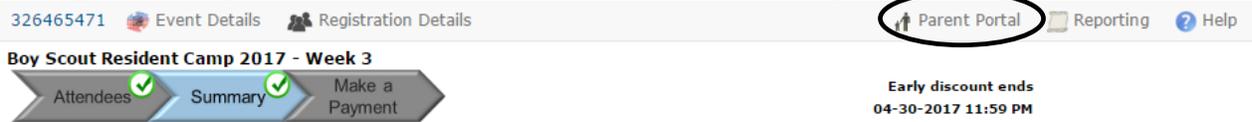# Parent Portal

Parent portal allows the registration contact to provide the parents in your unit with access credentials so they can make payments and complete data entry for their scouts. This is a newer feature in the online registration.

1. Log into your registration and click on 'Parent Portal' tab on the top right.

2. Click the "Use Parent Portal" checkbox at the bottom of the screen, which automatically generates a set of login credentials for each attendee on this registration.
3. Click the "Parent Portal Credentials" button, which generates a report showing each set of login credentials. This report can be printed on Avery 5395 labels or to standard paper and cut into cards.

4. If you want to prevent parents from making payment or seeing the event fees, check the "Prevent parents from making payments or seeing event fees" checkbox. Parents will not see any financial details or be able to apply payments.

5. If you, the registration contact, want to prevent parents from choosing or changing class selections, uncheck the "Allow Parent Portal class selection" checkbox below.

6. If you do allow parents to change class or merit badge selections, you will be prompted with another checkbox that allows you to be notified via email when a parent has made changes to their class or merit badge selections.
7. When a parent makes a payment, both you and they will receive an email notification of the payment.
8. Check the "Send me a registration summary email" checkbox to receive a summary email showing amount paid and data entry status. Use the day's checkboxes to determine which day(s) you want to receive the summary email. The email will show the payment status and required data entry field status for each attendee. For example, if first and last name are required fields and an attendee has not completed those, you will see that it has not been completed yet.