



# Alamo Area Council Merit Badge University

---

## MBU Registration Guide

---





# Merit Badge University

## Registration Process

### Table of Contents

1.	TROOP CONTACT REGISTRATION .....	3
2.	UNIT DASHBOARD .....	7
3.	PURCHASING SCOUT REGISTRATION .....	8
3.1.	UNIT DASHBOARD .....	8
3.2.	EVENT REGISTRATION LIST .....	9
3.3.	UNIT REGISTRATION PAGE.....	10
3.4.	MEMBER PAGE.....	11
4.	ENTERING SCOUT REGISTRATIONS .....	12
4.1.	UNIT DASHBOARD .....	12
4.2.	EVENT REGISTRATION LIST .....	13
4.3.	UNIT REGISTRATION PAGE.....	14
4.4.	MEMBER PAGE.....	15
4.5.	REGISTERING NEW PARTICIPANTS .....	16
4.5.1.	Select Scout to enter information.....	16
4.6.	ENTERING SCOUT INFORMATION .....	17
4.7.	VIEWING SCOUT ACTIVITIES .....	18
4.8.	ADD / REMOVE SCOUT ACTIVITIES .....	19
4.9.	PRINT SCOUT SCHEDULES .....	20
4.9.1.	Download Activity Report.....	21



# Merit Badge University Registration Process

## 1. 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 “Join” at the upper top right on the home page and follow the instructions.
3. Go to the MBU Event from “Events and Activities” from the left side of the screen and select Merit Badge University Event.

The screenshot shows the Alamo Area Council website with the event "Merit Badge University Fall 2019" selected. The event is scheduled for Saturday, November 2, 2019, from 8:00am to 4:00pm at St. Philip's College. A green "Register Online" button is visible. Below the event details, there are tabs for Pricing, Location, Resources, and Activities. The Pricing tab is active, showing registration fees for Troop Registration, Contingent Members, and Youth Participant. The fees are as follows:

Registration Type	Regular	Late
Troop Registration	\$0.00	\$0.00
Contingent Members		
Youth Participant	\$25.00	\$30.00

Below the pricing table, there is a "Registration Information" section with the following details:

Registration Starts	Late Period Begins	Registration Ends
09/22/19 11:56 PM	09/22/19 11:56 PM	09/22/19 11:56 PM



## Merit Badge University Registration Process

- 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

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

Order Summary

Contingent Merit Badge University Fall 2019 (11/2/2019) Quan 1

Troop Registration Price \$0.00

Pack 595-FP - San Antonio, TX - Alamo Area Council Net \$0.00

Payment \$0.00

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](#)



