

# How to Select Merit Badge Classes



# STEPS

- Select Update Information by a Scout's Name
- Click on "Select Classes"
- List of Available Classes
- Select Classes
- Click, "Done" to Save Selections.
- Pay Merit Badge Fees Collected Online



# Select Update Information by a Scout's Name



1 Scout

All Scouts now pay the same fees, no matter w

Scout  
**Checkout Required**

Regular Price:  
Late Fee:  
Balance Due:

Update Information

Autofill

## Click on “Select Classes”

Schedule

Select Classes

BLUE CARDS CLASS SCHEDULE

Period	Time	Mon	Tue	Wed	Thu
Hour 1	09:00-10:00				
Hour 2	10:00-10:30				
Hour 2.5	10:30-11:00				
Hour 3	11:00-11:30				
Hour 3.5	11:30-12:00				
Hour 4	02:00-03:00				
Hour 5	03:00-03:30				
Hour 6	04:00-04:30				
Hour 6.5	04:30-05:00				
Evening	07:00-08:00				

# List of Available Classes

Schedule

Show Class Schedule View All Classes

Search ...

09:00 AM Hour 1  Hide Full Classes

### John Smith's Classes

Click a class to REMOVE from John Smith's schedule

### John Smith's Waitlisted Classes

WAITLIST Classes for John Smith's are shown below

### Available Classes

Click a class to ADD to John Smith's schedule

- MMB148 Archery** Hour 1 (9-10:20)  
Archery is a fun way for Scouts to exercise minds as well as bodies, developing a steady...  
Day of Class: Mon, Tue, Wed, Thu  
Max participants: 24 Slots available: 7  
Room Number: Shooting Sports  
Instructor: Rex Wallin  
Additional Periods Offered: Hour 4  
Class Notes: Choose from 9:00-10:20 OR 2:00-3:20
- MMB110 Bird Study** Hour 1 (9-11)  
Birds are among the most fascinating creatures on Earth. Many are beautifully colored...  
Day of Class: Mon, Tue  
Max participants: 24 Slots available: 22  
Room Number: Eco Con  
Instructor: Bennett Woods
- MMB147 Camping** Hour 1 (9-11)  
Camping is one of the best-known methods of the Scouting movement. When he founded the...



The list of Available Classes is on the right. Use the Search box to look for a specific class or the Time box for classes available during a certain Hour. You can also choose to Hide Full Classes but if you don't, you can add a Scout's name to the Waitlisted Classes section on the left. Be aware, if a spot opens and we move a Scout into a class, any previously chosen classes will be removed, except for Open Classes such as Basketry.

# Select Classes



Schedule

Show Class Schedule
View All Classes

11:00 AM Hour 3
 Hide Full Classes

**John Smith's Classes**

Click a class to **REMOVE** from **John Smith's** schedule

<b>MMB177</b> <b>Coureur des Bois</b> <span style="float: right;">Hour 1</span>
The Coureur des Bois Program provides Scouts with an introduction to the MSR High Adventure... <span style="float: right;">(9-4)</span>
Day of Class: Mon, Tue, Wed, Thu <span style="float: right;">Additional fee: \$30.00</span>
Max participants: 20 Slots available: 10 <span style="float: right;">Min age: 13</span>
Room Number: High Adventure
Instructor: Jayme Pomper
<b>MMB130</b> <b>Basketry</b> <span style="float: right;">Hour 6</span>
Basketry is a handy skill for a Scout. A basket can be a sturdy companion on campouts,...
Day of Class: Mon, Tue, Wed, Thu <span style="float: right;">(4-5)</span>
Max participants: 24 Slots available: 7
Room Number: Handicraft
Instructor: Tom Foley
Additional Periods Offered: Hour 3
<b>MMB200</b> <b>Mammal Study</b> <span style="float: right;">Hour 6</span>
A mammal may weigh as little as 1/12 ounce, as do some shrews, or as much as 150 tons,...
Day of Class: Mon, Tue, Wed, Thu <span style="float: right;">(4-5)</span>

**John Smith's Waitlisted Classes**

WAITLIST Classes for **John Smith's** are shown below

<b>MMB121</b> <b>Nature</b> <span style="float: right;">Hour 6</span>
There is a very close connection between the soil, the plants, and all animal life, including...

