

PARENT PORTAL FOR SUMMER CAMP REGISTRATION



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WHAT IS PARENT PORTAL?

Parent Portal allows the Registration Contact to own the unit registration while still allowing parents to access their son's information and make payment

IS IT REQUIRED?

Does a unit have to use Parent Portal?

No. A unit chooses whether to use Parent Portal

HOW DOES IT WORK?

How does a unit use Parent Portal?

It starts with the Registration Contact

- Within your registration, click the Parent Portal link

Pathway to Adventure Council Home Calendar Parent Portal Lookup Registration

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456477317 Event Details Registration Details **Parent Portal** Reporting myRoster Help

Camp Wolverine Summer Camp (demo) - Session I

Attendees Summary Checkout

Late fee starts 05-15-2017 11:59 PM

Attendees Registration Number 456477317 Balance Due: **\$1,920.00**

Booking Date	Boy Scout Youth	Event Fee	Add Fee
Not booked	Klump, Lewis	\$300.00	

Thunderbird Troop 561

First Name?

Last Name?

Order of the Arrow Program at Camp You may only select 1 item.

Dietary Restrictions?

HOW DOES IT WORK?

Start with the “Use Parent Portal” checkbox

- They can click “Here is how it works” to see on-screen instructions or the “Parent Portal FAQ” for a document
- Their first step is to check the “Use Parent Portal” checkbox.
- Next they should generate their “Parent Portal Credentials,” which are the login credentials for their parents
 - Note – if they have **not booked their registration yet**, they will not be able to generate access credentials. Credentials are only available for booked attendees

456477317 Event Details Registration Details Parent Portal Reporting myRoster Help

Camp Wolverine Summer Camp (demo) - Session I

Attendees ✓ Summary ✓ Make a Payment

Late fee starts 05-15-2017 11:59 PM

Registration Number 456477317 Balance Due: \$2,010.00

Parent portal allows you, the registration contact, to provide the parents in your unit with access credentials so they can make payments and complete data entry for their scouts. [Here is how it works:](#)

[Parent Portal FAQ](#)

Use Parent Portal.

The following report should be used to distribute parent login credentials.

Send me a registration summary email showing amount paid and data entry status by selecting day(s) of the week to receive the email.

Sun Mon Tue Wed Thu Fri Sat

Prevent parents from making payments or seeing event fees.

Allow Parent Portal class selection.
If unchecked, parents will be able to view class and merit badge selections *but will not be able to change them.*

PARENT PORTAL ACCESS CARDS

This generates the Parent Portal access cards

- There is one card for each attendee, including both youth and adults
- The Registration Contact distributes these cards to the parents
- Parent go to this site
- And log in with these credentials
- Parents will see ONLY the information for the person listed on the card
- What parents can do on the site is determined by selections on next screen!

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Camp Wolverine Summer Camp (demo); Session I (2017-
Attendee: **Lewis Klump (Boy Scout Youth)**
Attendee ID: **2039158** | Password: **hnh0f**

Michael Jordan has created an event registration for your unit, and this card contains your Parent Portal access keys for one attendee. The Parent Portal allows you to update your attendee information and make payments. Access the portal by going to:

www.scoutingevent.com/?OrgKey=BSA456

Click the 'Parent Portal' link in the upper right and then enter the Attendee ID and Password as shown on this card.

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Camp Wolverine Summer Camp (demo); Session I (2017-
Attendee: **Ned Marston (Boy Scout Youth)**
Attendee ID: **2039160** | Password: **wkv5x**

Michael Jordan has created an event registration for your unit, and this card contains your Parent Portal access keys for one attendee. The Parent Portal allows you to update your attendee information and make payments. Access the portal by going to:

www.scoutingevent.com/?OrgKey=BSA456

Click the 'Parent Portal' link in the upper right and then enter the Attendee ID and Password as shown on this card.

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Camp Wolverine Summer Camp (demo); Session I (2017-
Attendee: **Mark Lincoln (Boy Scout Youth)**
Attendee ID: **2039159** | Password: **hsdzd**

Michael Jordan has created an event registration for your unit, and this card contains your Parent Portal access keys for one attendee. The Parent Portal allows you to update your attendee information and make payments. Access the portal by going to:

www.scoutingevent.com/?OrgKey=BSA456

Click the 'Parent Portal' link in the upper right and then enter the Attendee ID and Password as shown on this card.