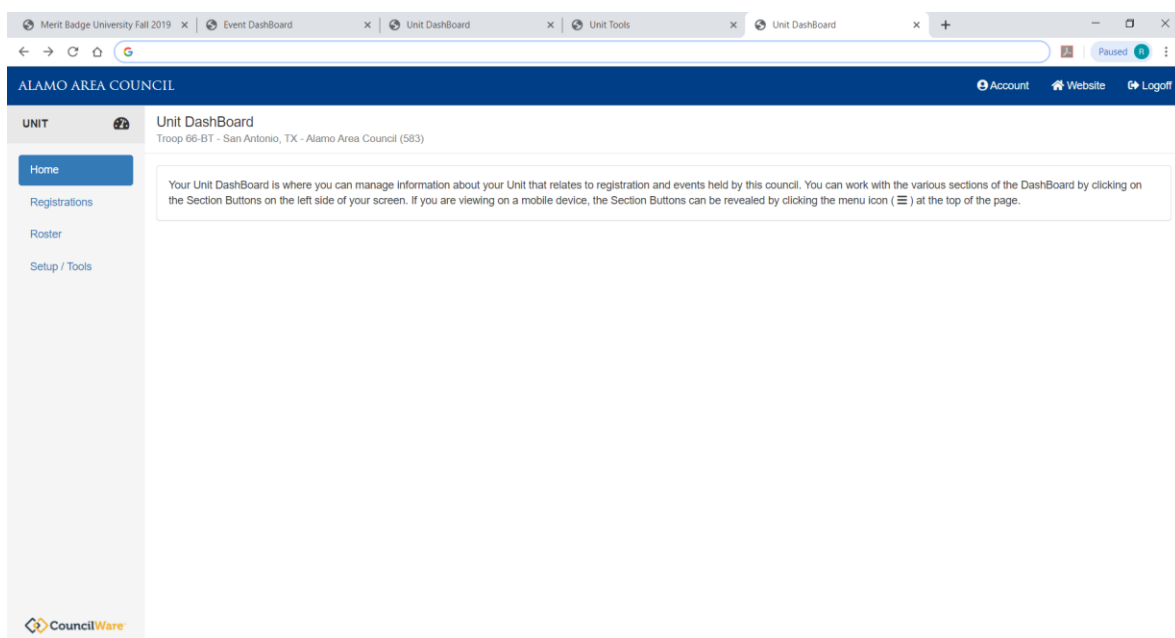
# Merit Badge University

## Registration Process

## 2. 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](http://mycouncil.alamoareabsa.org) to visit your unit dashboard  
Click on your unit number to proceed to you unit dashboard





# Merit Badge University

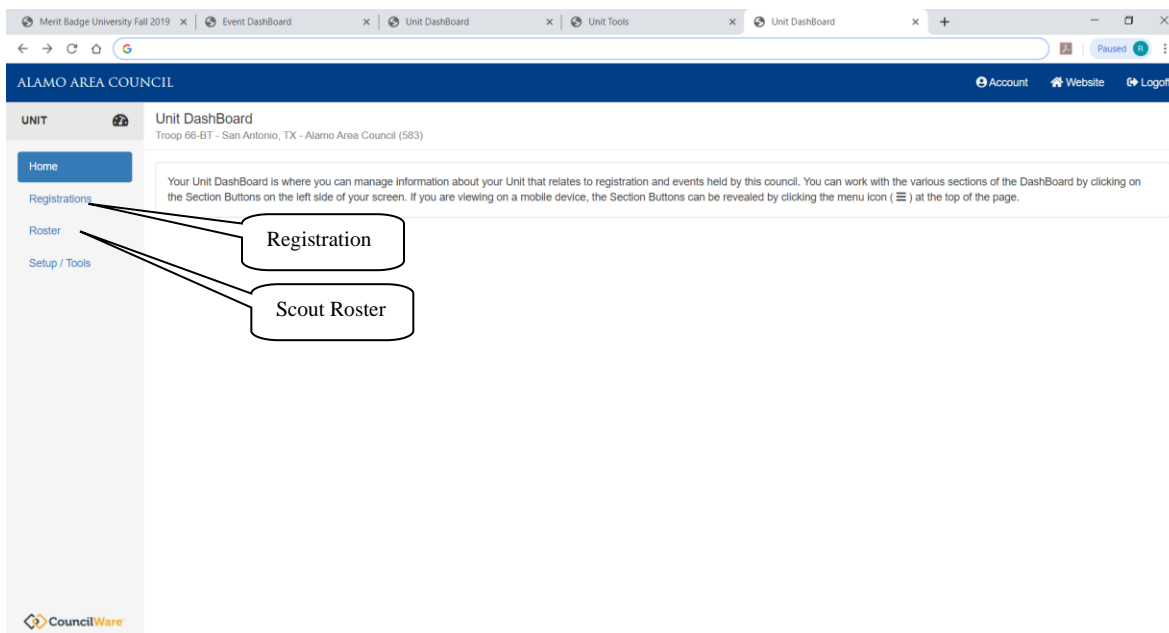
## Registration Process

### 3. Purchasing Scout Registration

Use the following steps to register Scouts:

#### 3.1. Unit Dashboard

1. Go to [mycouncil.alamoareabsa.org](http://mycouncil.alamoareabsa.org) to visit your unit dashboard  
Click on your unit number to proceed to you unit dashboard







# Merit Badge University Registration Process

## 3.2. 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
<a href="#">view</a>	2/28/2019	2019 Camp Card Pick-Up	0	\$0.00
<a href="#">view</a>	3/1/2019	Council Wide Campout 2019	25	\$0.00
<a href="#">view</a>	4/5/2019	William T. Hornaday Weekend 2019	2	\$0.00
<a href="#">view</a>	5/18/2019	Merit Badge University Spring 2019	15	(\$10.00)
<a href="#">view</a>	11/2/2019	Merit Badge University Fall 2019	0	\$0.00

MBU Event to Manage

CouncilWare



# Merit Badge University

## Registration Process

### 3.3. Unit Registration Page

The screenshot displays the 'Unit Registration' page for Troop 66-BT - San Antonio, TX. The page is divided into several sections:

