

How do I get my advancement reports from Winter Camp?

1. All advancement reports will be available through the camp registration software Blackpug.
 - a. There is a link in the email you received from Blackpug (NO-REPLY@247scouting.com) when you registered your Troop. This link will allow you to access your registration without logging in to an account.
 - b. If you have already set up an account, sign in to your Blackpug account at the following link <https://scoutingevent.com/304-TiakWinterCamp2024>
 - c. Here is a video that has additional information about setting up your account https://www.youtube.com/watch?v=RJ03YmAR_ss



The screenshot shows the Scouting America Pine Burr Area Council website. The header includes the Scouting America logo and the council name. Below the header, there are navigation links for 'Calendar' and 'Event Details'. The main content area is titled 'Camp Tiak Winter Camp 2024' and includes an 'Event Details' section with a description of the 2024 Winter Camp at Camp Tiak in Wiggins, MS. To the right, there is a 'Sign In' form with fields for email and password, and buttons for 'Log In', 'Forgot Password', and 'Register'. The 'Sign In' button and the 'Register' button are circled in red.

I advise you to set up an account so that you can link all your event registrations in one location.

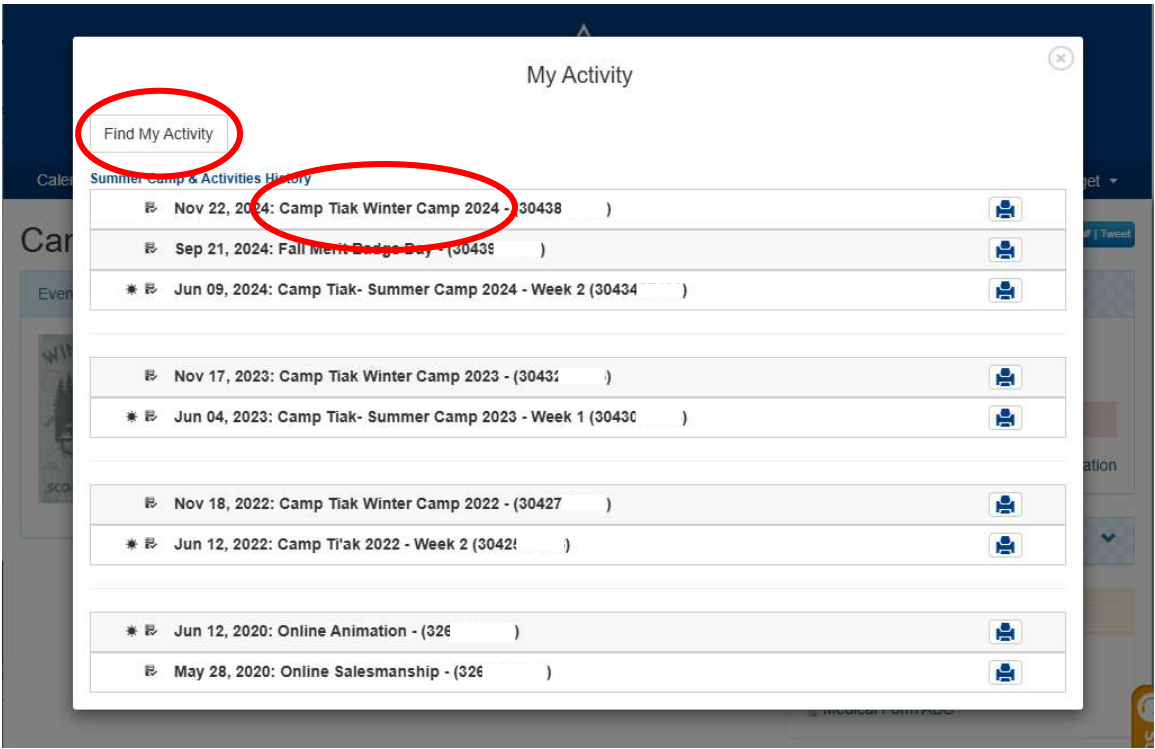
****We suggest using a unit email rather than a personal email so as leadership changes access will still be available.**



The screenshot shows the Scouting America Pine Burr Area Council website after a user has signed in. The header includes the Scouting America logo and the council name. Below the header, there are navigation links for 'Calendar' and 'Event Details'. The main content area is titled 'Camp Tiak Winter Camp 2024' and includes an 'Event Details' section with a description of the 2024 Winter Camp at Camp Tiak in Wiggins, MS. To the right, there is a user profile dropdown menu with options for 'View Activity', 'Roster', 'Import', 'Profile', and 'Logout'. The 'View Activity' option is circled in red.

Once you are signed in to your account, click on your name and select View Activity to see all your previous registrations.

