

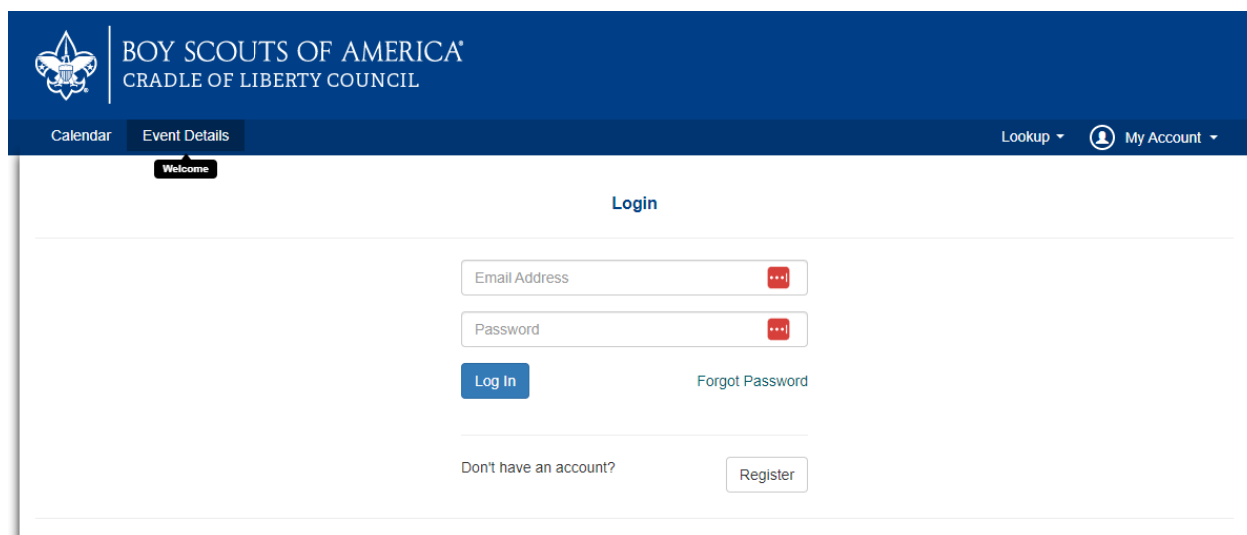
Event Registration in Black Pug

Create an account

- To create a Black Pug My Account (to easily access and lookup all event and camping reservations):
 - Go to <https://scoutingevent.com/?OrgKey=BSA525&reservationFromEmail=true&myRoster>
 - Click on My Account (top right)
 - Click Register button (next to Don't have an account?)
 - For more help, click <https://www.youtube.com/watch?v=7wa1CXDLz48> for video

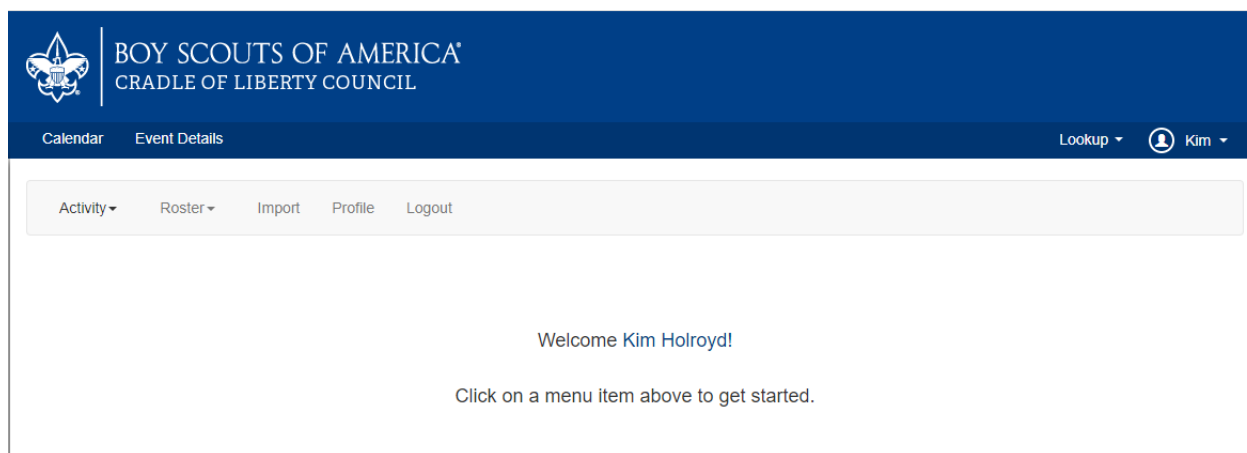
Log into your account

- Go to <https://scoutingevent.com/?OrgKey=BSA525&reservationFromEmail=true&myRoster>