- General:** Troop 66-BT - San Antonio, TX, Merit Badge University Fall 2019 - Nov 2, 2019.
- Contingent Information:**
  - Name: Troop 66-BT - San Antonio, TX
  - Type: Unit
  - Council: Alamo Area Council (583)
  - District: Roadrunner
- Registration Information:**
  - Order: 43721
  - Variant: Troop Registration
  - Registered: Mon, Aug 26, 2019 7:08 PM
  - Status: Confirmed
- 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:**
  - 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:

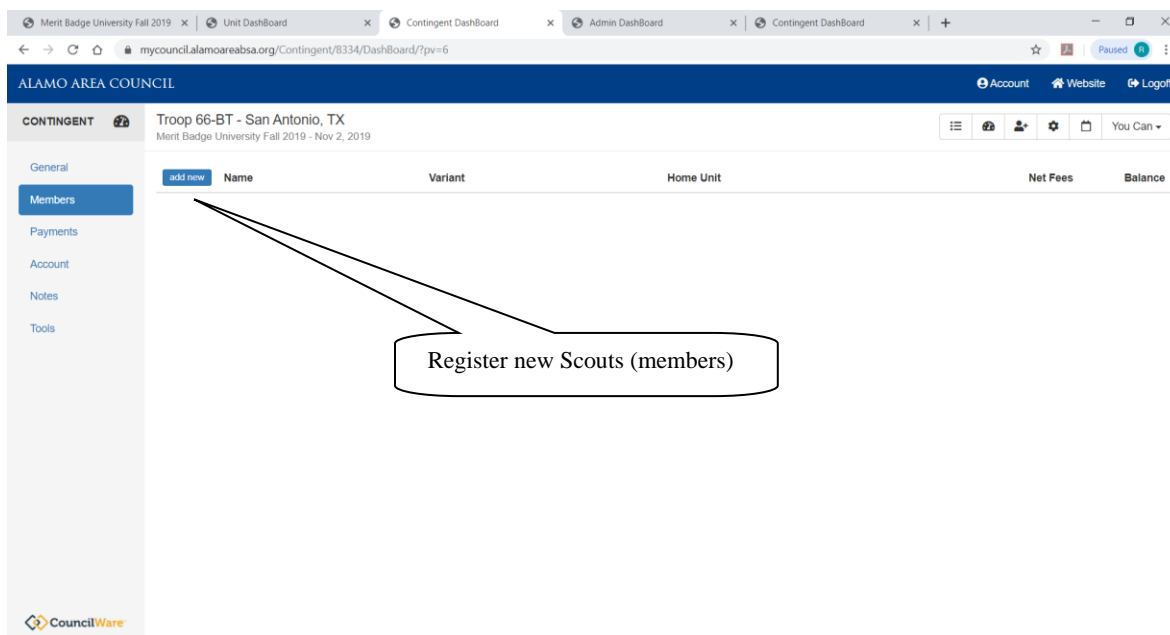
- Contingent (Troop Contact) Information
- Members (Scout Participants)
- Payments
- Account (Account Transactions)
- Notes (Transaction Notes if necessary)
- Tools (Print Schedules)