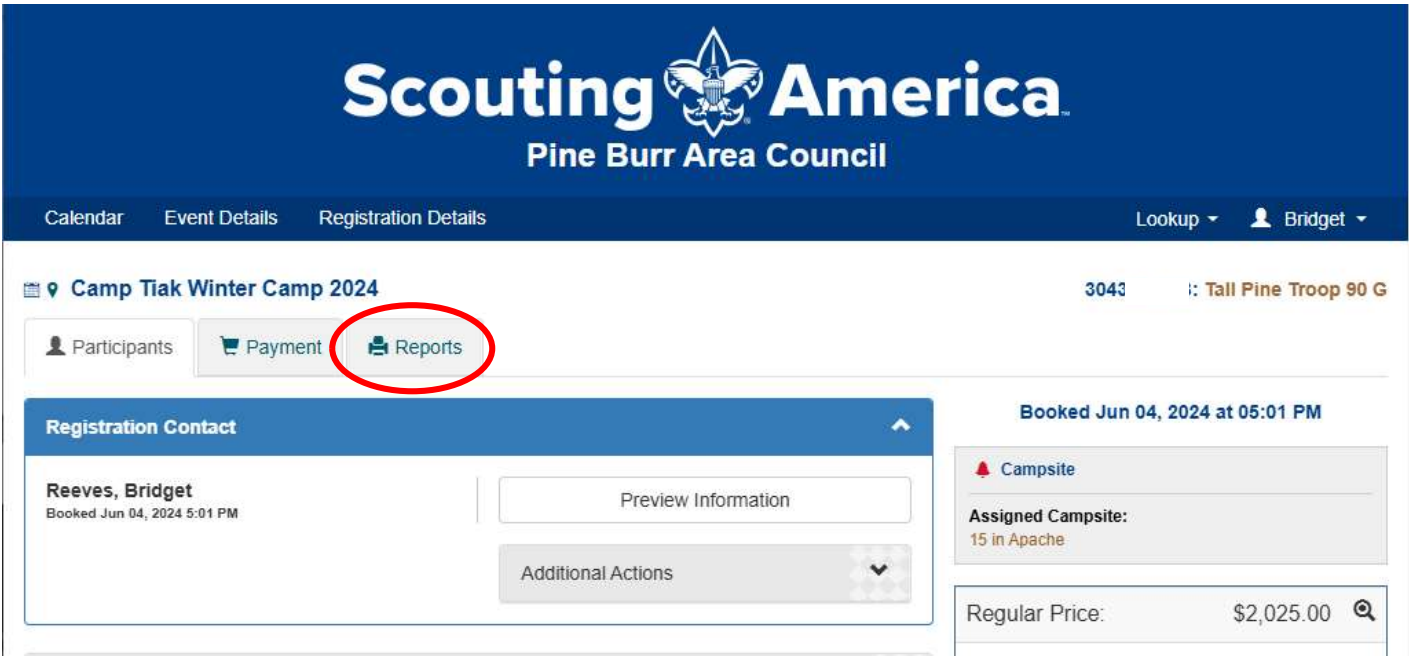
You will get a pop up with all your previous activity.



This will list all your activity. Select Winter Camp 2024 from the list to see the registration page for this event.

**If you are looking for other events, not listed here, click Find My Activity. It will add other registrations based on the contact email.

2. Once you are on your registration page, select the **Reports** tab at the top of the page



3. There are several reports listed here. The reports about classes are useful for before camp to provide schedules. For after camp, we will look at the following:
 - a. Unit Advancement Detail
 - b. Scoutbook Export
 - c. Blue Cards: There is also an option to print a “blue card”, but merit badges that have a large number of requirements may not print properly. All completion records are signed by the Camp Tiak not individual counselors.

Unit Advancement Detail

Scoutmaster report showing the Advancement requirement grid (includes merit badges, Scout rank, and any other class that includes requirements)

Scoutbook Export

This report exports merit badge data in Scoutbook format using Scoutbook's "**advancement.csv**" template. **Cub Scout awards are excluded because Scoutbook doesn't upload those.**

Chrome Users - an extension is available that allows direct import of this data into Scoutbook. This extension can be obtained here: [Feature Assistant Extension for Scoutbook](#).

Firefox Users - a similar extension for Firefox can be obtained here: [Feature Assistant - Scoutbook](#)

A document describing the upload process can be found here: [Importing Summer Camp Data from Black Pug Software](#)

These are the two most useful reports for advancement.

If your Scout unit uses Blue cards, there are report options on this page to print them on plain paper or to feed actual blue cards through the printer.

