

# Welcome to GreenBarHQ!

This GreenBarHQ (GBHQ) Leaders' Guide will take you step by step through registering your participants for activities at the event you are attending.

When you login you will be on your **Home** page and will see individual cards for any events you have been invited to attend as a unit leader. This could include out of council events that your unit is attending.


This user guide shows registering Troop 3 participants for summer camp at HSR, Week 1



## Events I'm attending

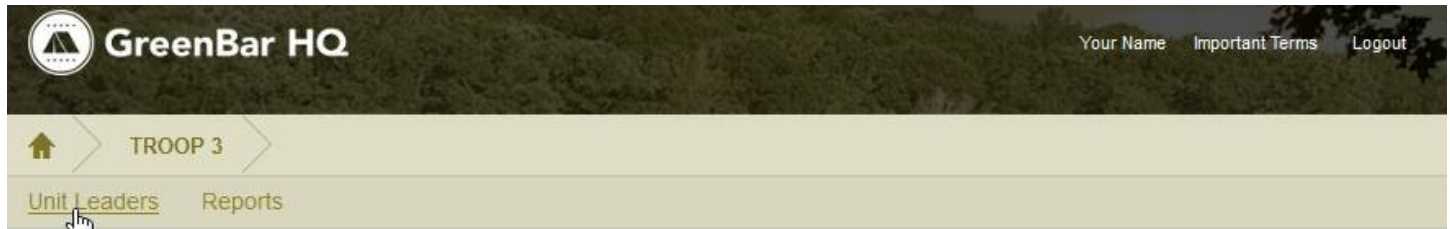


At the **top right** is a link (will show your name) that allows you to modify your profile. You may change your name, e-mail address and password here. There is also a link to the **Important Terms we use in GreenBarHQ**. Please take a moment to read them.

At the top of every Screen is a **Ribbon Navigation Bar**. At the far left is the  icon that will take you back this **Home** page

Click on the card for the event you wish to work with. In this case there is only one event available. Shown on the next page is the Portal Screen for this event.

The **Ribbon Navigation Bar** shows that we are on the **Troop 3** Portal. Below the Ribbon Bar are links to **Unit Leader** screen and the **Reports** screen.



## HSR Week 1 - Troop 3 Portal

🔒 Registration is Closed

📅 Registration will be open from 05/14/2016 through 06/19/2016.

📍 Site Reservation: Kickapoo

🔄 Total Additional Costs: \$0.00

### Adults (2 credits available)

ADD ADULT PARTICIPANT

Name	Address	Registrations	Additional Costs
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### Youth (10 credits available)

ADD YOUTH PARTICIPANT

Name	Age at Event	Rank	Registrations	Additional Costs
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Clicking on the **Unit Leaders** link at the **top left** of the screen will allow you to see who is currently serving as a unit leader for registration of your **Participants** in GreenBarHQ. You can invite more adults to assist with registration. To invite other adults all you need is their e-mail address. You can also see any **Pending Invitations**. **Unit Leaders** do not have to be **Participants**.

Under the **HSR WEEK 1 – Troop 3 Portal** is information telling you whether registration is open or closed. If a schedule is set for registration it will be shown on the second line. You may add your Participants information while registration is closed, but you will not be able to sign them up for activities.

If a campsite has been assigned, it will be listed next to Site Reservation on the third line.

The fourth line shows the total additional costs for the all the participants of the unit.

The bottom section is where you will register your adults (if required) and your youth. Also displayed is the number of credits available. **One credit = One participant**. Credits are assigned by the host of the event.

To add Participants click on either the **Add Adult Participant** or **Add Youth Participant** buttons. Not all events require adults to register or have activities for adults that require registration. To register an adult you will need their *name, address, and phone number*. Some states require this information to be collected. For youth, you will need to know their

*name, birthday and current rank.* Not entering the correct rank or birthday could prevent youth being registered for activities that have age and/or rank restrictions.

Below, one adult and one youth have been registered. The unit position was added after the Adult's and Youth's last name. The number of Credits Available indicates the number of additional participants you may add.

