



Merit Badge University
Registration Process

Alamo Area Council Merit Badge University

MBU Registration Guide





Merit Badge University

Registration Process

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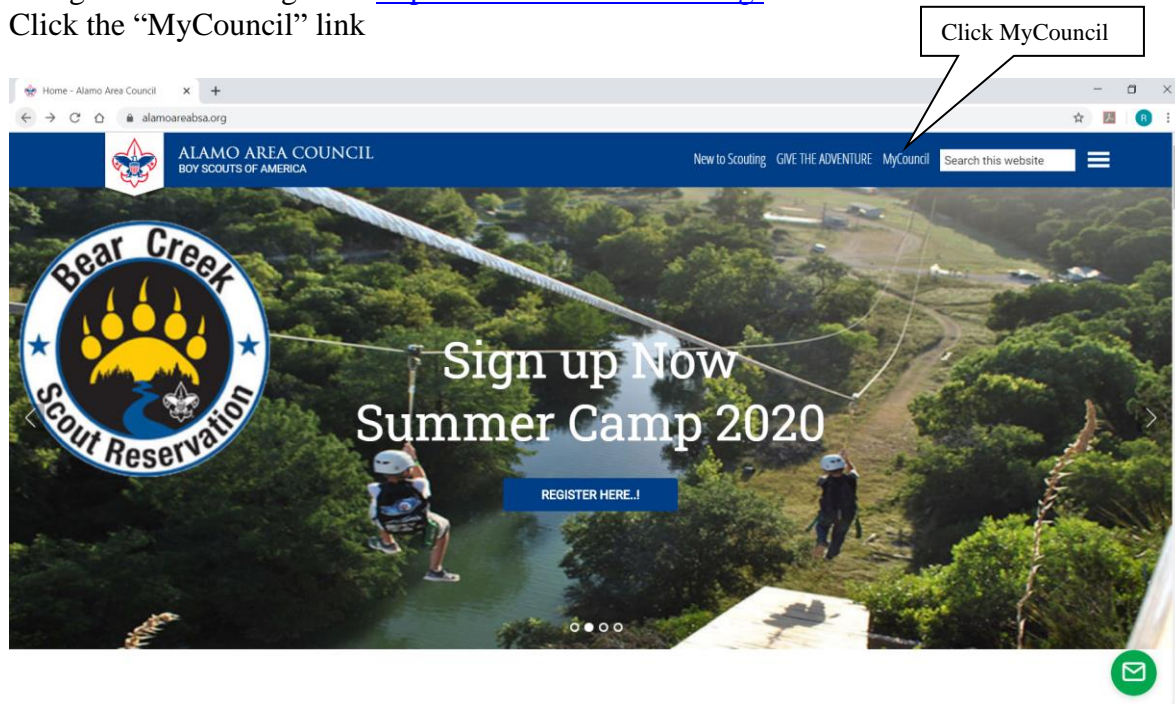


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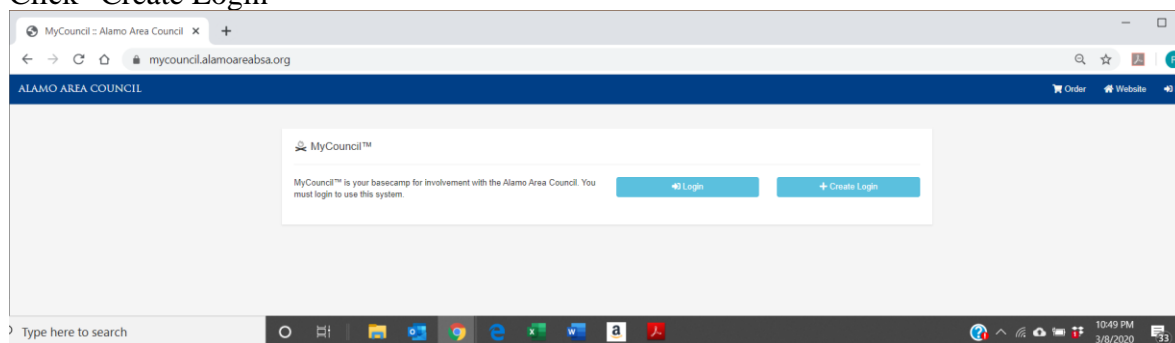
1. Creating Alamo Area Website Login

Follow the following steps to create a login account to the Alamo Area Website:

