James C. Justice National Scout Camp

Black Pug Merit Badge Registration System

**Complete Your Roster**

- Submit your roster by the requested time to our registration team.
- In an effort to make your process as seamless as possible, we will import your roster into this system to eliminate your need to reenter the data.
- **NOTE:** final payment is not required to submit your roster.

*Please understand that this will be a fluid process as we receive updated information about COVID-19.*

PRO TIP: If your roster is submitted by the deadline requested, your unit participants will be entered into the system by the Summit.

**Logging In**

On the day **before** your weeks registration opens, you will be sent an email with a link to log into the Merit Badge Registration system.

You will have the opportunity to create a log-in. **NOTE:** It is not required, you may continue as a guest.

<table>
<thead>
<tr>
<th>Registration Opens</th>
<th>Registration Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Week 1 – June 28-July 4 (Opens June 4)</td>
<td>o Week 1 – June 28-July 4 (Closes June 11)</td>
</tr>
<tr>
<td>o Week 2 – July 5-11 (Opens May 27)</td>
<td>o Week 2 – July 5-11 (Closes June 10)</td>
</tr>
<tr>
<td>o Week 3 – July 12-18 (Opens June 3)</td>
<td>o Week 3 – July 12-18 (Closes June 17)</td>
</tr>
<tr>
<td>o Week 4 – July 19-25 (Opens June 10)</td>
<td>o Week 4 – July 19-25 (Closes June 24)</td>
</tr>
<tr>
<td>o Week 5 – July 26-August 1 (Opens June 17)</td>
<td>o Week 5 – July 26-August 1 (Closes July 1)</td>
</tr>
<tr>
<td>o Week 6 – August 2-August 8 (Opens June 24)</td>
<td>o Week 6 – August 2-August 8 (Closes July 8)</td>
</tr>
</tbody>
</table>

- Class schedules will be provided approximately 1 ½ weeks after the close of registration
- Classes are First Come, First Serve
- Please reference the [Prerequisite Sheet](#) for age restrictions

**Support**

If you run into questions or need help, refer to the Support tab on the right-hand side of the screen.

Here, you will find several helpful tutorials on how to register, update information etc...

- **How to Create an Account**
  https://www.youtube.com/watch?time_continue=2&v=7wa1CXDLz48&feature=emb_logo
- **Importing a Roster**
  https://www.youtube.com/watch?v=TOebAPPbuZE&feature=emb_logo
  - If you would like to import your own roster, you may do so with these instructions. **NOTE:** if your roster is submitted to us, we will do this for your unit.
**Parent Portal** for Unit Leaders

https://www.youtube.com/watch?v=2wganwRP05Q&feature=emb_logo

- A user guide for unit leaders to utilize the Parents Portal so that parents may register their own Scouts for classes.

**Parent Portal** for Parents

https://www.youtube.com/watch?time_continue=1&v=-Fimdr9O63l&feature=emb_logo

- A user guide for your parents to utilize the Parents Portal.