MERIT BADGE SIGN UP - HOW TO

- **<u>1.</u>** Go to the Council's website (bsa-ciec.org) and select "Logon" located towards the top left.
- **<u>2.</u>** Once logged on, select "My Account" from the upper right-hand side.





- **<u>3.</u>** Select the "Registrations" tab.
- **<u>4.</u>** Locate your Emerson registration and select the "Update/Edit" button.

SC	RIPTIONS		GROUPS	PURCHASES	PROFILE	
n		3	Date		Number	
						View Details
eps 3	<u>& 4</u> "	1 6/29/2019 2	6/29/2019 2:00 PM - 7/2/2019 10:00 AM			Reports
					4 =>	Update/Edit

5. You will then select "What are they doing?".



- **<u>6.</u>** Select each Scout's name from the drop menu.
- **<u>7.</u>** Select categories from drop menu.
- **<u>8.</u>** Click the "Add" option to select the merit badges.

	SCH	EDULE FOR: Scout's	Name 🗹 🚺 6				
		Category	Activity				
	Ŵ	Handicraft	Leatherwork - Period 1				
	Ô	Handicraft	Wood Carving - Period 2				
	1	Outdoor Skills / Scoutcraft	Wilderness Survival - Period 3				
	Ŵ	Shooting Sports	Archery - Period 4 & 5				
5,	7,&	<u>8</u>	, ,				
	CHOOSE ACTIVITIES IN CATEGORY: Aquatics						
	Activity						
	1	nin only)					