Instructions for using BlackPug (BPS)







5REGISTRATION

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. <u>Mayflowerbsa.org/summercamp</u>

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.

	Troop 0001 Girl Cranberry Harbors : First Congregationa
	Troop 0001 Boy Headwaters : American Legion Post 355
	Troop 0001 Boy Headwaters : Church Of The Nativity, No
	Troop 0001 Boy Headwaters : Hopkinton Scout Leaders
e-	Troop 0001 Boy Headwaters : Pilgrim Church,
	Troop 0001 Boy Headwaters : Union Evangelical, Hoped
	Troop 0001 Roy

Find your Unit

N Black Pug 🏦 🙀 🗐 🙀	I 🤌 🛿 🐉 🤱			Lisa Olson 👻 Pugger Since Oct 2020
n 🔹 🔹 🕞 🕞 🕪 🕞 🕞 Veek 2:7/18/21-7/24/21 - 📾 9 Squant	o summer camp 2021		Switch to Admin O	verride Go Back
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Hen Booked Mar 06, 2021 12:40 AM Update Information				
Course Both Month		999		

The person listed as theRegistration 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.

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.



BOY SCOUTS OF AMERICA MAYFLOWER COUNCIL

Campership Summer Camp 2021

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The purpose of the campership program is to provide financial assistance to deserving campers who would otherwise not be able to afford the camp attendance fees. The Mayflower Council, in administering funds provided by concerned individuals, foundations, and others, will act as good stewards by offering careful judgment in providing camperships and will act in complete confidence. All applications must be received by June 1, 2021 to be considered. Camperships are awarded based on need and first come, first serve or until funds are exhausted. While the Mayflower council seeks to assist as many campers as possible, there is no guarantee of campership awards.

2021 Mayflower BSA Campership Application

The purpose of the campership program is to provide financial assistance to deserving campers who would otherwise not be able to afford the camp attendance fees. The Mayflower Council, in administering funds provided by concerned individuals, foundations, and others, will act as good stewards by offering careful judgment in providing camperships and will act in complete confidence. All applications must be received by 5 am June 1, 2021 to be considered. Camperships are awarded based on need and first come, first serve or until funds are exhausted. While the Mayflower council seeks to assist as many campers as possible, there is no guarantee of campership awards. *Please fill out form completely to prevent delays In processing*

"Parent Full Name ?

*Email Address

*Email Address Email Address

Camper's first and last name on campership request form must match registration exactly or the campership will not apply. For instance, if the campership request form uses Bobby, the registration must also use Bobby, not Bob or Robert. 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.



Apps 💡 Maps	My Drive - Google Mayflower Coun	il 🛬 Manage events, pro 📴 Mayflower Council, 🐆 Bi	lack Pug So	ftware	🞯 Workpla	ce 🖉 Scouting Forums	🜸 Dashboard Legacy
		Add Participant(s)				
	MAYFLOWER COUL	Registrant Type	Price	Number Left	Quanti Neede	y d	
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1 H 1 H 1 H 1		Added participants are not booked until you o	complete cl	heckout			
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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).

Pay Amount 0.00 Total Cost Balance Due Min Due Now Paying Now Status Scouts BSA Youth Check Smith, John \$450.00 \$450.00 0.00 Second week BSA Scout \$350.00 \$350.00 Smith, Jane 0.00 \$800.00 \$0.00 Total tional change the amount in the Paying Now bo with an early discount must be paid in full prior to the Early Discount date to receive the discount Close Save 188 Change Information for Smith, Jane Smith Email Address Gende smith@m Fem Birth Dat 01/01/2010 CLASS SCHEDULE Select Clas 1 Pre Smith, Jane Cancel Save My Account Change Information for Smith, Jane First Name Last Na Jane Smith Email Address ? Gende smith@mm.cm Female \$-40.00 Birth Date 01/01/2010 Schedule Show Class Schedule Search 09-00 AM 0 Jane Smith's Classes Available Classes Click a class to REMOVE from Jane Smith's schedule Click a class to ADD to Jane Smith's schedule 1 Provisiona Solida Calcio Value and Calcio C S2114 Art This meril badge concentrates on two-dimen-ent, specifically drawing and paining Day of Class: Viton Tue. Viet. Thu Fri Max participants: 30 Siotis available: 30 Additional Periodo Otfered; 9AM Period Astronomy In learning about astronomy. Socutis study ho activities in space affect our own planet. Day of Class: Vion. Tue. Viet. Thu, Fri Max participants: 20 Siots available: 20 Engineering Art 11AM Per (11-12) Smith, Jane Checkout Red S2128 11AM Per (11-12) Update Info 3 Engineering S2156 11AM Period (11-12) g ise both science and technology to turn eality, devising all sorts... ss: Mon, Tue, Wed, Thu, Fri pants: 15 Slots available: 15 of Class: I Week 7/18/21-7/24/21 - 📾 9 Squanto summer camp 2021 2511792015 L Participants E Check Out

Reports

Shows Individual payment status

This report prints a unit roster.

