

Accessing Completed Merit Badge Information

STEP 1: Accessing your unit's reservation in the Black Pug registration system.

There are two ways to do this. These steps should be done by the same person who submitted your registration, since everything is tied to that person's email address. The first method can be used to find and access any registration you have made in the Black Pug system, even out-of-council events. The second method can only be used for a specific event.

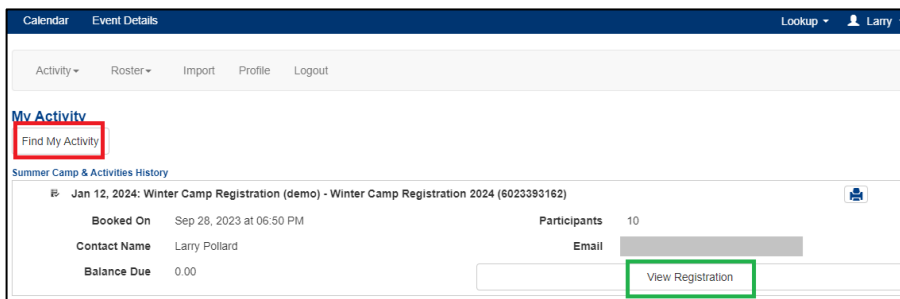
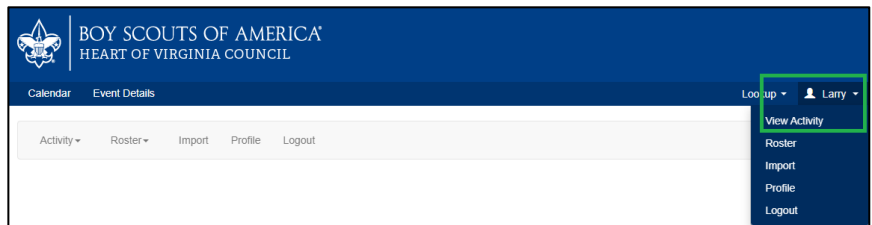
Navigate to <https://scoutingevent.com/602/Login>, or use the QR Code shown to the right.



Registration System

At this site, you will be prompted to log in. If you don't have an account already, you can create one by clicking the 'Register' button. *This account can be used for both Camp Reservations (reserving camp facilities) and Scouting Event (registering for events).* Enter your email address and password and click 'Log In'.

Once logged in, look for the menu with your name and the drop-down arrow. Click on your name, and then 'View Activity'.

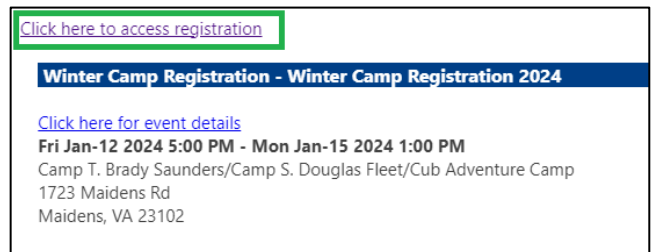


This screen will show all of your activity in the Black Pug system (you may need to click on the 'Find My Activity' button to make sure everything is shown).

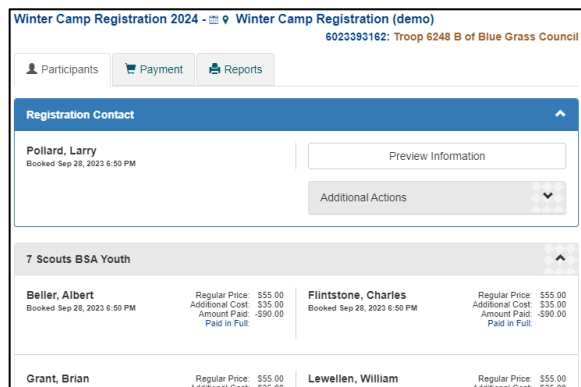
Click on the event you want to work with and then click the 'View Registration' button.

PROCEED TO STEP 2

Alternate Method: Use the 'Click here to access registration' link that can be found in any of the automated email receipts you received from Black Pug when you created or modified your registration.



STEP 2: Managing your Registration



From this page, you can manage everything about your registration. The **Participants** tab will allow you to add or update your participants, if registration for the event is still open.

The **Payments** tab shows a financial summary, and you can pay any balance due there.

The third tab is where you will find all of your **Reports**. Each report has a brief description shown, but we'll look at a few of them in detail.