1. Using a browser navigate to <http://www.alamoareabsa.org/>
2. Click the “MyCouncil” link



3. Click “Create Login”



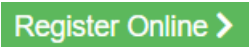
4. Enter First Name, Last Name, Email, Address and Password and then click Register

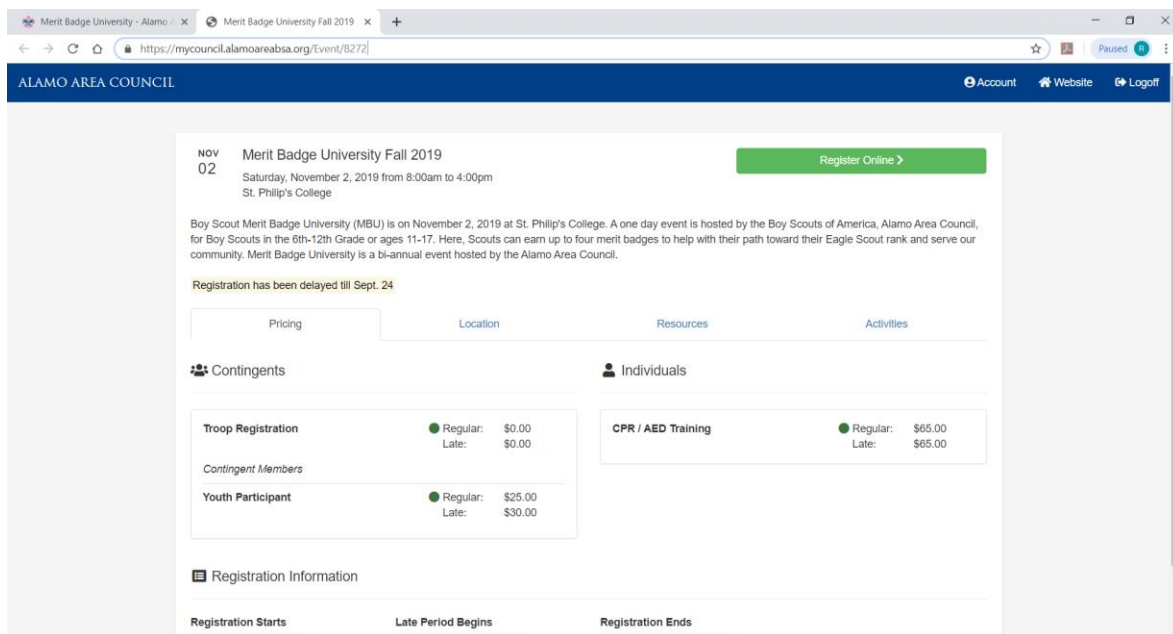


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2. Troop Contact Registration

Follow the following steps to register as a troop contact:

1. Login to <http://www.alamoareabsa.org/>
2. You must be a registered member of the Alamo Area Council website to be a troop contact. If you are not please click on “MyCouncil” at the upper top right on the home page and follow the instructions. Refer to [1. Creating Alamo Area Website Login](#)
3. Go to the MBU Event. Click the green register button  to register as a troop contact.



ALAMO AREA COUNCIL

Account Website Logout

NOV 02 Merit Badge University Fall 2019
Saturday, November 2, 2019 from 8:00am to 4:00pm
St. Philip's College

Register Online >

Boy Scout Merit Badge University (MBU) is on November 2, 2019 at St. Philip's College. A one day event is hosted by the Boy Scouts of America, Alamo Area Council, for Boy Scouts in the 6th-12th Grade or ages 11-17. Here, Scouts can earn up to four merit badges to help with their path toward their Eagle Scout rank and serve our community. Merit Badge University is a bi-annual event hosted by the Alamo Area Council.

Registration has been delayed till Sept. 24

Pricing Location Resources Activities

Contingents Individuals

Registration Type	Regular	Late
Troop Registration	\$0.00	\$0.00
Contingent Members		
Youth Participant	\$25.00	\$30.00
CPR / AED Training	\$65.00	\$65.00

Registration Information

Registration Starts	Late Period Begins	Registration Ends
08/08/2019 12:00 PM	08/08/2019 12:00 PM	08/08/2019 12:00 PM



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4. Click the green register button **Register Online >** to register as a troop contact. Follow the instructions. This process requires you to select the “Troop Registration” at zero cost and add it to your shopping cart. This is how the systems works. You place things into your shopping cart and then checkout. Some things cost money, and some don’t.

