Leader’s Guide to Signing Up Your Scouts for Their Merit Badges at Owasippe Scout Reservation
START ON YOUR CAMP’S PAGE

Start by going to the Wolverine or Blackhawk 2020 Summer Camp Website


Click on the gear icon at the top of the screen and select “Lookup Registration”

You will need your registration number and the email address used to register your troop.

Questions? Contact Justin Feld at 312-421-8800 x 315 or Justin.Feld@Scouting.org
SELECT YOUR PARTICIPANTS

Select the participants tab at the top of the screen

Add any new participants you may have

Select the youth participant who will be registering for badges

Click “Update Information”

Questions? Contact Justin Feld at 312-421-8800 x 315 or Justin.Feld@Scouting.org
FILL IN PARTICIPANT INFORMATION

Add the name, gender, and BSA ID# for each participant then you may select their classes

- Start down here
- Then click here

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Available classes appear on the right side. Simply click the badges you want to add to your Scout’s schedule and they will move to the right.

When you choose a class, all other badges that are also scheduled for that hour will disappear from your options, preventing a “double booking”

Walk-in classes will not remove other classes from availability (Basketry, Leatherwork, Woodcarving, Fishing).

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EXTRA PROGRAMS

Single-Event Programs can be found by changing the Catalog at the top of the frame.

Be sure to take note of the day and time of each event, this can cause confusion!

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*Note: Because some classes are 1.5 hours, the Period 2.5 and Period 5.5 time slots will sometimes show as “full” if you schedule a class that runs into that time (a merit badge that is scheduled from 10-11 will still appear in the 10:30-12 spot because it interferes with classes that could be chosen there).

In the example to the left, Archery starts at 10:30...so the 10-11 spot appears open (because it does not start at 10) but you would not be able to choose a badge there. ATVs run from 2-3:30...so the 3-4 spot shows as full because the previous class interferes with it.