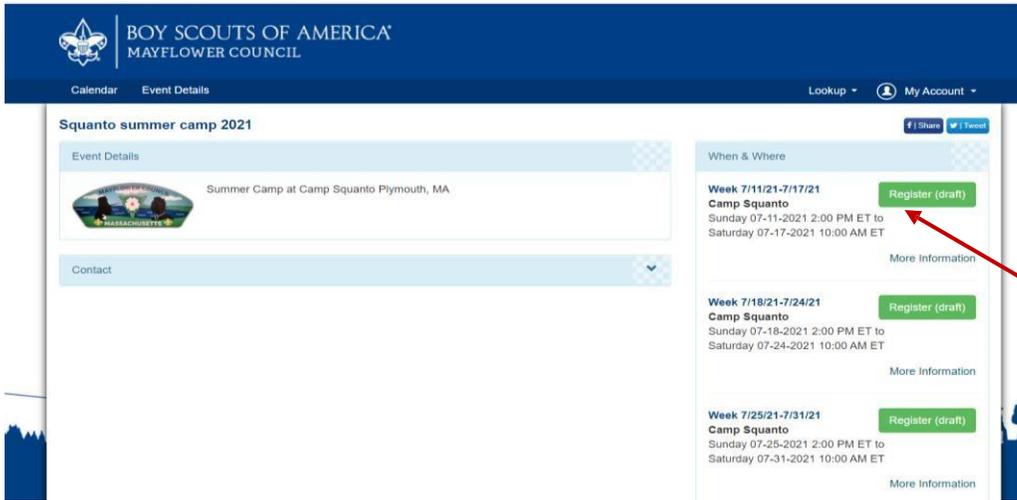


## Instructions for using BlackPug (BPS)



### REGISTRATION

**Summer Camp: No unit registrations should be done in Blackpug until the site deposit is done. This may be done at the same time as Scout registration.**

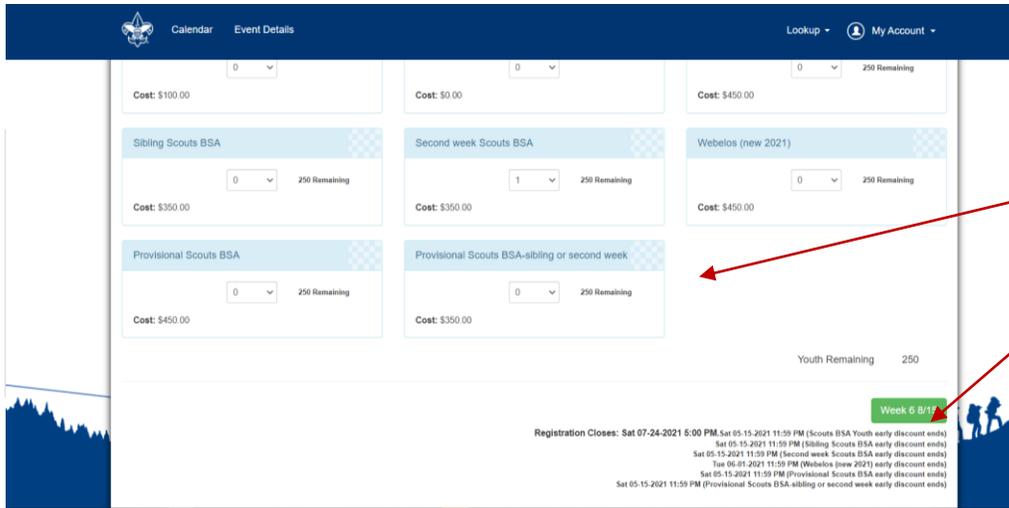
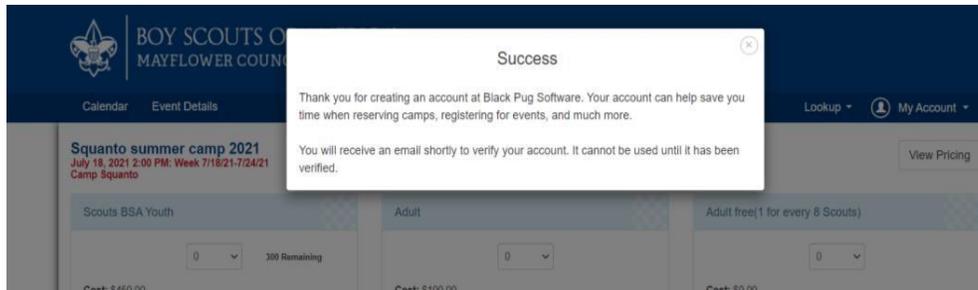
Follow the summer camp registration link on our website. [Mayflowerbsa.org/summertime](https://www.mayflowerbsa.org/summertime)

Select the camp you would like to attend.

Select the week. Click register.

A screen will appear that says "Continue as a Guest" or "Log In". Click Log in. Then either login to your existing account or click "register" to create an account within Blackpug. Look for the email from 247scouting to confirm your account is set up.

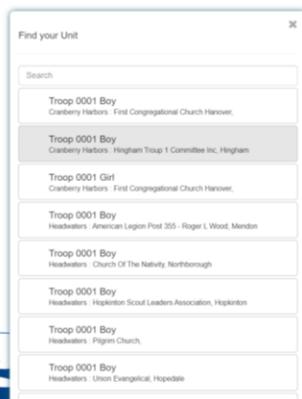
Go back and log in. You may now use this login for all your registrations in BPS. There is a password reset if needed.



Start your registration by entering the number of Scouts/Leaders for each category.

Click this green button to continue.

Enter your unit information before adding any Scout information.



If you select Mayflower Council, you will be prompted to add your unit information from the list.

The person listed as the Registration Contact will receive all emails.

Now start to enter your Scout(s) information by clicking Update information or select from your roster. See the video and notes below about roster access.

