CAMP MERZ
ALLEGHENY HIGHLANDS COUNCIL

MERIT BADGE PRE-REGISTRATION GUIDE

TABLE OF CONTENTS

INTRODUCTION

Our Policy:

Pre-registration will be accepted for all scouts who have been registered for camp by sending in troop payment, the troop registration form and troop roster. **<u>Incomplete forms will be returned without being processed.</u>** Please be sure to keep hard copies of all data entered. Pre-Registration does not guarantee a scout will get into a particular class. We will do our best to accommodate everyone, but cannot always due to space, material and safety issues.

<p style="text-align:center; color:red; font-weight:bold">Age and rank restrictions will be strictly adhered to.
PLEASE do not ask us to make exceptions.</p>
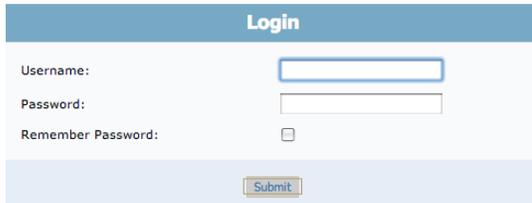
GETTING STARTED

Site Address:

www.campmerz.org (Go to the Boy Scout section near the bottom of the page)

Accessing the system:

In order to use the system, you must log in. You will receive your user name and password via email when your troop registration forms and roster have been received.

Once you click submit, you will be presented with the following menu. To start adding classes click Registration Entry.

Logged on as troop999   Log out

Registration Entry

Registration Report

Registraton Report Export

CLASS SELECTION

How to select classes:

You may now begin adding class selections for each scout. You do this by clicking on the "MBTrack Class Selection" link to the left of the scouts name.

Once in the badge selection page, you will click the "Add new" link to add new class selections.

You may now select the classes this Scout would like to register for. You may repeat this as many times as necessary clicking "save" each time. Click "back to list" when done.

MAKING CHANGES

You can make changes to your data at any time. You have the following options.

Check the box next to class selection and click "Delete selected" to delete classes

PRINTING REPORTS

Logged on as **troop999**

Log out

> **Registraton Report Export**
>
> **Registration Entry**
>
> **Registration Report**

At any time you can click Registration Report export OR Registration Report found on the left hand menu to print a report of your troop registration.

					Advanced search Print this page Print whole report	
Scout Name	**Unit**	**Age**	**Rank**	**Week**	**Badge Name**	
Jones, John	999	17	Eagle	BS 1 MERZ	Orienteering (3:00pm-3:45pm)	
Jones, John	999	17	Eagle	BS 1 MERZ	Older Scout Program (2:00pm-4:45pm)	
Smith, Joe	999	14	Life	BS 1 MERZ	Astronomy (10:00am-10:45am)	
Smith, Joe	999	14	Life	BS 1 MERZ	Computers (11:00am-11:45am)	
Smith, Joe	999	14	Life	BS 1 MERZ	Electronics (2:00pm-2:45pm)	
Smith, Joe	999	14	Life	BS 1 MERZ	Environmental Science (3:00pm-3:45pm)	

		Advanced search Print this page Print whole report			
Scout Name	**Unit**	**Age**	**Rank**	**Week**	**Badge Name**
Smith, Joe	999	14	Life	BS 1 MERZ	
Astronomy (10:00am-10:45am)	Life	14			
Computers (11:00am-11:45am)	Life	14			
Electronics (2:00pm-2:45pm)	Life	14			
Environmental Science (3:00pm-3:45pm)	Life	14			
Scout Name	**Unit**	**Age**	**Rank**	**Week**	**Badge Name**
Jones, John	999	17	Eagle	BS 1 MERZ	
Orienteering (3:00pm-3:45pm)	Eagle	17			
Older Scout Program (2:00pm-4:45pm)	Eagle	17			
Page summary 6 - records total					

Once you click Registration Report, the report will appear on your screen. You have several options at this point.

1. Click "Print this page" to print this individual page

2. Click "Print whole report" to print your entire troop registration

3. Click the Excel logo on the top right to export the report to Microsoft Excel

4. Click the Word logo on the top right to export the report to Microsoft Word.

NOTE: The PDF export option is not available!

CLOSING OUT

To properly close out the system, click on "Log out" and any time during your session.