

MBC 2024 Online Registration Instructions (It's as easy as 1 - 2 - 3!)

All registration is online! Please follow these procedures to make registration is as seamless as possible. **Step 1** is to register your registrar (only 1 per troop is allowed). **Step 2** is to activate your registrar's account. **Step 3 (not available until November 2)** is to register individual scouts during *Open Registration*.

CRITICAL INFORMATION TO KNOW BEFORE YOU BEGIN: Only 1 person per troop may register scouts. If you don't have time to do this when scout registration officially opens on November 2, have another scouter register your troop. The Scoutmaster does not have to be the contact to register. This should be your most dependable scouter with access to a computer who is good at follow-through and meeting deadlines.

To help your registrar, print and complete the ***Pre-Registration Worksheet*** prior to *Open Registration*. Form can be printed from the MBC website and one is included on the last page of this manual.

Step 1: Register Your Troop Registrar (aka Troop Registration)

This can be completed anytime between **now and October 31.** **Do not wait until November 2 to do this step!**

To register your troop's registrar (not individual scouts), go the MBC webpage at www.roanestate.edu/mbc

Click on "Troop Registration" and follow instructions, completing all requested information.

The "Troop Registration" screen should look like this:

The screenshot shows a web-based registration form titled "Merit Badge College - MBC". The form fields are as follows:

Field Label	Type
District	Dropdown menu
Troop #	Text input
Troop Gender	Dropdown menu
Leader Name	Text input
Address	Text input
City, State, ZIP	Text input
Phone (Day)	Text input
Phone (Evening)	Text input
Email	Text input

At the bottom right of the form is a "Register" button.

Please note there is a gender option since many troops share the same troop number with their female counterpart and will have 2 different registrars.

Step 2: Troop Activation

Once you “Register” your “Registrar/Troop” you should see this screen on your web browser telling you to check your email for an activation link.

Merit Badge College - MBC

Registration *almost* completed.

Please check your email address you gave for an activation link to complete registration. If it hasn't appeared in 15 minutes, be sure to check your junk/spam folder.

Your registration is not completed until this has been done.

Check your email & activate your link. This email (**EMAIL #1**) will read something like this...

To complete your registration, please click or copy/paste the following link into a web browser: (Link will be inserted here.)

If you have any problems with registration, please contact Tamsin Miller at RSCC.

Clicking on your Activated link should take back to your **web browser** where you will see this message.

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Your troop registration and email address has been activated.

You will shortly receive an email with a link for the Nov 2, 2023 scout registration.

Check your email again. This email (**EMAIL #2**) will read something like this...

Scout registration is Nov. 2 at 9 a.m. ET

To register your scouts, please click or copy/paste the following link into a browser at that time.

(Your activation code will be inserted here. This is a unique link only for your troop.)

If you have any problems with this, please contact Tamsin Miller at RSCC.

Once you have done this, your registrar/troop is registered. You will not receive further instructions. Please keep this last email and/or copy and paste this link somewhere safe that you can find when it's time to register. No one else has this link, it's only for your registrar.

Open Registration should be activated automatically the morning of November 2, at 9 am at which time you can begin registering individual scouts. Open your browser from your email link 15 minutes prior to 9 am and the link should show itself counting down at which time it will automatically open. If you don't see it counting down, hit the refresh button on your browser periodically and especially at 9 am.

If you do not receive this first automated email, an online error has occurred. Call or email Tamsin Miller. She will check your status and see if it's something she can fix from her end (like an email with a typo.) She may have to delete your registration and have you register again. miller@roanestate.edu or 865.882.4640

Your link (from Step 2) must be activated before proceeding to Step 3.

Step 3: Open Registration (aka Badge Registration)

Does not open until Thursday, Nov 2 at 9 am EST

If you haven't completed Steps 1 & 2, you cannot proceed with Step 3.

