

## Accessing the Parent Portal

On your registration, you will have the option to use the Parent Portal. The portal gives each participant their own log-in information to access only their portion of your unit registration. This allows the family to make payments directly to their scout/adult themselves as well as create their own program schedule for Camp Cedars.

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

Week 1 - 📅 📍 Camp Cedars 2024

Participants | Check Out | Reports

### Registration Contact

Troop, Troop  
Checkout Required

Update Information | Autofill

Preview Information

**Additional Actions**

- + Add Participants
- ✍ Change Participant Type
- Delete Participants
- ✖ Delete Registration
- ✍ Edit Billing Info
- 📅 Manage Participant Classes
- ↑ Parent Portal**
- 📅 Payment Schedule

**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 so their log-in is added.