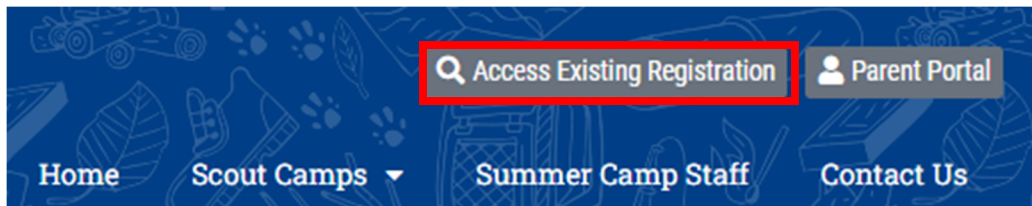


## How to Obtain Reports from Summer Camp

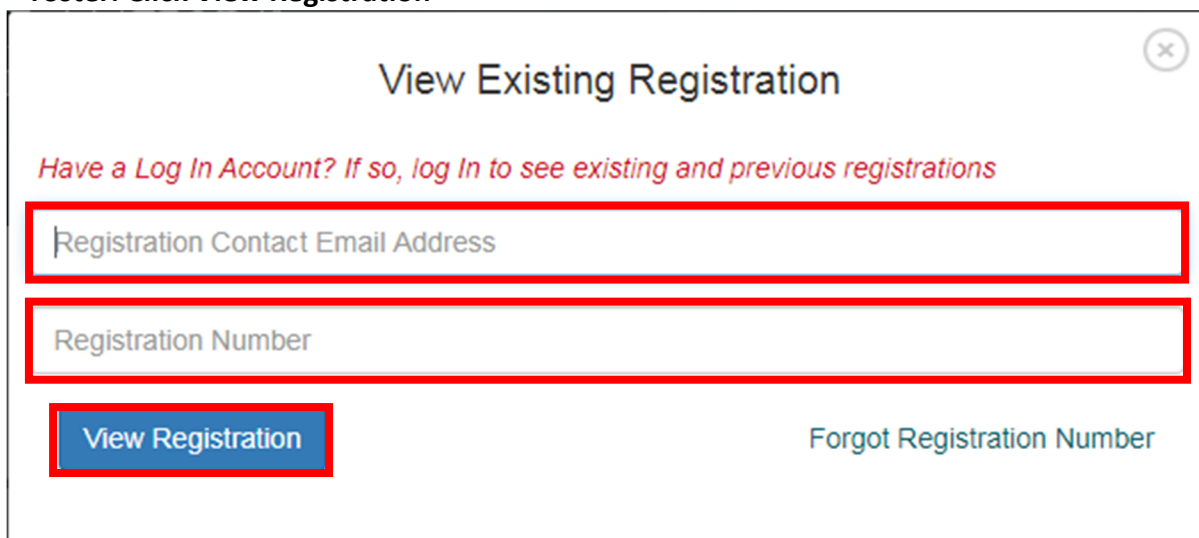
Reports may include:

- Class schedules
- Blue cards
- Incomplete merit badge lists
- Scoutbook/Troopmaster reports

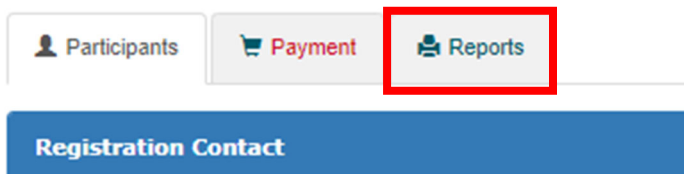
1. Go to [www.baylakescamps.org](http://www.baylakescamps.org) and select the access existing registration in the blue tool bar.



2. Use your email address and your summer camp registration number to log into your online roster. Click View Registration

A screenshot of a web form titled 'View Existing Registration'. The title is centered at the top in a large, dark font. To the right of the title is a close button (an 'x' in a circle). Below the title is a red italicized text prompt: 'Have a Log In Account? If so, log In to see existing and previous registrations'. There are two input fields, each outlined with a red box. The first field is labeled 'Registration Contact Email Address' and the second is labeled 'Registration Number'. Below the first field is a blue button labeled 'View Registration', also outlined with a red box. To the right of this button is a link that says 'Forgot Registration Number'.

3. Select the Reports tab and from the dropdown select reports.



4. View the list of reports to find the one you are in need of.

Unit Roster

This report prints a unit roster.

Payment Allocations

Shows individual payment status

Class Schedule

Attendee report showing each Scout's class or merit badge schedule on a separate page

Blue Cards - Plain Paper

Blue Cards printed to plain 8.5 x 11 paper.

Badges - Incomplete

These are not blue cards, but a similar card that shows when a badge is incomplete.

Scoutbook Export

This report exports merit badge data in Scoutbook format using Scoutbook's "**advancement.csv**" template. **Cub Scout awards are excluded because Scoutbook doesn't upload those.**

**Chrome Users** - an extension is available that allows direct import of this data into Scoutbook. This extension can be obtained here: [Feature Assistant Extension for Scoutbook](#). A Scoutbook forum post on this topic is here: [Feature Assistant Extension](#)

**Firefox Users** - a similar extension for Firefox can be obtained here: [Feature Assistant - Scoutbook](#)

Troopmaster Export

This report exports merit badge data in Troopmaster format.