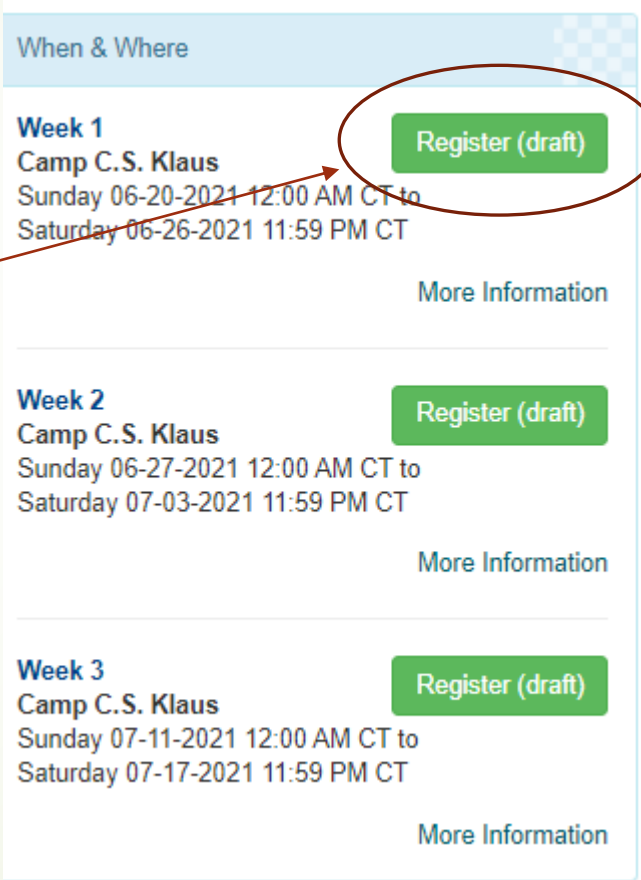


Merit Badge Registration – Step 1

Select your week of camp, and click the Green register button



When & Where

Week 1
Camp C.S. Klaus
Sunday 06-20-2021 12:00 AM CT to
Saturday 06-26-2021 11:59 PM CT

[Register \(draft\)](#)

[More Information](#)

Week 2
Camp C.S. Klaus
Sunday 06-27-2021 12:00 AM CT to
Saturday 07-03-2021 11:59 PM CT

[Register \(draft\)](#)

[More Information](#)

Week 3
Camp C.S. Klaus
Sunday 07-11-2021 12:00 AM CT to
Saturday 07-17-2021 11:59 PM CT

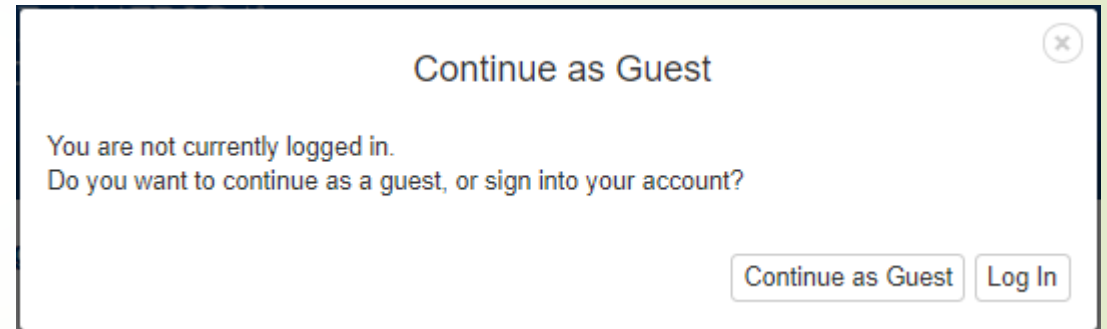
[Register \(draft\)](#)

[More Information](#)

Merit Badge Registration – Step 2

You have the option of logging in or continue as a guest.

Registering for an account/logging in will allow you to save youth information to quickly register for future events.



The screenshot shows a white dialog box with a black border and a close button (an 'x' in a circle) in the top right corner. The title of the dialog is 'Continue as Guest'. The main text inside reads: 'You are not currently logged in. Do you want to continue as a guest, or sign into your account?'. At the bottom right of the dialog, there are two buttons: 'Continue as Guest' and 'Log In'.

Merit Badge Registration – Step 3

From the drop down, select the number of Scouts you are registering for merit badges. (You will have an opportunity to add additional youth later if needed.)

Click the green button.

The screenshot shows a registration form for 'Camp C.S. Klaus Merit Badge Sign-up'. The form includes a 'View Pricing' button in the top right corner. Below the title, there is a section for 'Scouts BSA Youth' with a dropdown menu showing '0' and a 'Cost: \$0.00' label. At the bottom right of the form, there is a green button labeled 'Test registration (draft only)'. Red arrows point from the text on the left to the dropdown menu and the green button.