ALAMO AREA COUNCIL

NOV 02 Merit Badge University Fall 2019
Saturday, November 2, 2019 from 8:00am to 4:00pm
St. Philip's College

Boy Scout Merit Badge University (MBU) is on November 2, 2019 at St. Philip's College. A one day event is hosted by the Boy Scouts of America, Alamo Area Council, for Boy Scouts in the 6th-12th Grade or ages 11-17. Here, Scouts can earn up to four merit badges to help with their path toward their Eagle Scout rank and serve our community. Merit Badge University is a bi-annual event hosted by the Alamo Area Council.

Registration has been delayed till Sept. 24

Register a Contingent Register Individuals

Troop Registration ☒ Select Individual registration is not currently enabled

Register Contingents >

Select Troop Contact

5. Click on Red Button to add your information.

ALAMO AREA COUNCIL

Current Order You Can \$ Order Summary

Required Information Needed - Before you can proceed to checkout, you must provide required information for one or more items in this Order. Click on the RED buttons below to provide the required information.

Contingent	Item	Quan	Price	Net	Payment
Merit Badge University Fall 2019 (11/2/2019)	Troop Registration [Empty-Slot]	1	\$0.00	\$0.00	\$0.00

Add Information

Item Purchases \$0.00
Item Payments \$0.00



Merit Badge University Registration Process

6. Fill in your information and click the Save Button.

ALAMO AREA COUNCIL

Contingent Information

Populate Save Cancel

Identification

Type	Number	Designator	City	State
Troop	66	Boy Troop	San Antonio	Texas

Council

Alamo Area Council (583)

Contingent Leader

First Name	Last Name	Email Address	Phone Number
John	Haines	alamo.mbu@gmail.com	210-913-6022
Address	City	State	Zip Code
2226 NW Military Hwy	San Antonio	Texas	78213

Click Save Button

7. Confirm your order and Proceed to Checkout by clicking Green Button.

ALAMO AREA COUNCIL

Order Item was successfully saved

Current Order

Contingent	Merit Badge University Fall 2019 (11/2/2019)	Quan	1
X Delete	Troop Registration	Price	\$0.00
	Pack 595-FP - San Antonio, TX - Alamo Area Council	Net	\$0.00
		Payment	\$0.00

Edit Information

Order Summary

Item Purchases	\$0.00
Item Payments	\$0.00

Proceed To Checkout



Merit Badge University Registration Process

8. Confirm you agree and Place Your Order.

ALAMO AREA COUNCIL

Account Website Logout

Checkout

Back to Order

Summary

Customer Information

First Name: John

Last Name: Haines

Email: alamo.mbu@gmail.com

Phone: 210-913-6022

Address: 2226 NW Military Hwy

City: San Antonio

State: Texas

Zip Code: 78213

Item Purchases: \$0.00

Total Payment: \$0.00

☒ I agree to the Council's Terms and Conditions

[Read Terms and Conditions](#)

Place Your Order

Click I Agree Button

9. Order is Complete

ALAMO AREA COUNCIL

Account Website Logout

Complete

Thank you for your Purchase!

Your purchase has been successfully completed. You will receive a notification via email shortly.

You Can...

- [View your Order Details](#)
- [Go to your MyCouncil home page](#)
- [Go to back to your Council's web site](#)



