



# **How to Download a Merit badge Completion record for Alamo Area Council Online Merit Badges**

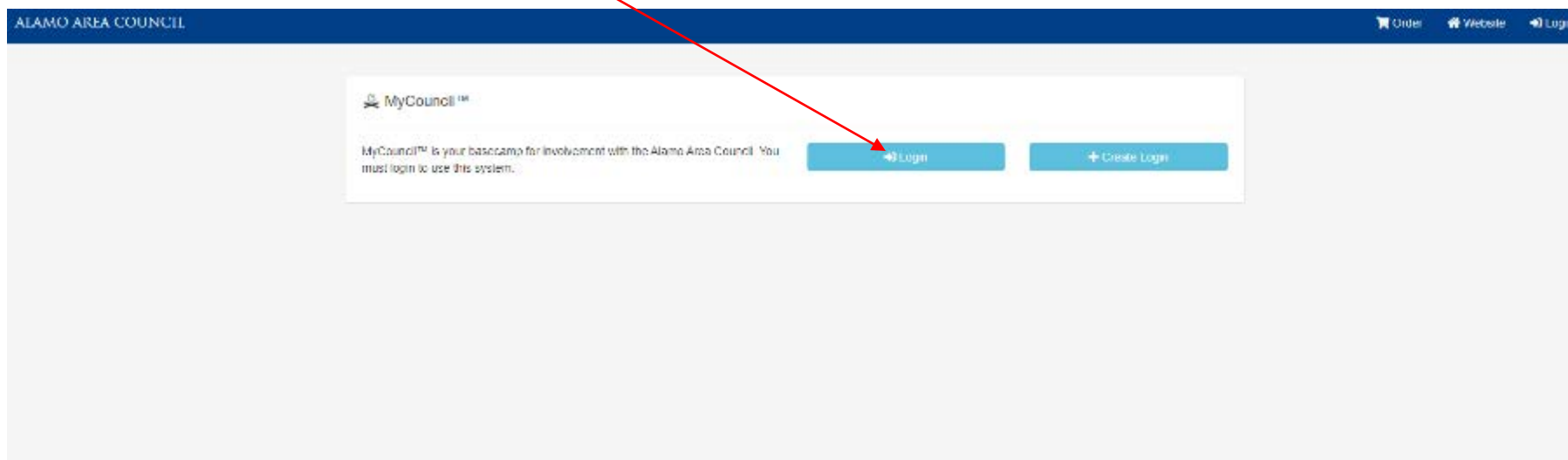
Navigate to Alamo Area Council web page, [www.alamoareabsa.org](http://www.alamoareabsa.org)



Click on “MyCouncil”



Click on “Login”





Login with the same credentials you used to sign up for the class originally

Alamo Area Council, BSA  
[Return to Home](#)

Login to your MyCouncil™ Account

Email Address  
brian.edward.keenan@jci.com

Password  
\*\*\*\*\*

☐ Keep me logged in

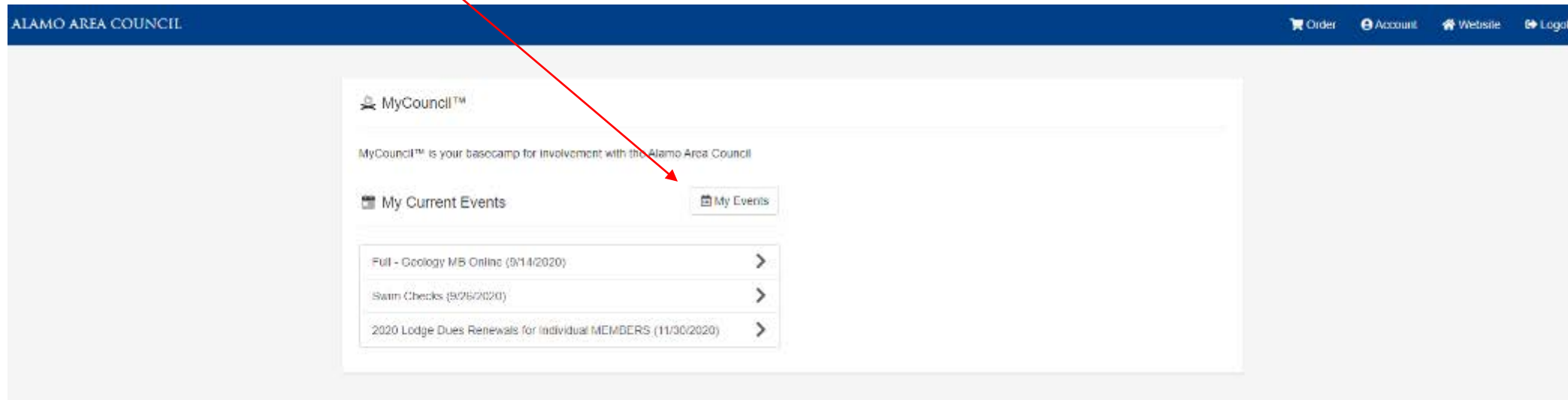
Login

Don't have an account yet? [Create one now!](#)

[Forgot your Password?](#)



Click on “My Events”