STEP 3: Reports

The first group is reports that are useful before the event. There are several that show the classes each Scout is taking, but grouped in different ways. There is a report showing everything grouped by Scout, class period, or merit badge.

Unit Advancement Detail																								
Winter Camp Registration (demo): Winter Camp Registration 2024 at Camp T. Brady Saunders/Camp S. Douglas Fleet/Cub Adventure Camp																								
LEWELLEN, WILLIAM : TROOP 6248 B OF BLUE GRASS COUNCIL																								
Block 1 (Sat 9:30 - 12:00): Cycling															Status: Incomplete					Attendance: F <input type="checkbox"/> S <input checked="" type="checkbox"/> M <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
#1a	#1b	#1c	#2	#3	#4a	#4b	#4c	#4d	#4e	#4f	#5	#6A(a)(1)	#6A(a)(2)	#6A(a)(3)	#6A(a)(4)	#6A(a)(5)	#6A(b)	#6A(c)(1)	#6A(c)(2)	#6B(a)(1)	#6B(a)(2)			
Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa										Sa	Sa			
#6B(a)(3)	#6B(b)(1)	#6B(b)(2)	#6B(b)(3)	#6B(c)	#6B(d)	#6B(e)																		
Sa	Sa	Sa	Sa	Sa																				
Notes: Only needs to complete 6B(d) and 6B(e)																								

The **Unit Advancement Detail** prints one page for each Scout. It shows all merit badges the Scout was signed up for. At the top right of each class, it will tell you at a glance if the badge was completed, and shows the days the Scout attended class. It also lists each requirement, and which day it was completed. If the box for a requirement is blank, it was not done. Finally, at the bottom, it lists any comments the counselor may have entered.

Unit Advancement Summary					
Winter Camp Registration (demo): Winter Camp Registration 2024 at Camp T. Brady Saunders/Camp S. Douglas Fleet/Cub Adventure Camp					
Troop 6248 B of Blue Grass Council					
Attendee Name	Attend	Badge	Counselor	Outcome	Requirements Completed
Beller, Albert	S	Automotive Maintenance		Complete	All
Beller, Albert	S	Chess		Complete	All
Beller, Albert	S	Cycling		Partial	1a,1b,2,1c,3,4a,4b,4c,4d,4e,4f,5,6B(a)(1),6B(a)(2),6B(a)(3),6B(b)(1),6B(b)(2),6B(b)(3),6B(c) Only needs to complete 6B(d) and 6B(e)
Flintstone, Charles	S	Automotive Maintenance		Complete	All

The **Unit Advancement Summary** is a similar report. It shows all of the same information as the Detail report, but all on one page. Because of this, it can sometimes be harder to follow what is being presented.

<p>CHARLES FLINTSTONE has COMPLETED all necessary requirements for Chess on 2024-01-07</p>	<p style="text-align: center;">APPLICATION FOR MERIT BADGE</p> <p>Name: <u>CHARLES FLINTSTONE</u> Address: <u>488 Lost Brook Link</u> City: <u>Phoenix</u> is a registered <input checked="" type="checkbox"/> Scouts BSA <input type="checkbox"/> Venturer <input type="checkbox"/> Sea Scout of <u>Troop</u> No. <u>6248 B</u> <small>Troop, crew, ship</small></p> <p>District: _____ Council: _____</p> <p>I have done this Scout merit badge _____</p> <p>Date: _____</p> <p>Name: _____ Address: _____ City: _____ is a registered <input checked="" type="checkbox"/> Scouts BSA <input type="checkbox"/> Venturer <input type="checkbox"/> Sea Scout of _____</p> <p>District: _____ Council: _____</p> <p>I have done this Scout merit badge _____</p> <p>Date: _____</p>	<p style="text-align: center;">APPLICANT'S RECORD</p> <p>Name: <u>CHARLES FLINTSTONE</u></p> <p>has given me this completed application for the _____</p> <p><u>CHESSE</u> Merit badge</p> <p>Completed <u>1 / 7 / 2024</u> by _____ <small>Date</small></p> <p><u>Heart of Virginia Council</u> Signature of counselor</p> <p>Signature of unit leader _____</p> <hr/> <p style="text-align: center;">APPLICANT'S RECORD</p> <p>Name: <u>CHARLES FLINTSTONE</u></p> <p>has given me this completed application for the _____</p> <p><u>CYCLING</u> Merit badge</p> <p>Completed _____ / _____ / _____ by _____ <small>Date</small></p> <p>Signature of counselor _____ Signature of unit leader _____</p> <p><small>NOTE TO SCOUT, VENTURER, OR SEA SCOUT: Retain this copy for your permanent records.</small></p>
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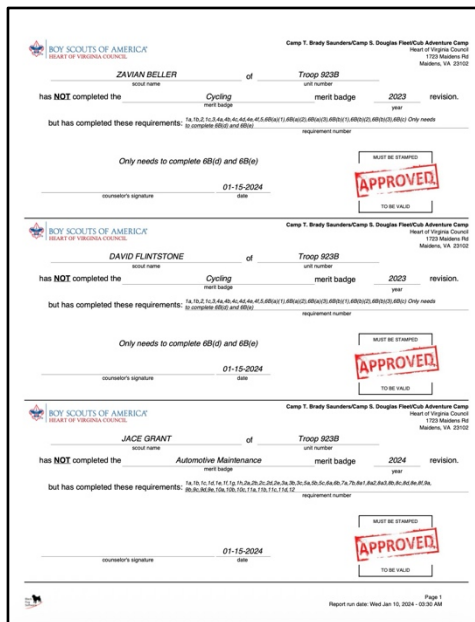
The next report will allow you to print out Blue Cards (“Application for Merit Badge”) showing what your Scouts completed. There are two examples to the left. The first is for a badge that was completed, and the second is a partial, meaning the Scout did not complete all requirements. You can see that the partial lists the individual requirements that were completed, where the completed badge just says COMPLETED. The partial card also doesn't have a "signature" printed on the back, and doesn't have a completion date.

