

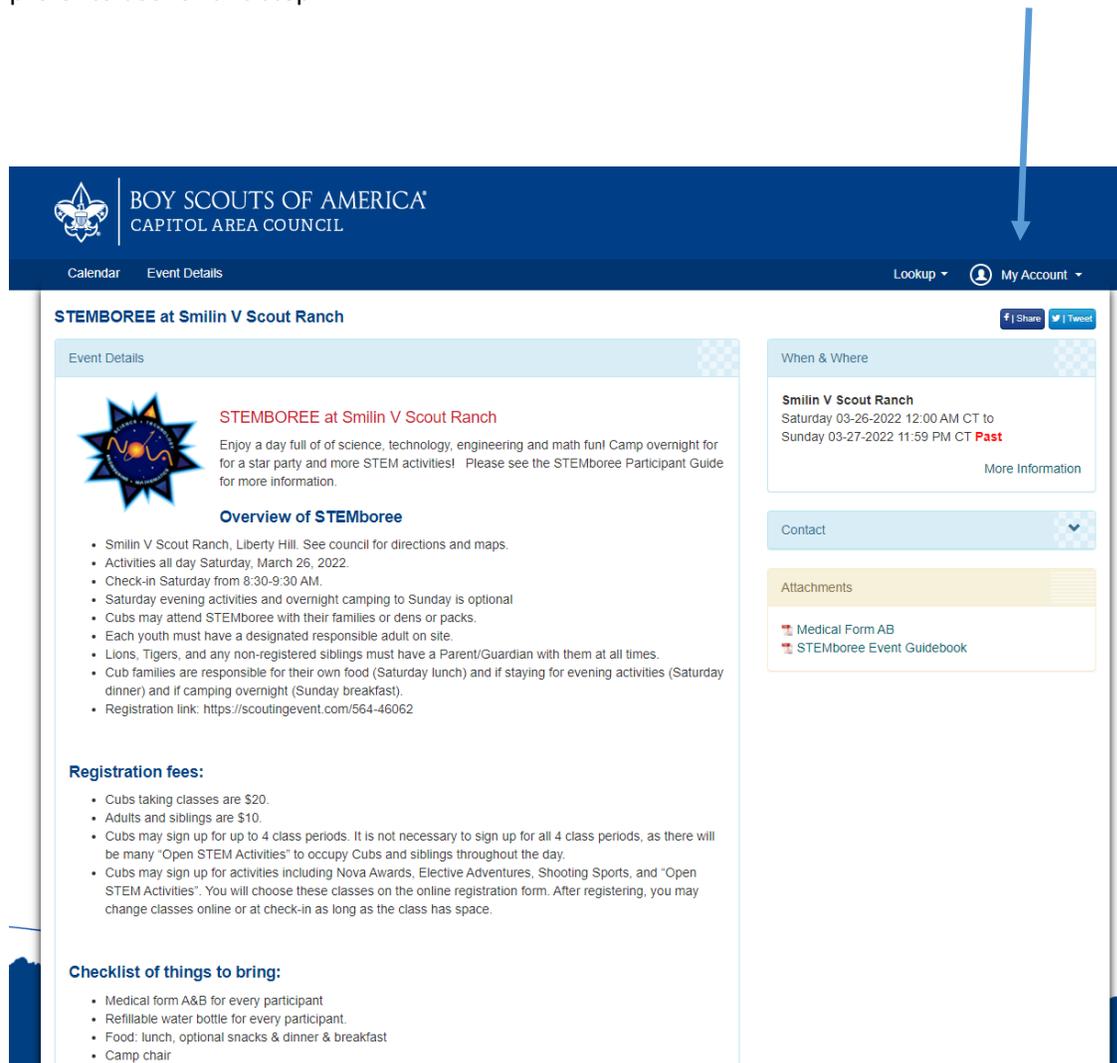
# How to Black Pug

## Getting your Youth's Report

### 1. Go to the page for the event you need or current event

Overall, you just need to be able to log into your account. To do this, click on My Account on the right hand side of the screen once you are to any BSA CAC event. Log into your account.

