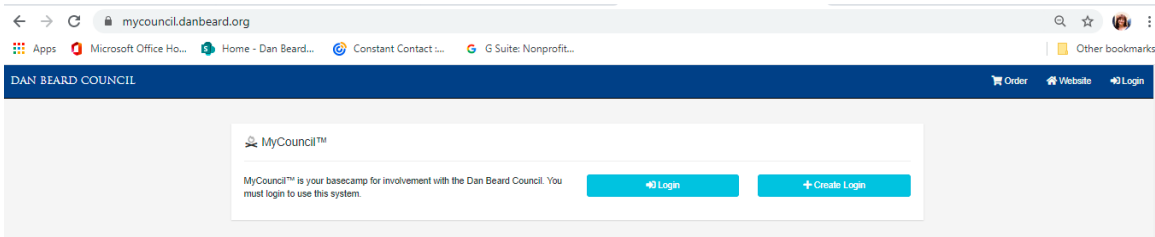
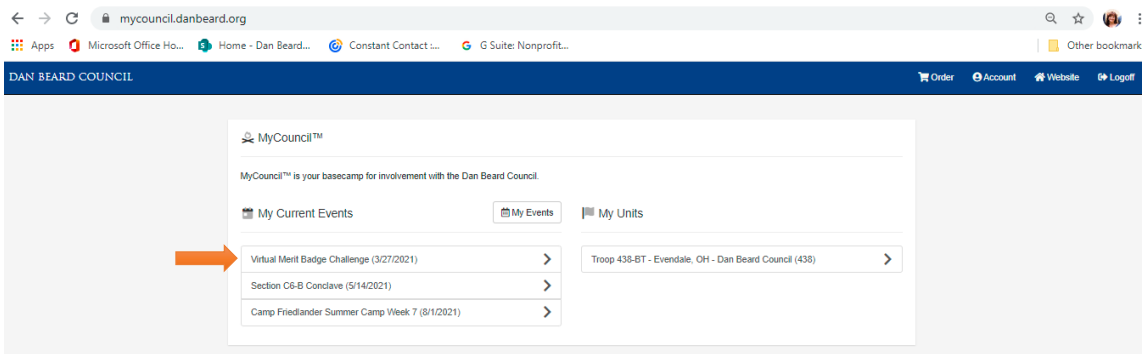


## How to Add Activities to a Registration:

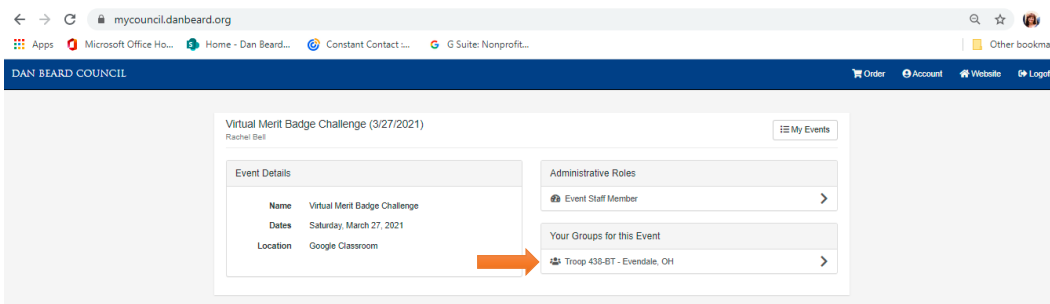
1. Go to [mycouncil.danbeard.org](https://mycouncil.danbeard.org) and login.



