

Thank you for participating in the Microsoft Merit Badge Workshops. Our new system will allow you to print the completed and signed blue card right from your computer, just by following the simple steps below. Please give the counselors from the Microsoft Stores a few days to get the requirements into the system.

Please follow these instructions to access your blue card following the merit badge session. You will need the information in your confirmation email to access this area.

1. Visit the Three Fires Council website ([www.threefirescouncil.org](http://www.threefirescouncil.org)).
2. On the home page, scroll down and click on "Parent Portal",
3. On the Parent Portal page, scroll down to "Lookup Registration".
4. login to your registration using your email address and registration number.

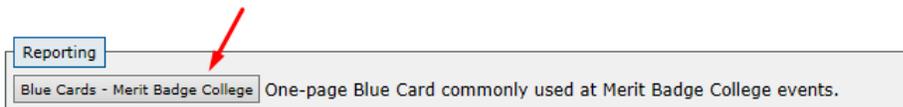


## Parent Portal

### Registration Lookup

TFC uses an event management system to register for our events and activities. Follow this link to make changes, print schedules and add additional Scouts to an existing registration.

5. Click the "Reporting" button near the top right.
6. Select a report to generate a downloadable and printable PDF form.



7. You will get a printable page. If the Scout completed the badge, it will be signed as such with a completed date, and requirements. Note: this record will be kept for 7 years.

If you have any questions pertaining to the printing of this page, please contact Three Fires Council at 630.584.9250.

<p><b>USER RECORD</b></p> <p>WINDSHALE, COREY</p> <p>is a Boy Scout <input type="checkbox"/> is a Scout Leader <input type="checkbox"/> is a Scoutmaster <input type="checkbox"/></p> <p>is a Scoutmaster <input type="checkbox"/></p> <p>is qualified to sign a merit badge application <input type="checkbox"/></p> <p>Signature of user: _____</p>	<p>The applicant has personally completed the requirements for the merit badge and is qualified for the award.</p> <p><b>Activation Merit Badge</b></p> <p>Counselor Name: _____ Counselor Address: _____ City: _____ State: _____ Zip: _____ Telephone Number: _____</p> <p>Signature of Counselor: _____ Date: _____ Counselor and Scoutmaster: _____</p>																																								
<p><b>APPLICANT RECORD</b></p> <p>WINDSHALE, COREY</p> <p>Has given me the completed application for the _____</p> <p><b>Activation Merit Badge</b></p> <p>Completed on: _____</p> <p>Signature of Counselor: _____ Signature of user: _____</p> <p>Microsoft® - Printing Merit Badge</p>	<table border="1"> <thead> <tr> <th>Req. #</th> <th>Requirement</th> <th>Score</th> <th>Signature</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Req. #	Requirement	Score	Signature	Date	1					2					3					4					5					6					7				
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<p><b>COUNSELOR RECORD</b></p> <p>WINDSHALE, COREY</p> <p>is a Scoutmaster <input type="checkbox"/> is a Scout Leader <input type="checkbox"/> is a Scout <input type="checkbox"/></p> <p>is a Scoutmaster <input type="checkbox"/></p> <p><b>Activation Merit Badge</b></p> <p>Date Completed: _____</p> <p>Remarks: _____</p> <p>Microsoft® - Printing Merit Badge</p>	<p><b>Information for Applicant</b></p> <p>A merit badge application can be submitted only by a registered merit badge applicant.</p> <p>You must have a merit badge application completed and ready to be signed by your merit badge counselor.</p> <p>Send to your merit badge counselor to sign and receive. You will be awarded the merit badge when it is certified as a merit badge.</p> <p><b>Information for Counselor</b></p> <p>Merit badge applications must be signed in adherence to the guidelines and rules.</p> <p>The award must have the ability to adhere to all guidelines and rules.</p> <p>You must sign the application and requirements. All you may share your knowledge of the requirements with the applicant.</p>																																								