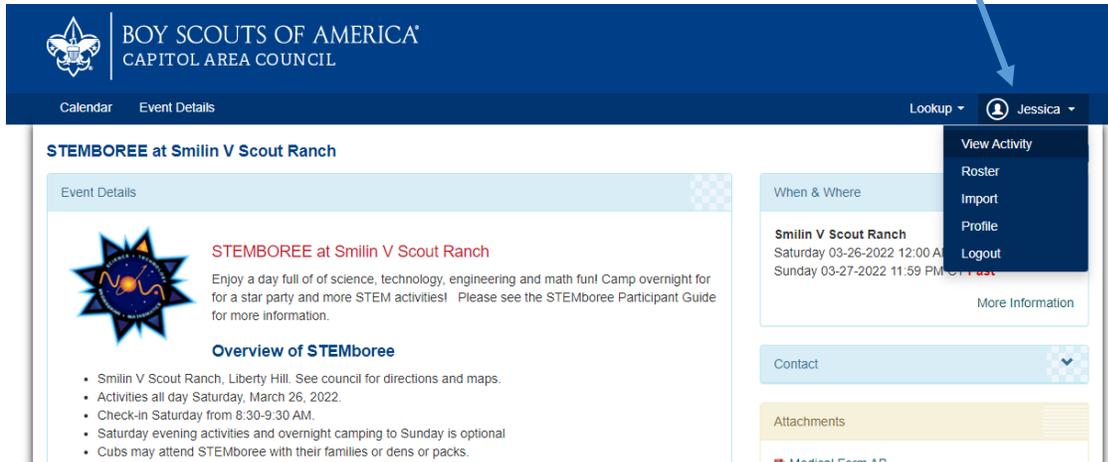
If you do not remember your password or if you have an account, click on My Account you will have the ability to retrieve a lost password or register for an account. You will need the email address you used or prefer to use for this step.



The screenshot shows the website interface for the Boy Scouts of America Capitol Area Council. The top navigation bar is dark blue with the council's logo and name on the left, and 'Calendar', 'Event Details', 'Lookup', and 'My Account' on the right. A blue arrow points to the 'My Account' link. Below the navigation bar, the event page for 'STEMBOREE at Smilin V Scout Ranch' is displayed. The page is divided into several sections: 'Event Details' with a starburst graphic and introductory text; 'Overview of STEMBoree' with a bulleted list of event details; 'Registration fees' with a bulleted list of costs; 'Checklist of things to bring' with a bulleted list of items; 'When & Where' showing the event dates and times; 'Contact' with a dropdown menu; and 'Attachments' with links to 'Medical Form AB' and 'STEMBoree Event Guidebook'. Social media sharing buttons for Facebook and Twitter are also visible.

## 2. Navigate to View Activities Page

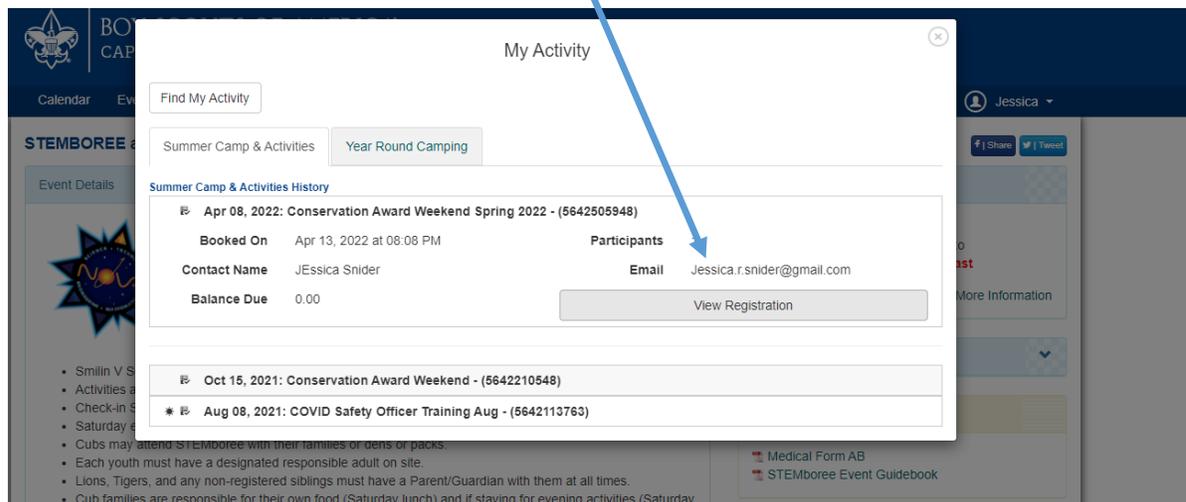
Once you are logged, click on the main menu (it is labelled with your name) and scroll down the list to View Activities (the top option)