Payment Allocations

Council Program Status ws Council Program status by Registration / Participant

Unit Roste

Class Schedule lee report showing each Scout's class or merit badge schedule on a separate

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.





Cancel Save

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.



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.

BOY SCOUTS OF AMERICA MartLow Er Council Home Sociality Properties Work Scould as been changed. You may now log in using your new credentials. Wey Active/ Yay! Your password has been changed. You may now log in using your new credentials. Wige Active/ Your Bassword has been changed. You may now log in using your new credentials. Profile Work Active/ Profile Deep Gene - Mark Multis Reserver Base of bence. Place Multis	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.	
e Scouting Properties MC Camps • Outfor My Activity O	Under your name you may: View Activity: this will show your registrations.	
Find My Activity Summer Care & Activities History * B Jul 31, 2023: Trein Outdoor Experience 2023 - Camp Resolute - Teen Outdoor Experience week 4 (2513001954) 8 308 Booked On Feb 15, 2023 at 03:48 PM Participants 1 Contact Name Lisa Test Balance Due 450:00 View Registration	Profile: you may update the information	
Home Socuting Properties MC Camps - Image: Camps - <th -<="" camps="" image:="" td=""><td>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.</td></th>	<td>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.</td>	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.
Home Scouling Properties MC Camps -	Or You may select Import and import a list through an excel spreadsheet. See the videos for step by step instructions.	
Image: Smith Jane V Adult V Male Lasdenship Position State V Image: Adult V Youth V Female Rank VIII VIII	Only those approved by the Unit's Committee Chair can access the roster from National.	

Here are some helpful Blackpug videos:

- Entering a registration : <u>https://www.youtube.com/watch?v=cWKUAG3H8cE</u>
- My account basics : <u>https://www.youtube.com/watch?v=7wa1CXDLz48&t=1s</u>
- Council imported roster from Scoutnet: <u>https://www.youtube.com/watch?v=OokjHjndF2w&t=108s</u> 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: <u>https://www.youtube.com/watch?v=ooNOUe81q9o</u>
 Note- this <u>does not</u> update Scoutbook or National records, this is just for your use in BPS.
- Selecting merit badges: <u>https://www.youtube.com/watch?v=Tat1XJ2UF-U</u>
- Customer reports: <u>https://www.youtube.com/watch?v=rsaDY-Llvu0&t=3s</u>
- Parent Portal Leaders: <u>https://www.youtube.com/watch?v=RBJmmnQuSo4</u>
- Parent Portal Parents: <u>https://www.youtube.com/watch?v=-Fimdr9O631</u>

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.



			O character	
Y Adult Camper Test				
🖞 Lisa Test		s		
Prescreening Health Profile	Please find a list of authorized and invite	d users for Lisa's account below. You ma	ay invite others to access Lisa's	
Y Lisa Testing	Email Address	d, you will not be able to remove their acc	Jess.	
 Lisa Testing Minor Camper Test 	AUTHORIZED	INVITED	BACK ADD USER	
	Lisa Testing <u>lisa.olson@scouting.org</u> Lisa Olson <u>lisa@mayflowerbsa.org</u>	None		
	Prescreening Answer important daily medical questions to h	elp prevent the spread of COVID-19.		
BOY SCOUTS OF AMERICA MAYFLOWER COUNCIL	Health Profile The Health Profile for Lisa is incomplete, and si	hould 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,



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		🕒 Lisa Olson 😮 🕞
🖞 Adult Camper Test	Weight (lbs)		Lisa Test
🖞 Lisa Test			10000,2012
Prescreening			Participant Information
Health Profile	General Information		Emergency Contacts
🖞 Lisa Testing	* Unit Leader		 Authorized Adults to Transport
🖞 Lisa Testing	0111 200001		Insurance
Y Minor Camper Test			Health History
	Unit Leader's Phone Number		✓ Diet Restrictions
	2		✓ Allergies
	-		Medications
	Council Name/Number		Over the Counter Medications
			Immunizations
BOY SCOUTS	Unit Number		Pre Participation Form- BSA Medical Form Part C
OF AMERICA			Parental Authorization
MAYFLOWER COUNCIL			Form
© 2023 DocNetwork, Inc. ₪ Privacy @ Security @ Terms of Use @		23% Complete	NEXT STEP Release Agreement, and Authorization

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.





