

## **APO Merit Badge University Registration Instructions**

If you have an existing account for CampMaster – log in. If not, then you must create an account to make a reservation.

<https://circle10.camp-master.com/default.aspx>

1. Scroll to April 1, 2017, click to start the registration process
2. Click 'Register'
3. Click 'Youth Participant' then 'Begin Reservation'
4. On the left under 'Basic Instructions' – click 'Participant Information'
5. Click 'Someone Else' All fields with the **"R" must** be filled in with correct information. Click 'Continue'
6. Select pizza, click 'Continue'
7. Enter High School Name, 'Continue'
8. Click 'Add to Shopping Cart'

Next screen lets you know your reservation has been added to your shopping cart.

**You MUST checkout to complete the reservation process! You have only 1 hour to complete or the reservation will expire and you will have to start over.**

After clicking 'OK' – Next screen is 'Course Scheduling'

1. On left under 'Basic Instructions' click 'Select Additional Course'
2. Scroll down to see a list of Merit Badge classes, in the description it will say whether it's Half-Day course or an All-Day course. The half day courses are 9:00-Noon or 1:30-4:30 p.m., the all-day courses are 9:00-4:00 p.m. The system automatically balances the half day courses. Once you have finished the reservation process you can click on 'My Reservation' on the CampMaster homepage to print a copy of class schedule.
3. You can only select 2 half day courses or 1 all-day course, upon completion of your selection, click 'SAVE'
4. Next screen...click 'OK'
5. At the home screen, click on 'shopping car' at the top right of screen.
6. Click on each box on the left and complete fields in each box.
7. The box marked 'Additional Information' has documents pertaining to the event.

***You can only view your reservation only after payment has been completed.***

If any further instructions or if you have questions you can contact the APO MBU Chair at [aez.scoutingu@gmail.com](mailto:aez.scoutingu@gmail.com) or the Council Program Director at [karen.thunert@scouting.org](mailto:karen.thunert@scouting.org)