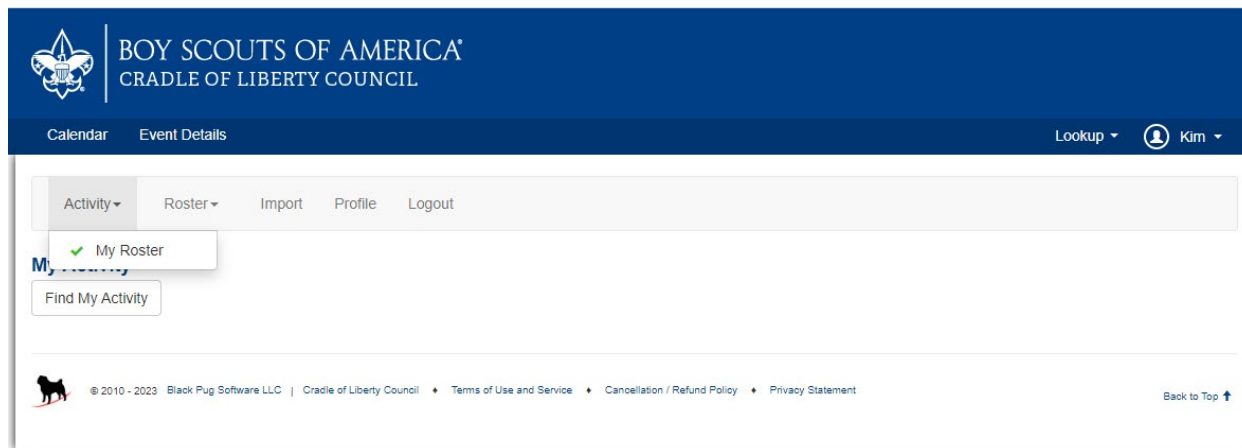
The screenshot shows the login page for the Boy Scouts of America Cradle of Liberty Council. The header includes the organization's logo and name. Below the header, there are navigation tabs for 'Calendar' and 'Event Details', and a 'Welcome' button. The main content area is titled 'Login' and contains two input fields: 'Email Address' and 'Password', both with red eye icons for toggling visibility. Below these fields are a blue 'Log In' button and a 'Forgot Password' link. At the bottom of the login section, there is a 'Don't have an account?' link and a 'Register' button.

- Once logged in, you can select from the menu items:



The screenshot shows the user dashboard for Kim Holroyd. The header is the same as the login page. Below the header, there are navigation tabs for 'Calendar' and 'Event Details', and a 'Lookup' button next to the user's name 'Kim'. A dropdown menu is open, showing options: 'Activity', 'Roster', 'Import', 'Profile', and 'Logout'. The main content area displays a welcome message: 'Welcome Kim Holroyd!' followed by the instruction: 'Click on a menu item above to get started.'

- Select your unit under Activity - if you're linked to one or several units, these will appear under My Roster



Event Registrations

➤ Find an existing Event Registration.

- If you have the confirmation email of your registration, use the link provided in the summary to access your registration
- If you don't have the confirmation email but have a Black Pug account
 - You'll need to Log In
 - Click on your name
 - Click on View Activity
 - Find Summer Camp reg (use # in your confirmation email)
 - View Registration
- Or, go to <https://scoutingevent.com/?OrgKey=BSA525&reservationFromEmail=true&myRoster>
 - click Lookup (top right)
 - then Lookup Registration – use Contact Email Address and Registration #

➤ Confirm Participants

- If your event registration is still in Estimate status (usually when event is in Deposit phase such as Summer Camp) and the deposit phase is over, you must confirm the number of participants before you can enter names and make payments. At this point you can increase or decrease your numbers. Once you've confirmed the number of participants and checked-out, your registration will be booked and you won't be able to remove participants at that point. In order to remove them, you will need to fill out a change request form so the office can remove them for you; if they are named and payment made, then you will also need a refund request. Once you Confirm Participants, you will be brought to the check out screen. See below.

