

# How Scouts will Print Their Blue Cards

Starting **February 1st** you can begin printing your Blue Cards.

1. Go to your email confirmation in this email.
2. Click the on your registration number (begins with 312)
3. Print cards (on blue paper if desired)

The PDF will print 3 cards per sheet of paper.

4. Turn paper over and Click the “Blue Cards-Back”.
5. Print the back of the blue cards.

The PDF will print cards in the same order as the front, with 3 per sheet.

6. If the Merit Badge has been completed, the University of Scouting Logo will show on the signature line.

If the Merit Badge **has not been completed** no signature (logo) will appear on the line and only the requirements completed will show on the “Blue Card—Front”



If you cannot access your Blue Card(s) or you feel that there is an error, please send an email to Donna Baer at [donna.baer@scouting.org](mailto:donna.baer@scouting.org)

## Step by Step Instructions

You will be directed to the “Summary Page” when you click on your registration number.

**Summary** Registration Number: [ ] Balance Due: **\$0.00**

Refresh Save Add Attendees

**Saturday Jan-27 2018 8:00 AM - 4:00 PM**  
 Granite City High School  
 3101 Madison Ave  
 Granite City, IL 62040

Payment Schedule

Regular Price:	\$20.00
Total Credit:	\$-20.00
<b>Balance:</b>	<b>\$0.00</b>

Count	Registrant Type	Event Fee	Amount Paid	Balance Due
1	Youth Participant	\$20.00	\$-20.00	
<b>Total</b>		<b>\$20.00</b>	<b>\$-20.00</b>	

Registration Contact: [ ] Change Attendee Type

Show Summary Information
  Show Detail Information
  Show Refundable Payments  
[Transaction Detail](#)
[Attendee Detail - PDF](#)
[Attendee Detail - EXCEL](#)
[Payment Allocations](#)

Date	Name	Transaction	Charges	Payments	Balance	UserID
11-15-2017		Registration Cost: 1 Youth Participant	\$20.00		\$20.00	system
11-15-2017		Merchant Credit Card:		\$-20.00	\$0.00	system
<b>Total:</b>			<b>\$20.00</b>	<b>\$-20.00</b>	<b>\$0.00</b>	

**Step 1 – Click on “Attendees” Tab**

2018 University of Scouting

Attendees ✓ Summary ✓ Make a Payment

Attendees Registration Number: [ ] Balance Due: \$0.00

Expand Refresh Save Add Attendees

Booking Date	Youth Participant	Event Fee
11-15-2017	Joe Scout	\$20.00

Select Classes CLASS SCHEDULE

Period	Time	Sat
Scheduled Classes	09:00-10:00	Robotics
Scheduled Classes	10:00-11:00	Robotics
Scheduled Classes	11:00-12:00	Robotics
Scheduled Classes	12:00-01:00	Robotics
Scheduled Classes	01:00-02:00	Robotics
Scheduled Classes	02:00-03:00	Robotics
Scheduled Classes	03:00-04:00	Robotics

Step 2 – Click on Scouts Name. You will see the classes for the Scout.

2018 University of Scouting

Attendees ✓ Summary ✓ Make a Payment

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Scheduled Classes	12:00-01:00	Robotics
Scheduled Classes	01:00-02:00	Robotics
Scheduled Classes	02:00-03:00	Robotics
Scheduled Classes	03:00-04:00	Robotics

Step 3 – Click on the “Reporting” link on the upper right hand side.

Event Details Registration Details Reporting Help

**2018 University of Scouting**

Attendees ✓ Summary ✓ Make a Payment

Registration Number  Balance Due: **\$0.00**

**Reporting**

Unit Roster This report prints a unit roster.

Payment Allocations Shows individual payment status

Class Schedule Attendee report showing each Scout's class or merit badge schedule on a separate page

Blue Cards - Plain Paper Blue Cards printed to plain 8.5 x 11 paper.

Blue Cards - BSA Card Stock Blue Cards printed to BSA Blue Card stock (SKU 34124).

Instructions:

- Print using the envelope setting (Monarch 3.875 x 7.5 in).
- Be sure "Fit to Page" is not selected when printing or printed information will not line up correctly in blue card fields!
- Print a test page first to ensure correct settings and paper entry.

Blue Cards - Merit Badge College One-page Blue Card commonly used at Merit Badge Colleges.

**Step 4 – Click on “Blue Cards – Plain Paper “or “BSA Cards – BSA Card Stock.” This will bring up a PDF file of the blue card. You can just print it out like it is and turn it into your Advancement Coordinator or cut it to size.**