If the Update Information button is red, additional information is needed.

You may modify a registration through Update information.

Be sure to save.

### Change Information for Scouts BSA Youth

<p><b>First Name</b></p> <input type="text" value="First Name"/> <p><b>Email Address ?</b></p> <input type="text" value="Email Address"/> <p><b>Birth Date</b></p> <input type="text" value="mm/dd/yyyy"/>	<p><b>Last Name</b></p> <input type="text" value="Last Name"/> <p><b>Gender</b></p> <input type="text" value="Select Gender"/> <p><b>Vouchers Summer camp</b></p> <input type="text" value="Voucher Code"/>
--	---

**CAMPERSHIP**

If your Scout is awarded a campership, an email will be sent to the parent with a voucher code. This field will only show up if the camper has been awarded a campership.

Camperships cannot be transferred.

The campership link is on the registration page.

**Names on the campership application and registration must match exactly to apply a voucher.**

## MODIFY REGISTRATIONS

If you need to modify your registration, click the arrow for “additional actions” to see your options.

Add more Scouts  
Change from a Scout type to another, etc.

This is also where you turn on Parent Portal (instructions below).

Registrant Type	Price	Number Left	Quantity Needed
Adult	\$100.00	0	0
Adult free(1 for every 8 Scouts)	\$0.00	0	0
Scouts BSA Youth	\$450.00	250	0
Sibling Scouts BSA	\$350.00	250	0
Second week Scouts BSA	\$350.00	249	0
Webelos (new 2021)	\$450.00	250	0
Provisional Scouts BSA	\$450.00	250	0
Provisional Scouts BSA-sibling or second week	\$350.00	250	0

Scouts BSA Youth early discount ends Sat 05-15-2021 11:59 PM  
 Sibling Scouts BSA early discount ends Sat 05-15-2021 11:59 PM  
 Second week Scouts BSA early discount ends Sat 05-15-2021 11:59 PM  
 Webelos (new 2021) early discount ends Tue 05-01-2021 11:59 PM  
 Provisional Scouts BSA early discount ends Sat 05-15-2021 11:59 PM  
 Provisional Scouts BSA-sibling or second week early discount ends Sat 05-15-2021 11:59 PM

Added participants are not booked until you complete checkout

## PAYMENT

When making a payment you can choose what registrants to apply the payment toward. This helps you to track who has paid.

Be sure to save.

## MERIT BADGES

Scouts must be paid in full to select merit badges.

Click on participant "Update information"

Select classes.

Click on the merit badge from the right column to add and from the left to remove it.

You may click on View all classes to see the full catalog of merit badge offerings.

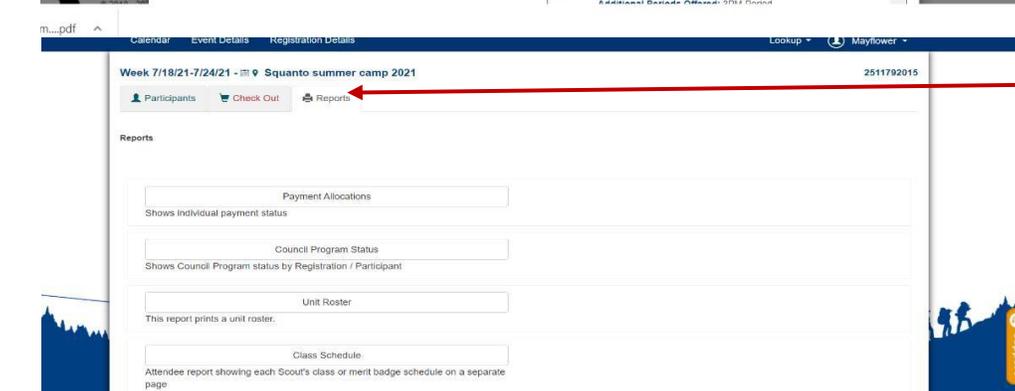
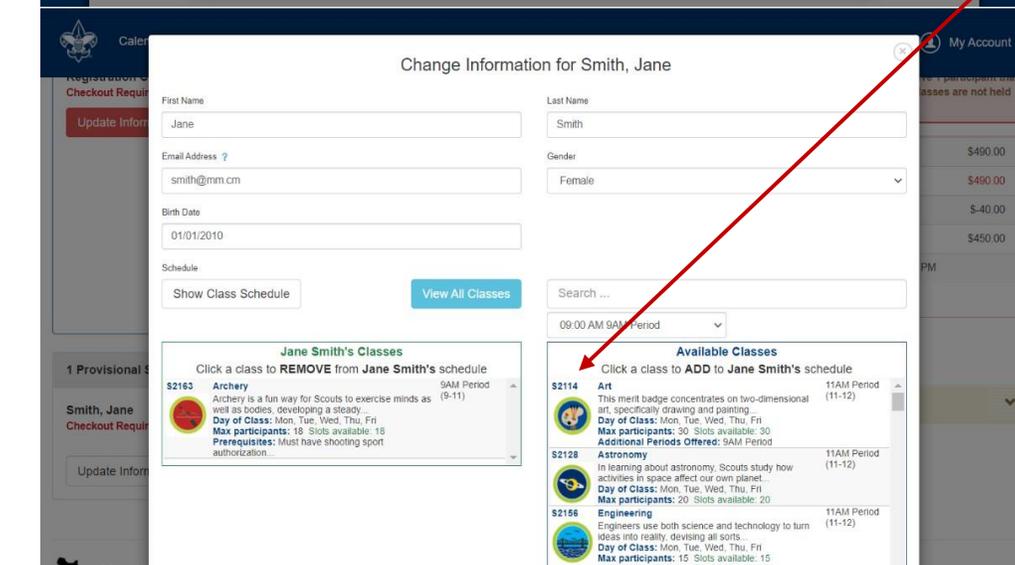
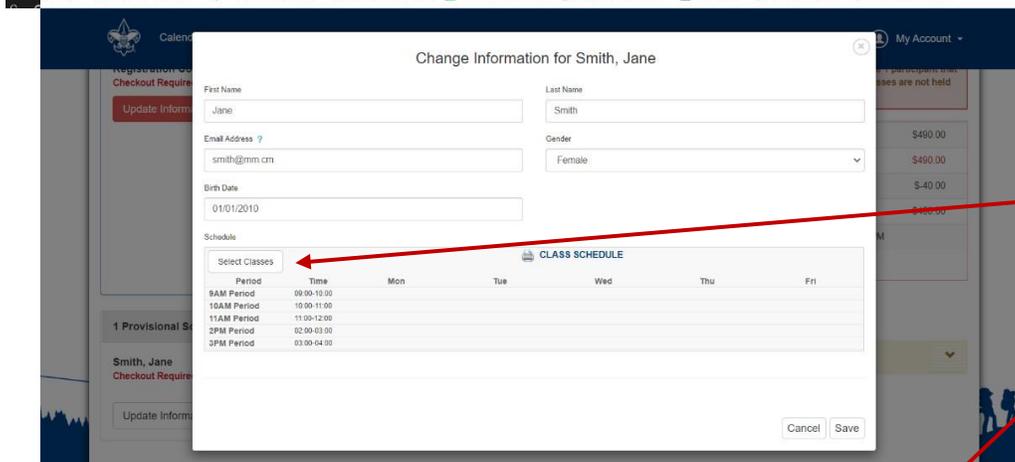
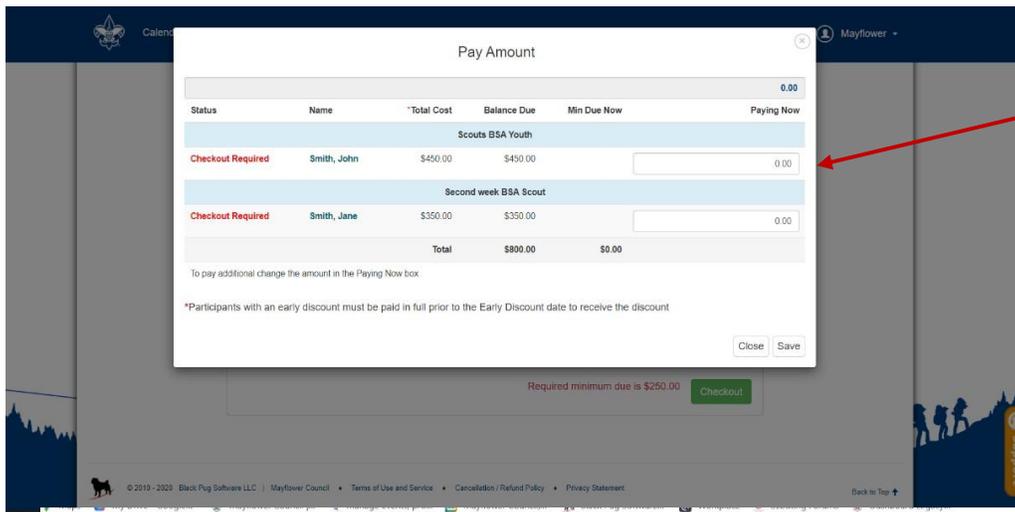
Be sure to save.

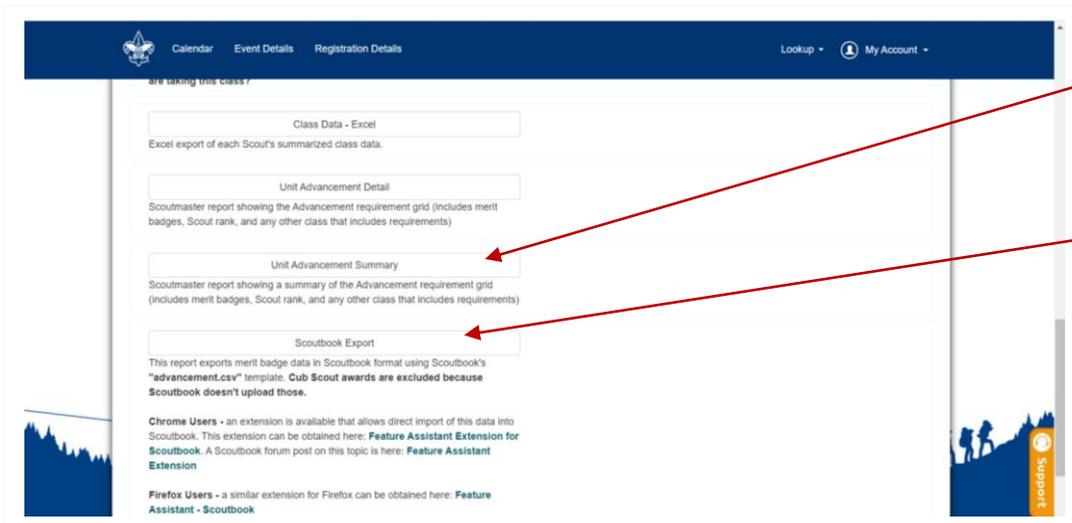
Registrations are not saved until checkout is complete.

## REPORTS

The reports tab allows you to print reports for your unit.

