



Parent Portal Instructions

Starting January 1, the Parent Portal can be activated by your Registration Contact for a **completed** registration with participant names. Parent Portal IDs and Participant-specific passwords are only created by the system if all steps of the checkout process have been completed to register or add participants to a registration.

The Registration Contact goes to “Additional Actions” to set up the Parent Portal and download the PDF version of the registered Participants’ ID’s and passwords. Only those given an ID and Password can access their information. You can copy/paste the participant-specific link in an email to a parent or add a screenshot of the QR Code. Both will take them directly to that Scout’s information and no one else will be able to access it.

Decide if you will allow families to pay registration (and online merit badge) fees, choose merit badge classes for their Scout(s), or both. Only share the ID and Password when it’s time for them to use it.

Decide who you want to give access to the Parent Portal. Not all families will want or need it.

They can set up notification emails to know when (or if) their participating families are using it.

It is the responsibility of the Registration Contact to track all online participant/family payments and class selections that are supposed to be made using the Parent Portal.

OPTIONS – First, choose the level for the troop’s families.

1. Families can pay fees online and choose their Scout’s merit badges.
2. Families can choose merit badges for each of their scouts but cannot make payments.
3. Families can see the merit badge choices but cannot add/change them or make payments.
4. Families do not have any access to the Parent Portal. If you do not share Parent Portal IDs and Passwords with them, there’s no way for them to access it.

WAIT TO SHARE PARENT PORTAL IDs AND PASSWORDS:

If you have a Scout applying for financial assistance (using our 2025 NEIC Camps Scholarship Application), please wait until after the scholarship payment has been applied toward the Scout before sharing their ID and Password with the family for them to pay the balance.

If a scout wants to use fundraising money to pay part of her or his summer camp fees, ensure the troop has paid that amount to our council (and it’s been applied online) BEFORE giving that family the Parent Portal ID and password for their scout.

If your unit only wants families to choose merit badge classes (in the Spring of 2025) **you MUST ALSO choose:** “Prevent parents from making payments or seeing event fees” before sharing IDs and Passwords. If you DO NOT check that box, you are essentially permitting them to pay fees online which could greatly complicate things for everyone involved.

HOW TO VIDEOS:

Unit Leader Guide for the Parent Portal: <https://youtu.be/RBJmmnQuSo4>

Parent’s Guide for the Parent Portal: <https://youtu.be/Xflql-R-VZE>

Contact **Debi** if you have any questions.