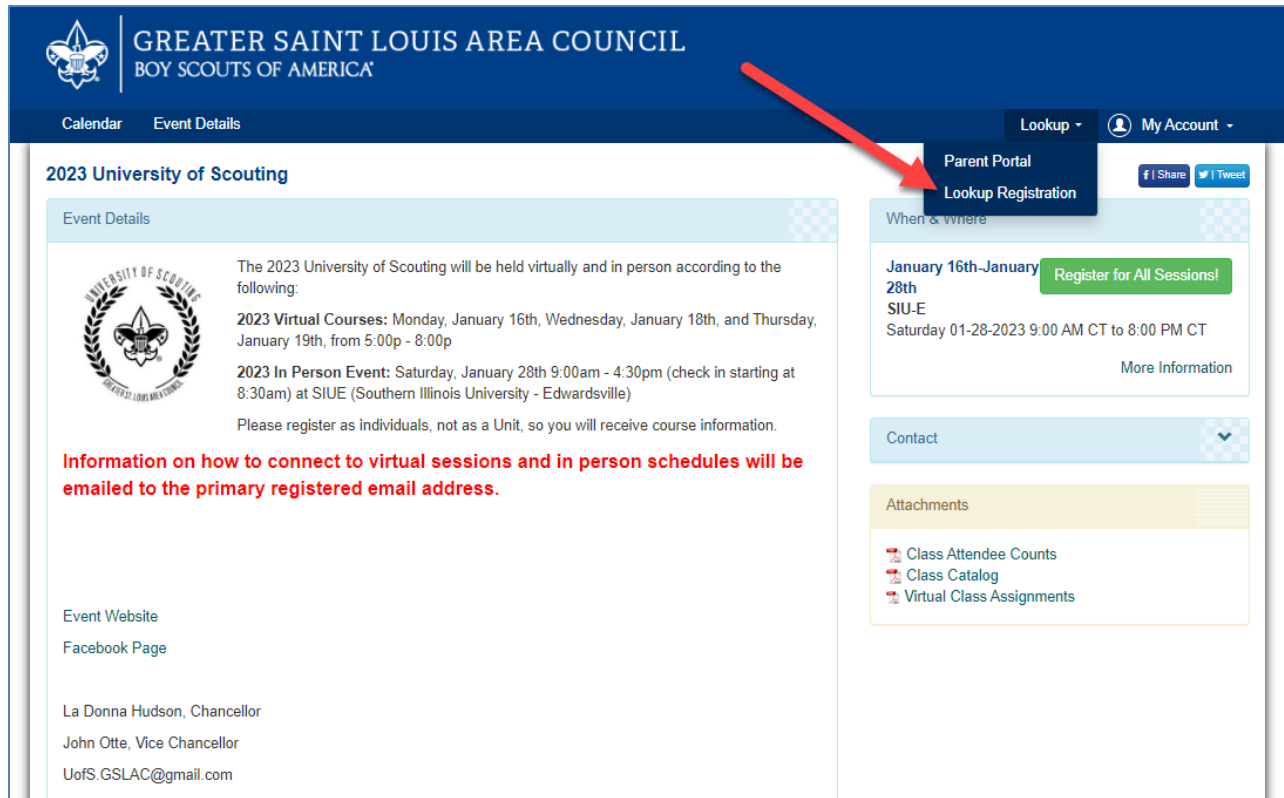


# GSLAC University of Scouting 2023

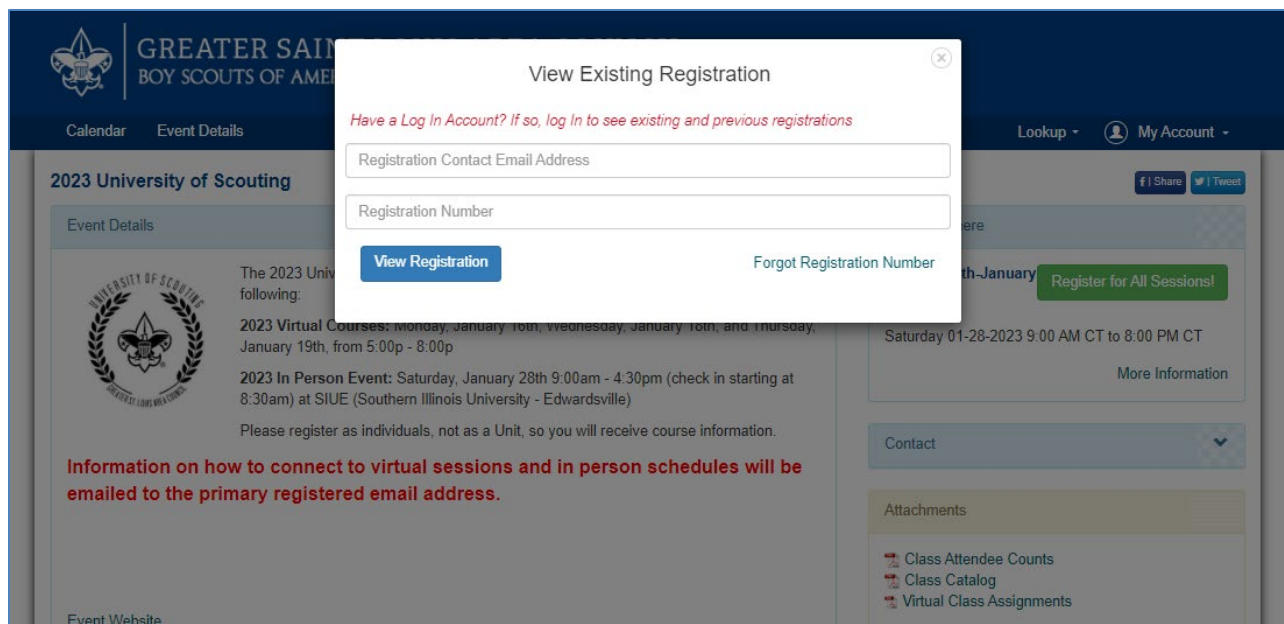
## How to View Your Schedule & Print Your Blue Cards

