

How To Determine Which Merit Badges Were Selected

After a registration is made for an event that engages Scouts in Merit Badge classes, you first must know two things.

-) The email address used to make the registration AND
-) The Registration number

These will be noted on the confirmation email when the registration was made. Here is an example.



In your browser, navigate to <http://michiganscouting.org>

On the main page select Calendar and Activities

In the dropdown list, select Access Existing Event Registration



A new tab will appear with a dialog box asking for the email address used to make the Registration and the Registration number.

A screenshot of a web browser window showing a dialog box titled "Lookup Registration". The dialog box has a close button (X) in the top right corner. It contains two input fields: "Email Address:" and "Registration Number:". Below these fields is a blue "Login" button.

Enter the required information, and you will be directed to the Registration.

You will access the Registration and be on the Summary page.

 Reporting

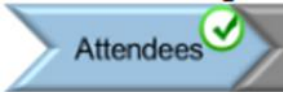
In the upper right corner, is a link for reporting -

 Class Schedule

When you click that link, you will see a list of available reports. Select the "Attendee report" showing each Scout's class or merit badge schedule on a separate page"

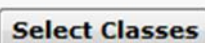


It will look like this:

Class Schedule			
Event Information		Attendee Information	
[Blurred Event Info]		Registrant	Boy Scout Youth
Time	Period	Class #	Class Name
08:30 AM - 04:00 PM	All Day Session		None selected
09:00 AM - 12:00 PM	AM Session	MBTC105	Citizenship in the World
	Location: 204		Instructor: [Blurred]
	Prerequisite 1, 2,3a, 3b, 4a, do two from 4c 1 to 7, 5a, 5b, 5c, 6a, 6b, 6c, 7a through 7e		
01:00 PM - 04:00 PM	PM Session	MBTC102	Chess
	Location: 119		Instructor: [Blurred]
	Prerequisite 4b, 4c, 4d, 4e, and either 6a,6b,or 6c		
08:30 AM - 09:00 AM	Flag Ceremony		null

 Attendees

You can also click on the Attendees icon -

Then click on the Scouts name, which will expand to show

				CLASS SCHEDULE
Period	Time	Sat		
All Day Session	08:30-04:00			
AM Session	09:00-12:00	Citizenship in the World		
PM Session	01:00-04:00	Chess		

Click on the Print icon to print a class schedule. This will print the same report as above.