The screenshot shows the top navigation bar of the Boy Scouts of America website. The user is logged in as 'Jessica'. A dropdown menu is open, showing options: 'View Activity', 'Roster', 'Import', 'Profile', and 'Logout'. The 'View Activity' option is highlighted. Below the navigation bar, the event details for 'STEMBOREE at Smilin V Scout Ranch' are visible, including a description and an 'Overview of STEMBOREE' section with a list of bullet points.

## 3. Your activities screen will then appear in a pop up window. Click on the activity you need.

Once you have clicked on the activity you need information or reports from, information about the event will appear. Click on the box saying "View Registration".



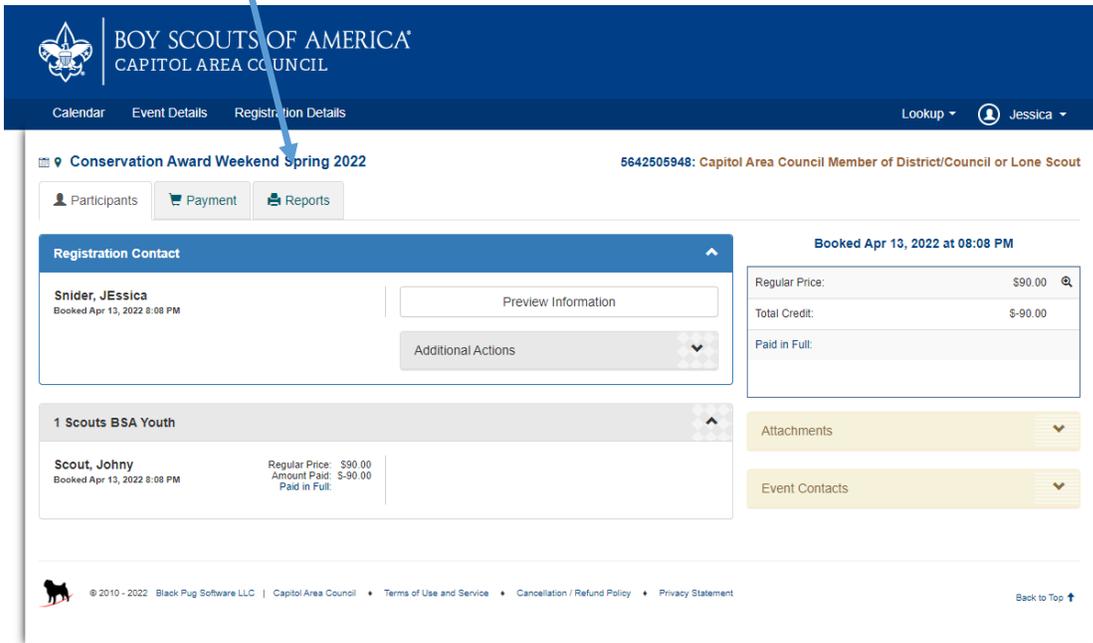
The screenshot shows a 'My Activity' pop-up window. The window has a search bar and two tabs: 'Summer Camp & Activities' and 'Year Round Camping'. Under the 'Summer Camp & Activities' tab, there is a list of activities. The first activity is 'Apr 08, 2022: Conservation Award Weekend Spring 2022 - (5642505948)'. Below this activity, there is a table with the following information:

Booked On	Participants
Apr 13, 2022 at 08:08 PM	Jessica Snider
Contact Name	Email
JEssica Snider	Jessica.r.snider@gmail.com
Balance Due	0.00

Below the table, there is a 'View Registration' button. A blue arrow points to this button. Below the first activity, there are two more activities listed: 'Oct 15, 2021: Conservation Award Weekend - (5642210548)' and 'Aug 08, 2021: COVID Safety Officer Training Aug - (5642113763)'. At the bottom of the window, there are links for 'Medical Form AB' and 'STEMBOREE Event Guidebook'.

