

How to add additional contact persons to the merit badge signup system (K-Scout)

Add a new contact to the system

The screenshot displays the K-Scout system interface. At the top, there are navigation links: [Hide Images](#), [Log Out](#), and [Report Issues or Errors](#). Below these are several menu buttons: [Transfer](#), [Member](#), [Unit](#), [Event](#), [Patrol](#), [Hidden Valley Sign-Up](#), [Blue Card](#), [MB Sign-Up Details](#), [Non MB Sign-Up](#), [Audit Trail](#), and [Troop 165 - Stephen Osgood \(Admin\)](#).

The main content area is divided into two sections: **Registered** and **Removed**.

Registered section:

Type	Name	Age	Gender	Rank	Permission	Email	
Contact	Stephen Osgood		Male		Admin	Stephen.t.osgood@sherwin.com	Remove Edit

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Only member type Youth and Leader show in the Event Setup Page.
Transfer scouts from 2022 database if they sign up for 2023. It will carry over with their merit badge data.

Removed section:

Type	Name	
Contact	Stephen Osgood	Restore

The **Troop 165 - Stephen Osgood (Admin)** section shows a form for adding a new member. The form fields are:

- Member Type:
- Scout Rank:
- DOB:
- Gender: Male Female
- LastName:
- FirstName:
- Security:
- Email:

Buttons: [Remove](#) [Edit](#) [Insert](#) [Cancel](#)

The **Member Profile** section shows the details for the member:

Member Profile

[Remove](#) [Edit](#)

Member Type:

Scout Rank:

MemberName: **Lee Ann**

DOB:

Gender: Male Female

LastName:

FirstName:

Security:

Email:

Access Code:

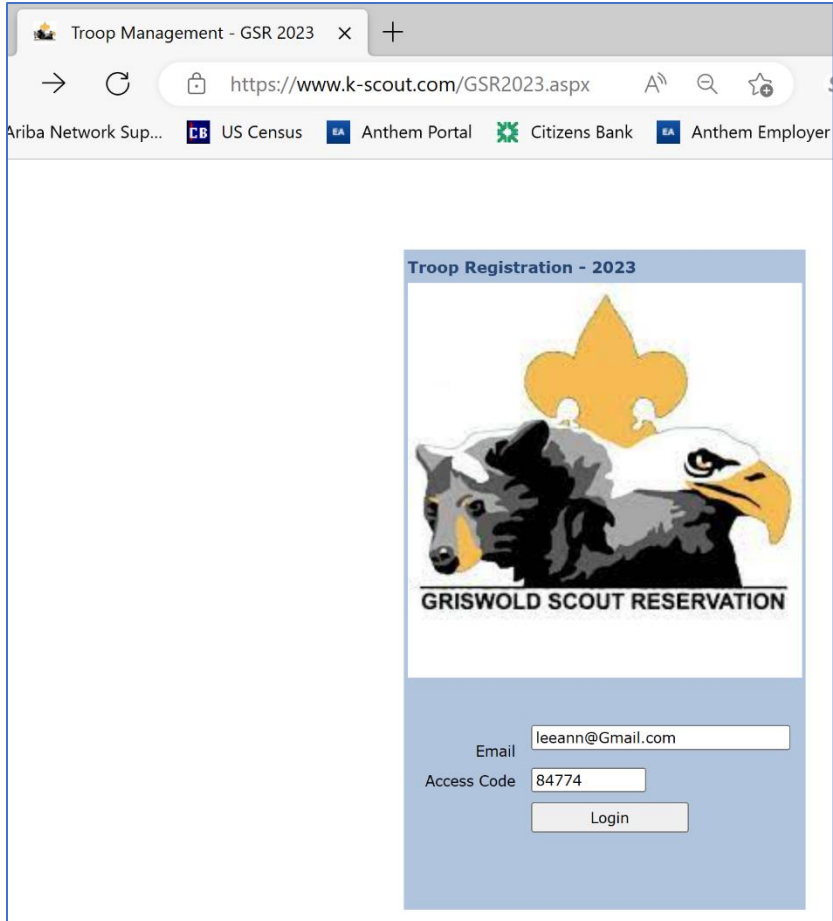
Entered By: Stephen Osgood

Date Entered: 4/25/2023 7:54:00 AM

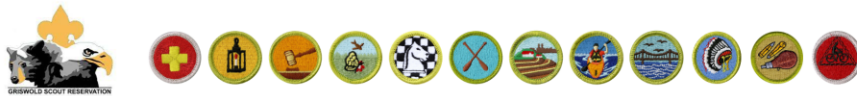
[Update](#) [Cancel](#)

[Troop Management - GSR 2023 \(k-scout.com\)](#)

Give Lee Ann the link above with her address and Access code. You or any leaders with admin security can change the access code for other leaders.



Here we go.



[Hide Images](#) [Log Out](#) [Report Issues or Errors](#)

[Transfer](#) [Member](#) [Unit](#) [Event](#) [Patrol](#) [Hidden Valley Sign-Up](#) [Blue Card](#) [MB Sign-Up Details](#) [Non MB Sign-Up](#) [Audit Trail](#) [Troop 165 - Lee Ann \(Admin\)](#)

Registered

Type	Name	Age	Gender	Rank	Permission	Email	
Contact	Lee Ann		Male		Admin	leeann@Gmail.com	Remove Edit
Contact	Stephen Osgood		Male		Admin	Stephen.t.osgood@sherwin.com	Remove Edit

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[Only member type Youth and Leader show in the Event Setup Page.](#)
 Transfer scouts from 2022 database if they sign up for 2023. It will carry over with their merit badge data.

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