

How to Download Your Blue Card from Black Pug

Thank you for participating in a Council online merit badge class!

Your counselor will be marking all completed requirements off in our registration system. After completing the merit badge, you will be able to download the following items to indicate completion.

- An electronically signed Blue Card to print on 8.5"x 11"
- An electronically signed Blue Card template to print onto a blank Blue Card
- A ScoutBook Export
 - This will create a .csv file that you can upload directly to ScoutBook in order to record your completion of the merit badge.

If you do not complete the merit badge, you will be able to download a report call "Badges - Incomplete." This form will indicate all requirements you did complete and be electronically signed by your counselor. You can then use this as verification with any merit badge counselor for that badge when you have completed outstanding requirements and get the merit badge signed off.

To access these downloads, you will need to go to your registration online. A link to your registration was provided in your confirmation email when you initially registered. This email was sent to the email address you entered at the beginning of the registration process.

You will need the email address you registered with as well as your registration number (provided in your confirmation email).

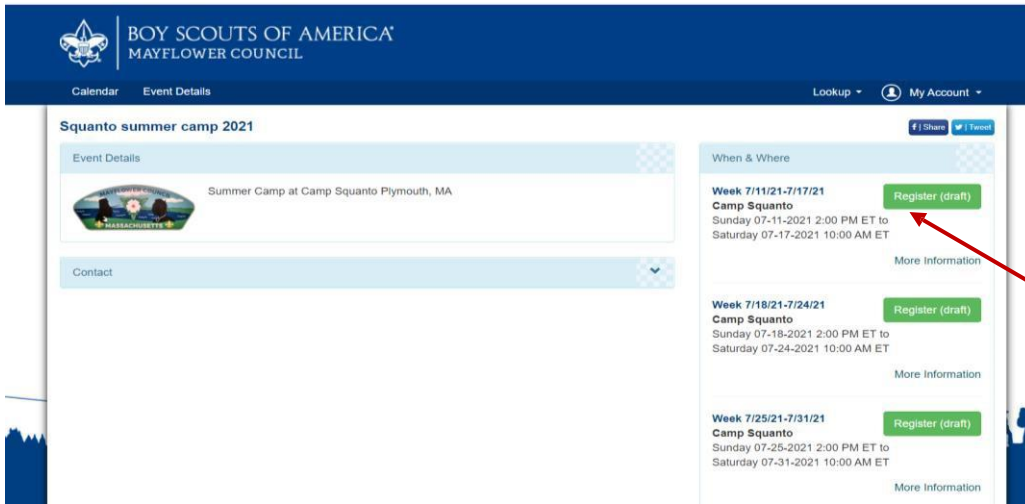
Once you have accessed your registration, follow these steps.

1. Then click on the "More" tab.
2. Finally, click "Reports" link.
3. This will bring you to a page with each item described above.

PLEASE NOTE: If you do not complete a merit badge, the Blue Card reports will come up blank. The Badges Incomplete report however will populate. If you feel there is an error with any requirements marked, please reach out to your counselor.

[Click here](#) for Black Pug Video Tutorials play List.

Instructions for using BlackPug (BPS)



REGISTRATION

No unit registrations should be done in Blackpug until the site deposit is done. This may be done at the same as Scout registration.

Follow the summer camp registration link on our website.

Mayflowerbsa.org/summercamp

Select the camp you would like to attend.

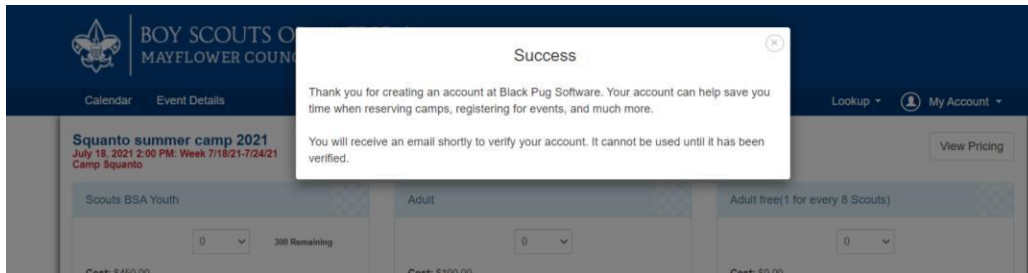
Select the week.

You will be asked to set up an account the first time you use the Blackpug system (BPS).

Choose create an account then look for the email from 247scouting to confirm your account is set up.

Go back and log in. You may now use this login for all your registrations on BPS.