Click on the class in question from the list of things on you've previously signed up for

ALAMO AREA COUNCIL

Order Account Website Logout

My Events - 2020  
Brian Keenan

< 2019 2021 >

January

18 Archery Merit Badge >

April

13 Full - Citizenship in the Community Online >

May

8 Full - Citizenship in the Community Online >

June

1 Citizenship in the Community Online > 19 Full - Environmental Science MB >

July

5 Bear Creek Scouts.BSA Summer Camp 2020-Session 5 > 13 Full - Citizenship in the Community Online > 20 Full - Horsemanship MB - Hybrid Class >



## Step #7

Click on the arrow next to your scout's name

ALAMO AREA COUNCIL

Order Account Website Logout

Full - Horsemanship MB - Hybrid Class (7/20/2020)  
Brian Keenan

My Events

Event Details

<b>Name</b>	Full - Horsemanship MB - Hybrid Class
<b>Dates</b>	Monday, July 20, 2020 from 10:00am to 12:00pm
<b>Location</b>	Online Zoom Meeting

Your Attendees for this Event

Keenan, Jordanne	>
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# Click on “Requirements”

Step #8

ALAMO AREA COUNCIL

Order

Account

Website

Logout

ATTENDEE

Keenan, Jordanne  
Full - Horsemanship MB - Hybrid Class - Jul 20, 2020

General

Options

Activities

Requirements

Notes

Personal Information

edit

Name

Jordanne Keenan

BSA ID

Email

brian.edward.keenan@jalco.com

Address

Phone

405-719-0520

Date of Birth

Gender

Female

Home Unit

Troop 374-GT - San Antonio, TX  
Alamo Area Council (583)  
Roadrunner District

Spcl Needs

Registration Information

Order

51720

Variant

Horsemanship Hybrid

Quantity

1

Registered

Sat, Jun 27, 2020 9:09 AM

Status

Confirmed

Financial Summary

Purchases		Payments	
Event Fees	\$20.00	Payments	\$20.00
Discounts	\$0.00	Scholarships	\$0.00
Assessments	\$0.00	Refunds	\$0.00
		Adjustments	\$0.00
NET	\$20.00	NET	\$20.00
		BALANCE	\$0.00

Event Related Information

Broadcasts

Online Zoom Meeting



## Step #9

On the “You Can” dropdown, click “download completion records”  
Wait for PDF file to be created. Open file when created.



The screenshot displays the ScoutMeIn web application for the Alamo Area Council. The top navigation bar is dark blue with the council name on the left and links for Order, Account, Website, and Logout on the right. A red arrow points to the 'Website' link. Below the navigation bar, the user profile for 'Keenan, Jordanne' is shown, along with the current activity: 'Full - Horsemanship MD - Hybrid Class - Jul 20, 2020'. On the left, a sidebar menu includes options for General, Options, Activities, Requirements (highlighted in blue), and Notes. The main content area shows the 'Horsemanship Merit Badge' progress, which is at 100%. Below the progress bar is a 'View Requirements' button. In the top right corner of the main content area, there is a 'You Can' dropdown menu with a camera icon, which is the target of the instruction.



Save the file that comes up. This is Alamo Area Council's record of completion. This can be printed or emailed to your unit advancement chair.



### Merit Badge Completion Record

Full - Horsemanship MB - Hybrid Class (7/20/2020)

Name: Jordanne Keenan

BSA ID: 13352756

Address:

Unit: Troop 374-GT - San Antonio, TX  
Alamo Area Council (583)

### Horsemanship Merit Badge - 2013 Requirements

The scout listed above has personally appeared at, or participated in, the event listed above and has demonstrated to the counselor(s) satisfaction, that they have met the requirements as indicated below.

Req	Cmplt On	Counselor
1	7/26/2020	Completed *
1a	7/26/2020	Susie Mariano
1b	7/26/2020	Susie Mariano
2	7/26/2020	Susie Mariano
3	7/26/2020	Susie Mariano
4	7/26/2020	Susie Mariano
5	7/26/2020	Susie Mariano
6	7/26/2020	Susie Mariano

Req	Cmplt On	Counselor
7	7/26/2020	Susie Mariano
8	7/26/2020	Susie Mariano
9	7/26/2020	Completed *
9a	7/26/2020	Susie Mariano
9b	7/26/2020	Susie Mariano
9c	7/26/2020	Susie Mariano
10	7/26/2020	Susie Mariano
11	7/26/2020	Susie Mariano

Req	Cmplt On	Counselor
11a	7/26/2020	Susie Mariano
11b	7/26/2020	Susie Mariano
11c	7/26/2020	Susie Mariano
11d	7/26/2020	Susie Mariano
11e	7/26/2020	Susie Mariano
11f	7/26/2020	Susie Mariano
11g	7/26/2020	Susie Mariano

\* Item is shown as completed because sub-requirements were satisfied

### Completion Status: Fully Complete - 7/26/2020

All requirements were offered, and all requirements needed to complete the Merit Badge were met.

The counselor(s) listed below have electronically approved requirements and signed this record...

Counselor: Susie Mariano

Date: 7/26/2020

Unit Leader:

Date:

