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Importing Summer Camp Data from Black Pug Software

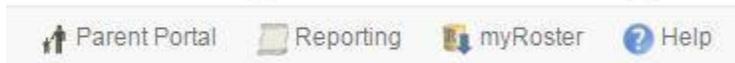
NOTE: This feature is included in an extension/add-on developed by a volunteer. Any support or update is the responsibility of the volunteer.

Summary: This extension/add-on feature enables the direct import of Merit Badge information from summer camps who use Black Pug Software to track registrations and merit badges. Black Pug is a third party vendor contracted by multiple Councils to provide their service. It also can be recognized by its web address, scoutingevent.com. This feature is only available to Leaders with permissions to use the Scoutbook Quick Entry for Merit badges. NOTE: This extension/add-on is not an endorsement for Black Pug but is the system used by the volunteer's summer camp.

Installation: The features described herein are part of the *Feature Assistant Extension/add-on for Scoutbook*. To obtain the extension/add-on, discover other features it offers, and install it, please see this [document](#).

Importing Data

The individual who registered your Troop with the Summer Camp needs to log into scoutingevent.com to their summer camp reservation, select Reporting,



then click on the Scoutbook Export button.

Scoutbook Export

This report exports merit badge completion data in Scoutbook format using Scoutbook's "advancement.csv" template.

Chrome Users - an extension is available that allows direct import of this data into Scoutbook. That extension can be obtained here: [Feature Assistant Extension for Scoutbook](#). There is also a new forum post in Scoutbook here: [Feature Assistant Extension](#)

Firefox Users - a similar extension is being created (as of 6/1/2017).

A CSV file will be exported containing merit badge data. Do not edit the file, since your editing software can make it unusable.

After installing the extension/add-on as directed to above, log in and navigate to your Troop's unit page. You will see a new option to Import Black Pug Data.



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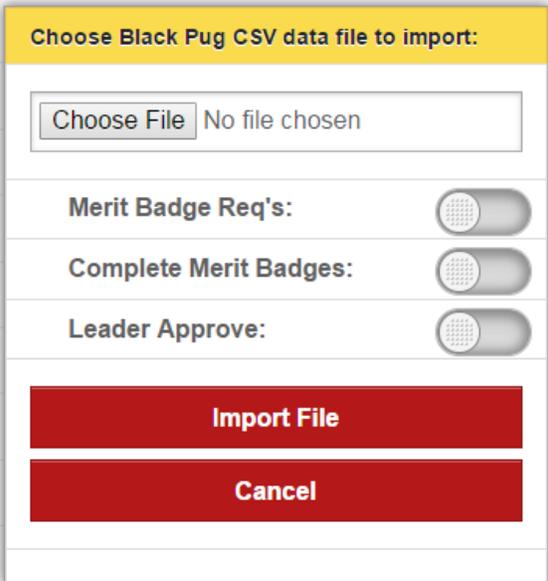


Troop Roster 	50	>
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Import Black Pug Data 		>
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Print Blue Cards		>

Click on the option, and use Choose File to select the CSV file. You will have the option to import merit badge requirements or completed badges or both. Additionally, you have the choice to mark information as Leader Approved when importing. If you mark it Leader Approved, it will NOT appear on your Needs Approval Report. It may be prudent to not mark it approved, so you have easy visibility into what you just imported or if you have concerns about what was approved at Camp.



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Choose Black Pug CSV data file to import:

Choose File No file chosen

Merit Badge Req's:

Complete Merit Badges:

Leader Approve:

Import File

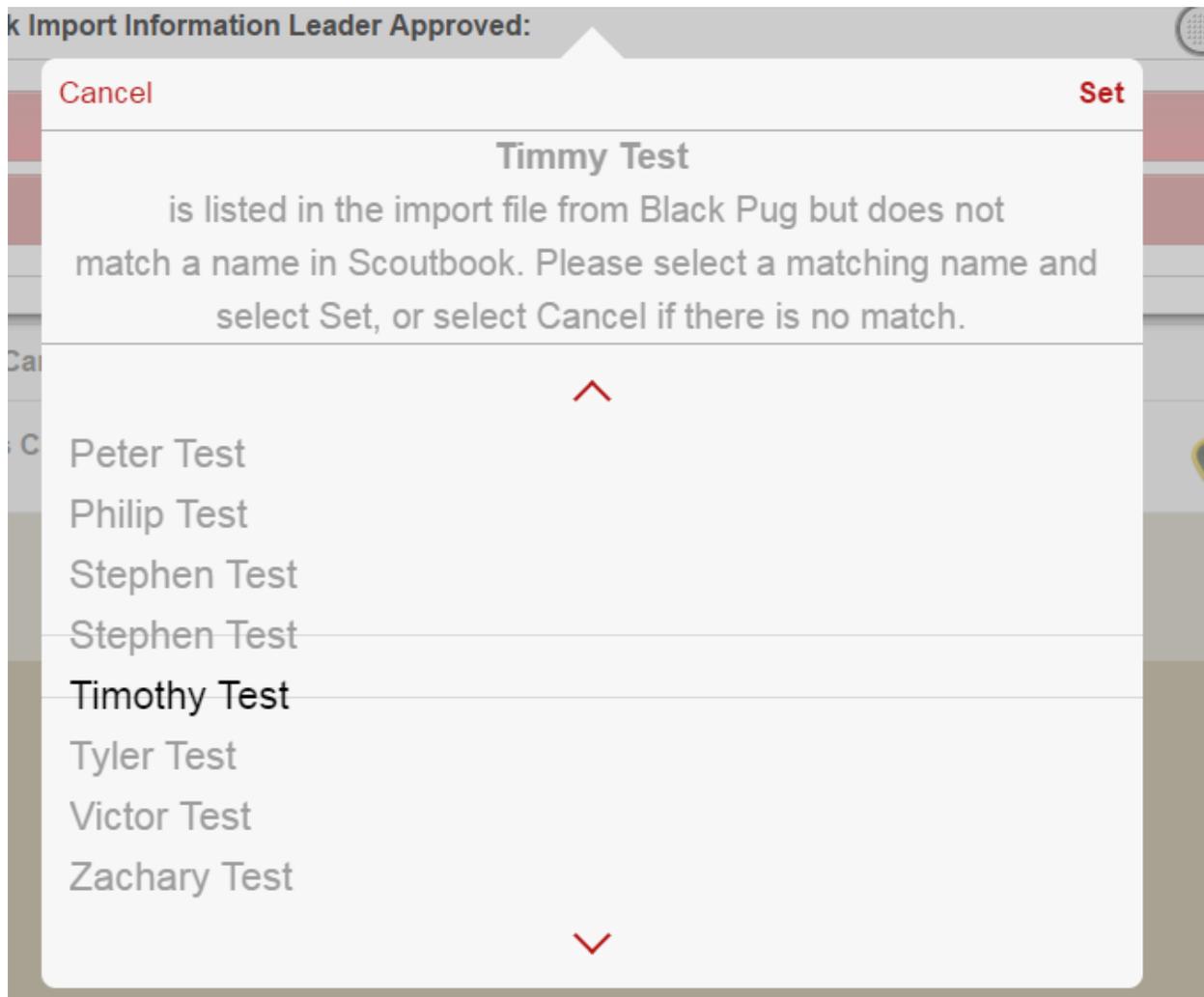
Cancel

When you click Import File, the import process will check the unit name in the file to make sure it is associated with your unit.

Additionally, it will resolve differences in Scout names between Scoutbook and the CSV file. Chances are, there are differences between the Scout's name entered into the Camp system and what is in Scoutbook. When a name is not recognized, a popup will ask you to match up the name with a name in Scoutbook.



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Scroll down the list until you have matched the name then click Set. If you cannot match the name, click Cancel to ignore those Scout records in the CSV file.

NOTE: The extension tries to match the first and last name in the Black Pug file with names on your Scoutbook Roster, which uses nicknames, so you will have to manually match those names as discussed above.

When complete, you may see a few exceptions noted on the Import Popup screen. If Scoutbook previously contained a completed badge or the Scout already started a Merit Badge but it is an old revision, it will not overwrite the original Scoutbook information.