



Black Pug Day Camp Registration Guide

This is a quick guide on how to use the new Black Pug system to complete your Day Camp registration. You can choose to read the text, watch the videos, or both.

Starting a Registration

Starting a registration is easy! Visit our [Day Camp Registration page](#) and click the Register button next to the Day Camp you'd like to go to.

You will be asked if you want to continue as a guest or login. Logging in is not required, but is recommended if you'd like go back into the registration to add or change info later.

Enter the information requested and click Continue.

[Watch the video on Starting a Registration](#)

[Watch the video on Creating an Account](#)

Enter Participate Information

Click the Update Information buttons to enter each participants information.

In the Registration Contact section there is an Additional Actions dropdown. Use this dropdown to:

- **Add Participant** – if you need to add a participants, select this option.
- **Delete Participant** – if you need to delete a participant, select this option.
- **Delete Registration** – if you need to delete the entire registration, select this option.
- **Parent Portal** – if you would like to have parents go in to add the information for their scout, you can select this option. The next section gives you more information about the parent portal.

Once everyone's information is entered and you are ready to check out, click Proceed to checkout.

[Watch the video on Completing a Registration](#)

Parent Portal: Unit Guide

Parent Portal allows the unit to provide limited access to parents to go in and add information to their scout or themselves.

Select Parent Portal under Additional Actions to open the Parent Portal options box. Check the Use Parent Portal box to turn on Parent Portal. If you do not want parents to be able to pay the registration fee, click the box “Prevent parents from making payments or seeing event fees”. If you would like reports to see which parents have gone in and added information, check the day you’d like to receive an emailed report (you can select multiple days).

If you have already checked out, you will be able to click the Parent Portal Credentials button to print cards you can hand out to parents with information on how to access the registration.

[Watch the video on Parent Portal: Unit Guide](#)

Parent Portal: Parent Guide

Login information should be provided by the unit. Once logged in, you will be able to click the Update Information button. If you have multiple participants, you can click the “Link my other attendees” button. If paying for the registration, click the Pay Now button. Enter the billing information and click the agree box. Proceed to enter your payment information.

[Watch the video on Parent Portal: Parent Guide](#)

If you need addition help, please contact Jessica at jessica.blazek@scouting.org.