

Scouting Event System (BlackPug)

When you originally made your reservation, you received a confirmation email. This email includes a link to access your reservation. If you can't find this email, you can access your reservation through the event page.

Adding Additional Unit Contacts

One of the first things you should do when you log in is add additional unit contacts. Click on the "Update Information" button in the "Contact" section. You'll see fields to add email addresses for other troop contacts. These email addresses will receive general camp communication leading up to your week at camp

Bookmark And Share The Link

When you first log in and can view your reservation, bookmark that page. In addition, go to the navigation bar in your internet browser, select the page address (URL) and copy this address. This web address (URL) is unique to your reservation and can be shared with other trusted adults in your unit. Anyone with that link will be able to get into your reservation, make changes, sign Scouts up for programs, and make payments. **Only give this link to trusted adults;** do not send it to every parent.

Confirm Participants

When you first log in, you'll see a **Confirm Participants** button. When you are ready to submit youth deposits, update your camper numbers, click the button, and then proceed to pay \$50 deposit for each youth.

Parent Portal

If your unit wants parents to submit youth deposits and full payments on behalf of their Scouts, click the "Parent Portal" dropdown and select "Use Parent Portal" before clicking "Confirm Participants". This will allow you to book Scouts without paying the youth deposits up front.

Reports

Under the "Reports" tab, there are many reports that you will find useful before, during, and after camp. Please explore these and watch the tutorial about them.

Tutorials

Account Basics



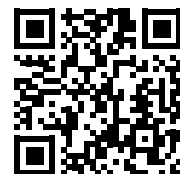
Roster Management



Scouting Event Reports



Council Provided Rosters



Adding Trusted Users



Parent Portal

