



BOY SCOUTS OF AMERICA®

BALTIMORE AREA COUNCIL

CHESAPEAKE DISTRICT

Hello!

In order to protect the personal information of merit badge counselors accessing the list of counselors requires a login into the district webpage.

To get a list of merit badge counselors you go online to the district website:

<http://chesapeakedistrict.com>

If you do not have a log in for our district website select “**Create a Log-In or update profile**” midway down the left column. Follow the steps to create a new login. Then send your login ID to meritbadgelist@chesapeakedistrict.com so that you can be added to the group accessing merit badge counselor information.

If you have a district login then log into the district page by selecting “**District Log in Page**” which is midway down the left side of the webpage. Enter your user ID and password.

A new “**Feature List**” should appear to the right of the links on the left side of the page. From the “**Feature List**” select “**Merit Badge Counselors**”. This is near the top of the Feature List.

You can select an individual merit badge to search for using the drop down for “**Select a Merit Badge List to search:**” or you can leave the default of “**All**” to move forward. Select **Next**.

The next screen has three selection fields:

Select a merit badge – selecting a specific merit badge allows you to see all MB counselors for that badge.

Select a unit – selecting a unit allows you to see all of the merit badge counselors for the specified unit from the dropdown. All merit badges are indicated for all the counselors for the unit.

Printable report Select a unit – if you leave the default of “All Units” you will see all of the district merit badge counselors for all merit badges. This generated report can be printed or downloaded. If you select a unit the report will include all of the merit badge counselors for the specified unit from the dropdown. All merit badges are indicated for all the counselors for the unit.

To leave the report select “Done” until you exit the Merit Badge Counselor pages.

For information on becoming a merit badge counselor log into the district website and select “Advancements Page” and “Merit Badge Counselor Updates”. No login is required to access this information.

