

ONLINE MERIT BADGE COUNSELOR REGISTRATION INSTRUCTIONS

Make sure you take youth protection training, and Merit Badge Counselor training, your registration will not be processed until this is done. (see the instructions here: <https://www.grandcanyonbsa.org/advancement/#MBC>)

AFTER THE TRAINING IS COMPLETED, go to the following link and follow the instructions below:

<https://my.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-010>

The system will prompt you to login with an existing account (use the one you took the training under.)

- The application will ask if you are applying for a MBC position. Reply Yes

The screenshot shows a registration form with the following elements:

- A header section with the text "care for, and lead young people?:".
- A blue header bar labeled "Position".
- A yellow highlighted question: "* Are you applying to be a Merit Badge Counselor, Nova Counselor or Supernova Mentor?:" with radio buttons for "Yes" (selected) and "No".
- A "Select Position:" dropdown menu with a red box around it. The dropdown is open, showing three options: "Merit Badge Counselor", "Nova Counselor", and "Supernova Mentor". A mouse cursor is pointing at the "Merit Badge Counselor" option.
- An orange warning box with an exclamation mark icon: "An extra step is needed. Please, provide to your council the printed form c".
- At the bottom, there are two buttons: "Back to Basic Info step" and "Go to Terms and Conditions".

- The Free registration will, by default, add in Scout's Life Magazine, so the user will need to un-click that box to opt out if they do not want to pay for the magazine.

The screenshot shows a registration summary page with three tabs at the top: 'Basic Information', 'Background Information', and 'Payment/Checkout'. The 'Summary' section is highlighted in blue. It contains a table of charges:

Item	Amount
No fee registrations <small>Valid until December 2023.</small>	\$0.00
Administrative Fee	\$0.38
<input checked="" type="checkbox"/> Scout Life Domestic Rates <small>Valid until December 2023.</small>	\$12.50
TOTAL AMOUNT DUE	\$12.88

Below the table, there is a 'Discount Code' field with a question mark icon and an 'Apply Discount' button.

AFTER SUBMITTING YOUR REGISTRATION, MAKE SURE YOU FILL OUT AND SEND THE MERIT BADGE COUNSELOR INFORMATION SHEET AND ANY NEEDED CERTIFICATIONS FOR THE NEXT STEP SO WE KNOW WHICH BADGES YOU WANT TO COUNSEL. They can be sent to: gcc.membership@scouting.org