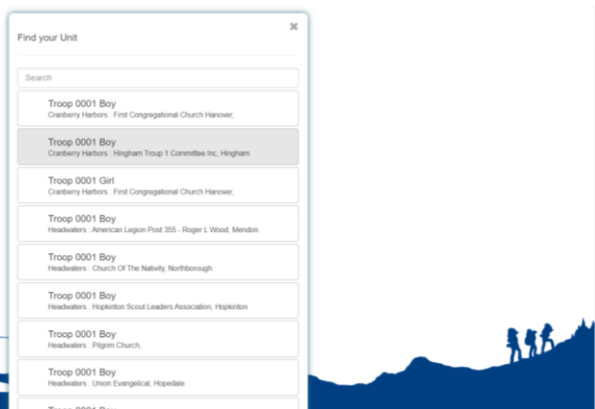
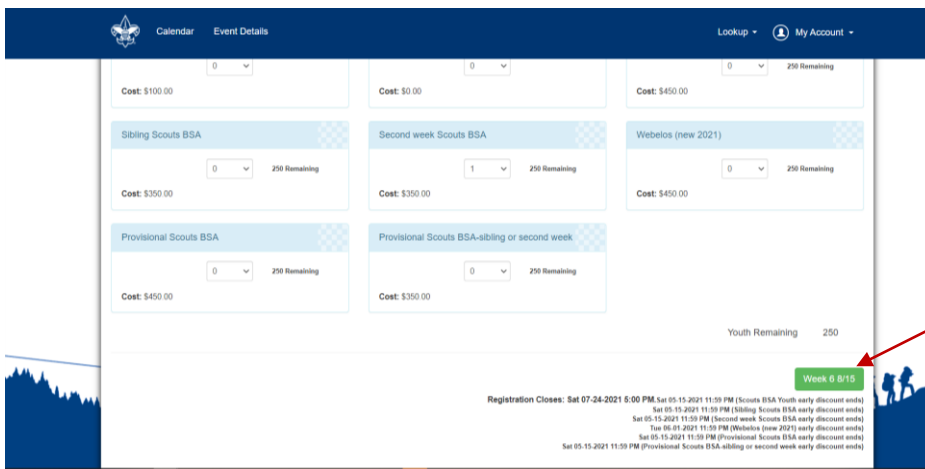
****We suggest using a unit email rather than a personal email so as leadership changes access will still be available.**



Start your registration by entering the number of Scouts/Leaders for each category.

Click this green button to continue.

Enter your unit information before adding any Scout information.



If you select Mayflower Council, you will be prompted to add your unit information from the list.



Switch to Admin Override Go Back

Week 2:7/18/21-7/24/21 : Squanto summer camp 2021 25! : Metacommet Troop 3 B

Participants Payment Reports

Registration Contact

Cha.
Booked Mar 06, 2021 12:40 AM

Update Information Roster

Preview Information

Additional Actions

Booked Mar 06, 2021 at 12:40 AM

Regular Price:	\$1,470.00
Applied Early Discount:	\$-120.00
Total Credit:	\$-1,350.00
Paid in Full:	

1 Adult free(1 for every 8 Scouts)

1-8 Scouts= 1 free adult 9-16 Scouts= 2 free adults 17-24 Scouts = 3 free adults 25-32 Scouts = 4 free adults

Hen
Booked Mar 06, 2021 12:40 AM

Update Information Roster

Event Contacts

The person listed as the Registration Contact will receive all emails.

Now start to enter your Scout(s) information by clicking Update information or select from your roster. If the Update Information button is red, additional information is needed.

You may modify a registration through Update information.

Be sure to save.

Change Information for Scouts BSA Youth

First Name Last Name

Email Address ? Gender

Birth Date Vouchers Summer camp

Voucher Code

To apply for a campership go to our website: [mayflowerbsa.org/summercamp](https://247scouting.com/forms/251-2021CampershipApplication) or copy and paste this link: <https://247scouting.com/forms/251-2021CampershipApplication> . The committee will review your application and if approved, an email will be sent notifying you of the amount awarded and the voucher code to enter at check out. THE NAME ON THE CAMBERSHIP APPLICATION AND THE REGISTRATION MUST MATCH EXACTLY.

Please use this link to notify us of any dietary concerns: <https://www.emailmeform.com/builder/form/0Ymcbda0Rg02sj> The link is also on our website under resident summer camp.

CAMBERSHIP

If your Scout is awarded a campership, an email will be sent to the parent with a voucher code. This field will only show up if the camper has been awarded a campership.

The campership link is on the registration page.



Campership Summer Camp 2021

The purpose of the campership program is to provide financial assistance to deserving campers who would otherwise not be able to afford the camp attendance fees. The Mayflower Council, in administering funds provided by concerned individuals, foundations, and others, will act as good stewards by offering careful judgment in providing camperships and will act in complete confidence. All applications must be received by June 1, 2021 to be considered. Camperships are awarded based on need and first come, first serve or until funds are exhausted. While the Mayflower council seeks to assist as many campers as possible, there is no guarantee of campership awards.

2021 Mayflower BSA Campership Application

The purpose of the campership program is to provide financial assistance to deserving campers who would otherwise not be able to afford the camp attendance fees. The Mayflower Council, in administering funds provided by concerned individuals, foundations, and others, will act as good stewards by offering careful judgment in providing camperships and will act in complete confidence. All applications must be received by 5 am June 1, 2021 to be considered. Camperships are awarded based on need and first come, first serve or until funds are exhausted. While the Mayflower council seeks to assist as many campers as possible, there is no guarantee of campership awards.

Please fill out form completely to prevent delays in processing

*Parent Full Name ?

*Email Address

Camper's first and last name on campership request form must match registration exactly or the campership will not apply. For instance, if the campership request form uses Bobby, the registration must also use Bobby, not Bob or Robert.

Camperships cannot be transferred.

Names on campership application and registration must match exactly to apply a voucher.

MODIFY REGISTRATION

If you need to modify your registration, click the arrow to see your options.
 Add more Scouts
 Change from a Scout type to another, etc.

Registrant Type	Price	Number Left	Quantity Needed
Adult	\$100.00	*	0
Adult free(1 for every 8 Scouts)	\$0.00	*	0
Scouts BSA Youth	\$450.00	250	0
Sibling Scouts BSA	\$350.00	250	0
Second week Scouts BSA	\$350.00	249	0
Webelos (new 2021)	\$450.00	250	0
Provisional Scouts BSA	\$450.00	250	0
Provisional Scouts BSA-sibling or second week	\$350.00	250	0

PAYMENT

When making a payment you can choose what registrants to apply payment toward. This helps you to track who has paid.

Be sure to save.

Status	Name	Total Cost	Balance Due	Min Due Now	Paying Now
Scouts BSA Youth					
Checkout Required	Smith, John	\$450.00	\$450.00		0.00
Second week BSA Scout					
Checkout Required	Smith, Jane	\$350.00	\$350.00		0.00
Total		\$800.00	\$0.00		

MERIT BADGES

Click on participant

Select classes.

Click on the merit badge from the right column to add and from the left to remove it.

You may click on View all classes to see the full catalog of merit badge offerings.

Be sure to save.

Registrations are not saved until checkout is complete.

Period	Time	Mon	Tue	Wed	Thu	Fri
9AM Period	09:00-10:00					
10AM Period	10:00-11:00					
11AM Period	11:00-12:00					
2PM Period	02:00-03:00					
3PM Period	03:00-04:00					

Class ID	Class Name	Day of Class	Time
S2163	Archery	Mon, Tue, Wed, Thu, Fri	9AM Period (9-11)
S2114	Art	Mon, Tue, Wed, Thu, Fri	11AM Period (11-12)
S2128	Astronomy	Mon, Tue, Wed, Thu, Fri	11AM Period (11-12)
S2156	Engineering	Mon, Tue, Wed, Thu, Fri	11AM Period (11-12)

Week 7/18/21-7/24/21 - Squanto summer camp 2021

Participants | Check Out | **Reports**

Reports

Payment Allocations
Shows individual payment status

Council Program Status
Shows Council Program status by Registration / Participant

Unit Roster
This report prints a unit roster.

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

REPORTS

The reports tab allows you to print reports for your unit.

You will also see your Scouts completion records.

The screenshot shows a web interface with a dark blue header containing navigation links: 'Calendar', 'Event Details', 'Registration Details', 'Lookup', and 'My Account'. Below the header, there are four main sections:

- Class Data - Excel**: Excel export of each Scout's summarized class data.
- Unit Advancement Detail**: Scoutmaster report showing the Advancement requirement grid (includes merit badges, Scout rank, and any other class that includes requirements).
- Unit Advancement Summary**: Scoutmaster report showing a summary of the Advancement requirement grid (includes merit badges, Scout rank, and any other class that includes requirements).
- 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.**

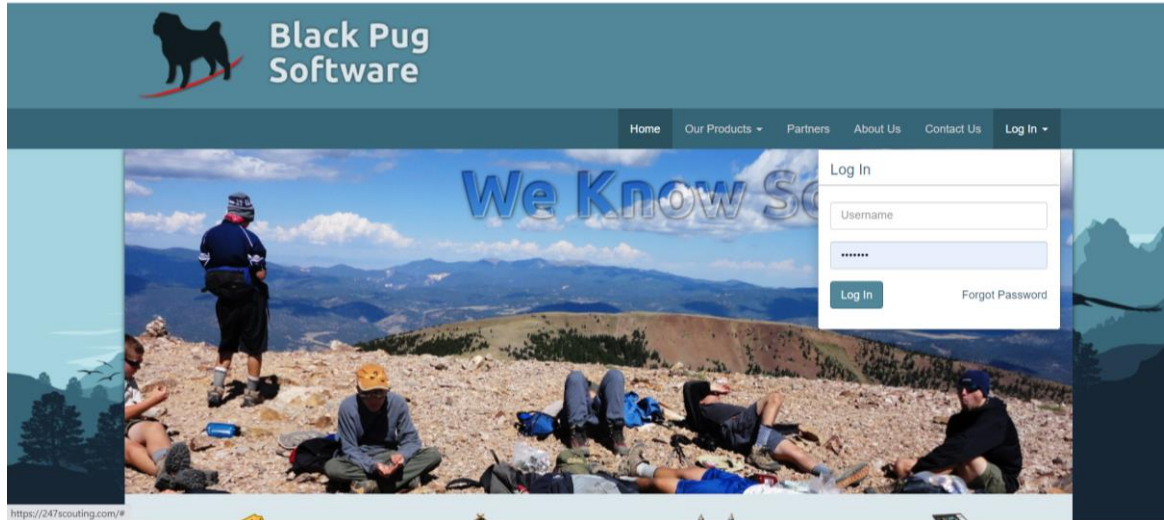
Below these sections, there are links for 'Chrome Users' and 'Firefox Users' regarding extensions for direct import of data into Scoutbook. A red arrow points from the text on the right to the 'Scoutbook Export' section.

BPS has the option to upload Scout's completion records directly to Scoutbook. Under Reports are additional instructions. These are completion records only, no member data is updated.

Here are some helpful videos:

- Entering a registration : <https://www.youtube.com/watch?v=cWКУAG3H8cE>
- My account basics : <https://www.youtube.com/watch?v=7wa1CXDLz48&t=1s>
- Council imported roster from Scoutnet: <https://www.youtube.com/watch?v=OokjHjndF2w&t=108s>
Rosters have been imported from Scoutnet to BPS. Specific member information cannot be updated in BPS. Information must be updated in Scoutbook (to Scoutnet) and will appear in BPS after the next upload. New Scouts may be added manually in BPS but this does not update Scoutbook or Scoutnet.
- Import personal roster: <https://www.youtube.com/watch?v=ooNOUe81q9o>
Note- this **does not** update Scoutbook or Scoutnet, this is just for your use in BPS.
- Selecting merit badges: <https://www.youtube.com/watch?v=Tat1XJ2UF-U>
- Customer reports: <https://www.youtube.com/watch?v=rsaDY-Llvu0&t=3s>

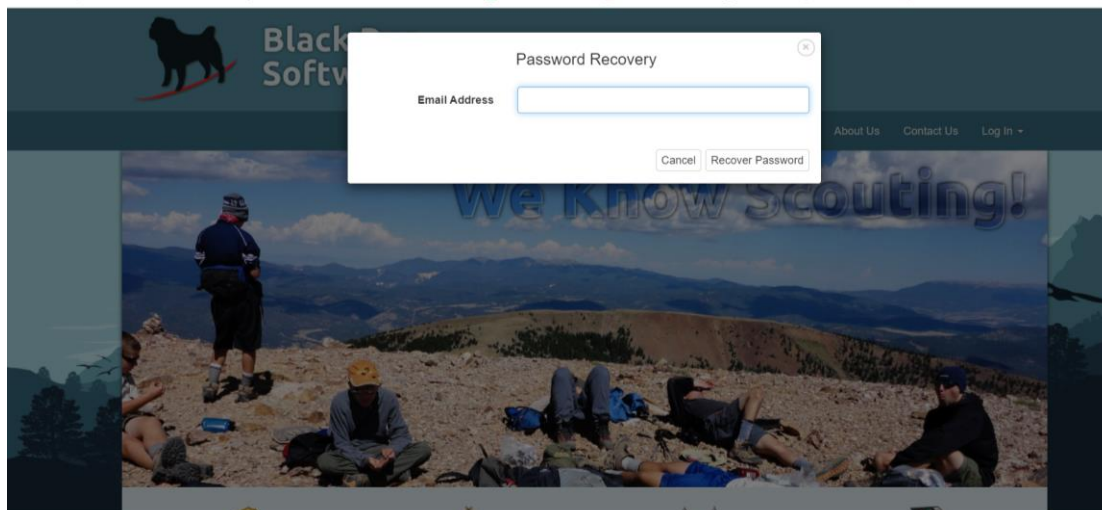
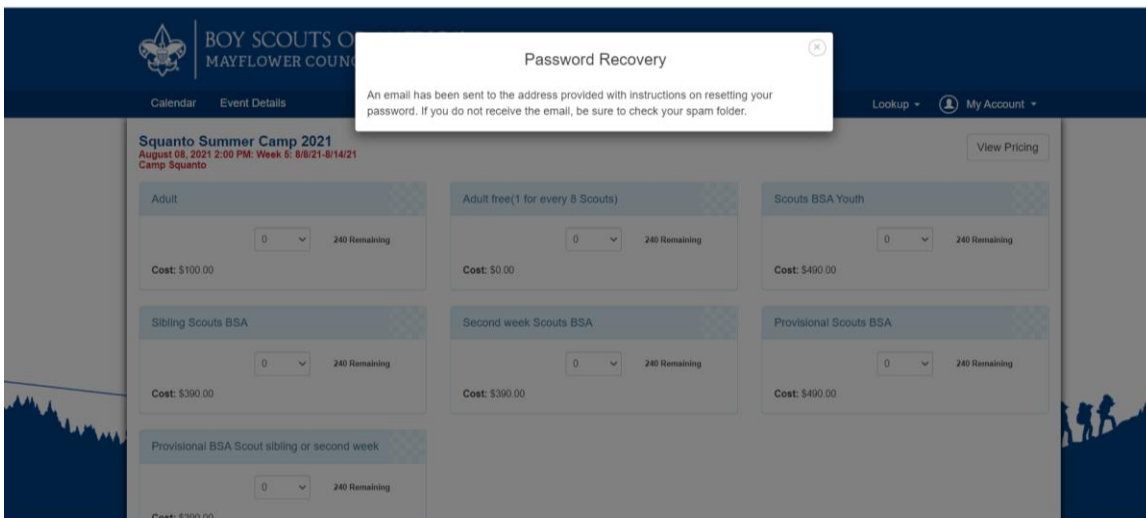
Blackpug instructions to lookup a registration, reset a password and run completion reports