Merit Badge Registration – Step 4

- Click the red “Update Information” button under Registration Contact.
- Enter your contact information.
- Click the red “Update Information” button under Scouts BSA Youth.

Week 1 - Camp C.S. Klaus Merit Badge Sign-up 1781951802

Participants Check Out Reports

Registration Contact

Registration Contact
Checkout Required

Update Information

Preview Information

Additional Actions

1 Scouts BSA Youth

Scouts BSA Youth
Checkout Required

Update Information

Check Out Required
Registration closes in 42 days: You have 1 participant that requires Check Out. These spots and classes are not held until check out is completed.

Participants slots are temporarily held
Reset Timer

Missing Information
Attachments
Event Contacts

Merit Badge Registration – Step 5

- Enter the Scout information including First and Last Name, age, rank, and #years the Scout has attended Camp.
- To select classes, click the select classes button.

Change Information for Scouts BSA Youth

First Name
First Name

Last Name
Last Name

Age
Age

Scouting Rank
Rank

of Years at Camp
No Thanks

Schedule
Select Classes

Period	Time	Mon	Tue	Wed	Thu	Fri
Session 1	09:00-09:50					
Session 2	10:00-10:50					
Session 3	11:00-11:50					
Session 4	02:00-02:50					
Session 5	03:00-03:50					
Session 6	04:00-04:50					
Twilight	08:30-09:30					

Done

Merit Badge Registration – Step 6

- The right has a list of available classes. Scroll to select the classes for that Scout.
- Click the class to move to the Attendee Class schedule – this also removes options for that same class period.
- The drop down box above the Available classes scrolls the list to that Session time.
- When you select a Waitlist class, it will move to the Waitlisted Class area. You can select another class for that same time session. If you are selected for the wait listed class, the scheduler will put you in the wait list class and remove you from the second class for that time period.

Change Information for Scouts BSA Youth

First Name
First Name

Last Name
Last Name

Age
Age

Scouting Rank
Rank

of Years at Camp
No Thanks

Schedule
Show Class Schedule

View All Classes

Search ...

09:00 AM Session 1

Attendee 7768067's Classes

Click a class to REMOVE from Attendee 7768067's schedule

Attendee 7768067's Waitlisted Classes

WAITLIST Classes for Attendee 7768067's are shown below

Available Classes

Click a class to ADD to Attendee 7768067's schedule

KMB343 American Business	Session 1 (9-9:50)
Earning the American Business merit badge can help Scouts learn practical business matters...	
Day of Class: Mon, Tue, Wed, Thu, Fri	
Room Number: Camp C.S. Klaus Trading Post	
Prerequisites: 3rd year camper and older...	
Additional Periods Offered: Session 4	
KMB301 Archery	Session 1 (9-9:50)
Archery is a fun way for Scouts to exercise minds as well as bodies, developing a steady...	
Day of Class: Mon, Tue, Wed, Thu, Fri	
Max participants: 16 Slots available: 16	
Room Number: Field Sports Program Area	
Prerequisites: Practice is recommended before...	
Additional Periods Offered: Session 2, Session 4	
KMB302 Art	Session 1 (9-9:50)
This merit badge concentrates on two-dimensional art, specifically drawing and painting...	
Day of Class: Mon, Tue, Wed, Thu, Fri	
Room Number: Handicraft Program Area	
Prerequisites: A sketchbook is recommended.	
Additional Periods Offered: Session 2, Session 3, Session 4, Session 5, Session 6	

Merit Badge Registration – Step 7

- Click the “Done” button when information for the Scout is completed.
- Repeat steps 4-7 for each Scout.

Change Information for Scouts BSA Youth

First Name

Last Name

Age

Scouting Rank

of Years at Camp

Schedule

Show Class Schedule View All Classes

Search ...

09:00 AM Session 1

Attendee 7768067's Classes

Click a class to REMOVE from Attendee 7768067's schedule

KMB322 Personal Fitness Session 1 (9-9:50)
Personal fitness is an individual effort and desire to be the best one can be. Regardless...
Day of Class: Mon, Tue, Wed, Thu, Fri
Room Number: Civils Roost
Prerequisites: 2nd year campers and...
Additional Periods Offered: Session 0
Class Notes: Scouts need to complete requirements 6...

KMB305 Camping Session 4 (2-2:50)
Camping is one of the best-known methods of the Scouting movement. When he founded the...
Day of Class: Mon, Tue, Wed, Thu, Fri
Room Number: Scoutcraft Program Area
Prerequisites: 2nd year camper or older.
Additional Periods Offered: Session 1
Class Notes: Please complete requirement 9 before...

Attendee 7768067's Waitlisted Classes

WAITLIST Classes for Attendee 7768067's are shown below

KMB325 Rifle Shooting Session 1 (9-9:50) Additional fee: \$5.00
Unless a rifle is handled incorrectly or recklessly, it is not dangerous. A rifle, like...
Day of Class: Mon, Tue, Wed, Thu, Fri
Max participants: 10 Slots available: 10
Room Number: Field Sports Program Area
Prerequisites: 2nd year campers and older.
Activity...
Additional Periods Offered: Session 5
Class Notes: \$5 in program materials required...

