MBC 2017 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 3) 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 3, 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 **September 1 and October 31**. **Do not wait until November 3 to do this step!**

To register your troop’s registrar (not individual scouts), go the MBC webpage at [www.roanestate.edu/mbc](http://www.roanestate.edu/mbc)

Click on **“Troop Registration”** and follow instructions, completing all requested information.

The **“Troop Registration”** screen should look like this:
Step 2: Troop Activation

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

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.)

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

Your troop registration and email address have been activated.

You will shortly receive an email with a link for the Nov. 3, 2016 scout registration.

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

Scout registration is Nov. 3 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. Open Registration, should be activated automatically the morning of November 3, at 9 am at which time you can begin registering individual scouts.

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 3 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 3, 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.

Open Registration screen should look something like this:

Click “Add Scout” button.
Next screen should look something like this.

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

Enter Age:  **Age as of February 18, 2017** (*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.
You will be able to see in real time if a badge is open by looking at the 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.

To add the next scout, click on the “Add Scout” button at the bottom of the page.

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.
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 (Miller, Cody).

The scout will be deleted from your roster.

You can immediately turnaround and add him into another badge by clicking the “Add Scout” button and repeating the process.

Now the scout has been taken out of the Archaeology badge and added to Citizenship in the Nation.
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 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.

You may add scouts at any time as long as badges are open through close of business on Wednesday, February 3.

**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 Wednesday, February 8, 2017.

**Invoices**
Invoices will be sent to your email in mid-December. Full payment (postmarked or paid in person or by phone) is due January 31, 2017. 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 for online 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.

On the [Open Registration](#) page you will see a dropdown arrow to the right of “Leaders Attending”. Please specify the number you plan on bringing. This can be changed up to 2 weeks prior to MBC. After that you must contact me to change the number.

**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.

Tamsin Miller
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865.882.4579 (fax)
miller@roanestate.edu
www.roanestate.edu/mbc
2017 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 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: ___________________________ Fax #: ___________________________

Email: ___________________________________

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*Age scout will be on February 20, 2016

List top 5 badge choices. Copy as needed.

Name of Leader 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
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