PARENT PORTAL FOR
SUMMER CAMP REGISTRATION
WHAT IS PARENT PORTAL?

PARENT PORTAL ALLOWS THE REGISTRATION CONTACT TO “OWN” THE UNIT REGISTRATION WHILE STILL ALLOWING PARENTS TO ACCESS THEIR SCOUT’S INFORMATION AND MAKE PAYMENTS.

UNIT’S CAN CHOOSE WHETHER TO USE PARENT PORTAL, IT IS NOT A REQUIREMENT.
HOW DOES A UNIT USE PARENT PORTAL?

THE REGISTRATION CONTACT MUST FIRST SET UP PARENT PORTAL FOR THEIR UNIT BY LOGGING INTO THE UNIT’S REGISTRATION

- When logged in to your unit registration, click on the “more” tab at the top of the page
- Click “Parent Portal”
HOW DOES A UNIT USE PARENT PORTAL?

- Check the “Use Parent Portal” box

- Decide what you want parents to be able to do when logged in (see next page)

- The Registration Contact can receive updates about when parents log in and change their Scout’s data, choose which days you would like the updates.
HOW MUCH ACCESS SHOULD PARENTS HAVE?

THE ANSWER DEPENDS ON EACH UNIT INDIVIDUALLY

- Many units charge an additional fee on top of the camp fee to cover fuel, t-shirts, or other incidental costs. If this is the case, you may not want parents to pay through the website.

- Some units require their Scouts to have their Merit Badge choices approved by a leader. In this case, you may not want parents to be able to adjust their Scout’s classes. They will still be able to view the classes their Scout is registered for but will not be able to change those selections.
GENERATE CREDENTIALS FOR PARENTS

ONCE YOU HAVE ENTERED THE NAMES OF YOUR SCOUTS, YOU CAN GENERATE LOGIN CREDENTIALS FOR THE PARENTS

- This will generate a small, printable “card” to give to each parent. (see image below)

- This will generate an Excel spreadsheet if you want to give out credentials via email or another method that doesn’t require the card.

- If a family has more than one Scout attending camp, they will get a card for each. They will be able to “link” those Scouts once they’ve logged in.

- Adults attending camp will also receive credentials.
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 have been given Parent Portal access.
- 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

QUESTIONS OR CONCERNS?
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