Available Classes

Click a class to ADD to Attendee 7768067's schedule

KMB326 Rowing Session 2 (10-10:50)
Rowing is the use of oars as a means of propelling boats, has grown from a basic method...
Day of Class: Mon, Tue, Wed, Thu, Fri
Room Number: Lake John Deere
Prerequisites: Prerequisite: Must have passed blue...
Additional Periods Offered: Session 5
Class Notes: Scouts must have passed blue swimmer...

KMB330 Shotgun Shooting Session 2 (10-10:50) Additional fee: \$15.00
A shotgun is a precision instrument, designed to shoot a shot charge in a specific pattern...
Day of Class: Mon, Tue, Wed, Thu, Fri
Max participants: 8 Slots available: 8
Room Number: Field Sports Program Area
Prerequisites: 3rd year campers and older. Practice is...

Done

Merit Badge Registration – Step 8

- When all Scouts information is entered, click “Proceed to Checkout”.
- Then click “Book Registration”

The screenshot displays the 'Week 1 - Camp C.S. Klaus Merit Badge Sign-up' interface. At the top right, the ID '1781951802' is visible. Below the title, there are three tabs: 'Participants', 'Check Out', and 'Reports'. The main content area is divided into two sections: 'Registration Contact' and '1 Scouts BSA Youth'. The 'Registration Contact' section shows 'Test, Melissa' with a 'Checkout Required' status, an 'Update Information' button, a 'Preview Information' button, and an 'Additional Actions' dropdown menu. The '1 Scouts BSA Youth' section shows 'Test, Test' with a 'Checkout Required' status and an 'Update Information' button. On the right side, there are three notification boxes: a red one for 'Check Out Required' with a warning icon, a grey one for 'Participants slots are temporarily held' with a warning icon, and a green one for 'Proceed to Checkout' with a checkmark icon. Below these notifications is a timer showing '0 Hours, 31 Minutes, 28 Seconds' and a 'Reset Timer' button. At the bottom right, there are two dropdown menus for 'Attachments' and 'Event Contacts'.

Adding Scouts

- Under the Registration Contact, click the arrow for “Additional Actions”
- Click “+ Add Participants”,
Select the number of youth – proceed with entering Scout information.

The screenshot shows a web application interface with a navigation bar at the top containing 'Participants', 'Check Out', and 'Reports'. The main content area is titled 'Registration Contact' and features a card for 'Test, Melissa' with a 'Checkout Required' status and an 'Update Information' button. To the right of this card is a 'Preview Information' button and an 'Additional Actions' dropdown menu. The dropdown menu is open, showing options: '+ Add Participants', 'Change Participant Type', 'Class Waitlist', 'Delete Participants', 'Delete Registration', 'Manage Participant Classes', 'Parent Portal', and 'Payment Schedule'. Two red arrows point from the text in the list on the left to the 'Additional Actions' dropdown and the '+ Add Participants' option. Below the main card is another card for '1 Scouts BSA Youth' with 'Test, Test' as the contact name, 'Checkout Required' status, and an 'Update Information' button. On the right side of the interface, there are several notification boxes: a red one for 'Check Out Required' with a timer, a grey one for 'Participants slots are' with a 'Reset Timer' button, and a green one for 'Proce'. At the bottom right, there are buttons for 'Attachments' and 'Event Contacts'.

View Scout Classes

- Under the Registration Contact, click the arrow for “Additional Actions”
- Click “Manage Participant Classes”. Click on the Scout name if you need to make changes to that Scout’s schedule.

Participants | Check Out | Reports

Registration Contact

Test, Melissa
Checkout Required
Update Information

Preview Information

Additional Actions

- + Add Participants
- ☑ Change Participant Type
- Class Waitlist
- Delete Participants
- ✕ Delete Registration
- 📅 Manage Participant Classes
- 👤 Parent Portal
- 📅 Payment Schedule

1 Scouts BSA Youth

Test, Test
Checkout Required
Update Information

Check Out Required
Registration closes in 42 days: You have 1 participant that requires Check Out. These spots and classes are not held until check out is completed.

Participants slots are temporarily held
Reset Timer

Proceed to Checkout

Attachments

Event Contacts

Run Reports

► Multiple reports are available to the registration contact. Click the “Reports” tab to find the reports available to you.

Week 1 - 📅 📍 Camp C.S. Klaus Merit Badge Sign-up

Participants Check Out Reports

Reports

Class Data - Excel
Excel export of each Scout's summarized class data.

Unit Roster
This report prints a unit roster.

Unit Advancement Detail
Scoutmaster report showing the Advancement requirement grid (includes merit badges, Scout rank, and any other class that includes requirements)

Scout Summary
Scoutmaster report showing classes by Scout. Answers the question **Which classes are my Scouts taking?**