

## HOW TO REGISTER FOR MERIT BADGES

### CAMPDANIELBOONE.ORG

1. Log in. CHROME works best.
2. Click on your week.
3. Scroll down to Participants
4. A. If you already put names in, select the name of the person and go to step 8 below.  
B. Select ADD Participant and proceed to Step 5.
5. Choose New Youth
6. Complete fields. REQUIRED: Name, Date of Birth, Gender
7. Hit NEXT at the bottom.
  
8. Click on Manage, then Edit Registration.
9. Click on YOUTH on the next page.
10. Click NEXT at the bottom.
11. The next screen shows you ALL the classes. There is a search bar at the top where you can type in the name of the class to narrow things down.
12. Choose the specific class (check the class time!) you want for that scout. It will put that class on the right side of the screen.
13. Continue adding classes for that scout until you have what you want.
  
14. Hit COMPLETE at the bottom.

### YOU ARE ALMOST THERE!

#### CHECK OUT!

Your balance will be increased based on class fees, but no actual payments are required at this time. You can check out without spending money.

REPEAT THIS PROCESS FOR ALL YOUTH UNTIL YOU ARE FINISHED.

**NOW GET YOURSELF A REFRESHING BEVERAGE.**  
**YOU HAVE EARNED IT!**