Uploading Your Roster

- Users can upload their own roster if they have access to the unit's membership roster (Scoutbook, Troopmaster, etc.). This gives the ability to update date and add/remove people

- While uploading your own roster will help with speeding up the registration process, it does take time to set up and upload.

- You have options on the fields you want to upload so it is helpful to include the ones that are commonly requested during registration.

- *Make sure you are logged into your account before starting the process as the upload will be tied to this account.*

- Save a download of your roster as a CSV file to your computer

- Log in to your account

- Select Import Roster from the dropdown menu

- Select your CSV file for import

- You will need to match your field headers to that of Black Pug (the screen will have a sample for you to view)

- Black Pug will verify that your unit is registered with Circle Ten Council.
  - Recommendation: upload your roster AFTER recharter has been completed

- Clicking on Roster will show the list of members that have been uploaded to Black Pug

- When updating participant information, a Roster button will show. Click this to select a specific participant.

Uploading Your Roster:
https://www.youtube.com/watch?v=XPjkttgMp08

Prepared. For Life.®

Uploading Your Roster

Standard (Council) Roster (Unit Type & Number)
Council rosters are typically updated once per month

- First,
- Middle,
- Last Name,
- Suffix,
- BSA Member ID,
- Date of Birth,
- Age,
- Youth/Adult,
- Gender,
- Rank/Leadership Position (can edit this field),
- Address, (Street, City, State, Zip)
- Phone,
- Email

My Roster (your upload)

This custom roster can include the above plus any of the more frequent fields used on a registration:

- Allergy/Medical/Dietary Restrictions,
- Emergency Contact Name, Cell phone, Relationship to attendee
- Parent Contact Information,
- School

Importantly, you can continue to edit this information after you upload it by clicking "Edit Selected Roster" on the dropdown menu under your name.

Uploading Your Roster:
https://www.youtube.com/watch?v=XPjkttgMp08

Prepared. For Life.®