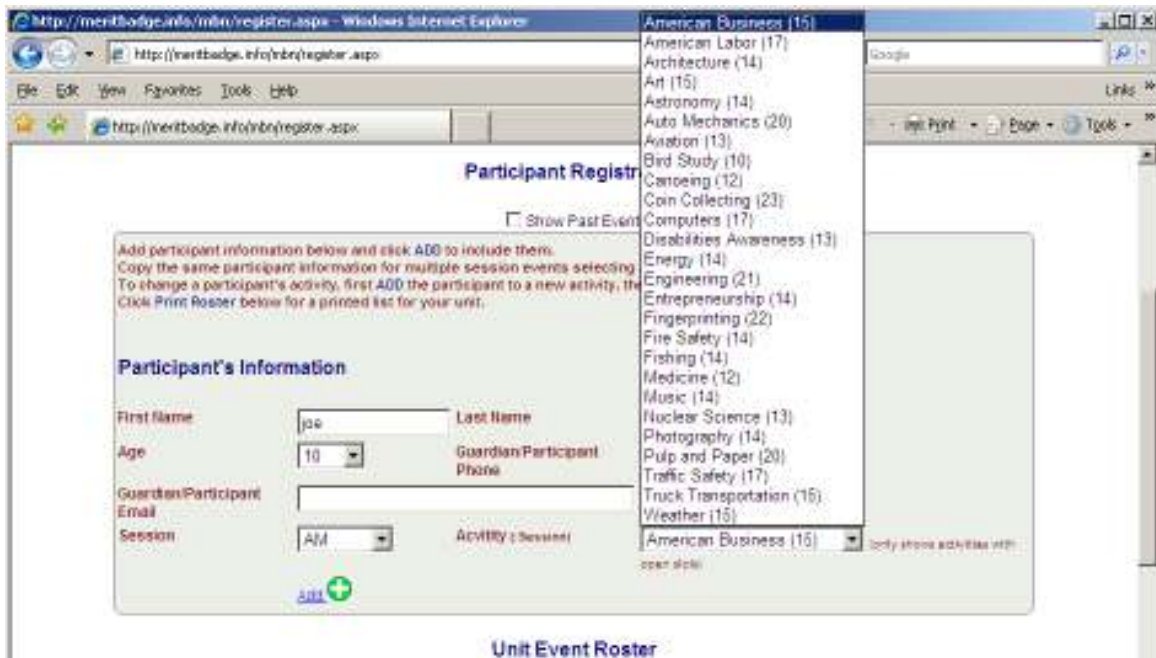
Age: Guardian/Participant Phone:

Guardian/Participant Email:

Session: Activity (:Session): only show activities with open slots

[ADD](#)

11. Start by entering the first scouts name and then select what session you are registering them for. There are three sessions: All Day, AM and PM. After you have selected which session you want to register for, the screen will refresh and then allow you to select from the class choice list. An example of the AM session and class choices is:



The number behind each class name is the available seats in the class. As scouts are registered for a class this number will automatically decrease. Select the class, confirm you have the correct boy's name and session and then click on the [Add](#) button.

12. The screen should refresh and look similar to this screen:

Unit Event Roster

Click the column header to sort by that column

Last Name	First Name	Age	Guardian Phone	Guardian Email	Cost	Session	Activity	Location	Prerequisites	Event Fee Paid	Activity Fee Paid	
Scout	Joe	10			6	AM	Fingerprinting (AM)		(see packet)			Edit Delete

Participants Registered:		1
	Owe	Paid
Event Fees		\$0
Activity Fees		\$0
Totals:	\$6	\$0
Total Still Owed:	\$6	

Verify you entered in the correct name and the correct class. You can continue adding additional classes, or for ease of entry, add in the PM class for the same boy. This will save you from typing in the name again.

13. Enter the next boy's name, age and select the Session and class from the list. Then click on the [Add](#) button. As you enter boys into classes, the event roster will build the classes. Please note that the roster provides the prerequisites for each class. After you have registered a few boys, your screen will look similar to this:

Participant's Information

First Name: Last Name:

Age: Guardian/Participant Phone:

Guardian/Participant Email:

Session: Activity (:Session): (only shows activities with open slots) B17A8B95-591D-4679-B61A-DB2E490030BD


[Add](#) 

Unit Event Roster

Click the column header to sort by that column

Last Name	First Name	Age	Guardian Phone	Guardian Email	Cost	Session	Activity	Location	Prerequisites	Event Fee Paid	Activity Fee Paid		
Scout	Tim	13			6	PM	Crime Prevention (PM)		2, 5B, 7 (see packet)			Edit	Delete
Scout	Joe	10			6	PM	Disabilities Awareness (PM)		4B, 4C, 4D (see packet)			Edit	Delete
Scout	Peete	16			6	All Day	First Aid* (All Day)		2B (see packet)			Edit	Delete
Scout	Tim	13			6	AM	Fire Safety (AM)		(see packet)			Edit	Delete
Scout	Joe	10			6	AM	Fingerprinting (AM)		(see packet)			Edit	Delete

Participants Registered:

Note- if you have misspelled a boys name and would like to change it, you can select [Edit](#) in the same row of the misspelled name and this will bring up the participant registration screen where you can change the spelling and then click on the [Update](#)  button.

- If you entered a boy into the wrong class, you will need to go to the appropriate row, and select [Delete](#), then add them into the appropriate session and class. PLEASE NOTE – the system will allow you to register the same boy for multiple sessions. Please review your work and delete duplicate entries as this will save the registration team much effort and consternation.
- Once all of the scouts have been registered, click on the [Show & Print Roster](#) tab at the top of the participant registration screen. **Register only the scouts you know are taking classes. Do not reserve class seats (A scout is trust worthy...). We reserve the right to drop all registrations for troops that game the system.** This will take you to a screen similar to this:



16. Print a copy of the Unit Registration form and fax or mail it to the Scout office at 507 287-1413, attn: Marlowe Bennett, Merit Badge Fair. The scout office can take dollars out of your troop account to pay for registration. If you do not have sufficient funds in your account, please drop off a check or cash to the scout office within 3 business days. **Any registrations not paid for within 3 business days, run a high risk of being dropped from the registration, to allow other troops access to class seats that have not been paid for.** Class registrations made without having provisions made for payment coverage with the scout office may be removed at any time after the 3 day grace period without notification by the Gamehaven Merit Badge Fair Registration Committee.
17. If you have scouts that need to drop class registrations from the merit badge fair, please email the Gamehaven merit badge fair registration at MBFairHelp@gamehavenbsa.org, to allow re-allocation of their respective class reservations to another scout. All troops will pay the full registration costs within 3 days of registration. Any adjustments to registrations that allow time for another scout to register will be refunded to your troop account after the event is completed.. If you have no shows the day of the merit badge fair, there will be no refunds.
18. If you need assistance with the registration process for your troop, please email the Gamehaven merit badge fair registration at MBFairHelp@gamehavenbsa.org and a registration guru will be assigned to help you.
19. Registration will close on March 2nd.