HOW TO: MERIT BADGE SIGN UPS AT GOSHEN

Updated January 2019

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 you 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 Participants tab to view your Participant List.
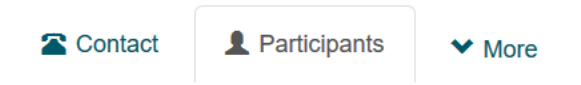
Then, click on the name of the camper. The camper must be paid for in full to register for Merit Badges. When you click on the camper, a form with their information will open up below their name. Click on update information to make edits.

In the modal that appears, you'll see a section for **Class Schedule**.

Schedule

Select Classes			🔵 CLASS SCHEDULE			
Period	**Time**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**
Period 1	09:00-09:50					
Period 2a	10:00-10:30					
Period 2b	10:30-10:50					
Period 3	11:00-11:50					
Period 4	02:00-02:50					
Period 5a	03:00-03:30					
Evening	07:00-07:50					

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 camper 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 camper on the waitlist. These classes are ATV, Water Sports, Welding, Small Boat Sailing, Motorboating, Automotive Maintenance, and Metalwork. Instead of being filled by first come, first served, the final list of participants will be chosen based on age and then by rank. For example, a 17 year old Life Scout will have a higher priority than a 16 year old Eagle Scout. A 15 year old Life Scout will have a 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 camper 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 camper 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 afternoon ATV and Small Boat Sailing, because they overlap time slots. If your camper 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 camper, you can click the **Show Class Schedule** ❸ to return to the Class Schedule display.

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

Period	Time	Sun	Mon	Tue	Wed	Thu	Fri
Period 1	09:00-09:50		Canoeing				
Period 2a	10:00-10:30						
Period 2b	10:30-10:50		Climbing				
Period 3	11:00-11:50		Climbing				
Period 4	02:00-02:50		Wood Carving				
Period 5a	03:00-03:30		Archery				
Period 5b	03:30-03:50		Archery				
Period 6	04:00-04:50		Game Design				
Evening	07:00-07:50	Art			Art		

You can use the **Select Classes** button to change your camper'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 camper may be on, click the **Waitlist** button.

Special Schedule Note FAQs:

1. *Why is Archery taking up 2 blocks? It's only scheduled for 3:00 – 3:50 on the program schedule.*
Not all blocks are created equal. The standard block is 50 minutes (afternoons may vary between camps). Because some classes, like Climbing, start on the :30, some periods have been subdivided, like 2a and 2b.

2. *I signed up for the New Scout Program (Bowman Brigade, New Scout Quest, or Trailshead). How do I pick my Merit Badges?*
Merit Badge sign ups will take place at camp. For now, all you need to do is sign up for the New Scout Program at your camp.

STEP 3: Printing Schedules

To print schedules for your campers and so you know where your campers are going to be, click on **More** and select **Reports** from the dropdown list.
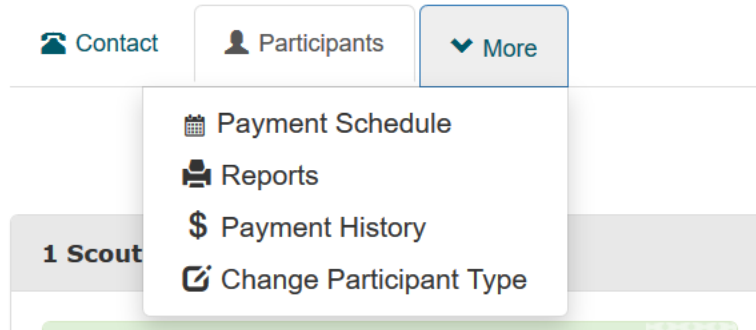
This page will have all sorts of useful reports you can run and download to keep track.

Reports

Unit Roster

This report prints a unit roster.

Payment Allocations

Shows individual payment status

Class Schedule Check Sheet

Scoutmaster report for use prior to class selection. Shows the classes available each period, with checkboxes for each so Scouts can indicate which classes they are interested in.

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?**

Period Summary