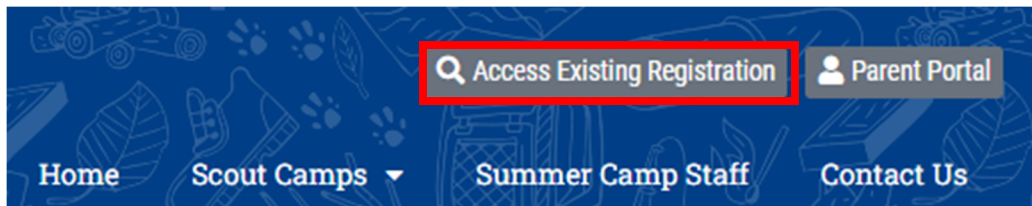# How to Obtain Reports from Summer Camp

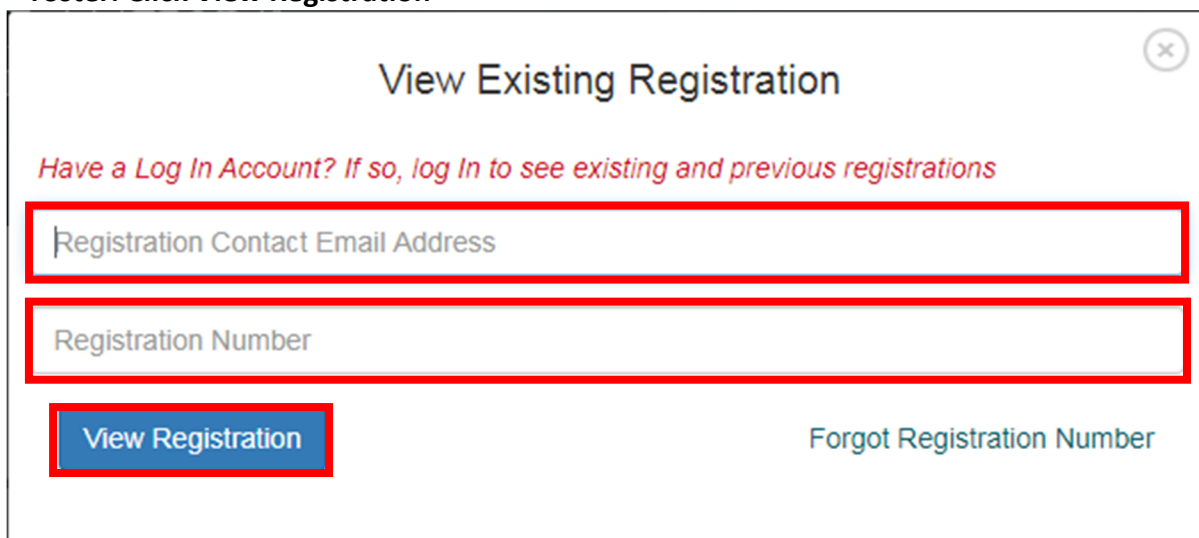Reports may include:
- Class schedules
- Blue cards
- Incomplete merit badge lists
- Scoutbook/Troopmaster reports
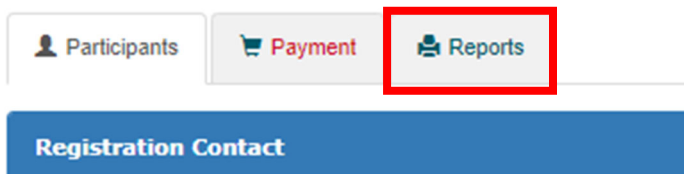
1. **Go to www.baylakescamps.org and select the access existing registration in the blue tool bar.**

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

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.