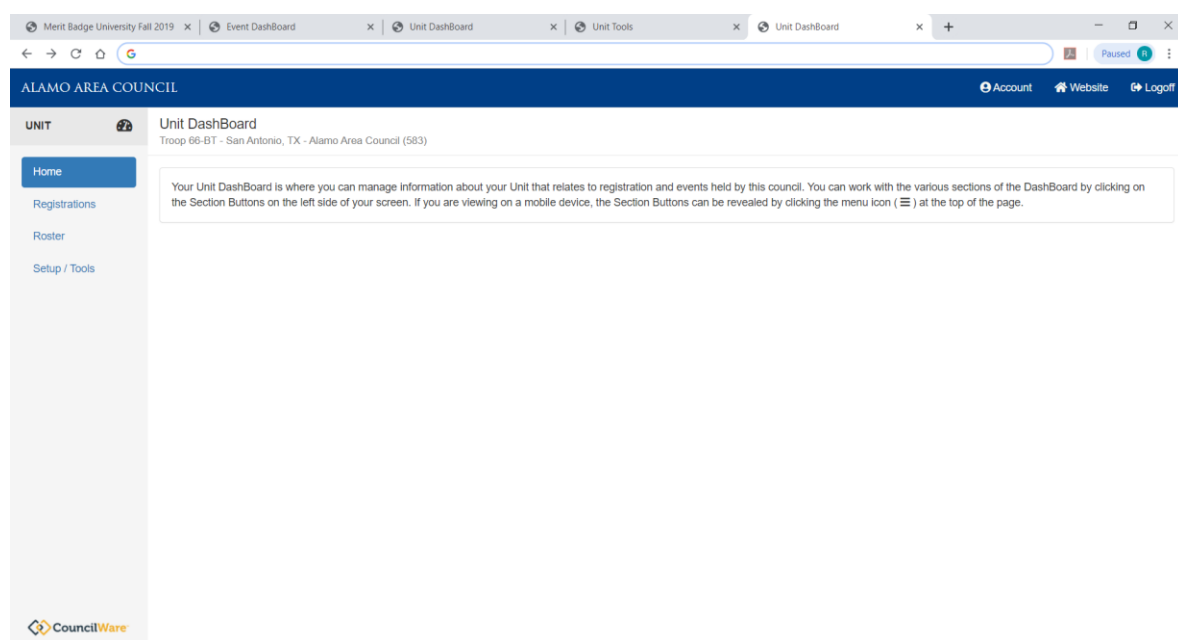
Merit Badge University

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3. Unit Dashboard

Follow the following steps to register as a troop contact:

1. Login to <http://www.alamoareabsa.org/>
2. You must be a registered member of the Alamo Area Council website to be a troop contact. If you are not please click on “Join” at the upper top right on the home page and follow the instructions.
3. Go to mycouncil.alamoareabsa.org to visit your unit dashboard
Click on your unit number to proceed to you unit dashboard





Merit Badge University

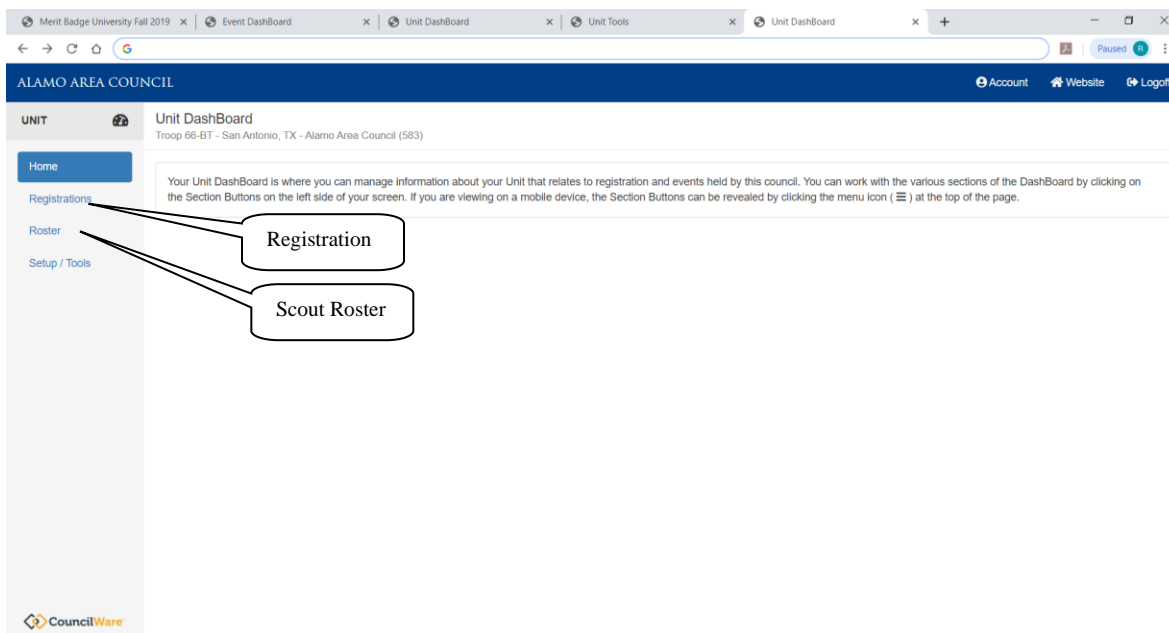
Registration Process

4. Purchasing Scout Registration

Use the following steps to register Scouts:

4.1. Unit Dashboard

1. Go to mycouncil.alamoareabsa.org to visit your unit dashboard
Click on your unit number to proceed to you unit dashboard





Merit Badge University Registration Process

4.2. Event Registration List

1. Select “Registration” from the left side of the Unit Dashboard.
2. The next page will show all of the registrations that are in progress.
3. Select “Merit Badge University”, so that you can go to the registration page for MBU.

