

BadgeTracker

2011 Troop User Guide

For a complete list of all the program activities at your camp, please refer to the Camp Leader's Guide published by the Council. For questions about the camp operation, contact the Council office or the Camp Director.

The BadgeTracker program is designed to help you easily schedule the activities of your campers at a summer camp, winter camp or a camp-o-ree. The program allows you to select from a list of currently available activities the camper is eligible for, based on age and rank. You will **not** see activities that no longer have openings or that the camper is not eligible to participate in based on age and/or rank.

This Troop User Guide is designed to take you step by step through the process of scheduling your campers' activities and printing the various reports for your use at camp. To obtain e-mail support relating to the use of the BadgeTracker program, contact our help desk at info@badgetracker.com. Our goal is to respond to your e-mail with-in twenty-four (24) hours.

BadgeTracker works with web browsers Chrome, Firefox 3+, Internet Explorer 8+, and Safari.

When you receive your e-mail from your Scout Camp, click on the URL in the message. [It will look something like this: <http://campname.badgetracker.com>] **NOTE: there is no www.**

The URL will take you to your Camp's Portal. This is where you will be able to log-in, using the username and password chosen by the Camp Administrator:
Always Log out of BadgeTracker when you are finished.

CAMP WYANDOT - HARDING AREA COUNCIL

Welcome to the Camp Wyandot BadgeTracker site! From here, you'll be able to register your campers for all their activities for summer camp.

Please use Internet Explorer 8+, Chrome, Firefox, or Safari to login into BadgeTracker.
Always Logout

Upcoming Important Dates

03/31/2011 - Price Increase
March 31, 2011 is the last day to for the "Early Bird" discount

LOGIN TO YOUR ACCOUNT

Username:

Password:

Uh, oh. [I forgot my password](#)

When you log-in you will be on your Unit Dashboard. The camp might have Camp News and Important Dates displayed here.

The box to the right shows your week at camp and how many youth and adult credits you have available. Initially these might be set to 0. You will not be able to add campers UNTIL registration is open and your Camp Administrator has assigned your credits.

	Assigned	Used	Remaining
Adult	2	0	2
Youth	20	1	19

In the upper right corner of your dashboard are links to:

My Account: Here you can edit your password and e-mail address.

Logout: Logs you out of the BadgeTracker system. Always Logout at the end of your session

On the Green Navigation Bar you have four options:

- **Dashboard** – your unit home page.
- **Campers** – where you add and manage both your youth and adult campers.
- **Users** – allows you to add another adult to manage your unit camp activities.
- **Reports** – allows you to select a report to review and/or print.

To Add Youth Campers – Scheduling MUST be open & you MUST have credits available



Select **Campers** in the Green Navigation Bar.



The area under the Red Bar will either display the message “You haven’t created any campers yet.” Or the list of campers you have registered. Click on the **Register a New Camper** button.

This button will not appear if scheduling is not open for this event or you have no credits available.

For a **youth** camper, fill in the First Name, Last Name, Date of Birth and Rank. You could add the youths position behind their last name, - e.g. SPL, PL etc

Not filling in the Date of Birth or Rank will prevent the camper from registering for any class with either a date or rank requirement.

When you click the **Create Button**, a list displaying only activities this camper is eligible to attend and for which there is at least one opening will be displayed. The list will **NOT** display activities or sessions that are full, or that the camper does not qualify for based on rank or age [as of the last day of the event.]

The number of campers currently scheduled for a session is displayed. If a given session is full, that session will not be displayed.

REGISTER TOM SAWYER FOR AVAILABLE ACTIVITIES

[Hide Unchecked Activities](#)

American Business MB

American Labor MB

Archery Merit Badge

Additional Cost: \$4.00

09:00 AM - 09:50 AM [M-T-W-R-F] Currently 0 registration(s)

11:00 AM - 11:50 AM [M-T-W-R-F] Currently 1 registration(s)

03:00 PM - 03:50 PM [M-T-W-R-F] Currently 0 registration(s)

Art MB

02:00 PM - 02:50 PM [M-T-W-R-F] Currently 0 registration(s)

Astronomy MB

09:00 AM - 09:50 AM [M-T-W-R-F] Currently 2 registration(s)

BSA Lifeguard - by appointment

Basketry MB

- Select each Activity the camper wants to attend.
- Click "[Hide Unchecked Activities](#)".
- Select the time for the class session. Class sessions that are in conflict with the time chosen will line out and not be available to pick.
- Continue picking sessions of classes until you have selected all that will fit this camper's choices and the camp schedule.
- To change a camper's selection, click "[Show all activities](#)" in the upper right corner.
- Uncheck boxes that the camper no longer wants and add new ones.
- Click "[Hide Unchecked Activities](#)".
- Continue as before.

See next page for a completed selection process.

REGISTER TOM SAWYER FOR AVAILABLE ACTIVITIES

Archery Merit Badge

Additional Cost: \$4.00

~~09:00 AM - 09:50 AM [M-T-W-R-F] Currently 0 registration(s)~~

11:00 AM - 11:50 AM [M-T-W-R-F] Currently 0 registration(s)

~~03:00 PM - 03:50 PM [M-T-W-R-F] Currently 0 registration(s)~~

Art MB

02:00 AM - 02:50 AM [M-T-W-R-F] Currently 0 registration(s)

Astronomy MB

09:00 AM - 09:50 AM [M-T-W-R-F] Currently 1 registration(s)

Register or [cancel](#)



As you make selections, activities that are in conflict are lined out. You may unselect an activity by clicking on the activity check box. To select a different time for an activity, click on the desired time. When you have finished selecting the activities for this camper, click the **Register** button. The system will then display a printable schedule for this camper.

