



HOW TO REGISTER FOR A MERIT BADGE

1. Log onto www.colbsa.org
2. Select “Activities”
3. Select “Sign Into Doubleknot”

The screenshot shows the website's navigation menu with the following items: JOIN, ABOUT, **ACTIVITIES** (circled in red with a red arrow pointing to it), LEADERS AND RESOURCES, DISTRICTS, CALENDAR, and SUPPORT. Below the menu, there are three columns of links. The first column, under 'CAMPING', includes: BSA HIGH ADVENTURE, SUMMER CAMP, FACILITIES AND RENTALS, ORDER OF THE ARROW, NATIONAL JAMBOREE, WORLD JAMBOREE, HUNTING AND FISHING CLUB, **SIGN IN TO DOUBLEKNOT** (circled in red with a red arrow pointing to it), and FINANCIAL ASSISTANCE. The second column, under 'EVENTS', includes: MERIT BADGE COLLEGE, RESICA FALLS FIELD DAY, POWDER HORN, SCOUTING U AND POW WOW, PILGRIMAGE & ENCAMPMENT, and AREA V JTE CONFERENCE. The third column, under 'PROGRAM PARTNERS', includes: SHOOTING SPORTS, HISTORICAL TRAILS, COPE AND CLIMBING, and DISTRICT ACTIVITIES. At the bottom of the page, there is a search bar, social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn, and the text 'Prepared. For Life.™'.

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LOG INTO DOUBLEKNOT

Log On

User ID

USER ID IS REQUIRED

Password

PASSWORD IS REQUIRED

Remember me

Log On →

Need help logging on?

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1. Click “My Account”
2. Select “Registrations”

Welcome Test
[Log Out](#) | [My Account](#)

SUMMARY | SUBSCRIPTIONS | **REGISTRATIONS** | GROUPS | PURCHASES | PROFILE

UPCOMING PAYMENTS

Description	Date	Number	Due Date	Due	
Week 2 July 1 - 7, 2018	7/1/2018 1:00 PM - 7/7/2018 9:00 AM	13904412	3/1/2018	\$800.00	Pay Now

UPCOMING REGISTRATIONS / RESERVATIONS

Description	Date	Number	
Week 2 July 1 - 7, 2018	7/1/2018 1:00 PM - 7/7/2018 9:00 AM	13904412	View Details

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Under Registrations:

1. Select the appropriate summer camp
2. Click “Update / Edit”

Purchase Date	Description	Date	Number	
2/12/2018 10:29:17 AM	Week 2 July 1 - 7, 2018	7/1/2018 1:00 PM - 7/7/2018 9:00 AM	13904412	View Details Reports Update/Edit Make Payment

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- Select “Who’s Coming?” to name scouts and adults participating

The screenshot displays a three-step process for camp registration:

- WHO'S COMING?** (Icon: three people) - *Name everyone coming to camp*
- WHAT ARE THEY DOING?** (Icon: person with crossed tools) - *Register for merit badges and program (Admin Only)*
- CHECKOUT** (Icon: shopping cart) - *Checkout*

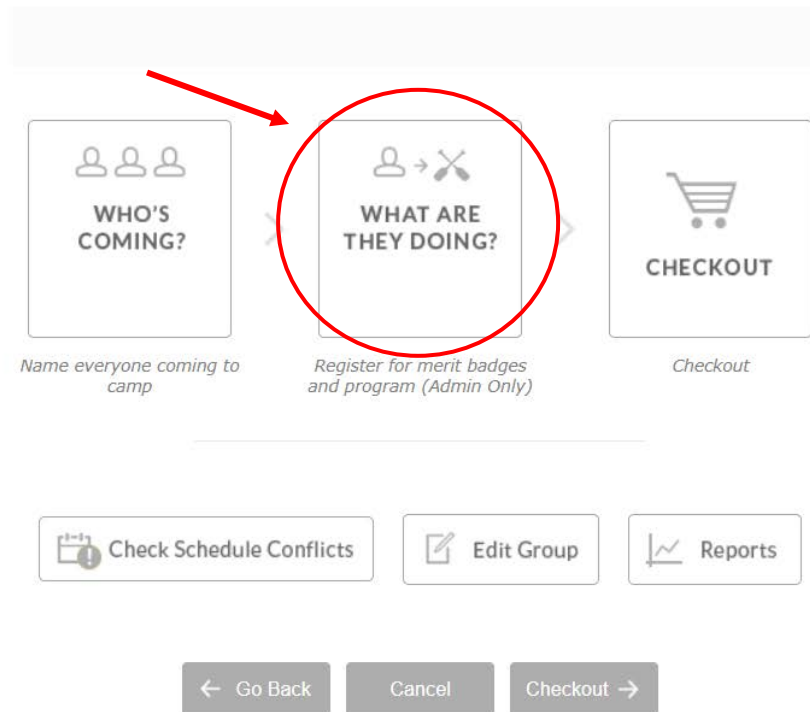
Below the steps are three buttons: **Check Schedule Conflicts**, **Edit Group**, and **Reports**.

At the bottom are three navigation buttons: **Go Back**, **Cancel**, and **Checkout**.





- At 9am on March 15th you will be able to register for merit badges and other programs by selecting “What Are They Doing?”





1. Use the drop down to select participant
2. Use the drop down to select activity and/or time frame
3. Select “Add” to assign the badge or program to the individual’s schedule

REGISTER FOR MERIT BADGES AND PROGRAM

[STEPS TO COMPLETE THIS REGISTRATION](#)

Assign individuals to an activity at this event.

1 →

SCHEDULE FOR youth, Test ▾

Category	Activity	Date/Time	Schedule	Status
This participant is not registered for any activities.				

2 →

CHOOSE ACTIVITIES IN CATEGORY: ATV (4 sessions offered, please only select 1) ▾

Activity	Date/Time	Schedule
<input type="button" value="Add"/> Class 1: 9:00 - 10:15 (Cost: 25.00)	7/2/2018 - 7/6/2018 9:00 AM - 10:15 AM	Monday - Friday
<input type="button" value="Add"/> Class 2: 10:30 - 11:45 (Cost: 25.00)	7/2/2018 - 7/6/2018 10:30 AM - 11:45 AM	Monday - Friday
<input type="button" value="Add"/> Class 3: 2:00 - 3:15 (Cost: 25.00)	7/2/2018 - 7/6/2018 2:00 PM - 3:15 PM	Monday - Friday

3 →





Checkout

- You must checkout and complete to save your work
- If you do not receive an email with all your changes it was not successfully submitted

The screenshot shows a three-step process for camp checkout:

- WHO'S COMING?** (Name everyone coming to camp)
- WHAT ARE THEY DOING?** (Register for merit badges and program (Admin Only))
- CHECKOUT** (Checkout)

Below the steps are three buttons: **Check Schedule Conflicts**, **Edit Group**, and **Reports**.

At the bottom are three navigation buttons: **Go Back**, **Cancel**, and **Checkout**.

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