The first report option, **Blue Cards - Plain Paper**, will print the entire card, so they can be printed on plain paper. These are designed to be printed two-sided and then cut to appear like traditional Blue Cards. For an optimal result, consider using light blue paper or even light blue card stock.

Another report option, **Badges - Incomplete**, is a report that shows what requirements a Scout has completed and which requirements have not yet been completed. This is useful for sharing with a counselor when Scouts work to complete any partials they may have received.

STEP 4: Unit Advancement Records and Reporting Advancement to Council

Even though you are downloading the merit badge completion data from our registration system, it is still the unit's responsibility to enter that information in their advancement records, and report to council in their usual way. This gives the unit an opportunity to verify the information is correct before the final report, and to fill in any requirements completed after camp. **The paper Advancement Report from Scoutbook Plus is also required to purchase the awards from the Scout Shop.**



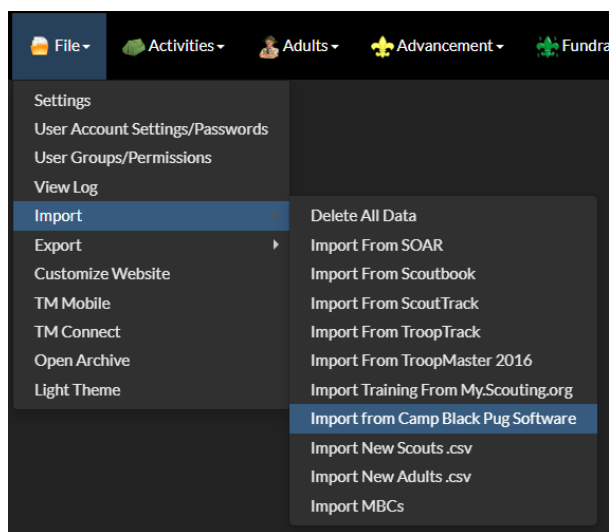
The remaining two “reports” are actually file downloads. They will allow you to import your advancement data directly into Scoutbook or TroopMaster. DO NOT open and make any changes to the downloaded file, or it may not import correctly into your software.

SCOUTBOOK EXPORT

To import this data, you will need to install the Feature Assistant Extension-on for Scoutbook into your internet browser. This extension was developed by a volunteer and adds the ability to import merit badge data from our registration system. There are two links on the Black Pug reports page, one for Chrome and one for Firefox.

NOTE: The Scoutbook team is working to move this import functionality into Scoutbook Plus, but for now, **you will need to use this extension to import this data.**

The Scoutbook user community has created a helpful guide that has instructions for installing the extension. The guide will also walk you through the import process and explain the different options. This guide can be found at the link on the Black Pug reports page, [Importing Summer Camp Data from Black Pug Software](#).



TROOPMASTER EXPORT:

Once logged into TroopMaster, open the File Menu, select 'Import', and then 'Import from Camp Black Pug Software'. Follow the instructions on the next screen to complete the import.