Home > TROOP 3 >  
Unit Leaders   Reports

Youth Participant Created ✕

## HSR Week 1 - Troop 3 Portal

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📍 Site Reservation: Kickapoo

🔄 Total Additional Costs: \$0.00


### Adults (1 credits available)

ADD ADULT PARTICIPANT

Name	Address	Registrations	Additional Costs
Baden Powell - SM	123 Any St, London, UK	0	\$0.00 

### Youth (9 credits available)

ADD YOUTH PARTICIPANT

Name	Age at Event	Rank	Registrations	Additional Costs
Huck Finn - SPL	17	Life	0	\$0.00 


Since registration is closed, you are not permitted to register anyone for activities. Once Registration is open the **Register Now** link will appear under **Registrations**. See next page

Registration has been opened. From this screen you may either invite someone else to manage the participant by clicking on participant's name or you may register the participant for activities.

To register a participant for activities, click on the **Register Now** link. That will take you to the **Register for Activities** screen shown on the next page.



### Adults (1 credits available)

ADD ADULT PARTICIPANT

Name	Address	Registrations	Additional Costs
Baden Powell - SM	123 Any St, London, UK	Register Now	\$0.00 

### Youth (9 credits available)

ADD YOUTH PARTICIPANT

Name	Age at Event	Rank	Registrations	Additional Costs
Huck Finn - SPL	17	Life	<a href="#">Register Now</a> 	\$0.00 

## Tom Sawyer

### Youth Participant

Activity	Section	Meeting Times
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REGISTER TOM FOR ACTIVITIES

### Invite a User to Manage This Participant

Email

INVITE USER

Click on the **person's name** to reach this screen. If they are registered for activities, the summary of their activities will also show.

- Click on the  icon to edit the Participants name or to change their rank or birthday.
- **Register for Activities** or change their schedule if already registered
- **Invite a User to Manage this Participant.** *Use this to invite only a parent or the youth to manage their schedule.* If multiple leaders are registering participants, do not use this feature. Add them as a **Unit Leader** as shown on page 1.

Clicking on the **trashcan** at the right **will delete** the participant and remove any activity registrations.

[TROOP 3](#)
[HUCK FINN - SPL](#)
[REGISTRATIONS](#)

## Register Huck Finn - SPL for Activities

SHOW ONLY SELECTED ACTIVITIES

### Boating

Canoeing Merit Badge

### COPE

Climbing Merit Badge

High COPE

Low COPE

### Eco-Con

Bird Study Merit Badge

(Shown is only a small part of the screen)

- The only activities that will show in the selection list will be those that the youth *meets both age and rank restrictions*.
- Adults will see only activities available for adults.
- Click activities the person is interested in. You will then see the times of all sections for each activity selected above
- Click **Show Only Selected Activities** Button

Below is an example of section selection.

## Register Huck Finn - SPL for Activities

SHOW ALL AVAILABLE ACTIVITIES

Canoeing Merit Badge

*Must be a swimmer*

- Section A - 09:00 - 09:50 [M,T,W,R,F] at Waterfront-Boating (0 participants, 12 available)
- Section B - 14:00 - 14:50 [M,T,W,R,F] at Waterfront-Boating (0 participants, 12 available)

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Bird Study Merit Badge

*NOTE 2 morning bird hikes*

- Section A - 11:00 - 11:50 [M,T,W,R,F], 06:30 - 07:40 [T,R] at Eco-Con (0 participants)

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Archery Merit Badge

*Additional Cost: \$6.00*  
*Need to purchase arrow kit*

- Section A - 09:00 - 10:50 [M,T,W,R,F] at Archery Range (0 participants, 8 available)
- Section B - 11:00 - 11:50 [M,T,W,R,F] at Archery Range (0 participants, 8 available)
- Section C - 14:00 - 14:50 [M,T,W,R,F] at Archery Range (0 participants, 8 available)

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BSA Lifeguard

- Section A - 09:00 - 11:50 [M,T,W,R,F], 14:00 - 16:50 [M,T,W,R,F] at Waterfront-Swimming

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Lifesaving Merit Badge

- Section A - 09:00 - 09:50 [M,T,W,R,F] at Waterfront-Swimming (0 participants)
- Section B - 14:00 - 14:50 [M,T,W,R,F] at Waterfront-Swimming (0 participants)

SHOW ALL AVAILABLE ACTIVITIES

**REGISTER**

- All times are in 24 hour format.
- **Key for days** Su-Sunday; M-Monday; T-Tuesday; W-Wednesday; R-Thursday, F-Friday; Sa-Saturday
- Select times that provide the best schedule for the participant. As an activity time is selected, those that conflict will be lined out. When you are satisfied with the schedule, click on the **Register button**
- You can make changes until you click the **Register button**
- **BSA Lifeguard** is an all-day class. Selecting BSA Lifeguard first would block all other classes. All other activity conflict with BSA Lifeguard
- **Lifesaving MB** is in conflict with **Canoeing at 09:00 and Archery at 14:00**
- **Archery has a fee of \$6.00.**

The **Show Only Selected Activities** Button changes to **Show All Activities** in case you wish to modify your selections before you click on **Register**.