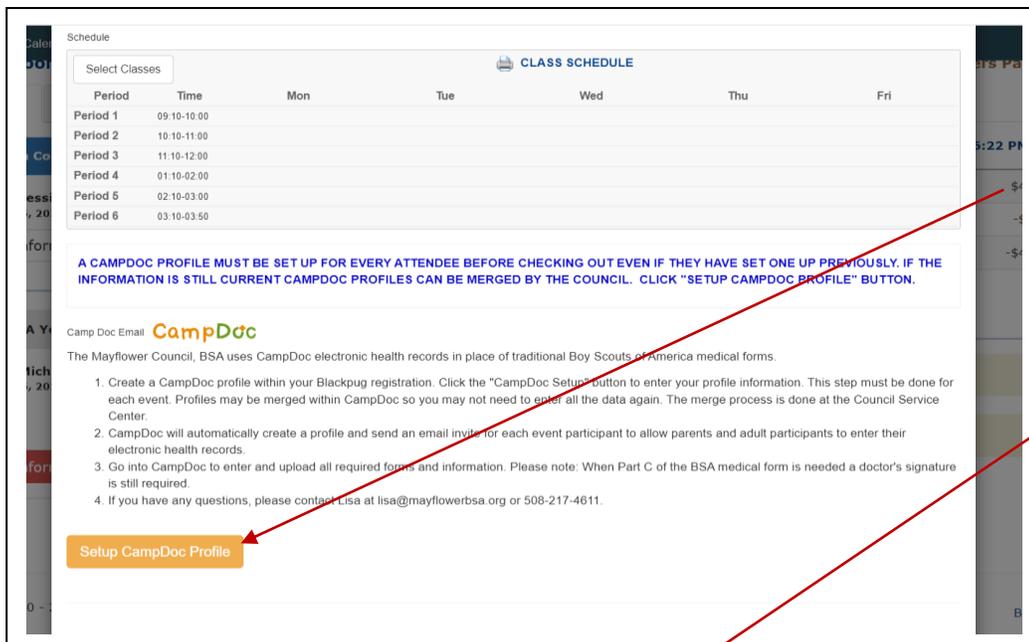
You will also see your Scouts completion records.





Unit Advancement Detail is the report to print completion records. **Please run this and check it for issues immediately after camp.**

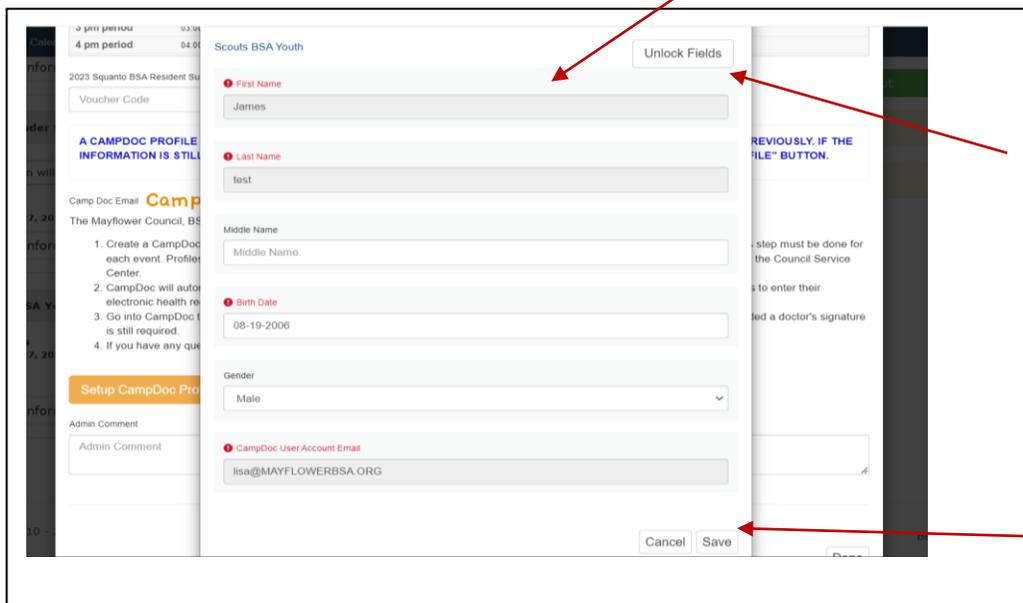
BPS has the option for units to upload Scout's completion records directly to Scoutbook. Under Reports are additional instructions. These are completion records only, no member data is updated. Check out the other reports for helpful info.



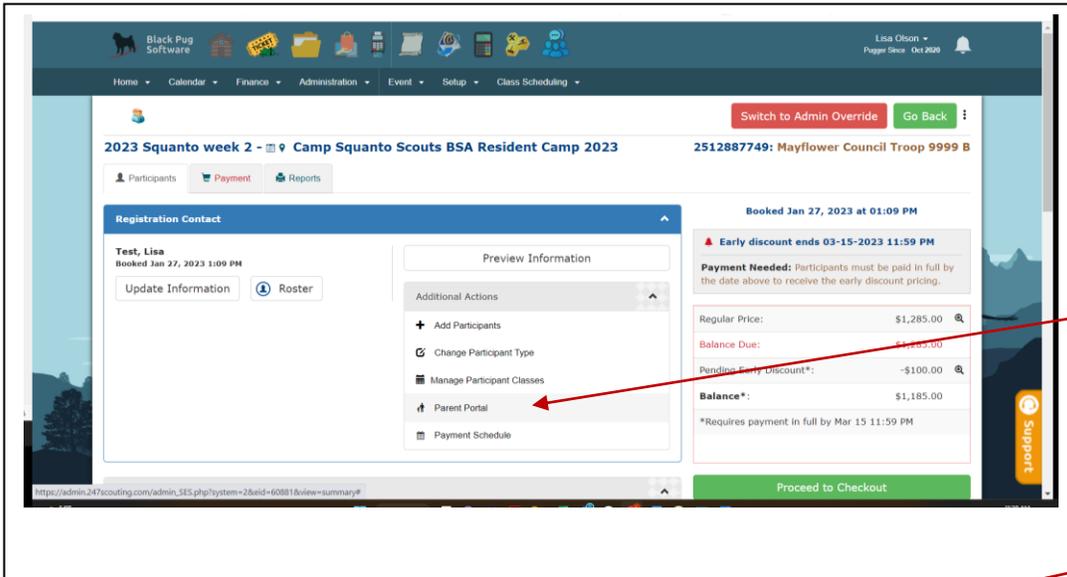
### CAMPDOC ACCOUNT

Every registered participant must set up a CampDoc account even if one has been set up in the past. CampDoc accounts can be requested to be merged in CampDoc.