ALAMO AREA COUNCIL

UNIT Registrations - 2019
Troop 66-BT - San Antonio, TX - Alamo Area Council (583)

	Start Date	Event	Attendees	Balance
view	2/28/2019	2019 Camp Card Pick-Up	0	\$0.00
view	3/1/2019	Council Wide Campout 2019	25	\$0.00
view	4/5/2019	William T. Hornaday Weekend 2019	2	\$0.00
view	5/18/2019	Merit Badge University Spring 2019	15	(\$10.00)
view	11/2/2019	Merit Badge University Fall 2019	0	\$0.00

MBU Event to Manage

CouncilWare



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4.3. Unit Registration Page

The screenshot shows the 'Troop 66-BT - San Antonio, TX' registration page. The page is divided into several sections: 'Contingent Information', 'Registration Information', 'Financial Summary', 'Event Related Information', and 'Contacts'. The 'Contingent Information' section shows the troop name, type, council, and district. The 'Registration Information' section shows the order number, variant, registration date, and status. The 'Financial Summary' section shows a table of fees and balances. The 'Event Related Information' section shows the quota and actuals. The 'Contacts' section shows a list of contacts with their names and phone numbers.

Financial Summary		
	Total	Balance
Contingent Fees	\$0.00	\$0.00
Contingent Member Fees	\$0.00	\$0.00
NET	\$0.00	\$0.00
Contingent Account		\$0.00

Event Related Information	
Quota	Not Set
Actuals	0 Confirmed - 0 Youth 0 Adults

Contacts	
Name	Phone
Heller, Robert	210-404-2232
Mendez, Mark	210-912-8269

The registration page is where the Troop Contact can manage the following aspects of the event:

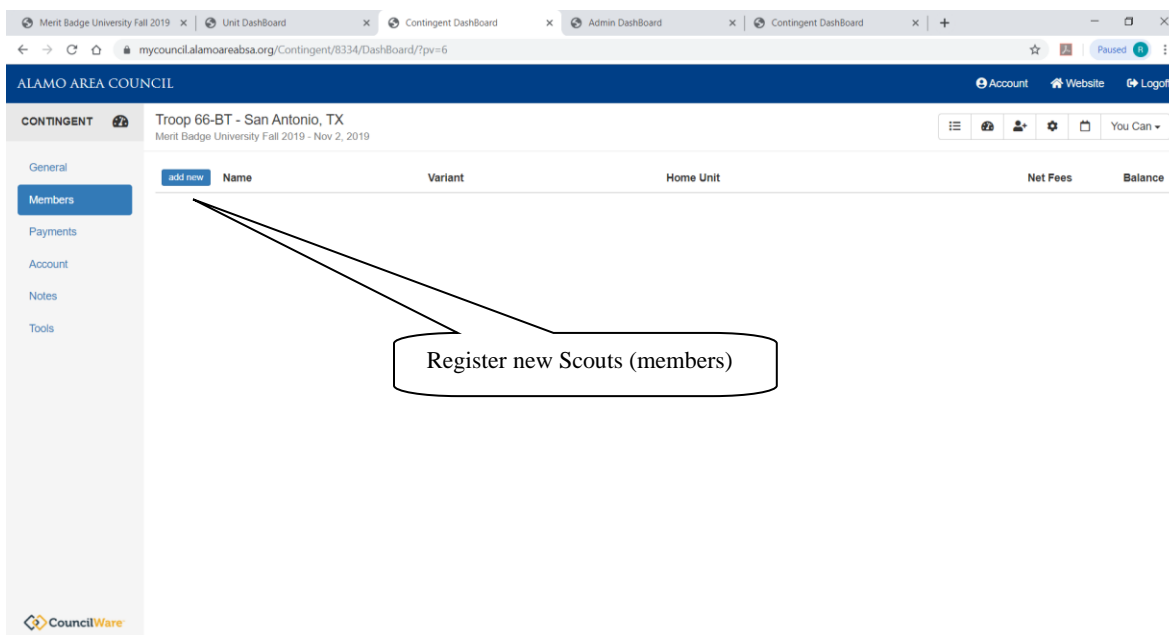
- Contingent (Troop Contact) Information
- Members (Scout Participants)
- Payments
- Account (Account Transactions)
- Notes (Transaction Notes if necessary)
- Tools (Print Schedules)



Merit Badge University Registration Process

4.4. Member Page

1. Click **Members** blue tab to add new participants.
2. Click **add new** blue button to add new scouts to your registration.
3. You will be only be purchasing the quantity of scouts you wish to register.
 1. You can purchase 1 or as many as you wish
 2. Remember you should only purchase the number of scouts that have already committed and paid to attend the event. There is a service fee associated with refunds so if a scout changes their mind there is probably a service associated to the refund.
 3. Please refer to the event or event flyer for details on the service fee associated with refunds.