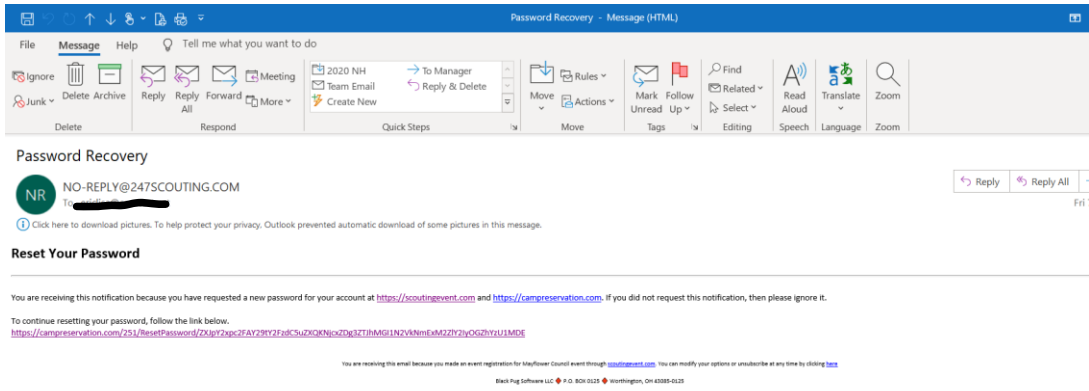
Go to <https://247scouting.com/>

Log in to your Blackpug account

If you forgot your password, click "Forgot password"



