

# Scout set up for the Event (Week)

After transferring scout records from the 2022 database or adding new scouts, scout leaders add to the week scout list.

1. Select the week if you attend two events.
2. Click the check box next to scouts. (#1)
3. Click the Sign up button to the week.
4. Click the check box next to scouts and click the Remove link in #2 to remove the week scout list.
5. Scout leaders can add notes to scout #3.
6. Scouts in pending do not show in the merit badge signup screen.

The screenshot shows the 'Event' tab selected in the navigation menu. On the left, the 'Member List' table has columns for Name, DOB, Gender, and a checkbox. Two youth members are listed: Annabelle Catino and Emma Danforth. On the right, the 'Hidden Valley Scout Camp - Week 1' section shows a list of scouts with columns for Name, a checkbox, status (Confirmed/Pending), and a Notes link. The status for all listed scouts is 'Confirmed'. A 'Remove' link is visible at the bottom of this section.

**1** (points to the checkbox in the Member List)

**2** (points to the Remove link)

**3** (points to the status column in the week-specific list)