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Camp Wolverine Summer Camp (demo); Session I (2017-
Attendee: **Oli Nester (Boy Scout Youth)**
Attendee ID: **2039161** | Password: **xx97v**

Michael Jordan has created an event registration for your unit, and this card contains your Parent Portal access keys for one attendee. The Parent Portal allows you to update your attendee information and make payments. Access the portal by going to:

www.scoutingevent.com/?OrgKey=BSA456

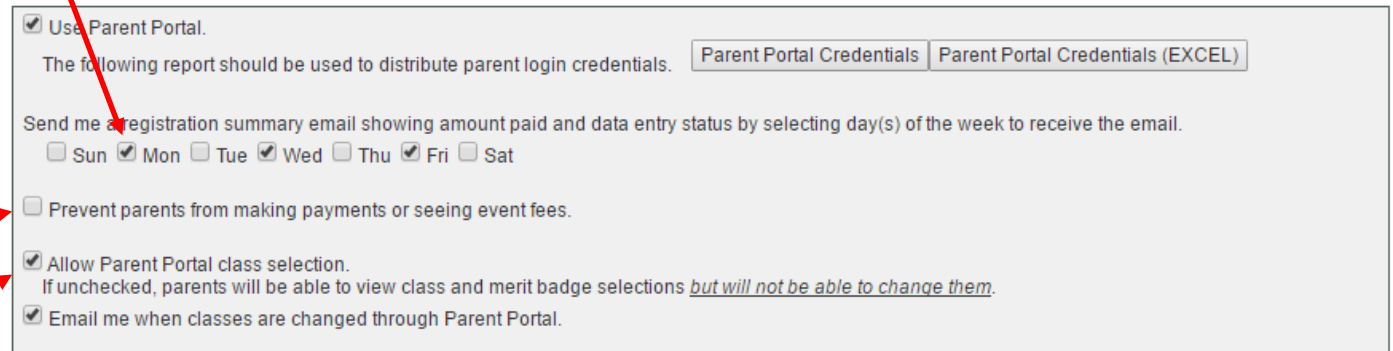
Click the 'Parent Portal' link in the upper right and then enter the Attendee ID and Password as shown on this card.

THE REGISTRATION CONTACT HAS COMPLETE CONTROL

The Registration Contact has several options

- First they decide how often they want to receive emails showing them their parents' progress in getting the information entered and payment made
- They click as many days as they like and will automatically get an email on those days
- Email is sent in the early morning and shows whether required information has been entered as well as the payment status

- Next they decide if parents are allowed to make payment. Some units prefer to make all payments but still have the parents enter Scout information



The screenshot shows a settings form for a parent portal. It includes the following elements:

- Use Parent Portal.
- The following report should be used to distribute parent login credentials.
- Send me a registration summary email showing amount paid and data entry status by selecting day(s) of the week to receive the email.
 Sun Mon Tue Wed Thu Fri Sat
- Prevent parents from making payments or seeing event fees.
- Allow Parent Portal class selection.
If unchecked, parents will be able to view class and merit badge selections but will not be able to change them.
- Email me when classes are changed through Parent Portal.

Red arrows from the text on the left point to the "Prevent parents from making payments or seeing event fees" checkbox and the "Allow Parent Portal class selection" checkbox.

- Last they decide if parents are allowed to choose Merit Badges (classes), or if they can just see the selections made by the Scoutmaster
- If they do choose to allow parents to make selection, then they can choose to be notified by email when selections are made. Email is sent approximately 20 minutes after they've completed their selections so the Scoutmaster knows immediately which choices were made

CAN THE REGISTRATION CONTACT STILL WORK WITH THE REGISTRATION?

The Registration Contact still has complete control

- They can still fully access the registration, even those Scouts who they've given access cards to
- They can delete or update information entered by the parents
- They can still make payments
- They can revoke access credentials from one or more parents