

Scouting Event Advancement Records

Use this guide to download Merit Badge completions, partials, and rank requirements after a event.

Step 1: Access Your Registration

You can access your unit's registration data in two ways:

1. **Direct Login:** Log in to your account at scoutingevent.com/492/Login.
2. **Email Link:** Open your original confirmation email from NO-REPLY@247scouting.com and click the registration link.

NOTE: Your advancement records remain accessible in the system for up to 7 years, so you can come back and download them later if needed.

Step 2: Download Your Reports

Once inside your registration, click the Reports tab. Download these essential files:

- **Unit Advancement Detail:** A full PDF summary of every Scout's progress including partials.
- **Blue Cards:** Prints official-style cards for your physical records.
- **Scoutbook/Troopmaster Export:** A .csv file used to "auto-upload" data.

Step 3: Syncing with Your Tracking Software

Don't enter everything by hand! Use the export files to save hours of data entry.

1. Download the Scoutbook Export from BlackPug (do not open or edit the file).
2. Log in to Scoutbook, go to your Troop Page → Export/Import → Import Merit Badge Advancements.
3. Import to Scoutbook Guide: help.scoutbook.scouting.org/knowledge-base/summercamp2sb

Pro-Tips:

- **Partials:** If a badge is incomplete, the Unit Advancement Detail is the official proof of requirements met. Provide this to a local counselor to finish the badge.
- **Check Names:** Ensure Scout names in BlackPug match exactly how they appear in Scoutbook/Troopmaster to prevent upload errors.
- **Rank Advancement:** While Merit Badges upload automatically, any Rank Requirements (Tenderfoot–First Class) earned should be entered into Scoutbook/Troopmaster manually using the Unit Advancement Detail. Scoutbook requires a unit leader to manually check the box and "initial" it digitally.
- **Video Tutorial:** Scouting Event Reports [Watch on Youtube](#)

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