**Available Classes**

Click a class to **ADD** to **John Smith's** schedule

<b>MMB121</b> <b>Nature</b> <span style="float: right;">Hour 3</span>
There is a very close connection between the soil, the plants, and all animal life, including... <span style="float: right;">(11-12)</span>
Day of Class: Mon, Tue, Wed, Thu
Max participants: 24 Slots available: 12
Room Number: Eco Con
Instructor: Bennett Woods
Additional Periods Offered: Hour 6
<b>MMB146</b> <b>Orienteering</b> <span style="float: right;">Hour 3</span>
Orienteering, the use of map and compass to find locations and plan a journey, has been... <span style="float: right;">(11-12)</span>
Day of Class: Mon, Tue, Wed, Thu <span style="float: right;">Min age: 13</span>
Max participants: 20 Slots available: 10
Room Number: Scoutcraft
Instructor: Adam Brazda
Additional Periods Offered: Hour 6
<b>MMB221</b> <b>Reptile and Amphibian Study</b> <span style="float: right;">Hour 3</span>
Boys always have been interested in snakes, turtles, lizards, and alligators, as well...



Done

Classes move from the right side to the left (classes selected) side. Once a time slot full, other classes being offered during that time will no longer appear on the right side, except (again) for Open Classes – They can be “double-booked”. In this example, if a Scout is moved into Nature, Mammal Study will be removed but Basketry will remain.

# View All Classes

Clicking on View All Classes takes you to the Class Catalog. It lists all classes and their details: Description of the class, Days of Class, and if applicable, Max Participants and any cost or restrictions such as age, rank, etc.

### Class Catalog

	<b>MMB148 Archery</b> Archery is a fun way for Scouts to exercise minds as well as bodies, developing a steady hand, a good eye, and a disciplined mind. This merit badge can provide a thorough introduction to those who are new to the bow and arrow - but even for the experienced archer, earning the badge can help to increase the understanding and appreciation of archery. <b>Day of Class:</b> Mon, Tue, Wed, Thu <b>Max participants:</b> 24 <b>Slots available:</b> 7 <b>Room Number:</b> Shooting Sports <b>Instructor:</b> Rex Wallin <b>Additional Periods Offered:</b> Hour 4 <b>Class Notes:</b> Choose from 9:00-10:20 OR 2:00-3:20	Hour 1 (9-10:20)
	<b>MMB110 Bird Study</b> Birds are among the most fascinating creatures on Earth. Many are beautifully colored. Others are accomplished singers. Many of the most important discoveries about birds and how they live have been made by amateur birders. In pursuing this hobby, a Scout might someday make a valuable contribution to our understanding of the natural world. <b>Day of Class:</b> Mon, Tue <b>Max participants:</b> 24 <b>Slots available:</b> 22 <b>Room Number:</b> Eco Con <b>Instructor:</b> Bennett Woods	Hour 1 (9-11)



# Show Class Schedule

Click on “Show Class Schedule” to see the time periods and whether you’ve chosen a class to fill it. In this example, I have chosen Coureur des Bois for the morning and two Hour 6 Classes – one Scheduled and one Open Class.



Schedule

Select Classes BLUE CARD CLASS SCHEDULE Waitlist

Period	Time	Mon	Tue	Wed	Thu
Hour 1	09:00-10:00		Coureur des Bois		
Hour 2	10:00-10:30		Coureur des Bois		
Hour 2.5	10:30-11:00		Coureur des Bois		
Hour 3	11:00-11:30		Coureur des Bois		
Hour 3.5	11:30-12:00		Coureur des Bois		
Hour 4	02:00-03:00		Coureur des Bois		
Hour 5	03:00-03:30		Coureur des Bois		
Hour 6	04:00-04:30		Basketry,Mammal Study		
Hour 6.5	04:30-05:00		Basketry,Mammal Study		
Evening	07:00-08:00				

Done

Click “Done” to save selections

You can change classes later (or add more if you have openings) by following the same steps.

# Pay Merit Badge Fees Collected Online

All Reservation Classes have their fees collected online. This example shows 2023 Scout and merit badge fees, with the Class Fee still due.

<b>Smith, John</b> Booked Nov 03, 2023 10:52 AM	Regular Price: \$385.00 Late Fee: \$15.00 Class Fee: \$30.00 Amount Paid: -\$400.00 <b>Balance Due: \$30.00</b>
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Notice how both Payment and Reports have red font. Since there is a balance due, Merit Badge Reports are not available. Once your registration is paid-in-full, the font for both tabs will turn black and all merit badge class reports will be ready for downloading.

Click “Continue”, or “Payment” (shown above) then “Checkout” to pay the fees

Balance Due Required

Pay \$30.00 full amount due

Here is a step-by-step video created by Black Pug/247 Scouting on “How to Select Classes” (we don’t have class “bundles,” but the rest is relevant): <https://www.youtube.com/watch?v=TatIXJ2UF-U>