## Merit Badge University Registration Process

### 3.4. 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

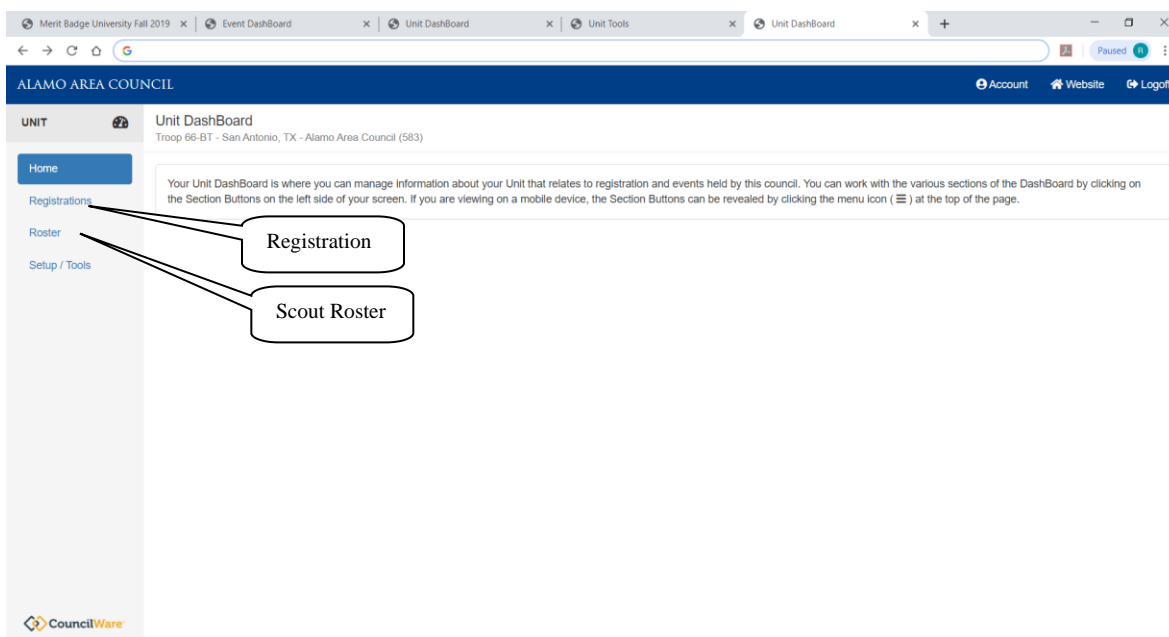
## Registration Process

### 4. Entering Scout Registrations

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

#### 4.1. Unit Dashboard

2. Go to [mycouncil.alamoareabsa.org](http://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

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.

ALAMO AREA COUNCIL

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

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

MBU Event to Manage

CouncilWare



# Merit Badge University

## Registration Process

### 4.3. Unit Registration Page

The screenshot displays the 'Unit Registration' page for Troop 66-BT - San Antonio, TX. The page is divided into several sections:

- Contingent Information:**
  - Name: Troop 66-BT - San Antonio, TX
  - Type: Unit
  - Council: Alamo Area Council (583)
  - District: Roadrunner
- Registration Information:**
  - Order: 43721
  - Variant: Troop Registration
  - Registered: Mon, Aug 26, 2019 7:08 PM
  - Status: Confirmed
- 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

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

ALAMO AREA COUNCIL

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

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



# Merit Badge University

## Registration Process

### 4.5. Registering New Participants

#### 4.5.1. 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.

ALAMO AREA COUNCIL

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

General	add new	Name	Variant	Home Unit	Net Fees	Balance
Members	view	Bargas, Manny	Youth Participant	Troop 66-BT - San Antonio, TX	\$30.00	\$0.00
Payments	view	Basi Reddy, Vishnu	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
Account	view	Fowler, Bryce	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
Notes	view	Garcia, Trinity	Youth Participant	Troop 66-BT - San Antonio, TX	\$25.00	\$0.00
Tools	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

CouncilWare





## Merit Badge University Registration Process

### 4.6. 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

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

Event Related Information

Contingent Troop 66-BT - San Antonio, TX

**Edit Button**



# Merit Badge University Registration Process

## 4.7. 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 shows a web browser window with multiple tabs open, including 'Merit Badge University Fall 2019', 'Unit Dashboard', 'Contingent Dashboard', 'Admin Dashboard', and another 'Contingent Dashboard'. The active tab is 'Contingent Dashboard' showing the URL 'mycouncil.alamoareabsa.org/Contingent/7762/Dashboard/?pv=8&rid=819648&ti=0'. The page header is 'LAMO AREA COUNCIL' and the user is 'Ravi, Nihar'. The left sidebar has a menu with 'General', 'Members', 'Payments', 'Account', 'Notes', and 'Tools'. The 'Activities' tab is selected. The main content area is titled 'Scheduled Activities' and shows a list of activities for 'Sat, 18'. The activities are: '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. There is an 'Add/Remove Activities' button and a 'Show 24 Hours' link in the top right of the activity list.

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)



## Merit Badge University Registration Process

### 4.8. Add / Remove Scout Activities

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

**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.



## Merit Badge University Registration Process

### 4.9. 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 two sections: 'Export Downloads' and 'Report Downloads'. 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' item.

**Scout Activity Report**  
- Click Contingent Member Activity Sheet Report



## Merit Badge University Registration Process

### 4.9.1. Download Activity Report

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

The screenshot displays the 'ALAMO AREA COUNCIL' Contingent Dashboard. The left sidebar lists navigation options: General, Members, Payments, Account, Notes, and Tools. The main content area is titled 'Report Download' and shows 'Report Parameters' with a 'Data Set' of 'Contingent Member Activity Sheet' and a 'Variant' of 'Youth Participant'. A blue 'Download' button is located in the top right corner of the report area. Below the report parameters, a 'Downloaded File' section shows a file named 'attendeactivitysh...pdf'. Three callout boxes with arrows point to the 'Youth Participant' checkbox, the 'Download' button, and the downloaded file.

#1. Check Youth Participant

#2. Download button

#3. Downloaded File