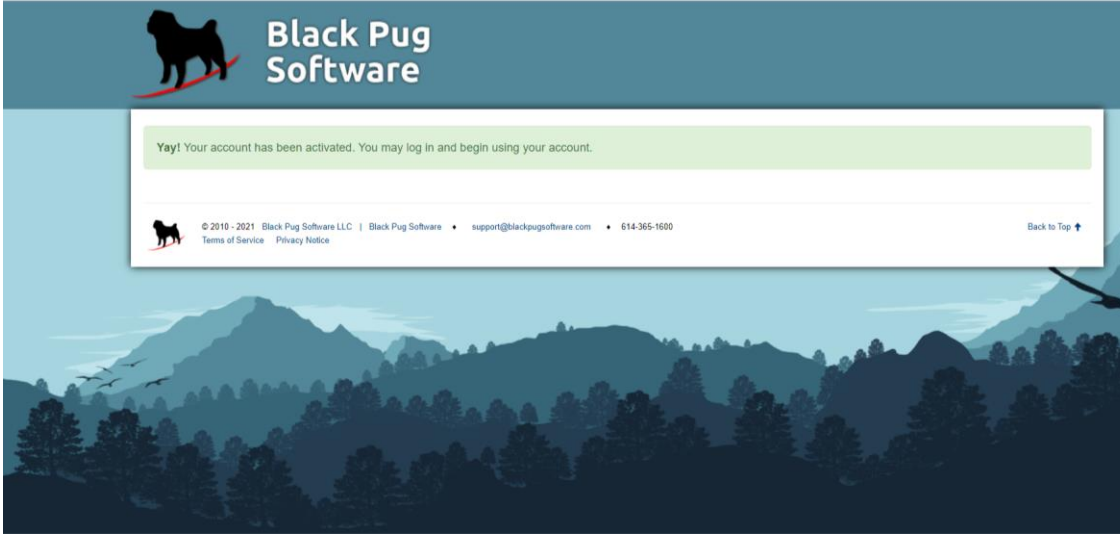
Enter your email address



Look for an email from NO-REPLY@247scouting.com.

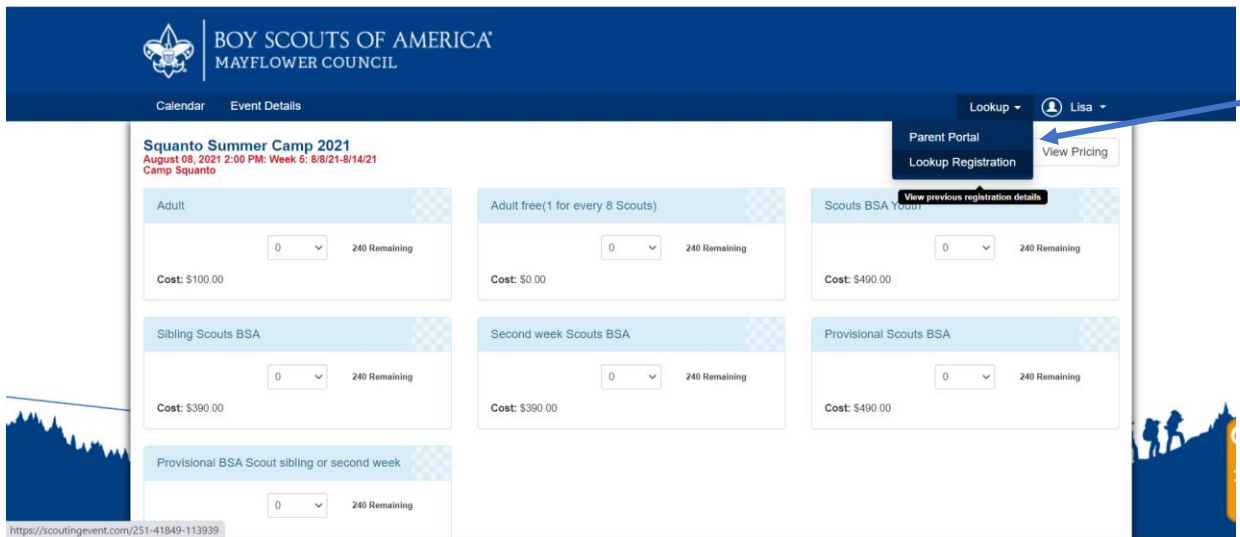
If you do not see it, be sure to check your spam folder.

Follow the link and reset your password.