Fill in the required information. The email entered here will receive an email from CampDoc to enter the health information. CampDoc is a separate program. Only parents/guardians or the adult participant should have access to the CampDoc health information.

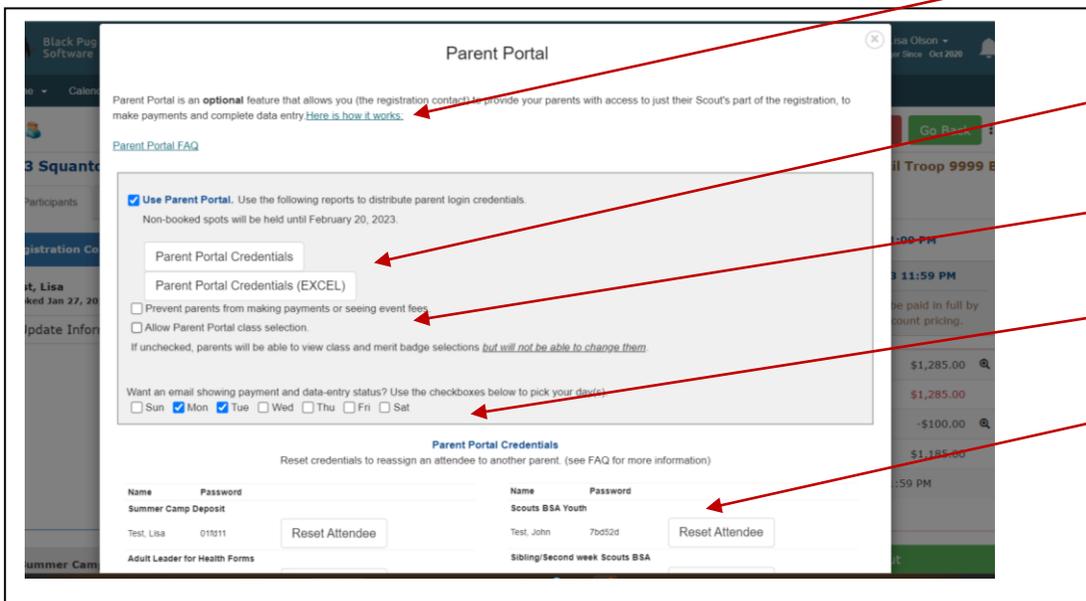


If the information in this profile needs to be changed, click Unlock Fields. A screen will appear asking if you want to continue. **Please note:** This will generate a new CampDoc invite that must be accepted. The email will also need to be reentered even if it appears filled in. Be sure to click save.



Parent Portal  
 Parent Portal is a tool for units that will allow parents to make payments and select classes.  
 Each unit must turn it on for their group if they wish to use it.  
 Click the down arrow next to "Additional Actions" and select Parent Portal.

Click here for additional instructions on how to use Parent Portal



Units may select two ways to get credentials, excel or a .pdf

Be sure to select what options you want parents to have and if you want notifications when changes are made.

Click on Reset Attendee if a password reset is needed.

Each child will have an individual set of credentials for each child. Parents are allowed to see their Scout and no one else.  
 Send the credential to each parent for their specific Scout.



Parent should use this log in information including the specific URL or scan the QR code to log in, make payments and select merit badges.

## Rosters

There are 2 types of rosters, personal and a download from National.

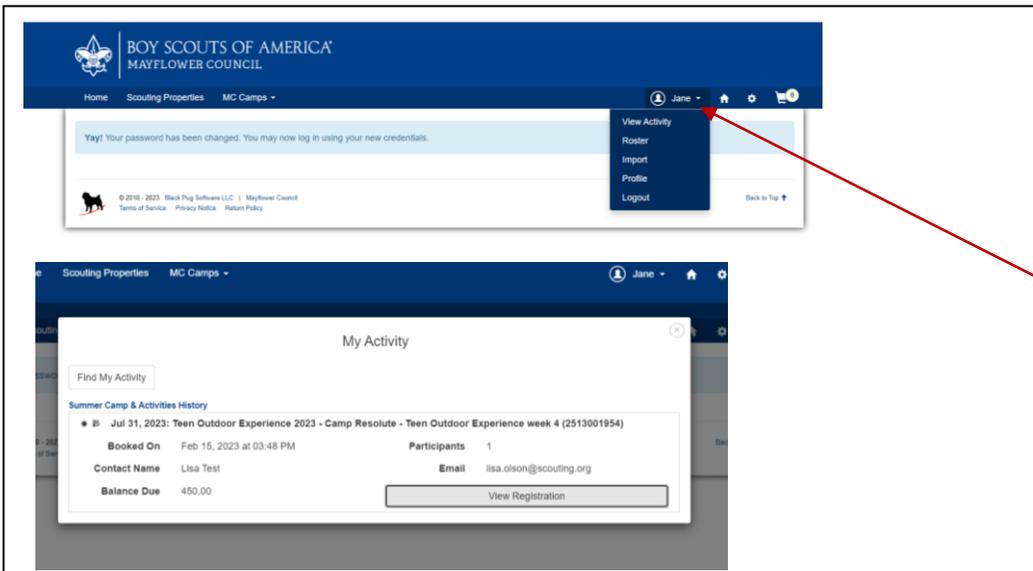
A personal roster is one the registration contact imports from a spreadsheet. Whomever imports the roster is the only one who will have access.

The second roster is from a manual download done by Council from the National database. This is not real time and any information you change in Blackpug will have no impact on the National information.

