

Are you CampDoc ready?

3 Steps to add your unit to CampDoc:

You are required to send the information from Black Pug to CampDoc. This is not automatically completed.

1. In **Black Pug** the registration software, go to each participant and hit

 Update Information

THEN

 Link to CampDoc

. Complete the required information. Within 24 hours, the profile will be created in CampDoc and emails will automatically be sent to the parents inviting them to complete the medical form.

2. [Complete this form](#) to request that **one person** from your unit have access to see the medical forms for your unit. This list needs to include **all of the first and last names of those attending camp**. This request will be processed within 10 days, from which point when you log into CampDoc, you will see all of the profiles and be able to check progress, edit and print them out. (NO paper copies needed at camp).
3. Check the progress of your unit completing their forms in CampDoc. Reminder! They are due 14 days in advance of your camp session.

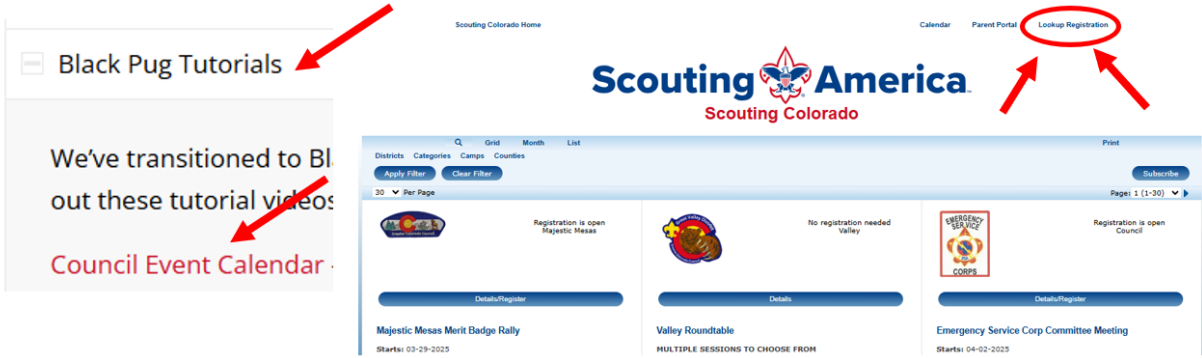
Need to remove someone from CampDoc? [Fill out this form](#).

Questions? Email the Health Team at MSRHealth@Scouting.org.



Black Pug Things To Know

- To find your registration on Black Pug, use the Lookup Registration button.
- Go to the Calendar Page – Lookup Registration



The screenshot shows the Scouting America Black Pug interface. A red arrow points to the 'Black Pug Tutorials' link in the left sidebar. Another red arrow points to the 'Lookup Registration' button in the top navigation bar. A third red arrow points to the 'Council Event Calendar' link in the sidebar. The main content area displays a list of events with filters and a 'Details/Register' button for each.



CampDoc Things To Know

- Users will automatically be added to CampDoc once you hit the button in Black Pug. No more waiting for us to manually do this!
- Leader Access:
 - This process will look different from the last couple of years. Due to the Black Pug integration, we must add leaders to their unit's profiles a different way.
 - This way can be requested via the form on the website.
 - This is a manual process, by a part-time employee. Please be patient to get added to your unit's profiles.
 - Please Note: This will now email you reminders for **each** profile that is linked. Please prepare for this to occur. We suggest making an "email rule" to put these messages in a separate folder.
 - Once access is provided, you can view and edit each person's med form as well as print it out if you need it. (The camp takes these electronically, we do not need paper copies).