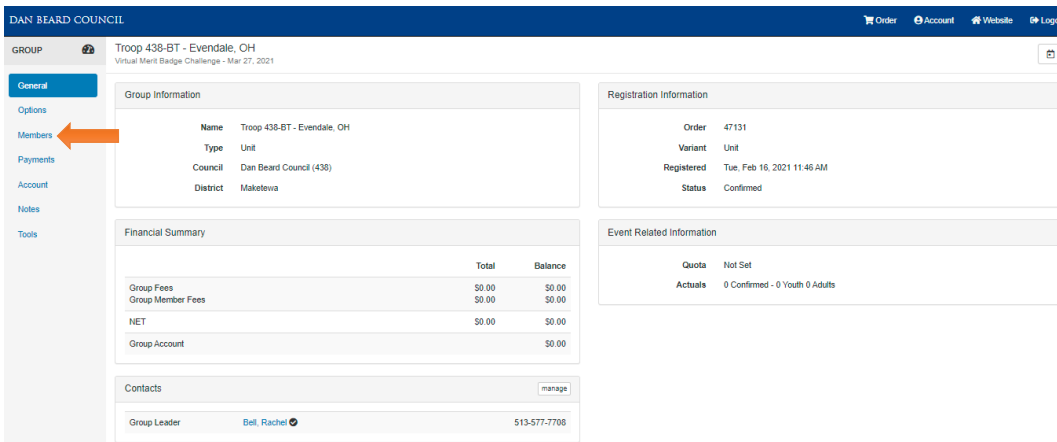
2. Under My Current Events, click on Virtual Merit Badge Challenge



3. Click on the Unit under Your Groups for this event.



4. Click on Members on the left of the screen.



5. Click on the rectangle with the word View in it next to the first Scout that you would like to schedule badges.

DAN BEARD COUNCIL

GROUP 22 Troop 438-BT - Evendale, OH  
Virtual Merit Badge Challenge - Mar 27, 2021

General Options **Members** Payments Account Notes Tools

add new	Name	Variant	Home Unit	Net Fees	Balance
view	Powell, Nicki	Scout - Unit Registration		\$0.00	\$0.00

↑

6. Click on the Activities tab across the top.

DAN BEARD COUNCIL

GROUP 22 Powell, Nicki  
Virtual Merit Badge Challenge - Mar 27, 2021

General Options **Activities** Journal Notes

Personal Information

Name Nicki Powell  
Email nicki.powell@gmail.com  
Address  
Phone  
Date of Birth  
Gender  
Spcl Needs

Registration Information

Order 47131  
Variant Scout - Unit Registration  
Quantity 1  
Registered Tue, Feb 16, 2021 12:13 PM  
Status Confirmed

Financials

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

Event Related Information

Group Troop 438-BT - Evendale, OH  
Broadcasts Google Classroom

↑

7. Click on the blue box on the right that says Add/Remove Activities.

← → ↻ mycouncil.danbeard.org

Apps Microsoft Office Ho... Home - Dan Beard... Constant Contact ... G Suite: Nonprofit...

DAN BEARD COUNCIL

GROUP 22 Powell, Nicki  
Virtual Merit Badge Challenge - Mar 27, 2021

General Options **Activities** Journal Notes

Scheduled Activities (Eastern Daylight Time)

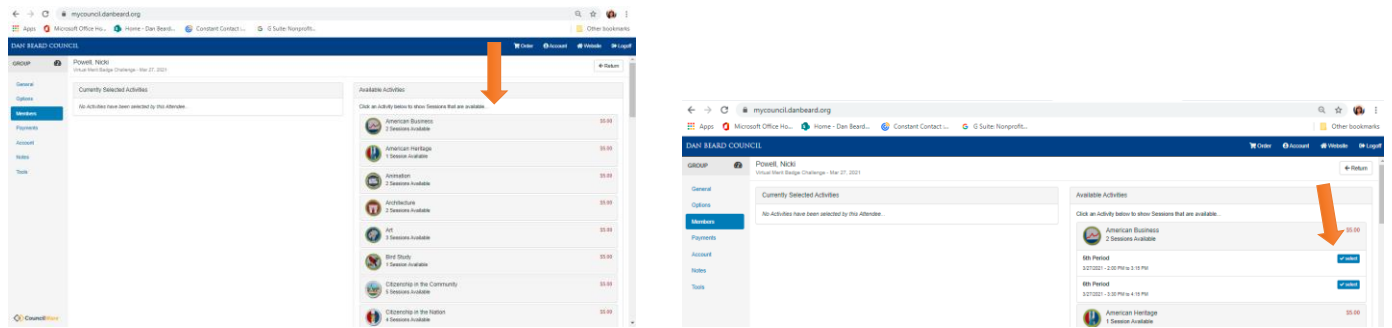
8am  
9am  
10am  
11am  
12pm  
1pm  
2pm  
3pm  
4pm