#### 4. Click on the Reports Tab

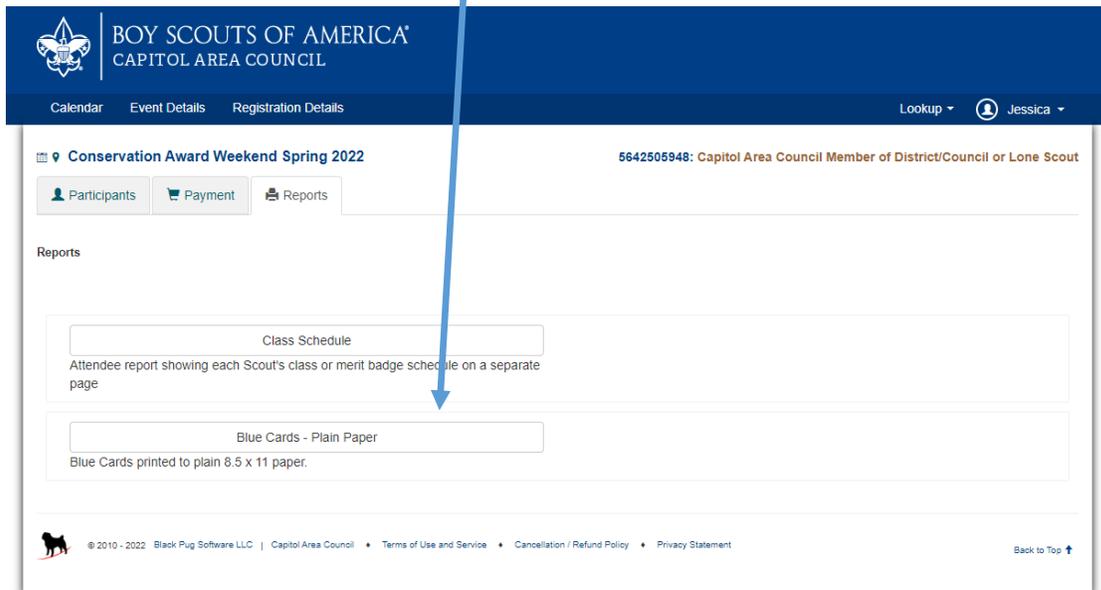
Your registration information will now open. Across the top are three tabs covering “Participants”, “Payments” and “Reports”. Click on the Report tab.



The screenshot shows the registration details for "Conservation Award Weekend Spring 2022" for a member named Jessica. The "Reports" tab is selected. The page displays registration contact information for Jessica Snider, booked on April 13, 2022. Below this, there is a section for "1 Scouts BSA Youth" with details for Scout Johnny, including a regular price of \$90.00 and a total credit of \$-90.00. The page also shows a "Booked Apr 13, 2022 at 08:08 PM" status and a table with pricing information. At the bottom, there are links for "Attachments" and "Event Contacts".

#### 5. Click on the Blue Cards Box

Click on the Blue Cards—Plain Paper Box to retrieve your blue cards for the event. Please note, the Black Pug system calls all reports (Cub Scout Adventures, Reward requirements, Merit Badges, etc) as Blue Cards.



The screenshot shows the same registration details page, but now the "Reports" tab is active. The "Reports" section is visible, containing two boxes: "Class Schedule" and "Blue Cards - Plain Paper". The "Blue Cards - Plain Paper" box is highlighted with a blue arrow, indicating it is the target for the next step. The "Class Schedule" box contains the text: "Attendee report showing each Scout's class or merit badge schedule on a separate page." The "Blue Cards - Plain Paper" box contains the text: "Blue Cards printed to plain 8.5 x 11 paper."