

Online Registration

Once you proceed, keep in mind that even if no payment is due, your merit badge registration, including all changes and updates, will not be saved until you complete registration process by clicking the button “Done”. If you feel you have already made the appropriate payments, you still need to click the “Pay by Mail” button to complete the process and save any changes. Online instructions are as follows:

- Go to www.bsacoloradoadventure.org. Click on Login.
- **Under Summary**
See Upcoming Payments. Under Registration and Reservations, click on View Details, This is the unit’s information.
- **Under Registrations**
- **Click on Update/Edit**
This is the screen where you can make changes, sign up for merit badges, etc.
- **Register Individuals**, click on this button. (Must be done before signing up for merit badges.)
- Click on **Add New Participant**, another screen will appear, type in first name, last name and phone number. Under “Type” highlight one of the following: “in-council Scout”, “out of council Scout” or “adult”. Click on Add. Follow procedure for each Scout and adult. After you added all of your Scouts and adults, then click continue. This procedure must be completed before Scouts can be signed up for merit badges.
- Click on **Register by Individual**. Next to the Member Name box, click on name of Scout. Next you will click on “Select a Category”, select his badges. After you select the first Scout’s classes, click on the next Scout, select his classes. Follow this same procedure for each Scout. After you complete the classes for your Scouts, you will click on continue. Although you printed a copy of the troop’s merit badges classes, classes are not saved until you click on Check Out.
- Click on **Check Out**.
- Screen with “**Payment & Billing Payment**” will appear, if you are not making a credit card payment, click on **the offline/mail button**. You will click on **Save**.
- Next screen – registration, click done.
- The final screen “**Payment Details Registration**”, click on done.

If all of the procedures are followed, all of your changes will be saved. Remember, each time you make any additional changes; you must complete the entire procedure. If you need any additional information or have any concerns, please feel free to contact our Camping Registrar, Mary Ann Romero, at 720-266-2111 or maryann.romero@scouting.org. There will be an opportunity at camp to make schedule changes, but we highly recommend you try and finalize your Scouts schedules before you arrive, as space fills up quickly.