

## **PAYMENT**

When making a payment you can choose what registrants to apply the payment toward. This helps you to track who has paid.

Be sure to save.

## MERIT BADGES Scouts must be paid in full to select merit badges.

Click on participant "Update information"

Select classes.

Click on the merit badge from the right column to add and from the left to remove it.

You may click on View all classes to see the full catalog of merit badge offerings.

Be sure to save.

Registrations are not saved until checkout is complete.

## **REPORTS**

The reports tab allows you to print reports for your unit.

You will also see your Scouts completion records.