After you **Register** for activities you will get a summary screen shown on the next page.

From the Summary screen, if you need to make any changes click on the **Register for Activities button**. It will take you back to the Activities selection screen.

Notice that there are morning sessions for Bird Study Merit badge on Tuesday and Thursday. This could cause a conflict in scheduling other activities.

Notice the additional **cost** for Archery MB.

You again have the option to invite someone else to manage this participant.




If you are satisfied with the schedule, click the **Daily Schedule button**. The schedule is shown on the next page.

Activity Reservations Made. ✕

## Huck Finn - SPL

### Youth Participant

 [Daily Schedule](#)

Activity	Section	Meeting Times	Location	Cost
Canoeing Merit Badge	Section A	09:00 - 09:50 [M,T,W,R,F]	Waterfront-Boating	\$0.00 
Bird Study Merit Badge	Section A	11:00 - 11:50 [M,T,W,R,F], 06:30 - 07:40 [T,R]	Eco-Con	\$0.00 
Archery Merit Badge	Section C	14:00 - 14:50 [M,T,W,R,F]	Archery Range	\$6.00 
			<b>Total:</b>	<b>\$6.00</b>

REGISTER HUCK FOR ACTIVITIES


### Invite a User to Manage This Participant

Email

INVITE USER

The participant's **Daily Schedule** is shown on the next page.

At the top of the schedule is a **Print icon**. Print as many copies as you need for each participant and your unit.

<b>HSR Week 1 Schedule for Huck Finn - SPL</b>							
 Print							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>09:00</b>		Canoeing Merit Badge	Canoeing Merit Badge	Canoeing Merit Badge	Canoeing Merit Badge	Canoeing Merit Badge	
:15		Waterfront-Boating	Waterfront-Boating	Waterfront-Boating	Waterfront-Boating	Waterfront-Boating	
:30							
:45							
<b>10:00</b>							
:15							
:30							
:45							
<b>11:00</b>		Bird Study Merit Badge	Bird Study Merit Badge	Bird Study Merit Badge	Bird Study Merit Badge	Bird Study Merit Badge	
:15		Eco-Con	Eco-Con	Eco-Con	Eco-Con	Eco-Con	
:30							
:45							
<b>12:00</b>							
:15							
:30							
:45							
<b>13:00</b>							
:15							
:30							
:45							
<b>14:00</b>		Archery Merit Badge	Archery Merit Badge	Archery Merit Badge	Archery Merit Badge	Archery Merit Badge	
:15		Archery Range	Archery Range	Archery Range	Archery Range	Archery Range	
:30							
:45							
<b>15:00</b>							
:15							
:30							
:45							
<b>16:00</b>							
:15							
:30							
:45							
<b>Other</b>			Bird Study Merit Badge		Bird Study Merit Badge		
			Indian Village		Indian Village		
			06:30 - 07:40		06:30 - 07:40		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Note at the bottom of the schedule is the early morning Bird Study MB hikes.

Did you notice that the Merit Badge class is in one location and the morning hike are in a different location?

Click on the **Troop 3** in the **Ribbon Navigation Bar** to return to your **Portal** screen and your list of Participants.

Click on a Participants name to return to the Schedule Summary screen. The Schedule Summary screen is one of two places you may choose to edit their schedule.

From the portal screen you may register other participants.

## Youth (8 credits available)

Name	Age at Event	Rank	Registrations
Huck Finn - SPL	17	Life	3
Tom Sawyer	18	First Class	<a href="#">Register Now</a>

If you click on the number under Registrations of a participant you may edit their schedule. (As long as registration is open.)



Clicking on the Reports link in the **Ribbon Navigation Bar** on the Portal screen brings up the Reports screen.



**Click on the card for the report you wish to view.**

**Unit Roster** – Lists all participants in your unit. The list order is Alpha by Last Name, adults first, then youth. You may Print, Download CSV or Download XLSX this report.

**Unit Activity List** – The list order is Alpha by Activity, then by last name. You may Print, Download CSV or Download XLSX this report. This report is useful for knowing what participants are attending an activity.

**Master Schedule** – List by Day, then by time – Shows where participants are scheduled to be each day of the week. This report may be printed.