1. Go to: <https://scoutingevent.com/312-2023uofs> and click the “Lookup Registration” button.



The screenshot shows the website for the Greater Saint Louis Area Council, Boy Scouts of America. The main heading is "2023 University of Scouting". Below this, there is an "Event Details" section with a logo and text: "The 2023 University of Scouting will be held virtually and in person according to the following: 2023 Virtual Courses: Monday, January 16th, Wednesday, January 18th, and Thursday, January 19th, from 5:00p - 8:00p. 2023 In Person Event: Saturday, January 28th 9:00am - 4:30pm (check in starting at 8:30am) at SIUE (Southern Illinois University - Edwardsville). Please register as individuals, not as a Unit, so you will receive course information. Information on how to connect to virtual sessions and in person schedules will be emailed to the primary registered email address." There are links for "Event Website" and "Facebook Page". At the bottom, it lists "La Donna Hudson, Chancellor" and "John Otte, Vice Chancellor" with the email "Uofs.GSLAC@gmail.com". On the right side, there is a "When & where" section for "January 16th-January 28th SIU-E" with a "Register for All Sessions!" button and a "More Information" link. Below that is a "Contact" section and an "Attachments" section with links for "Class Attendee Counts", "Class Catalog", and "Virtual Class Assignments". A red arrow points to the "Lookup Registration" button in the top right navigation menu.

2. Enter the email you used to register the scout and the Registration #.
3. If you do not remember your registration number, please send an email to me and I will get it for you.



The screenshot shows a modal window titled "View Existing Registration" overlaid on the website. The modal has a close button in the top right corner. Below the title, there is a red text prompt: "Have a Log In Account? If so, log In to see existing and previous registrations". There are two input fields: "Registration Contact Email Address" and "Registration Number". Below these fields are two buttons: "View Registration" and "Forgot Registration Number". The background of the website is dimmed, showing the same event details as the previous screenshot.

4. Click the "Reports" tab.

GREATER SAINT LOUIS AREA COUNCIL  
BOY SCOUTS OF AMERICA

Calendar Event Details Registration Details

January 16th-January 28th - 2023 University of Scouting

Participants Payment Reports

Registration Contact

Hudson, La Donna  
Booked Dec 08, 2022 1:13 PM

Update Information

Preview Information

Additional Actions

5. You can view and print the following by selecting the appropriate field:

- **“Class Schedule”** to see what your selections are for courses.
- If you attended a merit badge, you can click the **“Advancement Detail”** tab to see all of the requirements that were and were not signed off for the day.
- You can also choose the **“Print Blue Cards”** tab and print just the Blue Card. (There is an option to print on plain or BSA blue card forms if desired.)
- You can also choose **“Scoutbook Export”** to export merit badge data in Scoutbook format.
- There are other fields available according to any other needs you may have.



January 16th-January 28th - 📅 📍 2023 University of Scouting

👤 Participants 🛒 Payment 📄 Reports

Reports

Unit Roster

This report prints a unit roster.

Payment Allocations

Shows individual payment status

Class Schedule

Attendee report showing each Scout's class or merit badge schedule on a separate page

Blue Cards - Plain Paper

Blue Cards printed to plain 8.5 x 11 paper.

Blue Cards - BSA Card Stock

Blue Cards printed to BSA Blue Card stock (SKU 34124).

Instructions:

- Print using the envelope setting (Monarch 3.875 x 7.5 in).
- Be sure "Fit to Page" is not selected when printing or printed information will not line up correctly in blue card fields!
- Print a test page first to ensure correct settings and paper entry.

Blue Cards - Merit Badge College

One-page Blue Card commonly used at Merit Badge Colleges.

Prerequisites by Scout

Attendee report showing merit badge prerequisites by Scout (one page per Scout).

Unit Advancement Detail

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

Badges - Incomplete

These are not blue cards, but a similar card that shows when a badge is incomplete.

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.

