

# Creating Parent Credentials in Parent Portal

## ➤ Creating Parent Credentials in Parent Portal

- Check 'Use Parent Portal' box and click on Parent Portal Credentials to print the list of parent credentials. You can Reset Attendee if needed – either just the password or clear all data if participant is dropping

### Parent Portal

Parent Portal is an **optional** feature that allows you (the registration contact) to provide your parents with access to just their Scout's part of the registration, to make payments and complete data entry [Here is how it works.](#)

[Parent Portal FAQ](#)

**Use Parent Portal.** Use the following reports to distribute parent login credentials.

[Parent Portal Credentials](#)

[Parent Portal Credentials \(EXCEL\)](#)

Prevent parents from making payments or seeing event fees.

Want an email showing payment and data-entry status? Use the checkboxes below to pick your day(s).

Sun  Mon  Tue  Wed  Thu  Fri  Sat

#### Parent Portal Credentials

Reset credentials to reassign an attendee to another parent. (see FAQ for more information)

Name	Password		Name	Password	
Youth			Young Adult (18-21)		
<input type="text"/>	<input type="text"/>	<input type="button" value="Reset Attendee"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Reset Attendee"/>

- When you click on the first Parent Portal Credentials button it creates a PDF doc containing the credentials for all parents (see example of one below – btw this QR code cannot be scanned and won't take you to an actual registration).



- These cards can be printed and given to the parents or emailed (first save each one individually before sending out). The parent can then scan the QR code and access only their scout's registration. If they have more than one scout or a parent is also registered for the event, they can link those together to access them with one credential. Here is a link to a video for Parents on how to use Parent Portal: <https://www.youtube.com/watch?v=XflqI-R-VZE> (the video is a bit older and the cards have userids and passwords instead of QR codes but it's the same idea. if you select the 2<sup>nd</sup> button for Parent Portal Credentials (EXCEL) - it will give you an excel spreadsheet with userids and passwords instead of QR codes).