

How to Download your Blue Card

Thank you for participating in a Pacific Skyline Council online merit badge class!

Your counselor will be marking all completed requirements off in our registration system. After completing the merit badge, you will be able to download the following items to indicate completion.

- An electronically signed Blue Card to print on 8.5"x11"
- An electronically signed Blue Card template to print onto a blank Blue Card
- A ScoutBook Export
 - This will create a .csv file that you can upload directly to ScoutBook in order to record your completion of the merit badge.

If you do not complete the merit badge, you will be able to download a report call "Badges - Incomplete." This form will indicate all requirements you did complete and be electronically signed by your counselor. You can then use this as verification with any merit badge counselor for that badge when you have completed outstanding requirements and get the merit badge signed off.

To access these downloads, you will need to go to your registration online. A link to your registration was provided in your confirmation email when you initially registered. This email was sent to the email address you entered at the beginning of the registration process.

Additionally, you can access your registration by going to <https://scoutingevent.com/?OrgKey=BSA031> and clicking Lookup Registration in the upper right-hand corner. You will need the email address you registered with as well as your registration number (provided in your confirmation email).

Once you have accessed your registration, follow these steps.

1. Then click on the "More" tab.
2. Finally, click "Reports" link.
3. This will bring you to a page with each item described above.

PLEASE NOTE: If you do not complete a merit badge, the Blue Card reports will come up blank. The Badges Incomplete report however will populate. If you feel there is an error with any requirements marked, please reach out to your counselor.