Merit Badge University

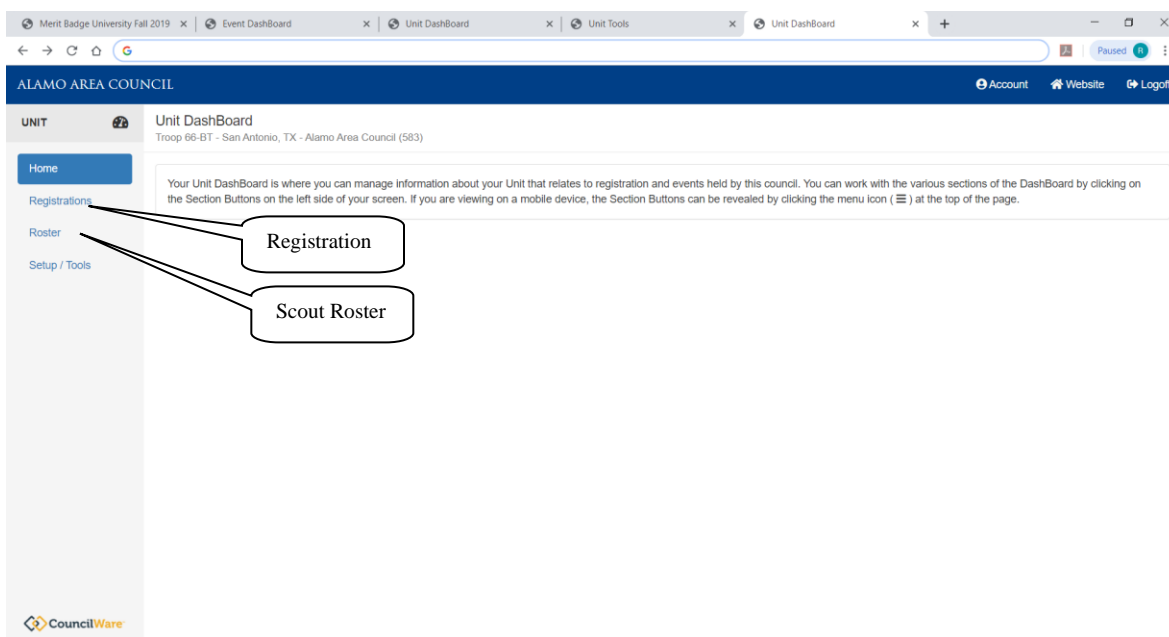
Registration Process

5. Entering Scout Registrations

Use the following steps to enter scouting information and register for activities

5.1. Unit Dashboard

2. Go to mycouncil.alamoareabsa.org to visit your unit dashboard
Click on your unit number to proceed to you unit dashboard





Merit Badge University Registration Process

5.2. Event Registration List

4. Select “Registration” from the left side of the Unit Dashboard.
5. The next page will show all of the registrations that are in progress.
6. Select “Merit Badge University”, so that you can go to the registration page for MBU.

The screenshot shows the 'Registrations - 2019' page for Troop 66-BT. The page has a sidebar with 'Registrations' selected. The main content area displays a table of events with columns for Start Date, Event, Attendees, and Balance. A callout box labeled 'MBU Event to Manage' points to the 'Merit Badge University Fall 2019' event.