Blackpug access to the National roster may be given to an individual by the Committee Chair sending an email to Council authorizing the person to receive access. Please Note: Notice will also have to be given to revoke access.

If you do not see the Roster button, you do not have access.

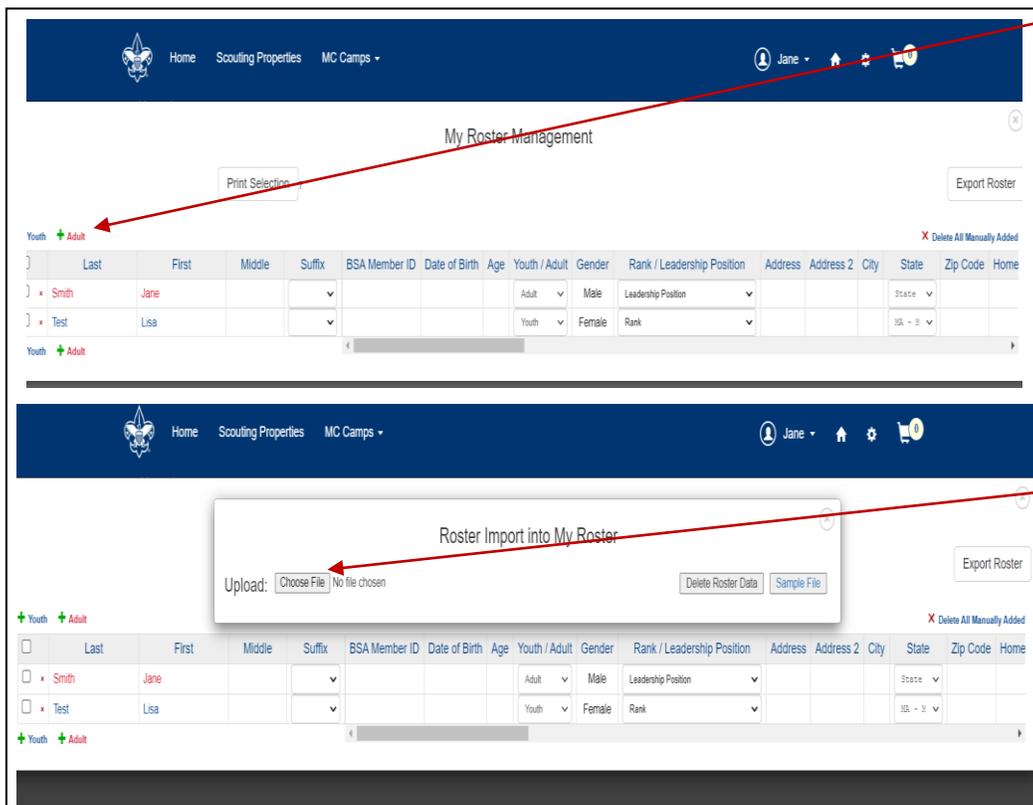
The short videos below give step by step instructions on rosters.



Once you log into Blackpug, you have options to manage your account. Lookup allows you to look at all your registrations and log into your parent portal.

Under your name you may: View Activity: this will show your registrations.

Profile: you may update the information



Roster: You may create a roster in Blackpug to use. TO add Youth or Adults click the green plus and the information. This will give you (and only you) access to this roster. It will be available for all your registrations going forward to save time entering the information.

Or You may select Import and import a list through an excel spreadsheet. See the videos for step by step instructions.

Only those approved by the Unit's Committee Chair can access the roster from National.

Here are some helpful Blackpug videos:

- Entering a registration : <https://www.youtube.com/watch?v=cWКУAG3H8cE>
- My account basics : <https://www.youtube.com/watch?v=7wa1CXDLz48&t=1s>
- Council imported roster from Scoutnet: <https://www.youtube.com/watch?v=OokjHjndF2w&t=108s>  
*Rosters have been imported from Scoutnet to BPS. Specific member information cannot be updated in BPS. Information must be updated in Scoutbook (to Scoutnet) and will appear in BPS after the next upload. New Scouts may be added manually in BPS but this does not update Scoutbook or Scoutnet.*
- Import personal roster: <https://www.youtube.com/watch?v=ooNOUe81q9o>  
Note- this **does not** update Scoutbook or National records, this is just for your use in BPS.
- Selecting merit badges: <https://www.youtube.com/watch?v=Tat1XJ2UF-U>
- Customer reports: <https://www.youtube.com/watch?v=rsaDY-Llvu0&t=3s>
- Parent Portal Leaders: <https://www.youtube.com/watch?v=RBjmmnQuSo4>
- Parent Portal Parents: <https://www.youtube.com/watch?v=-Fimdr9O63I>