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	9				🕒 Lisa Olson 😮 🔂
🖞 Adult Camper Test	Bring enough medications including inhalers and Epi	in sufficient quantities a Pens. You SHOULD NOT \$	nd in the original containers. Ma STOP taking any maintenance m	ake sure that they are NOT redication unless instructed	expired, I to do so by	Lisa Test
🖞 Lisa Test	your doctor.					
Prescreening	List all medications curren	tly used, including any ov	er-the-counter medications.			Participant Information
Health Profile	+ Development of the first					Emergency Contacts
¥ Lisa Testing	Voes Lisa take medications? Yes O No					 Authorized Adults to Transport
🍟 Lisa Testing						Insurance
Y Minor Camper Test	* Medication Name		* Strength			Bealth History
			ousigar W			✓ Diet Restrictions
						✓ Allergies
	* Dose Quantity 🚱		* Dose Form 🚱			Medications
	Numbers Only		Dose Form		*	Over the Counter
	* Frequency 😧					Medications
	Daily				*	Immunizations
						Pre Participation Form-
POI 20012	Times Given 🔞					BSA Medical Form Part C
OF AMERICA	Early Morning	Breakfast	Late Morning	Lunch		Parental Authorization Form
MAYFLOWER COUNCIL	Afternoon	Dinner	Evening	Bedtime		 ✓ Informed Consent,
Privacy & Security & Terms of Use &	PREVIOUS STEP	23% Comple	te / Last saved a few seconds a	go	NEXT STEP	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> MC io Lisa Olson

Sat 2/4/2023 3:1

(i) If there are ms with how this message is displayed, click here to view it in a web brow

CampDoc

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.

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 (Cummulative 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 in 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 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

The following required steps need your attention:

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

PREVIOUS STEP

Sign the waivers.

Verify all the sections have a green check mark. If there is that section is not complete.

Lisa Test / Health CampDoc 😝 Lisa Olson 🚱 🔂 * Adult Camper Test Lisa Test 👔 Lisa Test Participant's Signature Informatio Electronically signed by Lisa Olson on 01/30/2023 01:50 pm Emergency Contacts Health Profile Authorized Adults to Transport Y Lisa Testing a red dot or orange circle, Y Lisa Testing Ins Health History Y Minor Camper Test Parent/Guardian's Signature (if under 18): V Diet Restrictions Electronically signed by Lisa Olson on 01/30/2023 01:50 pm ✓ Allergies Medications Over the Counter CHANGE SIGNATURE Immunizations nild to use a BB device. (Note: Not all events will include BB de Pre Participation Form BSA Medical Form Part C Yes No BOY SCOUTS OF AMERICA Parental Authorization Form NOTE: Due to the nature of programs and activities, the Boy Scouts of America and Mayflower Council cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. How are the indexe on a heat indexe. MAYFLOWER COUNCIL © 2023 DocNetwork, Inc. L[®] Privacy L[®] Security L[®] Terms of Use L[®] Informed Consent. ment and ne Ag 23% Complete / Last saved 2 minutes ago

Release Agreer Authorization

CampDoc	Health Profile Mayflower Council, BSA		🕒 Lisa Olson 🎝 😧 🖨
😩 Profiles	Q, test		×
Profiles & Reports	Select All Select None	👤 Lisa Test 🗈	
Create Profile	Test, Lisa 23%	Jan 1, 2012 (Age 11) • Female	
🕂 Groups	♦ Jan 1, 2012	23% Complete	
🕲 Medical Supplies		Registrations Tags Users Notifications Health Profile Medications He	alth Log
Health Log		▲ Health Profile Unlocked (Next Lockout 07/15/2023)	🛿 Blank Form 🔒 Print 🕰 Export
Prescreening		● = Incomplete 🕥 = Expired 🗸 = Complete	
n emar		>> Participant Information	🔒 Print 🥒 Edit
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OF AMERICA		» 🔴 Health History	🖶 Print 🖋 Edit
MAYFLOWER COUNCIL © 2023 DocNetwork, Inc. L		>> 🗸 Diet Restrictions	🖶 Print 🖋 Edit 🗸
Privacy 2 Security 2 Terms of Use 2		REVIEW / NOTES	

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