[see next page]

TOM SAWYER SCHEDULE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00 AM							
08:30 AM							
09:00 AM		Astronomy MB	Astronomy MB	Astronomy MB	Astronomy MB	Astronomy MB	
09:30 AM		<i>Eco-Con</i>	<i>Eco-Con</i>	<i>Eco-Con</i>	<i>Eco-Con</i>	<i>Eco-Con</i>	
10:00 AM							
10:30 AM							
11:00 AM		Archery Merit Badge	Archery Merit Badge	Archery Merit Badge	Archery Merit Badge	Archery Merit Badge	
11:30 AM		<i>Archery Range</i>	<i>Archery Range</i>	<i>Archery Range</i>	<i>Archery Range</i>	<i>Archery Range</i>	
12:00 PM							
12:30 PM							
01:00 PM							
01:30 PM							
02:00 PM		Art MB	Art MB	Art MB	Art MB	Art MB	

You might want to print a copy for the camper and one for each adult or for a notebook you keep at your campsite. You may also print the schedules from the **Reports** section.

02:00 PM		Art MB	Art M
02:30 PM		<i>Handicraft Shelter</i>	<i>Hand</i>
03:00 PM			
03:30 PM			
04:00 PM			
04:30 PM			
05:00 PM			
05:30 PM			

Register Another Camper

After you print the schedule click on the **Register Another Camper** button at the bottom of the schedule and continue with the rest of your campers.

If you are finished registering campers, Clicking on Campers in the Green Bar will display a list of all your registered campers. [see page 8]

To Register an Adult Camper: [if required or allowed by your camp]
Scheduling **MUST** be open & you **MUST** have credits available

REGISTER A NEW TROOP 001 CAMPER

First Name:

Last Name:

Camper Type:

Street:

or [cancel](#)

- For adult campers, enter their First and Last names.
- You could add the adults position following the last name
- Check the “Is adult” box.
- **You may add the adult camper’s address.**
- Click on the **Create** button.
- Select from the adult activities listed
- Print the schedule

Continue adding campers until all have been entered. You will not be able to enter more campers than the number of credits the camp has given you. You may add additional campers until the camp closes registration for the event.

Credits are added to your account by the Council BadgeTracker Administrator.
If you need additional credits, contact the council office.

To Change the Schedule of a Camper or edit their information

Scheduling MUST be open



Select **Campers** in the Green Navigation Bar

Name	Rank	Is Adult?	Troop	Costs		
Tom Norton SM	n/a	yes	001	\$0.00	edit	
Huck Finn PL	Star		001	\$0.00	edit	
Tom Sawyer	Second Class		001	\$4.00	edit	

Total Additional Costs \$4.00

Register a New Camper

To make corrections to the name, date of birth or rank of a camper, click on the edit link.

To delete a camper:

- **Warning** – this action is immediate and permanent.
- Click on the **trash** can next to the name of the user you wish to delete

Click on the camper's name to edit the camper's schedule.

» Camper Type: Youth
» Rank: Second Class
» Date of Birth: 09/04/1996

Week One Schedule

Time	Activity	Location	Cost
09:00 AM - 09:50 AM	Astronomy MB	Eco-Con	
11:00 AM - 11:50 AM	Archery Merit Badge	Archery Range	\$4.00
02:00 PM - 02:50 PM	Art MB	Handicraft Shelter	

Total Additional Costs \$4.00

Edit Schedule

Click on the **Edit Schedule** button This button does not appear if scheduling is closed

Make the necessary changes and click on the **Register** button to update the camper's schedule

“Users” are the persons who manage the unit information in BadgeTracker. All users may perform any of the activities outlined in this user’s guide. The camp adds the first user. The unit may add as many additional users as they wish.

To Add a User



Select **Users** in the Green Navigation Bar.

- Click on the **Create a New Troop User** button.

NEW TROOP 001 USER

First Name:

Last Name:

User Name:

Password:

Email:

Create or [cancel](#)

Fill in the First, Last, User Name, a password and the e-mail address. The username must be unique to your camp’s event (only one Tom or Bill etc.). Use something like SMTroop001

Click the **Create** button.

BadgeTracker will send the person an e-mail informing them of the URL of the BadgeTracker site, their username and password.

To Edit a User

Select **Users** in the Green Navigation Bar.



- Click on the name of the user you wish to edit.
- Make the necessary changes and click on the **Save** button.

To Delete a User

Select **Users** in the Green Navigation Bar.



- **Warning** – this action is immediate and permanent.
- Click on the **trash** can next to the name of the user you wish to delete.

To Review / Print Reports



Select **Reports** in the Green Navigation Bar.



Troop Roster – Lists all your registered youth and adult campers.

Troop Master Schedule – Lists your registered campers' activities by day of the week and time of day. Each day of the week starts a new page. If your camp's schedule is the same each day of the week, you might want to only print the first day.

Camper Schedule – Lists the individual camper's scheduled activities by time of day. This is the same one you saw when you registered the camper.

- Click on the name of the report you wish to review / print.
- To print – click on the printer icon in your browser.