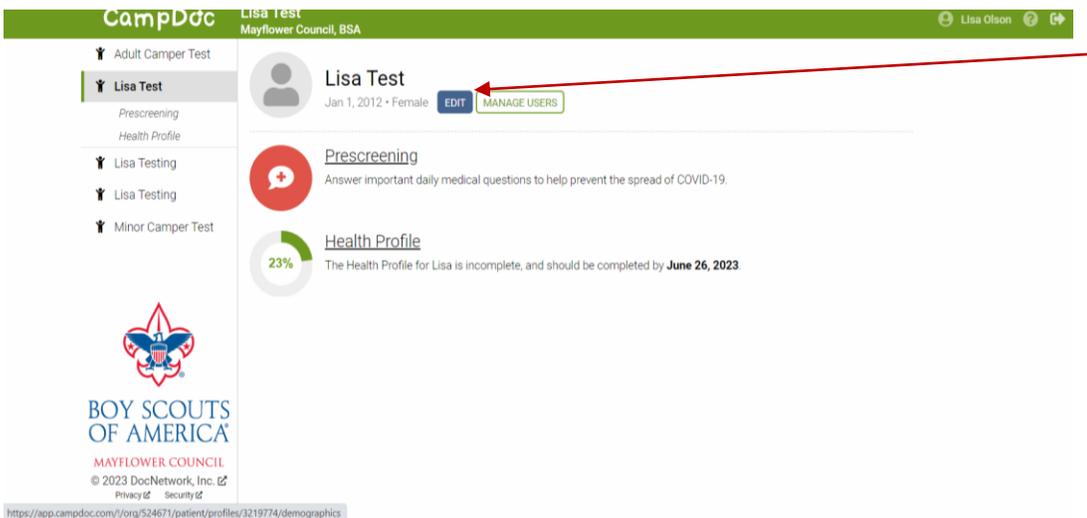
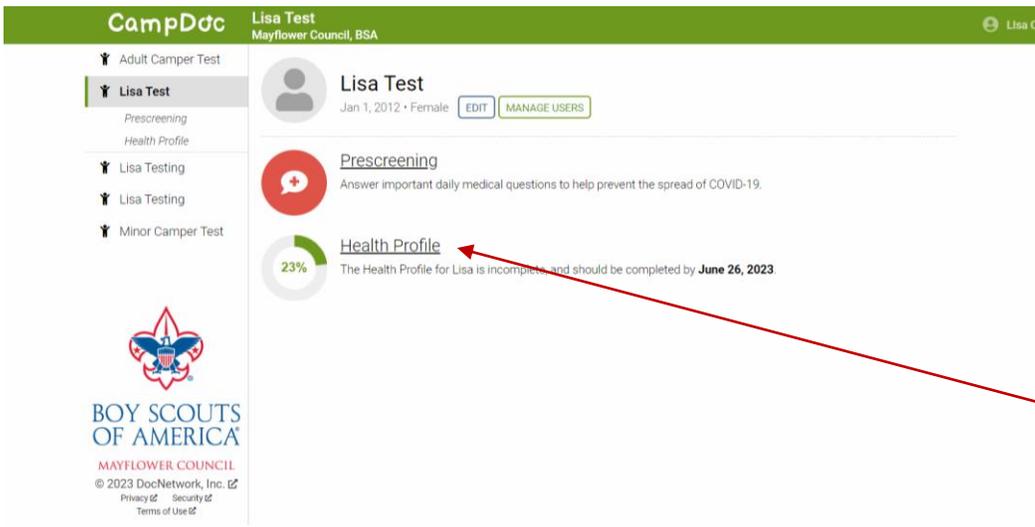
# Instructions for CampDoc

## CampDoc

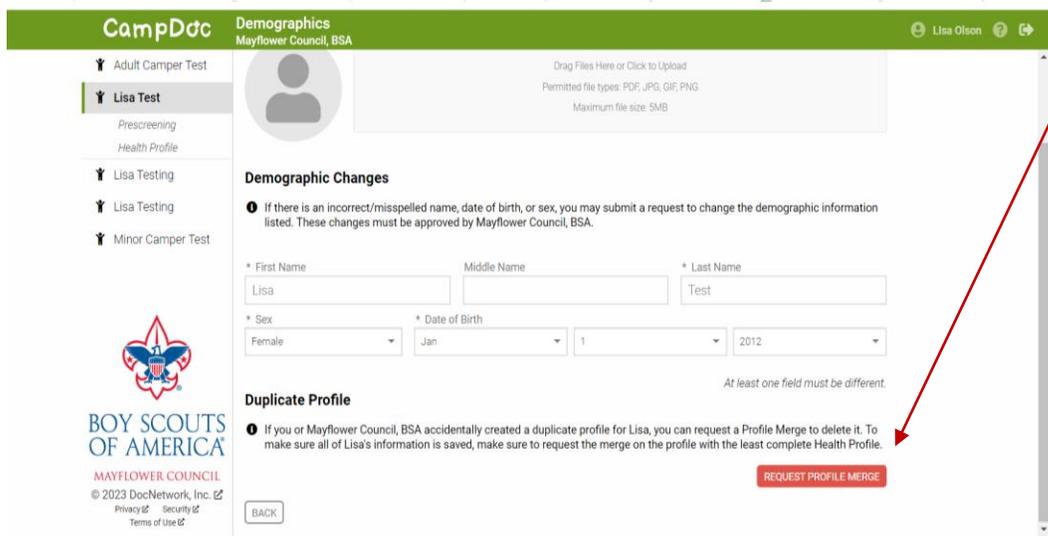
Fill in the CampDoc profile on the Blackpug Registration(Shown above), even if you have a previous CampDoc account. If you have a previous CampDoc account, use the same email if possible.

Look for and accept the email invite from *Mayflower Council, BSA via CampDoc* <noreply@campdoc.com>.

Log into CampDoc as a “participant” not “provider”. Click on “Health Profile” and start to enter all the required information.



Click “Edit” to request an update to the profile information. A message will be sent to Council.



If you have completed a CampDoc Health profile completed during the current calendar year, you may request a merge.

**CampDoc Demographics**  
Mayflower Council, BSA

**Lisa Test**  
Jan 1, 2012 • Female

EDIT **MANAGE USERS**

Please find a list of authorized and invited users for Lisa's account below. You may invite others to access Lisa's account, but please note that once added, you will not be able to remove their access.