The screenshot shows the 'Confirm Participants' screen for the '2024 Resica Falls Scouts BSA Resident Camp'. The page includes a header with 'Switch to Admin Override' and 'Go Back' buttons. Below the header, there is a table with columns for 'Attendee Type', 'Early Discount*', 'Regular Price', 'Current Count', and 'Adjusted Count'. The table lists various attendee types and their corresponding counts and prices. A green arrow points to a 'Confirm Participants' button. Below the table, there is a 'Contact' section with 'Update Information' and 'Edit Billing Info' buttons, and a 'Booked Jan 15, 2024 at 10:25 AM' section with 'Add another Session?' and 'Add Session' buttons.

| Attendee Type | Early Discount* | Regular Price | Current Count | Adjusted Count |
|-------------------------------|---------------------------------|---------------|---------------|----------------|
| Scouts BSA Youth | \$575.00 2024-01-31 11:59 PM | \$605.00 | 2 | 2 |
| Webelos Crossover / New Scout | | \$575.00 | 0 | 0 |
| Scouts BSA Adult | | \$250.00 | 2 | 2 |
| Partial-Week Leader | | \$0.00 | 0 | 0 |
| Camp Staff | | \$0.00 | 0 | 0 |

➤ **Checking Out**

- You MUST check out when you Confirm Participants – you will be brought immediately to the checkout screen. You also must check out if your registration is IN-PROGRESS before you can enter names or ANYTIME you make a change to your registration. Click on Payment tab next to Participants or click on the green Proceed to Checkout button on the right of the screen under the financial summary (see below)

This participant type is only for youth participating with a unit, NOT for provisional scouts attending without their unit. Provisional camping is only offered in Weeks 4 through 6.

| | |
|--|--|
| Scouts BSA Youth Booked Jan 31, 2024 1:11 PM Regular Price: \$605.00 Early Discount: -\$30.00 Balance Due: \$575.00 Update Information Autofill | Scouts BSA Youth Booked Jan 31, 2024 1:11 PM Regular Price: \$605.00 Early Discount: -\$30.00 Balance Due: \$575.00 Update Information Autofill |
| Scouts BSA Youth Booked Jan 31, 2024 1:11 PM Regular Price: \$605.00 Early Discount: -\$30.00 Balance Due: \$575.00 Update Information Autofill | Scouts BSA Youth Booked Jan 31, 2024 1:11 PM Regular Price: \$605.00 Early Discount: -\$30.00 Balance Due: \$575.00 Update Information Autofill |
| Scouts BSA Youth Booked Jan 31, 2024 1:11 PM Regular Price: \$605.00 Early Discount: -\$30.00 Balance Due: \$575.00 Update Information Autofill | Scouts BSA Youth Booked Jan 31, 2024 1:11 PM Regular Price: \$605.00 Early Discount: -\$30.00 Balance Due: \$575.00 Update Information Autofill |

| | |
|-------------------------|-------------------|
| Regular Price: | \$4,130.00 |
| Free Leaders: | -\$500.00 |
| Applied Early Discount: | -\$180.00 |
| Applied Credit: | \$0.00 |
| Unallocated Credit: | -\$300.00 |
| Balance Due: | \$3,150.00 |

Allocate existing \$300.00 payment

Proceed to Checkout

Attachments

Event Contacts

- On the next screen will be the summary of your financials. Under Payment Options it shows the total amount due for your entire registration, even if you've paid the \$300 deposit and it's still un-allocated. The Balance Due is what is actually due when all payments are made– see below it would only be \$9,975. You do not have to pay this entire balance; you can select the Pay other amount. In this case, it's \$0.00 because they are paid up to the fee schedule – for ex. \$50/scout deposit has been made before Feb. 1. If your unit still has a balance due according to the fee schedule, it will show that minimum amount.

Participant Summary

Financial Summary

| | |
|-------------------------|-------------------|
| Regular Price: | \$11,285.00 |
| Free Leaders (pending): | -\$500.00 |
| Applied Early Discount: | -\$510.00 |
| Applied Credit: | \$0.00 |
| Unallocated Credit: | -\$300.00 |
| Balance Due: | \$9,975.00 |

Allocate existing \$300.00 payment

Payment Options

Pay **\$10,275.00** full amount due
 Pay other amount **\$0.00** Enter Amount

Allocate existing \$300.00 payment Checkout

- If you choose to enter a different amount, click on Enter Amount and then on the next screen enter the amount you want to pay for each participant and click Save. For the early bird discount, please make sure you are entering at least \$50 for each scout on this screen to ensure they receive the discount.