At approximately 9 am EST on Thursday, November 2, the website will be activated at which time you may begin registering scouts **using the link you received on your second email** when you registered your registrar. Have your completed *Pre-Registration Worksheet* on hand.

Click on this **personalized link** from this second email to access web registration and [**bookmark this link for future use.**](#) This is your unique web registration link for your troop. No one else has access to it. You can enter your account at any time using this link. No passwords required.

IGNORE THE REGISTRATION OF LEADERS AT THIS TIME...ONLY REGISTER SCOUTS ON NOVEMBER 2.

There is an option to record any adult(s) who might wish to assist with a badge, either by teaching a badge or just assisting to provide two-deep leadership. **Do not** try to include this information on November 2. You can come back at any time to add leaders; but on November 2, only register your scouts – no volunteers.

The screen to register your scouts should look like this:

Merit Badge College - MBC

District: Eagle Creek **Troop:** 1000 **Gender:** F

Adults

[Add Adult](#)

Scouts

[Add Scout](#)

Ignore “Add Adult” Button for the time being and **Click on “Add Scout” button.** Always register your scouts first! Once you have your scouts registered, you may go back and add any adults you wish to add at this time but you do not need to add adults at all during badge registration. Come back later and do that as you have time and know which adults wish to volunteer.

Enter Name: **Last Name, First Name** (Preferred format: Miller, Tamsin)

Enter Age: **Age as of February 17, 2024 (some badges have age restrictions)** and will block you if you do not meet the age requirement.)

Scroll down list to find badge and click on left radial button to select badge.

Select “Register” button at bottom of page.

The screenshot shows a web browser window with the title "Merit Badge College - MBC". At the top, there is a header bar with the text "District: Eagle Creek Troop: 1000 Gender: F". Below the header, there are two sections: "Adults" and "Scouts". Under "Adults", there is a button labeled "Add Adult". Under "Scouts", there is a button labeled "Add Scout". The main content area displays a list of merit badges with progress bars. The badges listed are: CR Crime Prevention (0/20), CW Citizenship in the World (0/20), DT Dentistry (0/20), EL Electricity (0/20), ES Environmental Science (0/20), ET Entrepreneurship (0/60), FA First Aid (0/20), FR Forestry (2/20), FS Fire Safety (1/50), GL Geology (0/20), JM Journalism (0/20), LA Law (0/20), ME Medicine (1/20), OR Orienteering (0/14), PH Photography (3/20), PM Personal Management (0/20), RT Reptile & Amphibian Study (1/10), SW Soil & Water Conservation (1/20), TS Traffic Safety (0/20), and VM Veterinary Medicine (0/20). At the bottom of the list is a "Register" button.

Badge	Progress
CR Crime Prevention	0/20
CW Citizenship in the World	0/20
DT Dentistry	0/20
EL Electricity	0/20
ES Environmental Science	0/20
ET Entrepreneurship	0/60
FA First Aid	0/20
FR Forestry	2/20
FS Fire Safety	1/50
GL Geology	0/20
JM Journalism	0/20
LA Law	0/20
ME Medicine	1/20
OR Orienteering	0/14
PH Photography	3/20
PM Personal Management	0/20
RT Reptile & Amphibian Study	1/10
SW Soil & Water Conservation	1/20
TS Traffic Safety	0/20
VM Veterinary Medicine	0/20

You will be able to see in real time if a badge is open by looking at the **BLUE** bar and the two digits to the right of the bar. The first number (followed by a "/") indicates the number of scouts currently registered in this badge. The second number indicates the total number of openings available for this badge.

You will only be able to add one scout at a time.

Once you have clicked the “Register” button at the bottom of the screen it will take you back to a new screen which should look something like this.

The screenshot shows a web-based application for managing merit badge registrations. At the top, it displays the location as "Merit Badge College - MBC". Below this, there is a header row with the text "District: Tremont Troop: 123 Gender: F".

