

PARENT PORTAL Guide for Units

Parent Portal is available for units to provide access for parents to make direct individual payments.

See video on how to navigate parent portal video here:

<https://www.youtube.com/watch?v=RBJmmnQuSo4&t=55s>

For the Registrant contact setting up the registration, **click on additional actions > Parent Portal**

The screenshot shows the 'Session 2 - 2026 Scouts BSA Summer Camp - Bear Paw Scout Camp' interface. At the top, there are navigation tabs: Summary, Participants (highlighted in yellow), Payment, and Reports. Below this is the 'Registration Contact' section, which includes a 'Preview Information' button and a list of 'Additional Actions'. The 'Additional Actions' list includes: Add Participants, Change Participant Type, Delete Participants, Edit Billing Info, Manage Participant Classes, Parent Portal (circled in yellow), Payment History, and Payment Schedule. The 'Parent Portal' option is highlighted with a yellow circle and a yellow arrow pointing to it. The 'Participants' tab is also highlighted in yellow.

Session 2 - 2026 Scouts BSA Summer Camp - Bear Paw Scout Camp

Summary Participants Payment Reports

Registration Contact

Booked Dec 02, 2025 5:10 PM

Amount Paid: -\$10.00
Part-time Participant Fee: \$10.00
Paid in Full:

Update Information Autofill

Preview Information

Additional Actions

- + Add Participants
- Change Participant Type
- Delete Participants
- Edit Billing Info
- Manage Participant Classes
- Parent Portal**
- \$ Payment History
- Payment Schedule

Enable Parent Portal by checking “Use Parent Portal” checkbox. Data entry/payment updates and in some cases, “Class Selection” settings will be available as well.

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

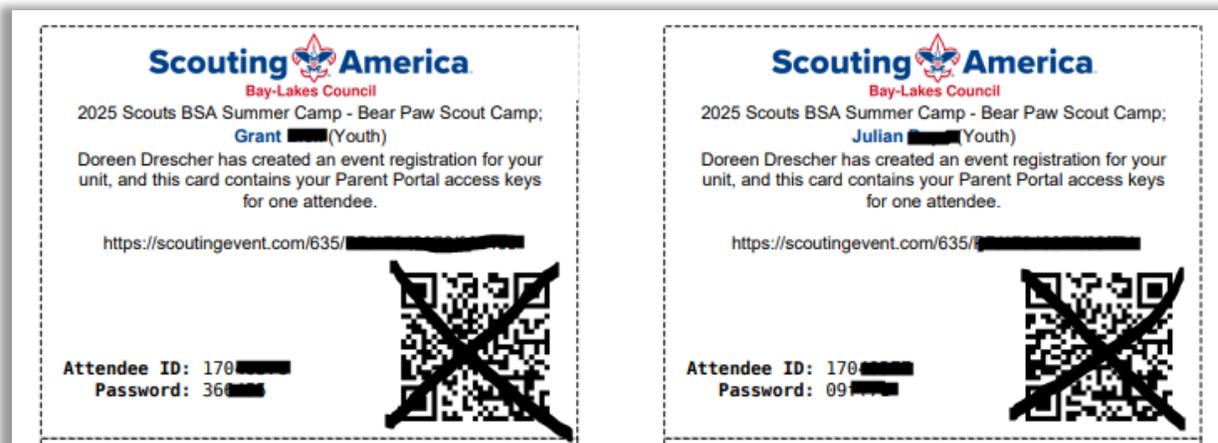
Parent Portal Credentials

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

Name	Password
Youth	Adult
Grant	Tyler
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>
<input type="button" value="Reset Attendee"/>	<input type="button" value="Reset Attendee"/>

The Parent Portal Credentials tab will populate a PDF with individual Attendee ID and passwords.

You can then print and hand out individual cards to the scouts/parents and /or email individual parents their cards. Parents can follow the individual link or click on QR Code



Please see “Here is how it works” for step by step and “Parent Portal FAQ” for additional information and guidance (a PDF with several links)

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.](#)

- Start by clicking the **Use Parent Portal** checkbox.
- Print **parent login credentials** using one of the following two buttons.
- Give parents one login credential for each of their participants (including themselves if they're one of the participants).
- Parents use these cards to make payments and update data entry fields such as name, rank, dietary requirements, etc.
- Parents with **multiple cards** are able to link their participants together once they log in.
- **Prevent parents from making payments or seeing event fees** blocks parents from making payments. This option is good for units where parents pay the unit and then the unit pays the council.
- **Optionally** check one or more days to receive a unit summary email showing payment and data entry status for each participant.

[Parent Portal FAQ](#)

To view credentials for login after setup...

[Redacted], Gabriel Regular Price: \$395.00
Booked Feb 26, 2025 4:09 PM Amount Paid: -\$243.00
Balance Due: \$152.00

Update Information

👤 Autofill
 ⋮

🔑 **View Credentials**