x

Pay Amount

0.00

| Name | Total Cost | Total Paid | Balance Due | Min Due Now | Paying Now |
|--|------------|------------|-------------|-------------|-----------------------------------|
| Scouts BSA Youth | | | | | |
| <input type="text" value="First Name"/> <input type="text" value="Last Name"/> | \$575.00 | | \$575.00 | | <input type="text" value="0.00"/> |
| <input type="text" value="First Name"/> <input type="text" value="Last Name"/> | \$575.00 | | \$575.00 | | <input type="text" value="0.00"/> |
| <input type="text" value="First Name"/> <input type="text" value="Last Name"/> | \$575.00 | | \$575.00 | | <input type="text" value="0.00"/> |
| <input type="text" value="First Name"/> <input type="text" value="Last Name"/> | \$575.00 | | \$575.00 | | <input type="text" value="0.00"/> |
| <input type="text" value="First Name"/> <input type="text" value="Last Name"/> | \$575.00 | | \$575.00 | | <input type="text" value="0.00"/> |
| <input type="text" value="First Name"/> <input type="text" value="Last Name"/> | \$575.00 | | \$575.00 | | <input type="text" value="0.00"/> |
| <input type="text" value="First Name"/> <input type="text" value="Last Name"/> | \$575.00 | | \$575.00 | | <input type="text" value="0.00"/> |

Close
Save

- You'll be brought back to the Payment Options screen – hit the green Checkout button to proceed. You can change Billing Information on the next screen if needed. Click on the checkbox to accept policies. You will then be brought to the payment screen where you can pay by credit card or echeck.

☰

Billing Information

United States

[Change Billing Information](#)

[Print Policies](#)

Cancellation Policy

The Resica Falls Cancellation/Refund Policy can be found at <https://resicafalls.org/documents>

I agree to..
I agree to make payment in full prior to the event.

I have read and agree to the council policies (required)

↑

➤ **Making Payments**

- If you don't see Payment Options during checkout, make sure all required information is entered (these fields will be **red**).
- Pay Other Amount – click in "Enter Amount"
- Enter amount to be paid for each participant
- Check-out
- Click button next to "I Agree"
- Choose echeck or credit card
- Authorize Payment

➤ **Update Information**

- Once you've Confirmed Participants and checked-out, you will be brought to the screen where you can enter information for all of your attendees. During the initial youth deposit phase, this information will be optional to make check-out easier. But all information will become required and will need to be entered before the next payment is due in order to select Merit Badges.

The screenshot displays the registration management interface. At the top, there are tabs for 'Participants', 'Payment', and 'Reports'. The main content area is divided into several sections:

- Registration Contact:** Shows a participant booked on Jan 22, 2024 at 9:23 AM. It includes buttons for 'Update Information', 'Autofill', and 'Preview Information'. An 'Additional Actions' dropdown menu is visible.
- 9 Scouts BSA Youth:** A note states: "This participant type is only for youth participating with a unit, NOT for provisional scouts attending without their unit. Provisional camping is only offered in Weeks 4 through 6." Below this, two participant entries are shown:

| | | | |
|-----------------------------|--|-----------------------------|--|
| Booked Jan 22, 2024 9:23 AM | Regular Price: \$605.00 Early Discount: -\$30.00 Amount Paid: -\$110.00 Balance Due: \$465.00 | Booked Jan 23, 2024 8:03 PM | Regular Price: \$605.00 Early Discount: -\$30.00 Amount Paid: -\$110.00 Balance Due: \$465.00 |
|-----------------------------|--|-----------------------------|--|
- Summary Table:**

| | |
|-------------------------|-------------------|
| Regular Price: | \$6,445.00 |
| Free Leaders: | -\$500.00 |
| Applied Early Discount: | -\$270.00 |
| Total Credit: | -\$990.00 |
| Balance Due: | \$4,685.00 |
- Participant List:** Shows 'Maday, Tristan' and 'McCormick, Morgan', both with a Regular Price of \$605.00.
- Checkout:** A green 'Proceed to Checkout' button is located at the bottom right.

- Any time that you log into your event registration, be sure to click "check-out" so your work is saved and the next stage in the process is available for you.