4. Start by downloading a copy of the **Unit Advancement Report** to print.
 - a. This report is divided by Scout and includes the classes taken and the requirements completed
 - b. New this year, it also includes the morning activities - Death March and Polar Bear Plunge
 - c. Adult leader class information and Scoutmaster Merit Badges will also show on these reports
 - d. If the instructor included any notes about a scout, those notes would appear on this page next to the class information
 - e. For those scouts that attended the First Year Camper program, the rank advancements do NOT automatically upload into Scoutbook and will need to be loaded by hand
 - f. Scout awards, such as Totin' Chip and Firem'n Chit, will also need to be loaded by hand

BOY SCOUTS OF AMERICA
PINE BLUFF AREA COUNCIL

Winter Camp: 1-8701-702-21
11-22-2024 4:36 PM

Unit Advancement Detail

Camp Tiak Winter Camp 2024 at L.O Crosby Scout Reservation

TALL PINE TROOP 90 B

Evening: Chess Status: **Incomplete** Attendance: F S S M T

Afternoon: Citizenship in the Nation Status: **Incomplete** Attendance: F S S M T

Activity: **Death March** Status: **Completed on 11/26/2024** Attendance: F S S M T

Morning: Firearm Chit Status: **Completed on 11/24/2024** Attendance: F S S M T

Morning: First Aid Status: **Incomplete** Attendance: F S S M T

Morning: **Rank: Scout** Status: **Incomplete** Attendance: F S S M T

Morning: Rank: Second Class Status: **Incomplete** Attendance: F S S M T

Morning: Rank: Tenderfoot Status: **Incomplete** Attendance: F S S M T

Afternoon: Robotics Status: **Incomplete** Attendance: F S S M T

Morning: **Totin Chip** Status: **Completed on 11/25/2024** Attendance: F S S M T

* indicates requirements that should be completed prior to the event.

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Report run date: Tue Dec 3, 2024 - 11:18 AM

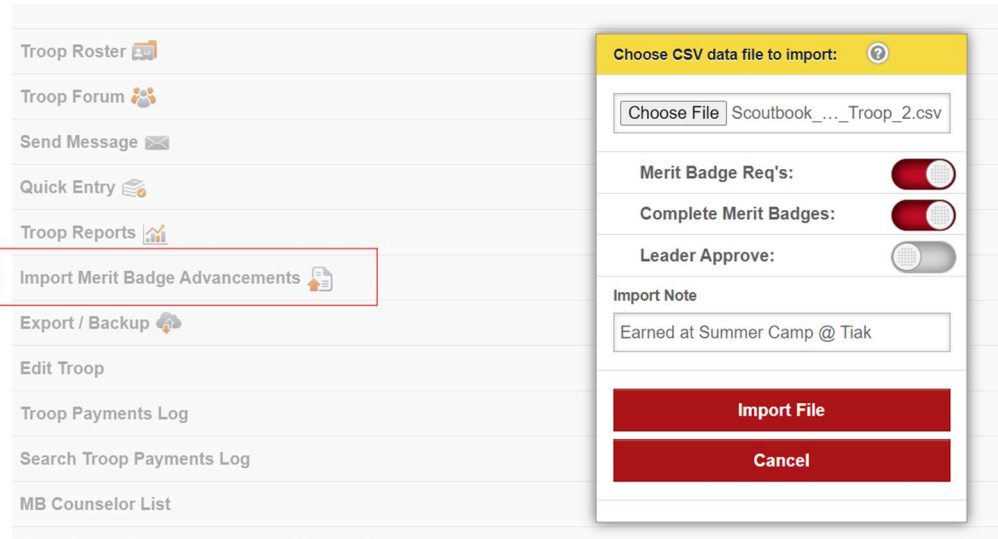
5. Of note, the **Class Summary** report will give you a list of classes with the Scouts that registered for those classes. It also includes a list of Scouts and leaders that attended the Death March and the Polar Bear Plunge to assist you with handing out those patches.

Class Summary

Scoutmaster report showing Scouts by class. Answers the question
Which Scouts are taking this class?

6. Scroll down to the section for Scoutbook Export
 - a. Click on [Feature Assistant Extension for Scoutbook](#) to download a small piece of software to allow this feature to work
 - b. This software will change the functionality of Scoutbook and add various other features that you might find useful
 - c. Now, go back to Blackpug and click on **Scoutbook Export** and save the file that downloads
 - d. You do not need to open this file, save it to a location that you can access again

7. Once you have your Scoutbook Export, log in to your Scoutbook account at <https://scoutbook.scouting.org/>
 - a. Select your Troop from your dashboard
 - b. Scroll down and select **Import Merit Badge Advancements**



- c. On the pop-up, select Choose File and attach the file you exported from Blackpug
 - d. Select the options for Merit Badge Req's and Complete Merit Badges but do not choose Leader Approve
 - e. Put a note indicating the camp where these items were completed
 - f. Click on Import File – depending on your number of scouts, this can take several minutes
 - g. If there are any names which do not match, you will be given a list of your roster so that you can match the names from the Blackpug file to the correct scout. (i.e. Billy Smith vs. William Smith)
 - h. If there are any issues, these will be reported in a text file. These usually are caused by Scouts retaking a class they already have a partial in. Use your Unit Advancement Detail report to review these Merit Badges.
8. Once your import is finished, you can return to the main screen in Scoutbook for your troop.
 - a. Select **Troop Reports -> Needs Approval Report** and use your advancement detail reports to “Leader Approve” the requirements and merit badges completed
 - b. Select **Quick Entry -> Enter Rank Req.** to enter the Rank requirements and awards finished during the First Year Camper Program

Congratulations! You have updated your Troop's advancement from Winter Camp!