

VERSION 3-14-10

# **CAMP MERZ**

**ALLEGHENY HIGHLANDS COUNCIL**

## **MERIT BADGE PRE- REGISTRATION GUIDE**



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## INTRODUCTION

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### 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. **Incomplete forms will be returned without being processed.** 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.

**Age and rank restrictions will be strictly adhered to.  
PLEASE do not ask us to make exceptions.**

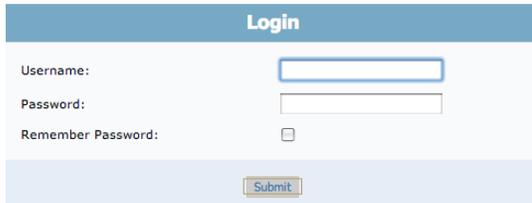
# GETTING STARTED

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## Site Address:

[www.campmerz.org](http://www.campmerz.org) (Go to the Boy Scout section near the bottom of the page)

## Accessing the system:



The screenshot shows a login form with a blue header bar containing the word "Login". Below the header, there are three input fields: "Username:" with a text box, "Password:" with a text box, and "Remember Password:" with a checkbox. At the bottom of the form is a "Submit" button.

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.



The screenshot shows a user menu with a blue header bar containing the text "Logged on as troop999" and a "Log out" link. Below the header, there are three menu items: "Registration Entry", "Registration Report", and "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 “MBTrak Class Selection” link to the left of the scouts name.

[Printer-friendly version](#)   [Print all pages](#)   [Export results](#)   [Import](#)

Details found: 2   Page 1 of 1   Records Per Page: 20

Logged on as troop999   [Export selected](#)   [Print selected](#)

Log out

- > [Registration Report Export](#)
- > [Registration Entry](#)
- > [Registration Report](#)

<input type="checkbox"/>		Rank	Last Name	First Name	Phone	Age	Unit	OSP	Camp Fee	Campership	Discount	Payment1	Payment2	Balance Due	Free Hat	Provisional
<input type="checkbox"/>	<a href="#">MBTrak Class Selection</a>	Eagle	Jones	John	(716) 665-2697	17	999	<input type="checkbox"/>	250.00	0.00	0.00	0.00	0.00	250.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">MBTrak Class Selection</a>	Life	Smith	Joe	(716) 753-7194	14	999	<input type="checkbox"/>	250.00	0.00	0.00	0.00	0.00	250.00	<input type="checkbox"/>	<input type="checkbox"/>

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

Master table: [\[View Scouts\]](#)

Rank	Last Name	First Name	Phone	Age	Unit	OSP	Camp Fee	Campership	Discount	Payment1	Payment2	Balance Due	Free Hat	Provisional
Eagle	Jones	John	(716) 665-2697	17	999	<input type="checkbox"/>	250.00	0.00	0.00	0.00	0.00	250.00	<input type="checkbox"/>	<input type="checkbox"/>

[Back to Scout List](#)

[Printer-friendly version](#)   [Print all pages](#)   [Export results](#)   [Import](#)

Logged on as troop999   [Add new](#)

Log out

No records found

- > [Registration Report Export](#)
- > [View Scouts](#)
- > [Registration Report](#)

Class Selection, Add new record

Badge ID

\* - Required field

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

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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

Details found: 5 Page 1 of 1 Records Per Page: 20

Logged on as **troop999** [Add new](#) [Delete selected](#) [Export selected](#) [Print selected](#)

**Log out**

- > [Registraton Report Export](#)
- > [View Scouts](#)
- > [Registration Report](#)

	<input type="checkbox"/>	Badge ID
<a href="#">Edit</a>	<input type="checkbox"/>	Orienteering (3:00pm-3:45pm)
<a href="#">Edit</a>	<input type="checkbox"/>	Older Scout Program (2:00pm-4:45pm)
<a href="#">Edit</a>	<input type="checkbox"/>	Archery (2:00pm-2:45pm)
<a href="#">Edit</a>	<input type="checkbox"/>	BSA Lifeguard (9:00am-11:45am)
<a href="#">Edit</a>	<input type="checkbox"/>	Electricity (10:00am-10:45am)

# 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
<b>Smith, Joe</b>	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
<b>Jones, John</b>	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**

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