	Start Date	Event	Attendees	Balance
view	2/28/2019	2019 Camp Card Pick-Up	0	\$0.00
view	3/1/2019	Council Wide Campout 2019	25	\$0.00
view	4/5/2019	William T. Hornaday Weekend 2019	2	\$0.00
view	5/18/2019	Merit Badge University Spring 2019	15	(\$10.00)
view	11/2/2019	Merit Badge University Fall 2019	0	\$0.00



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5.3. Unit Registration Page

The screenshot shows the 'Unit Registration' page for Troop 66-BT - San Antonio, TX. The page is part of the 'ALAMO AREA COUNCIL' system. The left sidebar contains a 'CONTINGENT' tab and a 'General' sub-tab. The main content area is divided into several sections:

- Contingent Information:** Displays details for Troop 66-BT - San Antonio, TX, including Name, Type (Unit), Council (Alamo Area Council (583)), and District (Roadrunner).
- Registration Information:** Displays details for the registration, including Order (43721), Variant (Troop Registration), Registered (Mon, Aug 26, 2019 7:08 PM), and Status (Confirmed).
- Financial Summary:** A table showing financial details for the contingent.
- Event Related Information:** Displays details for the event, including Quota (Not Set) and Actuals (0 Confirmed - 0 Youth 0 Adults).
- Contacts:** A list of contacts for the troop, including Heller, Robert and Mendez, Mark.

	Total	Balance
Contingent Fees	\$0.00	\$0.00
Contingent Member Fees	\$0.00	\$0.00
NET	\$0.00	\$0.00
Contingent Account		\$0.00

Contacts	manage
Heller, Robert	210-404-2232
Mendez, Mark	210-912-8269

The registration page is where the Troop Contact can manage the following aspects of the event:

- Contingent (Troop Contact) Information
- Members (Scout Participants)
- Payments
- Account (Account Transactions)
- Notes (Transaction Notes if necessary)
- Tools (Print Schedules)



Merit Badge University Registration Process

5.4. Member Page

4. Click **Members** blue tab to add new view participants.

Merit Badge University Fall 2019 x Unit Dashboard x Contingent Dashboard x Admin Dashboard x Contingent Dashboard x +

mycouncil.alamoarebsa.org/Contingent/7762/DashBoard/?pv=6

ALAMO AREA COUNCIL Account Website Logoff

CONTINGENT Troop 66-BT - San Antonio, TX
Merit Badge University Spring 2019 - May 18, 2019

General
Members
Payments
Account
Notes
Tools

add new	Name	Variant	Home Unit	Net Fees	Balance
view	Bargas, Manny	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$0.00
view	Basil Reddy, Vishnu	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Fowler, Bryce	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Garcia, Trinity	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Kossaeth, Kevin	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Lopez, Joaquin	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$5.00
view	Ortega, Noah	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Oviedo, Draven	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Perez, Simon	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Potter, Jermaine	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Ravi, Nihar	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Sommerfield, Adrain	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$0.00
view	Trullender, Criton	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Veit, Christopher	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Vohra, Ahaan	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$5.00

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5.5. Registering New Participants

5.5.1. Select Scout to enter information

1. In this step you will register a scout.
2. Select a Scout to modify.
 - a. [EMPTY-SLOT] is an unregistered participant waiting to be defined.

The screenshot shows the 'CONTINGENT' dashboard for Troop 66-BT - San Antonio, TX. The dashboard includes a sidebar with navigation links: General, Members, Payments, Account, Notes, and Tools. The main content area displays a table of participants with columns for Name, Variant, Home Unit, Net Fees, and Balance. Each row has a 'view' button next to the Name column.

	Name	Variant	Home Unit	Net Fees	Balance
view	Bargas, Manny	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$0.00
view	Basi Reddy, Vishnu	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Fowler, Bryce	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Garcia, Trinity	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Kossaeth, Kevin	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Lopez, Joaquin	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$5.00
view	Ortega, Noah	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Oviedo, Draven	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Perez, Simon	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Potter, Jermaine	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Ravi, Nihar	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Sommerfield, Adrain	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$0.00
view	Trullender, Criton	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Veit, Christopher	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
view	Vohra, Ahaan	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$5.00



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5.6. Entering Scout Information

1. In this step you will enter Scout information
2. Click Edit button to modify scout information
3. **IMPORTANT:** Please enter SCOUT email address and phone.
 - a. If a class is cancelled then this is the information that will be used to contact the scout / parent.

mycouncil.alamoarebsa.org/Contingent/7762/DashBoard/?pv=8&rid=81964

ALAMO AREA COUNCIL

CONTINGENT Ravi, Nihar
Merit Badge University Spring 2019 - May 18, 2019

General Members Payments Account Notes Tools

Personal Information Edit

Name Nihar Ravi
BSA ID
Email mark.mendez21@gmail.com
Address
Phone 210-341-8611
Date of Birth
Gender
Home Unit Troop 66-BT - San Antonio, TX
Alamo Area Council (583)
Roadrunner District
Spot Needs

