TO REGISTER FOR MERIT BADGE DAY

1. Go to [www.gatewayscouting.org](http://www.gatewayscouting.org)
2. Login with your username & password given to you via email.
3. CLICK on GO TO EVENTS
4. CLICK on MERIT BADGE FAIR
5. CHOOSE MERIT BADGE 2019
6. CLICK on REGISTER FOR EVENT (green button)
7. CHOOSE the YOUTH PARTICIPANT and you will see their contact information.
8. CLICK ON “NEXT” and you will see the cost box.
9. CLICK ON “NEXT” again and you will see the list of classes starting with the AM then the PM classes. Scroll and then when you find the right class, choose “ADD CLASS” for their selected class.
10. If it is an all-day class, then no other classes will appear and it will say, “No classes are available” but you will see their registered class on the RIGHT. If it is a half day class, then you will see other choices.
11. When you are done selecting for this youth, click on NEXT.
12. CLICK on COMPLETE
13. If you have more youths to add, click on ADD PARTICIPANT and click on their name, and select their class(es) and click on COMPLETE.
14. **When you are done, you need to decide how you are going to pay (either way you must choose CHECKOUT) or your classes won’t be registered!** You must see “Order Submitted” to make sure the registration is complete.
   a. If you are going to pay online with a credit card, choose “Pay full amount.” You should see “Billing Address, Payment Method to enter Credit Card payment information”. Enter that then click on PLACE ORDER and you should see “Order Submitted.”
   b. If you are paying offline, leave as “Pay minimum required amount as $0.00” and drop off check, call scout shop to use unit account, or mail in check. You will see the payment amount of $0 and now click on PLACE ORDER and you should see a GREEN CHECK MARK with “Order Submitted”
TO MAKE A CHANGE TO A PARTICIPANT

Login

Click on the Merit Badge Day 2019 box.

Under Participants, click on the one that you want to change. Then click on MANAGE REGISTRATION

You can Edit Registration or Cancel Registration.

Then make the changes, and make sure you click on CHECKOUT and PLACE ORDER to process the changes. You should see “Order Submitted”

Any questions on the merit badge day event, please contact SJ Lander at Scout Shop 608-784-4040
Any technical questions, please contact Elizabeth Kramer - cell 217-358-4975