



BOY SCOUTS OF AMERICA® GREATER ST. LOUIS AREA COUNCIL

Parent portal allows you, the registration contact, to provide the parents in your unit with access credentials so they can make payments and complete data entry for their scouts. [Here is how it works:](#)

1. First click the "Use Parent Portal" checkbox, which automatically generates a set of login credentials for each attendee on this registration.
2. Next click the "Parent Portal Credentials" button, which generates a report showing each set of login credentials. This report can be printed on Avery 5395 labels or to standard paper and cut into cards.
3. You give parents one card or label for *each* of their attendees. For example, if you've registered 30 Boy Scout Youth and 15 Adult Participants and you have a parent who is attending with his two sons, you will give that parent two cards labeled Boy Scout Youth and one card labeled Adult Participant.
4. That parent will use his cards to access each of his attendees through the Parent Portal, where he will be able to make payment for his attendees and update data entry fields such as name, rank, dietary requirements, etc. He will also be able to update or view class and merit badge schedules if you choose to allow that.
5. Once a parent has accessed the portal for one attendee, he will be able to enter credentials for additional attendees and link them together. He must have multiple access cards and enter the credentials for each one in order to link them.
6. If you, the registration contact, want to prevent parents from choosing or changing class and merit badge selections, uncheck the "Allow Parent Portal class selection" checkbox below. Parents will be able to change attendee data entry fields such as name and rank, but will only be able to view class and merit badge selections. Only you will be able to choose or change class and merit badge selections.
7. If you want to prevent parents from making payment or seeing the event fees, uncheck the "Prevent parents from making payments or seeing event fees" checkbox. Parents will not see any financial details or be able to apply payments.
8. If you do allow parents to change class or merit badge selections, you will be prompted with another checkbox that allows you to be notified via email when a parent has made changes to their class or merit badge selections.
9. When a parent makes a payment, both you and they will receive an email notification of the payment.
10. Check the "Send me a registration summary email" checkbox to receive a summary email showing amount paid and data entry status. Use the days checkboxes to determine which day(s) you want to receive the summary email. The email will show the payment status and required data entry field status for each attendee. For example, if first and last name are required fields and an attendee has not completed those, you will see that it has not been completed yet.
11. Note: To print Avery labels - make sure your print settings don't have "Fit to Page" checked, this will adjust the print layout and it won't match up with the labels.