Email Address

BACK ADD USER

AUTHORIZED	INVITED
Lisa Testing <a href="mailto:lisa.olson@scouting.org">lisa.olson@scouting.org</a>	None
Lisa Olson <a href="mailto:lisa@mayflowerbsa.org">lisa@mayflowerbsa.org</a>	

**Prescreening**  
Answer important daily medical questions to help prevent the spread of COVID-19.

**Health Profile**  
The Health Profile for Lisa is incomplete, and should be completed by **June 26, 2023**

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Manage Users  
An additional person may be added to the CampDoc profile by clicking "Add Users". Please be aware this will give the person full edit access to the CampDoc profile,

**CampDoc Health Profile**  
Mayflower Council, BSA

Profiles & Reports  
Create Profile

Groups  
Medical Supplies  
Health Log  
Prescreening  
eMAR  
Settings

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Participant Information  
Emergency Contacts  
Insurance  
Health History  
Diet Restrictions  
Allergies  
Medications  
Over the Counter Medications  
Immunizations  
Informed Consent, Release Agreement, and Authorization

REVIEW / NOTES

An orange circle with an arrow means it needs to be reviewed and approved. A red dot means the section is incomplete. A green checkmark means that section is complete.

**CampDoc Lisa Test / Health Profile**  
Mayflower Council, BSA

Weight (lbs)

**General Information**

\* Unit Leader

Unit Leader's Phone Number

Council Name/Number

Unit Number

23% Complete

**Next Step**

**Lisa Test**  
Jan 1, 2012

- Participant Information
- Emergency Contacts
- Authorized Adults to Transport
- Insurance
- Health History
- Diet Restrictions
- Allergies
- Medications
- Over the Counter Medications
- Immunizations
- Pre Participation Form-BSA Medical Form Part C
- Parental Authorization Form
- Informed Consent, Release Agreement, and Authorization

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For summer camp, be sure to enter the correct unit number and unit leader information, they will use this to see if you are 100%.  
Click Next Step after each section. You may continue and go back as needed.

**CampDoc** Health Profile  
Mayflower Council, BSA

Profiles & Reports  
Create Profile

Groups  
Medical Supplies  
Health Log  
Prescreening  
eMAR  
Settings

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General Information  
Unit Leader: Testing  
Unit Leader's Phone Number  
Council Name/Number  
Unit Number  
Youth Protection Expiration Date

Emergency Contacts  
Insurance  
Health History  
Diet Restrictions  
Allergies  
Medications

REVIEW / NOTES

All adults will need to enter their YPT expiration date.

**CampDoc** Lisa Test / Health Profile  
Mayflower Council, BSA

Adult Camper Test  
Lisa Test  
Prescreening  
Health Profile  
Lisa Testing  
Minor Camper Test

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Insurance  
\* Is the participant covered by family health/accident insurance?  
Yes No

\* Health/Accident Insurance Company  
\* Policy/Member #  
Please upload a photocopy of both sides of the insurance card.  
\* Insurance Card  
Drag Files Here or Click to Upload  
Permitted file types: PDF, JPG, GIF, PNG  
Maximum file size: 5MB

PREVIOUS STEP 23% Complete NEXT STEP

Lisa Test  
Participant Information  
Emergency Contacts  
Authorized Adults to Transport  
Insurance  
Health History  
Diet Restrictions  
Allergies  
Medications  
Over the Counter Medications  
Immunizations  
Pre Participation Form-BSA Medical Form Part C  
Parental Authorization Form  
Informed Consent, Release Agreement, and Authorization

Insurance cards and the signed part C of the BSA medical form may be uploaded, just watch the file size.

**CampDoc** Lisa Test / Health Profile  
Mayflower Council, BSA

Adult Camper Test  
Lisa Test  
Prescreening  
Health Profile  
Lisa Testing  
Minor Camper Test

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Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor.  
List all medications currently used, including any over-the-counter medications.

\* Does Lisa take medications?  
Yes No

\* Medication Name \* Strength  
\* Dose Quantity \* Dose Form  
\* Frequency  
Times Given  
Early Morning Breakfast Late Morning Lunch  
Afternoon Dinner Evening Bedtime

PREVIOUS STEP 23% Complete / Last saved a few seconds ago NEXT STEP

Lisa Test  
Participant Information  
Emergency Contacts  
Authorized Adults to Transport  
Insurance  
Health History  
Diet Restrictions  
Allergies  
Medications  
Over the Counter Medications  
Immunizations  
Pre Participation Form-BSA Medical Form Part C  
Parental Authorization Form  
Informed Consent, Release Agreement, and Authorization

For those needing EpiPens and/or inhalers, please also list those under medications.

ALL medications must be listed and the health staff notified including over the counter. This is for all adults and campers.

Profile for Lisa Test at Mayflower Council, BSA is incomplete!

Mayflower Council, BSA via CampDoc <noreply@campdoc.com>  
To Lisa Olson  
Sat 2/4/2023 3:11

If there are problems with how this message is displayed, click here to view it in a web browser.

# CampDoc

Lisa Test has an incomplete CampDoc profile at Mayflower Council, BSA.

Please remember to go in to the Mayflower Council's CampDoc and complete the necessary data entry or form upload. **Day Campers and adults staying at camp less than 72 hours** (Cumulative within the week) do not need a physician signed Part C: Pre-Participation Physical Upload. Please download the form, write NR across it and upload the form to show it is Not Required. A separate email from CampDoc will come just prior to camp which will include the COVID attestation form, if required. For any questions please email [lisa@mayflowerbsa.org](mailto:lisa@mayflowerbsa.org) at the Mayflower Council Service Center.

Please [log in](#) to CampDoc and complete the profile for Lisa as soon as possible. Mayflower Council, BSA has requested that all information be completed by **Jun 26th, 2023** at the latest.

The following required steps need your attention:

- Participant Information
- Emergency Contacts
- Authorized Adults to Transport
- Insurance
- Health History

If you receive a notification from CampDoc, something is missing. Please log in and complete any missing parts. A list of missing information will be included in the email.

Sign the waivers.

Verify all the sections have a green check mark. If there is a red dot or orange circle, that section is not complete.

To update any information on the Health form, click on the Health Profile Tab and then the edit button. This will send a request to Council to update the information.

Be sure to print or download a copy for your records. You may use this to give to your unit leader for future events. Access to CampDoc is only available to you while the participant has a current registration.

You are Done! A screen will pop up saying You Are Done