HOW TO: MERIT BADGE SIGN UPS AT GOSHEN

STEP 1: Preparation

Check out your Camp's Program Schedule! These can be found and downloaded in the Forms & Downloads section of your camp's webpage – www.gotogoshen.org/bowman, www.gotogoshen.org/marriott, or www.gotogoshen.org/olmsted. Marriott's Program Schedule is different depending on which week you are attending. Make sure you've got the correct one for your Week.

Be sure to check out any accompanying information, like Program Descriptions or Merit Badge Prerequisites, also found in the Downloads section. This will have helpful information for your Scouts when they're considering which Merit Badges to choose.

STEP 2: Signing Up

Once your Scouts have looked over the schedule and chosen their Merit Badges, log in to your Camp Registration. Click the **Attendees** tab to view your Attendee List.

Then, click on the name of the Scout. The Scout must be paid for in full to register for Merit Badges. When you click on the Scout, a form with their information will open up below their name. If you scroll down, you'll see a section for **Class Schedule**.

Clicking on the **Select Classes** button will display the Class Selection tool.

Click on a class under the **Available Classes** list to sign up for that class. You can sort through the different periods by using the dropdown menu at ❶. Classes that the Scout signs up for will show up in the green area. Please keep in mind that some classes (Robotics, ATV, Shotgun) have additional fees.

The red area - ❷ - is for waitlisted classes. Classes that have limited class sizes will AUTOMATICALLY put the Scout on the waitlist. These classes are ATV, Water Sports, Welding, Small Boat Sailing, and Motorboating. Instead of being filled by first come, first served, the final list of Scouts will be chosen based on age and then by rank. For example, a 17 year old Life Scout will have higher priority than a 16 year old Eagle Scout. A 15 year old Life Scout will have higher priority than a 15 year old Star Scout. The final list of participants will be selected 1 – 2 weeks before you arrive at camp.

You can sign the Scout up for back up classes, but you must sign them up for the waitlist before you select their back up class. The waitlist class will have priority over the backup class. A Scout can be on any number of waitlists as long as the waitlisted classes do not occur during the same Periods. The registration system will only allow you to be on one waitlist at a time for any one given time slot. For example, you can't be on the Waitlist for both ATV and Small Boat Sailing, because they overlap time slots. If your Scout has a burning desire to be on the waitlist for both, please contact your Camp Director for special arrangements.

Note: Open Program classes, Free Swim, Open Boating, Open Shoot, and Instructional Swim do not have online signups.

Once you have selected the classes for your Scout, you can click **Show Class Schedule** ❸ to return to the Class Schedule display.

Your Scout's schedule should now look something like this.

Period	Time	Sun	Mon	Tue	Wed	Thu	Fri
Period 1	09:00-09:50			Geocaching			
Period 1.5	09:30-10:50			Geocaching			
Period 2	10:00-10:50						
Period 2.5	10:30-11:50			Climbing			
Period 3	11:00-11:50			Climbing			
Period 4	02:00-02:50		Archery				
Period 5	03:00-03:50		Archery				
Period 5.5	03:30-04:50		Archery				
Period 6	04:00-04:50	Backpacking	Hiking	Backpacking	Hiking		

CLASS SCHEDULE — Select Classes · BLUE CARD · Waitlist

You can use the **Select Classes** button to change your Scout's Merit Badge schedule at any time. For waitlists, please make sure the Scout has signed up at least 3 weeks before camp, to be safe. For other Merit Badges, you can change classes up until and including when you get to camp.

To view any waitlists the Scout may be on, click on the **Waitlist** button.

Special Schedule Note FAQs:
1. *Why is Archery taking up 3 blocks? It's only scheduled for 2:00 – 3:50 on the program schedule.*
   Some periods start on the :30, like Climbing. Periods 1.5, 2.5, 5.5, etc. exist for this reason. The .5 period is blocked off so that the system knows the Scout can't sign up for anything at that time. For example, Johnny Scout would not be able to sign up for anything that began at 3:30pm.
2. *The times look weird. Is Johnny Scout really free from 10:00 – 10:50?*
   No. Because of the .5 periods, it works best to see Period 2 as 10:00 – 10:30 and Period 2.5 as 10:30 – 10:50. So Johnny Scout has the first half of Period 2 free, but he has Climbing during the second half of Period 2 (Period 2.5). Likewise, Johnny Scout has Archery during Period 4 (2:00 – 2:50), Period 5 (3:00 – 3:30), and Period 5.5 (3:30 – 3:50).
3. *Why do Backpacking and Hiking look like that?*
   Some classes on your Program Schedule may be displayed as "Backpacking/Hiking" or "Backpacking & Hiking." This means that the classes are taught together. The display here is for sign up purposes only. It DOES NOT represent the days that the different Merit Badges are taught. Often,

requirements for both Merit Badges will be taught at the same time, especially with ones that cover similar or complimentary topics.

STEP 3: Printing Schedules

To print schedules for your Scouts and so you know where your Scouts are going to be, click on the **Reporting** icon at the top of your screen.

This page will have all sorts of useful reports you can run and download to keep track.

Reporting	
Unit Roster	This report prints a unit roster.
Payment Allocations	Shows individual payment status
Advancement Detail	Scoutmaster report showing the Advancement requirement grid (includes merit badges, Scout rank, and any other class that includes requirements)
Class Schedule	Attendee report showing each Scout's class or merit badge schedule on a separate page
Scout Summary	Scoutmaster report showing classes by Scout. Answers the question **Which classes are my Scouts taking?**
Class Summary	Scoutmaster report showing Scouts by class. Answers the question **Which Scouts are taking this class?**
Period Summary	Scoutmaster report showing Scouts by period. Answers the question **Where do my Scouts need to be now?**
Class Data - Excel ➡📊	Excel export of each Scout's summarized class data.

Note: Some programs will not be displayed on these reports. Any programs you signed up for in the below format, rather than the Class Schedule from earlier, will not show up in your reports.