



BOY SCOUTS OF AMERICA®
PATHWAY TO ADVENTURE COUNCIL

A GUIDE FOR USING THE PARENT PORTAL FOR SUMMER CAMP REGISTRATION



WHAT IS PARENT PORTAL?

PARENT PORTAL ALLOWS THE REGISTRATION CONTACT TO “OWN” THE UNIT REGISTRATION WHILE STILL ALLOWING PARENTS TO ACCESS THEIR SCOUT’S INFORMATION AND MAKE PAYMENTS.

UNIT’S CAN CHOOSE WHETHER TO USE PARENT PORTAL, IT IS NOT A REQUIREMENT.

HOW DOES A UNIT USE PARENT PORTAL?

THE REGISTRATION CONTACT MUST FIRST SET UP PARENT PORTAL FOR THEIR UNIT BY LOGGING INTO THE UNIT'S REGISTRATION

The screenshot shows a web interface for 'Blackhawk Summer Camp 2021'. At the top, it displays '456' and 'Tall Grass Troop 89 B'. Below this, there are tabs for 'ment' and 'Reports'. A blue header bar contains 'AM' and a 'Roster' button. The main content area is divided into two columns. The left column has a 'Preview Information' section and an 'Additional Actions' section. The 'Additional Actions' section contains a list of options: '+ Add Participants', 'Change Participant Type', 'Parent Portal', 'Payment History', and 'Payment Schedule'. The 'Parent Portal' option is highlighted with a red box. The right column shows a 'Booked May 20, 2020 at 09:56 AM' status, a 'Late fee starts 05-16-2021 11:59 PM' warning, and a 'Campsite' section. Below the campsite section is a table with the following data:

Regular Price:	\$1,700.00
Applied Credit:	\$0.00
Unallocated Credit:	\$-100.00
Balance Due:	\$1,600.00

- When logged in to your unit registration, click on the “additional actions” tab

- Click “Parent Portal”

HOW DOES A UNIT USE PARENT PORTAL?

- Check the “Use Parent Portal” box
- Decide what you want parents to be able to do when logged in (see next page)
- The Registration Contact can receive updates about when parents log in and change their Scout’s data, choose which days you would like the updates.

Session III - Camp Blackhawk Summer Camp 2019

Tall Grass Troop 89

Contact Participants Payment More

Parent Portal is an **optional** feature that allows you (the registration contact) to provide your parents with access to just their Scout's part of the registration, to make payments and complete data entry. [Here is how it works:](#)

[Parent Portal FAQ](#)

Use Parent Portal. Use the following reports to distribute parent login credentials.

[Parent Portal Credentials](#)

[Parent Portal Credentials \(EXCEL\)](#)

Prevent parents from making payments or seeing event fees.

Allow Parent Portal class selection.

If unchecked, parents will be able to view class and merit badge selections *but will not be able to change them.*

Want an email showing payment and data-entry status? Use the checkboxes below to pick your day(s).

Sun Mon Tue Wed Thu Fri Sat

Parent Portal Credentials

Reset credentials to reassign an attendee to another parent. (see FAQ for more information)

Name	Password		Name	Password	
Scouts BSA Youth					
Eagle, Edgar	8mwoq	Reset Attendee	New Scout (Since 1-1-2019)		
Five, Scout	gr9n	Reset Attendee	One, New Scout	27mm	Reset Attendee
Four, Scout	fds4g	Reset Attendee	Two, New Scout	v4j78	Reset Attendee
Life, Larry	y058b	Reset Attendee	Adult Participant		
One, Scout	c41ak	Reset Attendee	One, Adult	41jck	Reset Attendee
Scout, Jimmy	gz4d7	Reset Attendee	Three, Adult	tjp2h	Reset Attendee
Scout, Johnny	hwqt1	Reset Attendee	Two, Adult	xhpc0	Reset Attendee

HOW MUCH ACCESS SHOULD PARENTS HAVE?

THE ANSWER DEPENDS ON EACH UNIT INDIVIDUALLY

- Many units charge an additional fee on top of the camp fee to cover fuel, t-shirts, or other incidental costs. If this is the case, you may not want parents to pay through the website.

Use Parent Portal. Use the following reports to distribute parent

Parent Portal Credentials

Parent Portal Credentials (EXCEL) →

Prevent parents from making payments or seeing event fees.

Allow Parent Portal class selection.

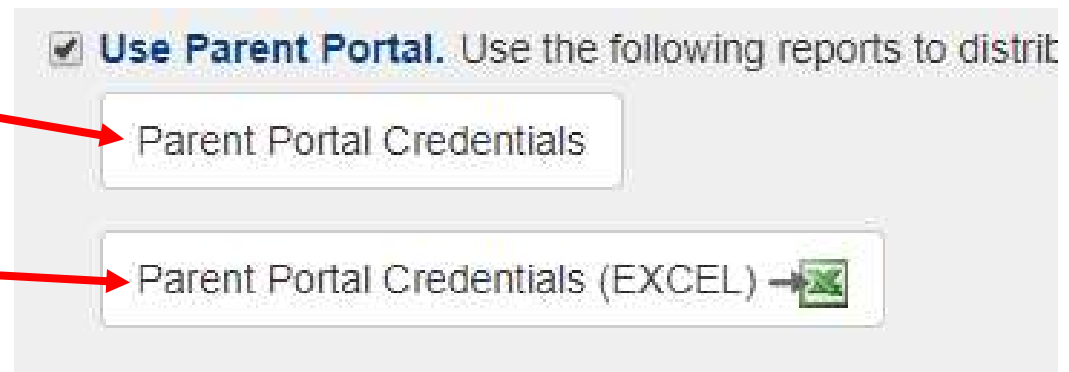
If unchecked, parents will be able to view class and merit badge se

- Some units require their Scouts to have their Merit Badge choices approved by a leader. In this case, you may not want parents to be able to adjust their Scout's classes. They will still be able to view the classes their Scout is registered for but will not be able to change those selections.

GENERATE CREDENTIALS FOR PARENTS

ONCE YOU HAVE ENTERED THE NAMES OF YOUR SCOUTS, YOU CAN GENERATE LOGIN CREDENTIALS FOR THE PARENTS

- This will generate a small, printable “card” to give to each parent. (see image below)
- This will generate an Excel spreadsheet if you want to give out credentials via email or another method that doesn’t require the card.



Camp Blackhawk Summer Camp 2019; Session III (2019-07-
Attendee: **Timmy Tenderfoot (Scouts BSA Youth)**
Attendee ID: **3663831** | Password: **qwz7t**

Justin Feld has created an event registration for your unit, and this card contains your Parent Portal access keys for one attendee. The Parent Portal allows you to update your attendee information and make payments. Access the portal by going to:

www.scoutingevent.com/?OrgKey=BSA456

Click the 'Parent Portal' link in the upper right and then enter the Attendee ID and Password as shown on this card.

- If a family has more than one Scout attending camp, they will get a card for each. They will be able to “link” those Scouts once they’ve logged in.
- Adults attending camp will also receive credentials.

CAN THE REGISTRATION CONTACT STILL WORK WITH THE REGISTRATION?

THE REGISTRATION CONTACT STILL HAS COMPLETE CONTROL

- They can still fully access the registration, even those Scouts who have been give Parent Portal access.
- They can delete or update information entered by the parents
- They can still make payments
- They can revoke access credentials from one or more parents

QUESTIONS OR CONCERNS?

CONTACT JUSTIN FELD AT 312-421-8800 X 315 OR JUSTIN.FELD@SCOUTING.ORG