

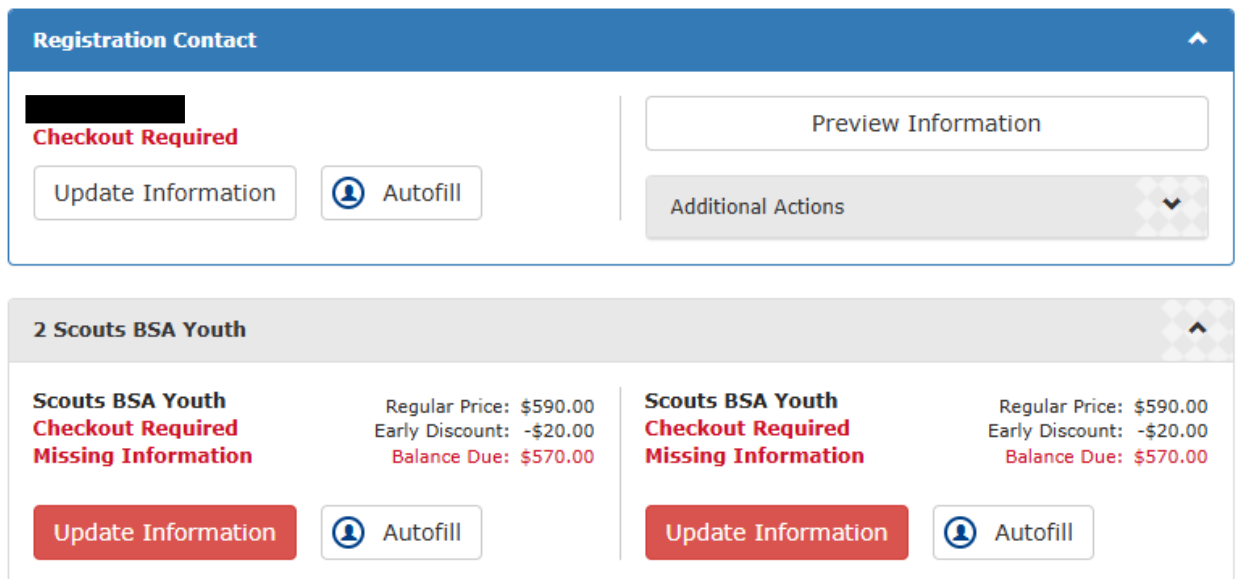
## Registering as a Combined Unit

In some cases, chartering organizations, specifically Scout BSA units may have both a B & G Troop. In the past you would have had to register each unit separately, but with Black Pug you may now register as a Combined unit. To do so, please follow the steps:

1. **As a reminder only the Scoutmaster or the Committee Chair are designated within Black Pug to be able access unit's roster. If your unit has a dedicated individual who is more than happy to conquer the summer camp registration process, then either the Scoutmaster or the Committee Chair must send an email to: [gssupport@nhscouting.org](mailto:gssupport@nhscouting.org) to make the request. In the request be sure to include the following:**
  - a. Name of the person who is allowed to have access to your roster
  - b. Email address of the individual

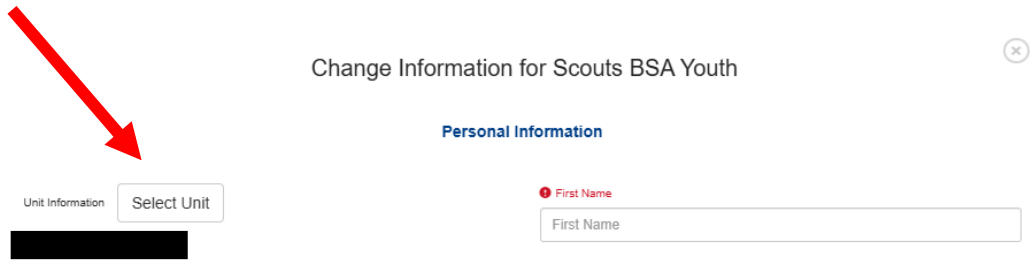
**Note the individual must be given access to both units.**

2. Follow steps 1 through 4 in the GSR's How To Register Guide.
3. Once you have completed the above steps your screen should look as follows, click on "Update Information":