Registration Information

Order 40184
Variant Youth Participant
Quantity 1
Registered Mon, Apr 1, 2019 9:58 PM
Status Confirmed

Event Related Information

Contingent Troop 66-BT - San Antonio, TX

Financials

Purchases	Payments
Event Fees \$25.00	Payments \$25.00
Discounts \$0.00	Scholarships \$0.00
Assessments \$0.00	Refunds \$0.00
	Adjustments \$0.00
NET \$25.00	NET \$25.00
	BALANCE \$0.00

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Merit Badge University Registration Process

5.7. Viewing Scout Activities

1. Click “Activities” tab
2. Click “Add/Remove Activities” button to changes merit badge classes

Activities t Button

Add / Remove Activities

The screenshot displays the Merit Badge University web application. The browser address bar shows the URL: mycouncil.alamoareabsa.org/Contingent/7762/DashBoard/?pv=8&rid=819648&ti=0. The page header identifies the user as Ravi, Nihar, with the role of Merit Badge University Spring 2019 - May 18, 2019. The left sidebar contains navigation links: General, Members, Payments, Account, Notes, and Tools. The main content area is titled 'Scheduled Activities' and shows a calendar view for Saturday, 18th. The calendar displays four activities: Citizenship in the World (A1) from 8 AM to 9 AM, Pulp & Paper (A2) from 10 AM to 11 AM, Fingerprinting (A3) from 12 PM to 1 PM, and Crime Prevention (A4) from 2 PM to 3 PM. The 'Add/Remove Activities' button is located in the top right corner of the calendar view.

Time	Activity
8 AM - 9 AM	Citizenship in the World (A1)
10 AM - 11 AM	Pulp & Paper (A2)
12 PM - 1 PM	Fingerprinting (A3)
2 PM - 3 PM	Crime Prevention (A4)



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5.8. Add / Remove Scout Activities

1. Click “Activities” tab
2. Click “Add/Remove Activities” button to changes merit badge classes

The screenshot shows the 'ALAMO AREA COUNCIL' dashboard for a user named Ravi, Nihar. The interface is divided into two main sections: 'Currently Selected Activities' and 'Available Activities'. The 'Currently Selected Activities' section lists 'Crime Prevention A4' and 'Fingerprinting A3' with a 'Remove' button next to each. The 'Available Activities' section lists various activities like 'Citizenship in the Community', 'Citizenship in the World', 'Communications', 'Digital Technology', 'Family Life', 'Fishing', and 'Home Repair', each with a 'Select' button. Two callout boxes provide instructions: 'Remove Activity' (Select Merit Badge, Click Remove Blue Button) and 'Add Activity' (Select Merit Badge, Click Select Blue Button).

Remove Activity

- Select Merit Badge
- Click **Remove** Blue Button

Add Activity

- Select Merit Badge
- Click **Select** Blue Button

3. NOTE: Only merit badges that can be added are shown. If a merit badge is not shown then that merit badge is not available during that time slot.



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5.9. Print Scout Schedules

1. Click Tools Tab
2. On the Left, Click “Contingent Member Activity Sheet Report”

The screenshot shows a web browser window with multiple tabs. The active tab is 'Contingent Dashboard'. The URL bar shows 'mycouncil.alamoareabsa.org/Contingent/7762/DashBoard/?pw=22'. The page header is 'ALAMO AREA COUNCIL'. The main content area is titled 'Troop 66-BT - San Antonio, TX' and 'Merit Badge University Spring 2019 - May 16, 2019'. On the left, there is a sidebar with a 'Tools' tab selected. In the main content area, there are three sections: 'Export Downloads', 'Report Downloads', and 'Communications'. The 'Report Downloads' section contains three items: 'Contingent Member Summary Report', 'Contingent Member Activity Sheet Report', and 'Contingent Member Activity Sheet Report'. A callout box points to the 'Contingent Member Activity Sheet Report' link.

Scout Activity Report
- Click Contingent Member Activity Sheet Report



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5.9.1. Download Activity Report

1. Check Youth Participant Checkbox
2. Click Download Button
3. Click on downloaded file to Save / Open PDF

ALAMO AREA COUNCIL

CONTINGENT 22

Report Download
Merit Badge University Spring 2019 - May 18, 2019

Report Parameters

Data Set Contingent Member Activity Sheet

Variant
☒ Youth Participant

Download Return

#1. Check Youth Participant

#2. Download button

#3. Downloaded File

CouncilWare

attendeereactivitysh....pdf

Show all