



Creating Signed Completion Certificates for Summer Program Sessions

User Brief

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Creating Signed Completion Certificates for Program Sessions

To make it easier for leaders and scouts to receive credit for completing activities, you can now generate signed completion certificates that list each scout's attendance at activities as well as their complete and incomplete badge requirements. The signed completion certificates can serve as documentation of each scout's progress toward advancement. You can even print the certificates on council letterhead. Completion certificates can be issued for both group and individual signup programs.

Overview

There are three overall steps to creating signed completion certificates:

1. Create or obtain a digital image (JPEG or PNG) of the authorized signature.
2. In Doubleknot, enter the text and images to include in the printed certificates.
3. After a program session is complete, print and deliver signed completion certificates.

Create a Signature Graphic

Before you start, you must create a digital image of the authorized signature. For example, certificates awarded at Scout Camp are typically signed by the Camp Director. The image should be in JPEG/JPG or PNG format.

Here are a few easy ways to create a digital image of a signature:

- Sign a blank page and scan the signature.
- Sign a blank page and use a smartphone or digital camera to take a picture of the signature.
- If you have a graphics program on a tablet, smartphone or computer, write your signature on the screen and save the image.

After you've created the image, save a copy on the computer that you use for Doubleknot.

TIP: With an image editing program on your computer, crop and/or resize the image so the signature is an appropriate size without excessive blank space around it.

Set Up the Signed Completion Certificate

Certificate text is entered in the ATTENDANCE NOTE field on the MODIFY PROGRAMS page. (If you're creating a new program, the text is entered on the CREATE PROGRAM page.)

Entering Certificate Text

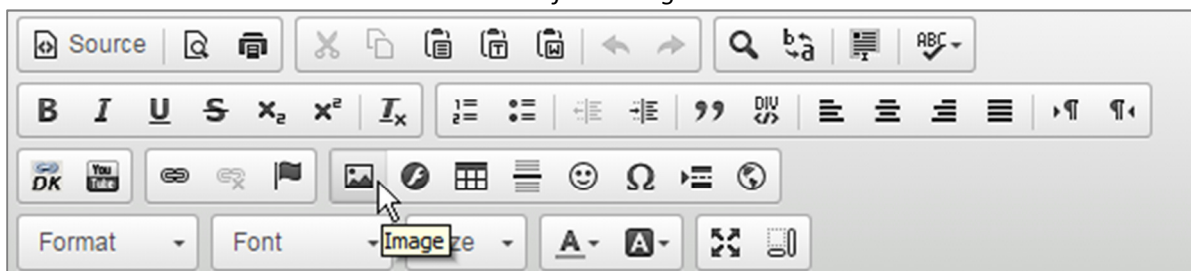
1. Scroll to the bottom of the page and locate the ATTENDANCE NOTE section.
2. Use the text editor to enter and format the text for this program's completion certificates.

Adding the Image

To add the signature image, follow these steps:

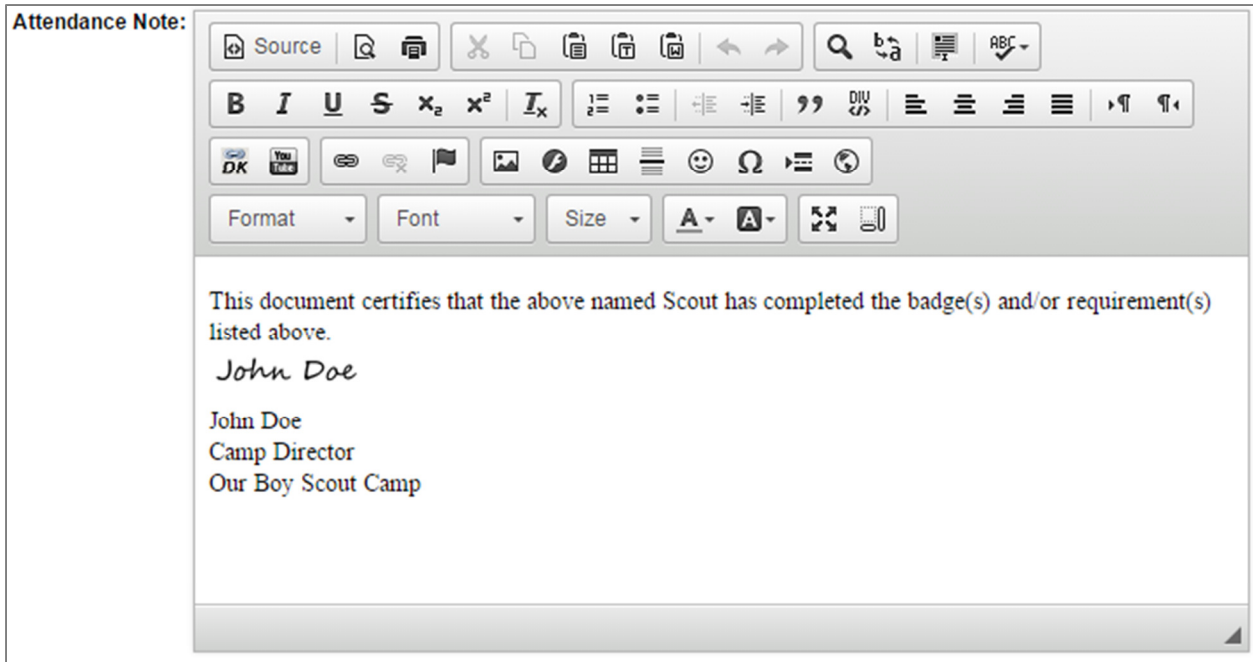
1. Put the cursor in the right location for the signature.
2. Click the IMAGE button on the third row of options. The Yada window is displayed.

Location of the Image button



3. Click the **Browse Server** button. A window to select or upload images is displayed.
4. Click **Upload**. A window to locate files on your computer is displayed.
5. Locate and select the image on your computer.
6. Click **Open**. The image will be uploaded to the server.
7. Double-click the image. The IMAGE PROPERTIES dialog box will be displayed.
8. Click **OK**. The image will be inserted in the location you specified.

Example of text and signature graphic for the program's signed completion certificates



Saving the Text

To save your information, click **Save** at the bottom of the page. The changes will be saved and the MANAGE A PROGRAM page will be displayed.

Track Attendance and Completion

During the program, mark each scout's attendance and progress toward completion as you normally would.

Printing Signed Completion Certificates

When the program session is complete and all attendance has been recorded in Doubleknot, you can print signed completion certificates for every scout. To do so, follow these steps on the MANAGE A PROGRAM SESSION page:

1. At the left, click **Reports**. A list of reports is displayed.
2. Click **Session Completion Award**. Summary information for each scout will be displayed. The certificate text and signature will not be displayed on this page.
3. Click **Print**. A signed certificate will be printed for each scout.

Example of a printed completion certificate

