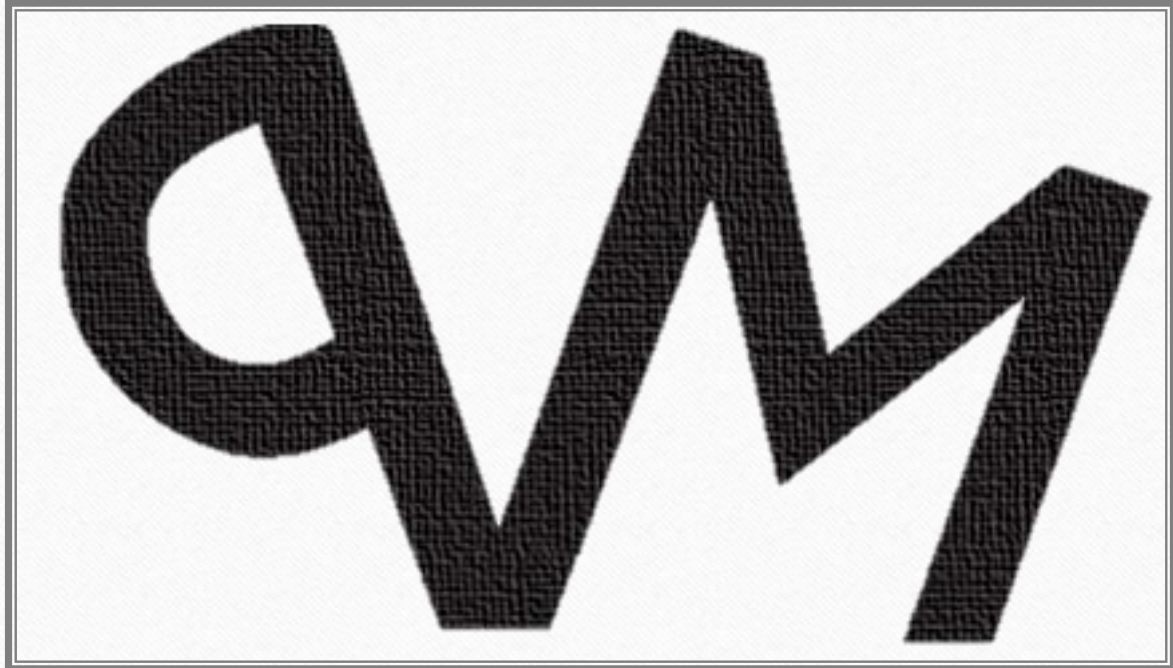


# Merit Badge Schedules for Units

How to Run A Report of Merit  
Badges Registered for Youth

DoubleKnot Training 101

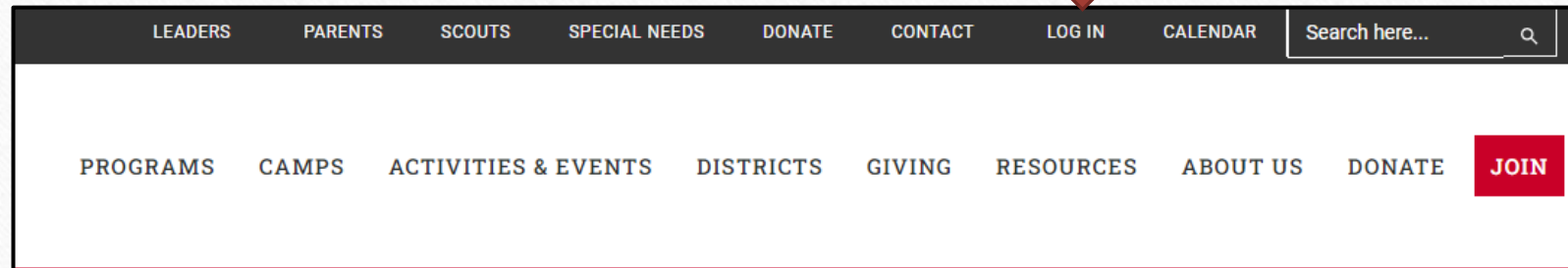


# Log into DoubleKnot

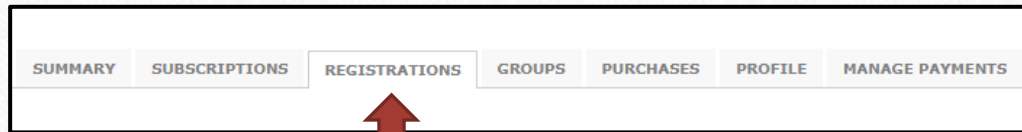
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Step 1) Click on the Log In button



# Find Your Reservation



Step 1)

Step 2) Find the current Summer Camp Registration

A table with a header row containing two search filters: 'Title of the Event' and 'Date of the Event'. Below the header is a row with the word 'REGISTRATIONS'. The table has three columns: 'Purchase Date', 'Description', and 'Date'. Two red arrows point downwards from the search filters to the 'Description' and 'Date' columns respectively.

<i>Title of the Event</i>	<i>Date of the Event</i>	
REGISTRATIONS		
Purchase Date	Description	Date

Step 3)



# Select a Report to Run

## REGISTRATION 23935843 REPORTS

Reports are organized by category. To view a report, click its name in the list.  
Some reports have been renamed.

[View reports by their old names](#) >

### GENERAL

#### Class/Activity Attendance

For each registrant, displays name, session, all session activities, attendance, and status.

#### Course Completion Records (Export Only)

For each registrant in the selected session(s), exports their name, troop, activity they registered for, instructor, and whether they completed the requirements.

Unit Schedule w page breaks

PDF Version

#### Class/Activity Completion Award

For each registrant, displays completed and partially completed classes/activities.

#### Unit Schedule

Displays schedule of all session events for each registrant.

### CUSTOM

Custom created reports

#### Unit Schedule by MB

Originating From Unit Schedule

Opt. 1) by Merit Badges

#### Unit Schedule by time

Originating From Unit Schedule

Opt. 2) by times

#### Unit Schedule for csv download

Originating From Unit Schedule



#### Unit Schedule by MB for csv download

Originating From Unit Schedule



#### Unit Schedule by time 07052016

Originating From Unit Schedule



#### Unit Schedule Registration Create Date

Originating From Unit Schedule

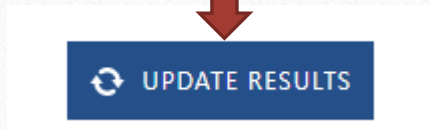


← Go Back

# Editing the Report

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Update current results



Download as an Excel File



Print out the Report