The screenshot displays the Black Pug registration interface. At the top, a blue header bar reads "Registration Contact" with an upward arrow. Below this, a white box contains a redacted name, the text "Checkout Required" in red, and two buttons: "Update Information" and "Autofill" (with a person icon). To the right is a "Preview Information" button and a greyed-out "Additional Actions" dropdown. Below this is a grey header bar for "2 Scouts BSA Youth" with an upward arrow. The main area shows two identical unit cards. Each card has a red "Update Information" button, which is pointed to by a large red arrow from the left. The unit details for each card are: "Scouts BSA Youth", "Checkout Required" (red), "Missing Information" (red), "Regular Price: \$590.00", "Early Discount: -\$20.00", and "Balance Due: \$570.00". Each card also has an "Autofill" button with a person icon.

4. Once in the individual record, click on "Select Unit":



Change Information for Scouts BSA Youth

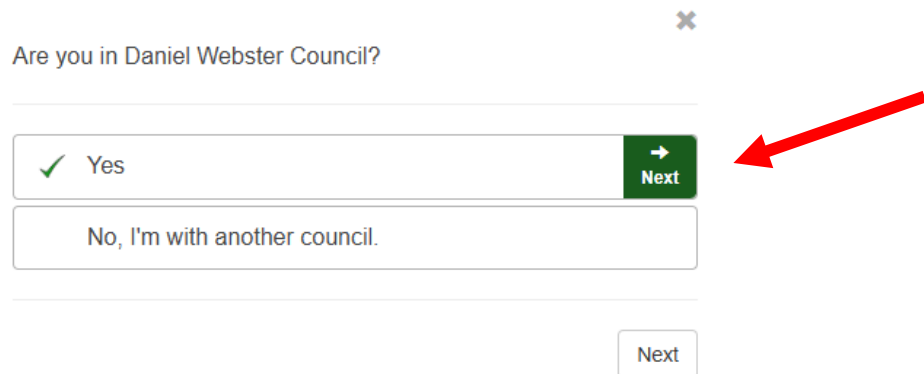
Personal Information

Unit Information **Select Unit**

First Name

First Name

Once you click on “Select Unit” you will see the following screen. If you are a Daniel Webster Council Unit you will click on “Next” as shown below:



Are you in Daniel Webster Council?

✓ Yes **Next**

No, I'm with another council.

Next

***Units that are not a Daniel Webster Council Unit will only be able to use this functionality if your Council uses Black Pug. Non-Black Pug councils will not be able to use this functionality.***

Then click on the “Troop” Section.

What type of unit are you with?

Pack  
Youth in grades K through 5.

✓ Troop  
Youth age 11 to 17, or age 10 who have completed 5th grade or earned the Arrow of Light award.

Crew  
Youth age 14 to 20, or age 13 who have completed 8th grade.

Ship  
Youth age 14 to 20, or age 13 who have completed 8th grade.

Post  
Youth age 14 to 20, or age 13 who have completed 8th grade.

Member of  
Youth or Adult Scouters who are members of a district or council but not associated with a unit. May also be a Lone Scout.

Next

Back

Next

Once in this section you will select your unit you wish the roster to be loaded for:

Troop 0015 Boy

Troop 0015 Girl

Troop 0018 Boy

Troop 0018 Boy

Troop 0019 Boy

Troop 0020 Boy

Troop 0020 Girl

5. Once you have selected your unit you will want to exit the following screen.

Change Information for Scouts BSA Youth

Personal Information

Unit Information

Select Unit

First Name

First Name

6. Once in this screen you will select “Autofill” and then click on “MY Roster” and the units you are allowed to see should show up, click on the roster you wish to have loaded to select the youth you are registering for camp.

Registration Contact

Checkout Required

Update Information

Autofill

Preview Information

Additional Actions

2 Scouts BSA Youth

Scouts BSA Youth

Checkout Required

Missing Information

Update Information

Autofill

Regular Price: \$590.00

Early Discount: -\$20.00

Balance Due: \$570.00

Scouts BSA Youth

Checkout Required

Missing Information

Update Information

Autofill

Regular Price: \$590.00

Early Discount: -\$20.00

Balance Due: \$570.00

Select Record from Roster

Search

BSA ID

First Name

Middle Name

Last Name

Suffix

Gen

My Roster

My Roster

Participants

Troop B

Troop G

Cancel

Fill Information