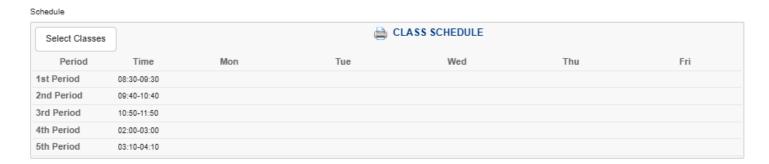


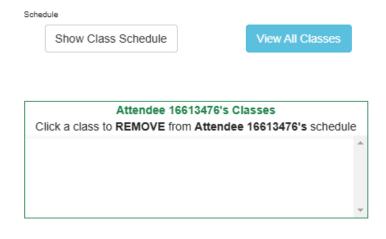
Merit Badge Selection Procedures

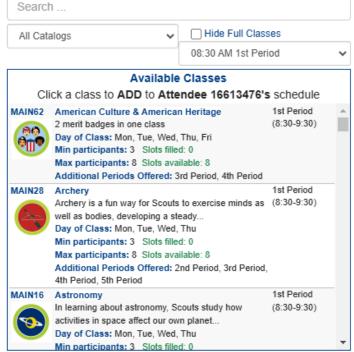
When the merit badge selection window opens, click "Update Information" for the participant. A **Class Schedule** dialog box will open. If the participant is current with the fee schedule, the dialog box will look like the one below.



Click on the "Select Classes" button, and a dialog box like the one below will appear. Scroll through the available merit badges and make selections by clicking on the class.

Pro Tip: Select multi-period merit badges first!









We will create a waitlist for the more popular merit badges. If the CLASS IS FULL message is displayed, click on the merit badge class, and if there's a waitlist, you will be prompted whether you would like to be added to it.

When space becomes available for the waitlisted class, the system will automatically place it on the participant's schedule. Please select an alternate merit badge to fill the open slot.

If the participant is not current, the dialog will look like the one below.

Participant must be paid current with the fee schedule to choose classes. CLASS SCHEDULE					
08:30-09:30					
09:40-10:40					
10:50-11:50					
02:00-03:00					
03:10-04:10					
	Time 08:30-09:30 09:40-10:40 10:50-11:50 02:00-03:00	Time Mon 08:30-09:30 09:40-10:40 10:50-11:50 02:00-03:00	Time Mon Tue 08:30-09:30 09:40-10:40 10:50-11:50 02:00-03:00	Time Mon Tue Wed 08:30-09:30 09:40-10:40 10:50-11:50 02:00-03:00	Time Mon Tue Wed Thu 08:30-09:30 09:40-10:40 10:50-11:50 02:00-03:00

Once a payment is made to make the participant's account per the fee schedule, the "Select Classes" button will appear.

