HOW TO: MERIT BADGE SIGN UPS AT GOSHEN

Updated March 2020

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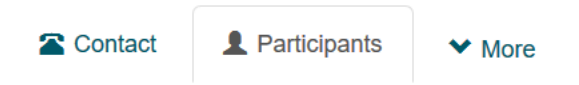
Then, click on the name of the camper. The camper must be paid for in full to register for Merit Badges. When you click on the camper, a form with their information will open up below their name. Click on update information to make edits.

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

Schedule

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. Some classes have a limited class size. These classes are filled first come, first served. Once these classes are full, further campers signing up will be placed on a waitlist and added to the class as space becomes available. These classes are ATV, Automotive Maintenance, Cooking, Kayaking, Metalwork, Motorboating, Small Boat Sailing, Water Sports, Welding, and Woodwork.

Water Sports at Camp Bowman has waitlist-first signups. Campers signing up for Water Sports at Camp Bowman will be AUTOMATICALLY put on the waitlist. 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.

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.

Schedule

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		

Select Classes   BLUE CARD   🖨 CLASS SCHEDULE   Waitlist

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.
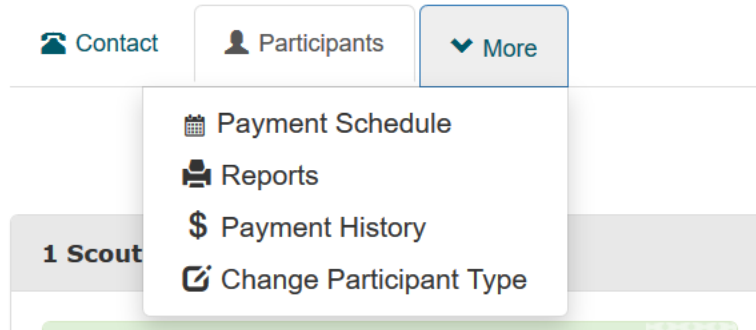2. *How do I sign up for the New Scout Program (Bowman Brigade, New Scout Quest, or Trailshead)? And how do I pick my Merit Badges?*
    For Bowman Brigade (Camp Bowman) and New Scout Quest (Camp Marriott), sign up for the program. Merit Badge sign ups will take place at camp.
    For Trailshead (Camp Olmsted), sign up for the Trailshead program in the afternoon. Sign up for Merit Badges before camp for morning program.

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.

☎ Contact   👤 Participants   ✔ More

📅 Payment Schedule
🖨 Reports
$ Payment History
☑ Change Participant Type

1 Scout

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

☎ Contact   👤 Participants   ✔ More

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