➤ **Additional Actions within an Event Registration**

- Edit your existing registration
- Under blue banner with Registration Contact, click on Additional Actions
- From here you can Add Participants, Change Participant Type, enable the Parent Portal. get Payment History and a Payment Schedule)
- If the event is not booked yet, you can also delete participants

This screenshot shows the 'Additional Actions' dropdown menu for a registration contact. The contact is booked on Nov 18, 2021 at 2:48 PM with a Part-time Participant Fee of \$120.00 and a Balance Due of \$120.00. The menu includes the following options:

- + Add Participants
- Change Participant Type
- Delete Participants
- Manage Participant Classes
- Parent Portal
- Payment History
- Payment Schedule

➤ Using Parent Portal

- Under Registration Contact, click on Additional Actions then Parent Portal
- Check 'Use Parent Portal' box
- For events with classes or merit badge selections, if you check Allow Parent Portal class selection, parents will be able to select these for their own scouts.

Participants Payment Reports

Registration Contact

Montich, Brett
Booked Nov 15, 2022 10:15 AM

Update Information

Preview Information

Additional Actions

- Parent Portal
- Payment History
- Payment Schedule

Booked Nov 15, 2022 at 10:15 AM

| | |
|---------------------------|--------------------|
| Regular Price: | \$75,850.00 |
| Cancellation/Forfeit Fee: | \$200.00 |
| Total Credit: | -\$56,300.00 |
| Balance Due: | \$19,750.00 |

Missing Information

Use Parent Portal. Use the following reports to distribute parent login credentials.

Parent Portal Credentials

Parent Portal Credentials (EXCEL)

Prevent parents from making payments or seeing event fees.

Allow Parent Portal class selection.
If unchecked, parents will be able to view class and merit badge selections but will not be able to change them.

Email me when classes are changed through Parent Portal.

Want an email showing payment and data-entry status? Use the checkboxes below to pick your day(s).

Sun Mon Tue Wed Thu Fri Sat

➤ Creating Parent Credentials in Parent Portal

- Check 'Use Parent Portal' box and click on Parent Portal Credentials to print the list of parent credentials. You can Reset Attendee if needed – either just the password or clear all data if participant is dropping

Parent Portal

Parent Portal is an **optional** feature that allows you (the registration contact) to provide your parents with access to just their Scout's part of the registration, to make payments and complete data entry [Here is how it works](#).

[Parent Portal FAQ](#)

Use Parent Portal. Use the following reports to distribute parent login credentials.

Parent Portal Credentials

Parent Portal Credentials (EXCEL)

Prevent parents from making payments or seeing event fees.

Want an email showing payment and data-entry status? Use the checkboxes below to pick your day(s).

Sun Mon Tue Wed Thu Fri Sat

Parent Portal Credentials

Reset credentials to reassign an attendee to another parent. (see FAQ for more information)

| Name | Password | | Name | Password | |
|--------------------------|--------------------------|----------------|---------------------|--------------------------|--|
| Youth | <input type="password"/> | Reset Attendee | Young Adult (18-21) | <input type="password"/> | |
| <input type="password"/> | <input type="password"/> | | | | |

- When you click on the first Parent Portal Credentials button it creates a PDF doc containing the credentials for all parents (see example of one below – btw this QR code cannot be scanned and won't take you to an actual registration).



- These cards can be printed and given to the parents or emailed (first save each one individually before sending out). The parent can then scan the QR code and access only their scout's registration. If they have more than one scout or a parent is also registered for the event, they can link those together to access them with one credential. Here is a link to a video for Parents on how to use Parent Portal: <https://www.youtube.com/watch?v=Xflql-R-VZE> (the video is a bit older and the cards have userids and passwords instead of QR codes but it's the same idea. if you select the 2nd button for Parent Portal Credentials (EXCEL) - it will give you an excel spreadsheet with userids and passwords instead of QR codes).

➤ **Reports**

- This is the 3rd tab along the top (Participants, Payment, REPORTS)
- Print Unit Roster, Class Schedule, Prerequisites by Scout, etc.

➤ **Below are videos for more information:**

- Register for an Event - <https://www.youtube.com/watch?v=6WedI9ASv-Q>
- Parent Portal (Leaders guide) - <https://www.youtube.com/watch?v=RBJmmnQuSo4>
- Parent Portal (Parent guide) - <https://www.youtube.com/watch?v=Xflql-R-VZE>
- Class Selection - <https://www.youtube.com/watch?v=Tat1XJ2UF-U>
- Add another session in an Event - <https://www.youtube.com/watch?v=nIUD0XJM5rk>