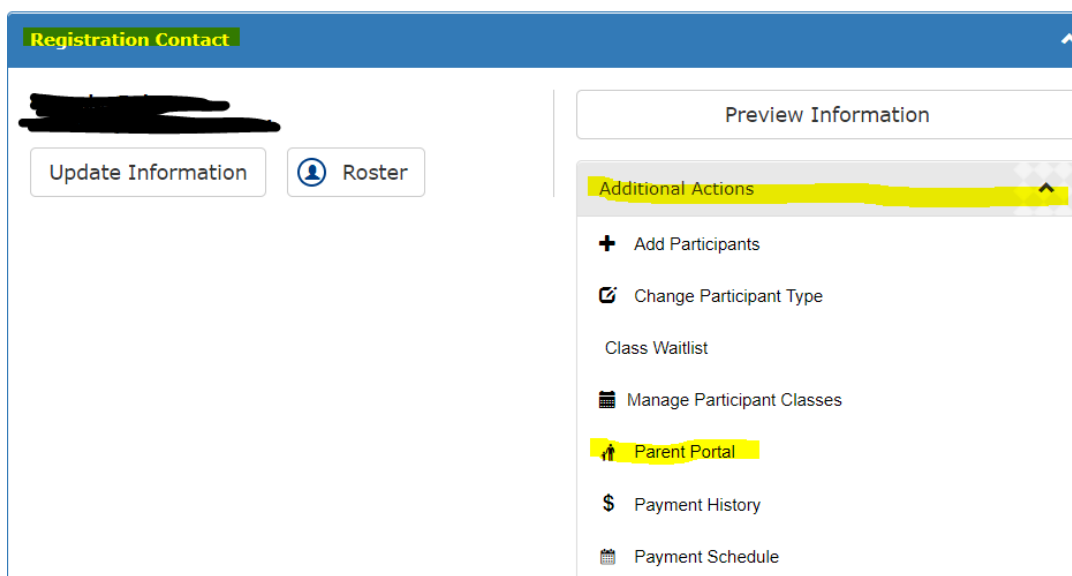


Accessing the Parent Portal

Once participant names are entered, you have the option to use the Parent Portal. This gives each participant their own log-in information to access just their portion of your Troop registration. This allows the Scout/Parents to make payments directly to the registration and make their own program schedule.

To access the Parent Portal, click the **Additional Actions** drop down arrow in the registration contact section at the top of your registration. Click **Parent Portal**, check the box next to **Use Parent Portal** and then **Allow Parent Portal class selection**.



Use Parent Portal. Use the following reports to distribute parent

Parent Portal Credentials

Parent Portal Credentials (EXCEL)

Prevent parents from making payments or seeing event fees.

Allow Parent Portal class selection.

If unchecked, parents will be able to view class and merit badge se

Email me when classes are changed through Parent Portal.

To access each participant's log-in information, click on **Parent Portal Credentials**. Any time someone is added to the registration, you will need to reload the credentials.