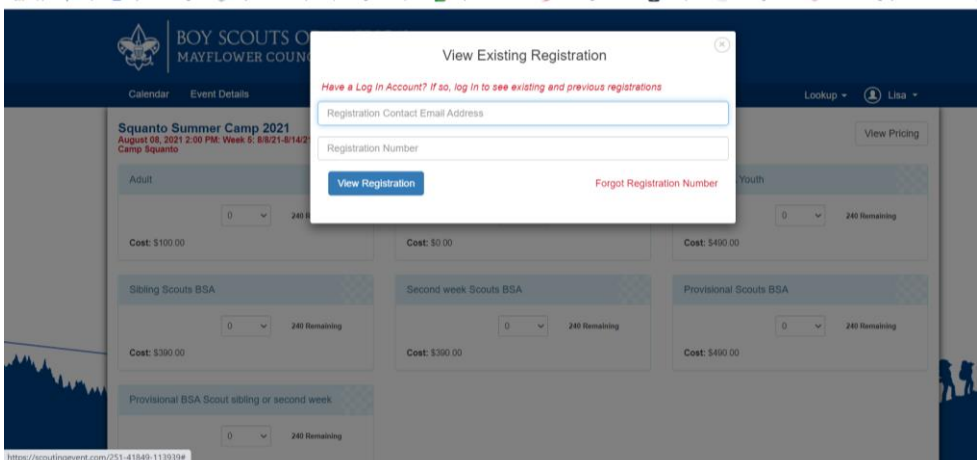




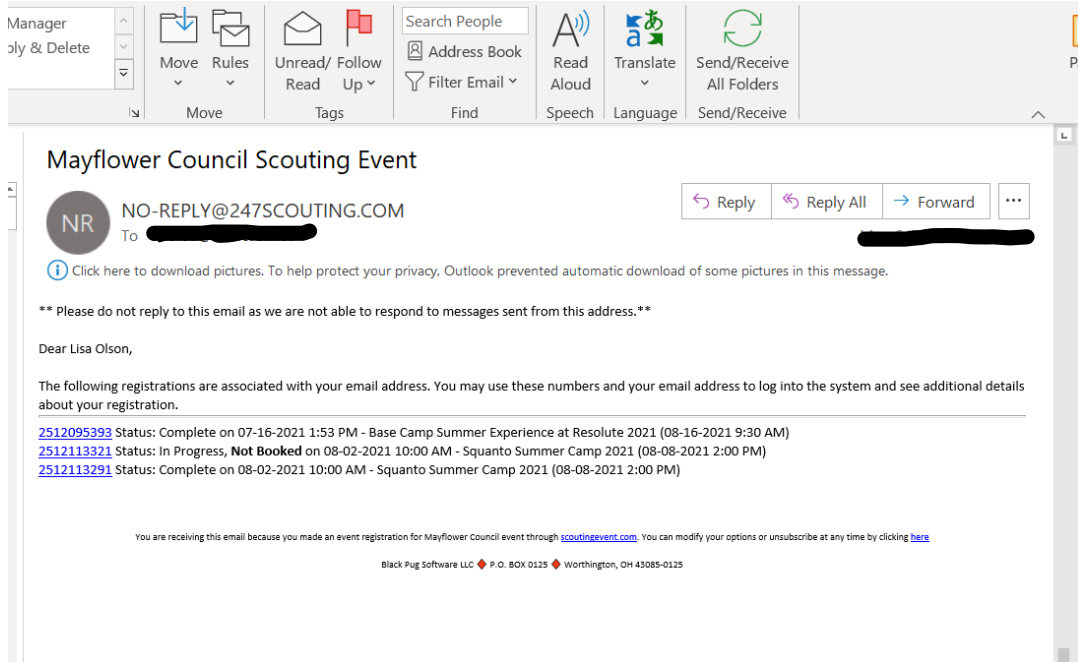
Log in to your Blackpug account.



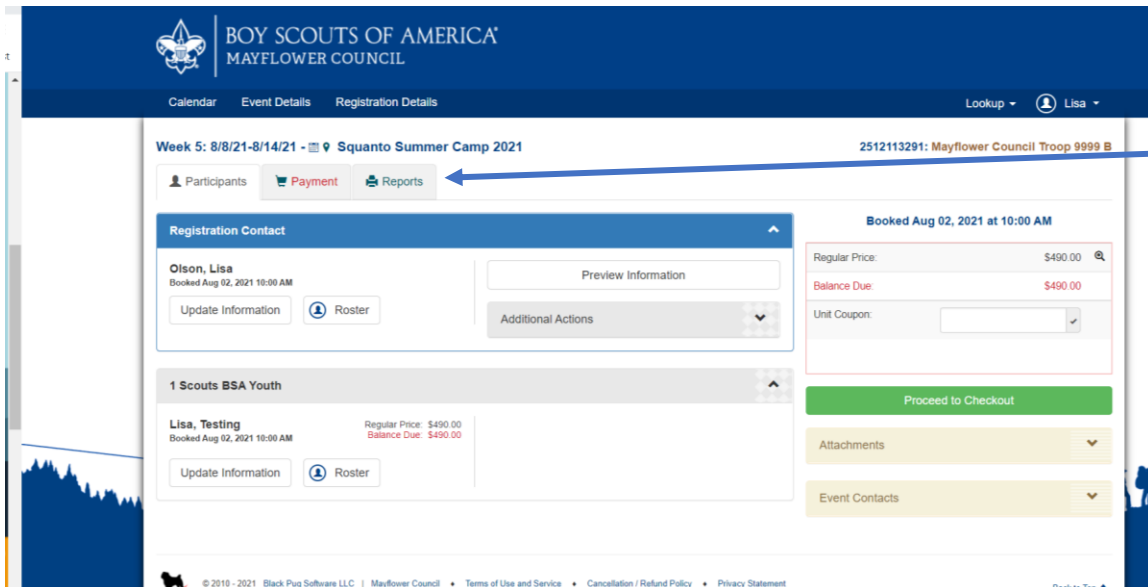
Click "Lookup Registration"



Enter the email address and registration number. If you forgot the registration number, click "Forgot registration number".