Sat, 27

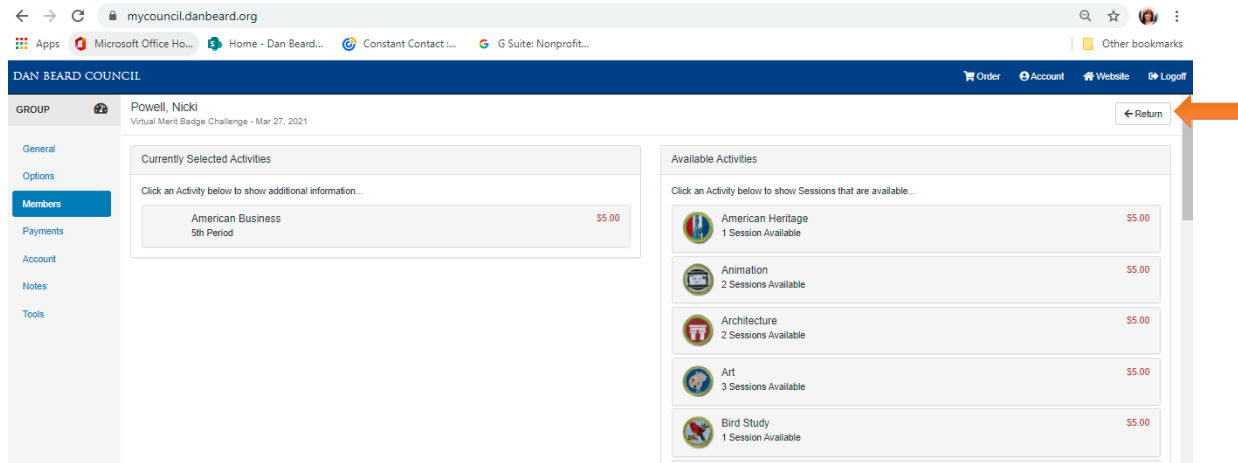
Add/Remove Activities > Show 24 Hours

↑

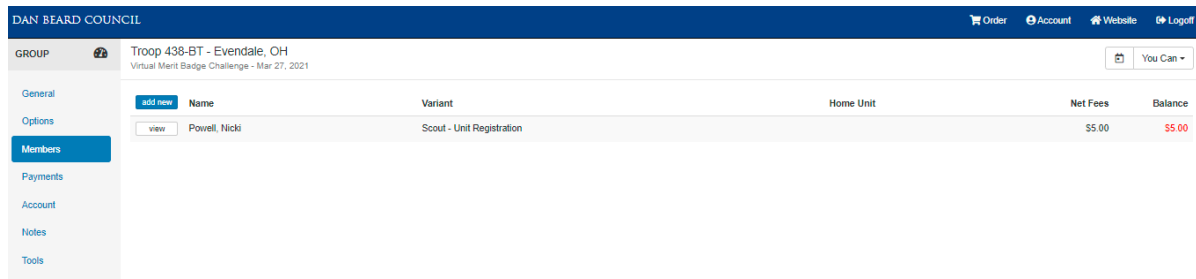
8. Select the Merit Badge and the session desired (if more than one), then click select.



9. Click on Return in the upper right-hand corner. This will place the Scout in the class.



10. This takes you back to the list of Members that you signed up. Select the next Scout and repeat steps 6-9.



11. When you have added all of the merit badges for all of the Scouts, click on General in the left column and complete your transaction by making a payment.