Adults

Role Name	Badge Preference
• L JEREMY PULCIFER	ANYWHERE
• V JESSICA PULCIFER	FIRE STARTING

Add Adult

Scouts

Name/Age	Badge
• LIAM PULCIFER 14	SW Soil & Water Conservation
• NINA PULCIFER 14	AS Animal Science

Add Scout

Repeat. Keep registering until you have entered all scouts. Start with scouts who need badges to complete eagle requirements - not those scouts who have no deadlines or real preferences.

Once you have entered your scouts, you may go back and add any adult volunteers or leaders attending but you are not required to at this time.

To delete a scout or change a badge...

Scouts can be deleted at any time, thus allowing badges to reopen for other troops. To delete a scout, click on the **red button with a minus sign** located to the left of the scout you wish to delete. (see previous diagram). The scout will be deleted from your roster. Same is true for any leadership changes in attendance.

You can immediately turnaround and add a scout into another badge by clicking the “Add Scout” button and repeating the process. You may add scouts at any time as long as badges are open through close of business on Monday, February 5, 2024.

Out of courtesy to other troops, please do not leave scouts on your list once you know they are no longer interested in attending. It prevents other scouts from registering. This is an active, real time, process. If the badge shows open online, it is open.

If you want to pick up a badge that has reopened, you can but you must check the website daily for openings. We will not send email notifications on openings since the information will be available online and in real time nor do we maintain a waiting list.

Last Day to Change Badge Assignments

At the request of many of our merit badge counselors, no substitutions will be allowed the day of the Merit Badge College. The registration link will be taken offline at close of business on Monday, February 5.

Invoices

Invoices will be sent to your email first week of January. Full payment (postmarked or paid in person or by phone) is due January 31, 2024. There are no online payment options; however, you can call the RSCC Business Office at 865.354.3000 ext. 4792 and pay with a credit card over the phone. State your name, troop number and how much you owe and the Bursar will take your card information. A receipt will be available for pick-up the day of the MBC.

Leader Registration

Two-deep leadership requires two adults to stay with scouts at all times so your troop will be assessed fees for a minimum of two leaders and at least one scouter must register for every additional 10 scouts attending. We do not need their names at the time of online badge registration, just the number attending. We need to know this information for ordering patches and meals so please keep this number updated as much as possible.

Please note the adult attending as either

- a **L** leader (not assisting in a badge-scouter will be charged \$15)
- or **V** volunteer (volunteers are not charged to assist in badges)

Changes in Troop Registration

You will not be able to make changes online to your **Registrar** information; however, Roane State can. Should the person who registered your troop move or not be available for future emails, you must contact me personally to reset your troops contact information and redirect emails. You can, however, make changes to your scout registrations.

Tamsin Miller, MBC Director
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Harriman, TN 37748
865.882.4640
miller@roanestate.edu
www.roanestate.edu/mbc

2024 Merit Badge College Troop – Pre-Registration Worksheet only

Roane State Community College

(mailed or faxed worksheets will not be accepted)

USE THIS FORM TO GATHER INFORMATION **PRIOR** TO OPEN REGISTRATION. THIS WILL HELP YOU KNOW WHAT BADGE A SCOUT IS INTERESTED IN IF HIS/HER FIRST CHOICE BADGE IS CLOSED. (Please keep this after registration for reference)

Troop Leader: _____ Troop #: _____ District: _____

Mailing Address: _____ City, St, Zip: _____

Day Phone: _____ Evening Phone: _____

Email: _____

*Age scout will be on February 17, 2024

List top 5 badge choices. Copy as needed.

	Scout's Name	Age*	1 st	2 nd	3 rd	4 th	5 th
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

* Age scout will be on February 17, 2024

	Name of Leader/Volunteer At least one scouter for every ten scouts must register and attend. No scout may attend without a leader in attendance.
1	
2	
3	
4	

Contact: Tamsin Miller

MBC Director

Roane State Community College

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miller@roanestate.edu

www.roanestate.edu/mbc