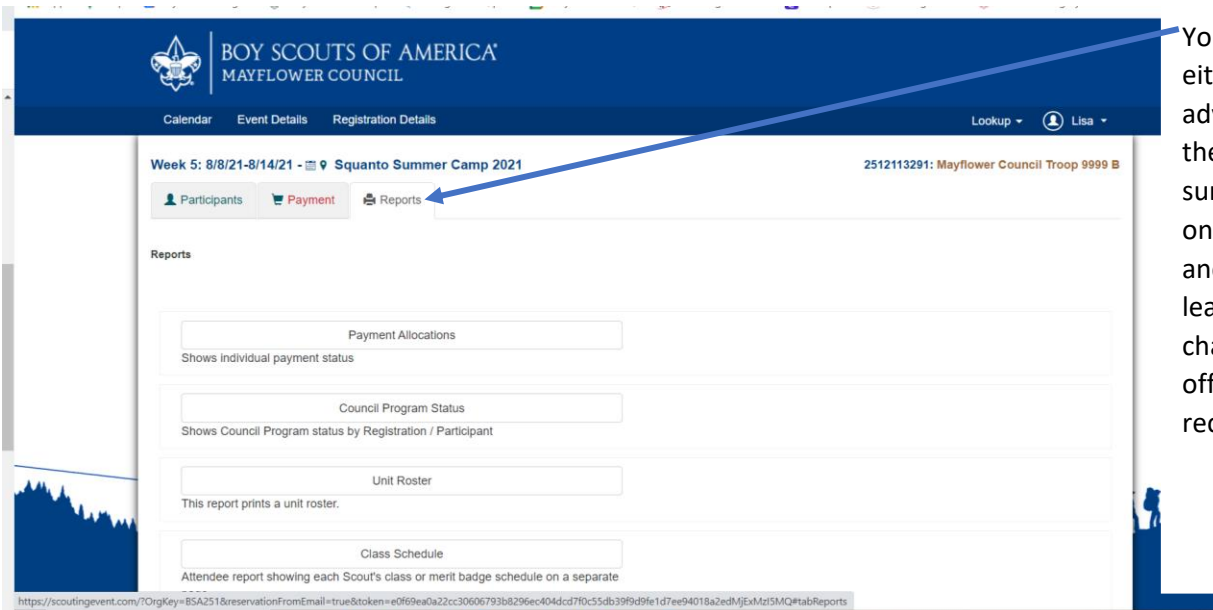


An email will be sent from NO-REPLY@247scouting.com listing all your current registrations. Click on the registration you want to go to.



When you log in, you will see your camper's information and 3 tabs.

To see what completions were recorded, click on the "Reports" tab.



You have the option of either the "Unit advancement detail" or the "Unit advancement summary" report. Print one of these reports out and bring to your unit leader or advancement chair to record in the official completion records.

Unit Advancement detail

BOY SCOUTS OF AMERICA
MAYFLOWER COUNCIL

SQUANTO SUMMER CAMP: 1-6701-702-21
08-08-2021 2:00 PM

Unit Advancement Detail

Squanto Summer Camp 2021: Week 5: 8/8/21-8/14/21 at Camp Squanto

LISA, TESTING : MAYFLOWER COUNCIL TROOP 9999 B

SAM Period: Art

Status: Incomplete Attendance: S M W T F S

#1a	#1b	#1c	#2	#3	#4a	#4b	#4c	#4d	#4e	#5a	#5b	#5c	#5d	#5e	#6	#7
Mo	Mo	Mo			Mo	Mo	Mo	Mo								

There is also an option to print a “blue card”, but merit badges that have a large number of requirements may not print properly

All completion records are signed by the Mayflower camp not individual counselors.

Questions regarding completion records should be made to the council service center within 90 days.

Unit advancement summary

BOY SCOUTS OF AMERICA
MAYFLOWER COUNCIL

SQUANTO SUMMER CAMP: 1-6701-702-21
08-08-2021 2:00 PM

Unit Advancement Summary

Squanto Summer Camp 2021: Week 5: 8/8/21-8/14/21 at Camp Squanto

Mayflower Council Troop 9999 B

Attendee Name	Attend	Badge	Counselor	Outcome	Requirements Completed
Lisa, Testing	TWF	Art		Partial	1a,1b,2,4b,4c,4d,4e

The next page is intentionally left blank to accommodate duplex printing.

Unit leaders/advancement chairs may run a report to upload directly to Scoutbook

Calendar Event Details Registration Details

Lookup Lisa

Unit Advancement Summary

Scoutmaster report showing a summary of the Advancement requirement grid (includes merit badges, Scout rank, and any other class that includes requirements)

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.

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