

# How to Black Pug

## Running up the Event Report

### 1. Go to the Events Page and check for your event

Click on the yellow ticket on the top navigation bar to go to the Events Page. Scroll down to the date of the event and check to make sure your event is not already in production. If your event is already created, you can find some basic information about the event. See below for more info.

#### Status

Any event that is created and open for registration is marked **Public**. Any that is created but not open for registration is marked **Draft**. The other status options are **Suspended, Past** and **Cancelled**.

#### Cost Center

This is the cost center code the event is linked to and where any money collected goes.

#### Date

Date the event starts

#### Name of Event

If the event has a red triangle with an explanation, it means that there are some missing components in the registration.

#### Registrations

If there are any registrations for your event, they will appear here.

The screenshot shows the 'Events' page in the Black Pug Software interface. The table below lists several events with columns for EID, Status, PC, Date, Title, Youth, Adult, Other, and WL. Arrows from the text blocks point to the Status, PC, Date, Title, and Other columns.

EID	Status	PC	Date	Title	Youth	Adult	Other	WL
53012	Draft	079	Dec 10, 2022	Order of the Arrow Vigil Weekend				
52978	Draft	085	Dec 03, 2022	Order of The Arrow Winter Assembly				
52771	Public	305	Oct 07, 2022	WoodBadge 2022 Fall				
52977	Draft	072	Oct 01, 2022	Order of the Arrow Fall Assembly				
53011	Draft	077	Aug 26, 2022	Order of the Arrow Lodge Leadership Development				
52814	Public	075	Jul 23, 2022	National Order of the Arrow Conference (NOAC)	3			
53010	Draft	071	Jul 09, 2022	Order of the Arrow Summer Assembly				
53186	Public	216	Jul 06, 2022	Webelos Extreme Adventure Camp 2022				
46064	Draft		Jun 13, 2022	⚠ TechLab				
53175	Public	202	Jun 12, 2022	LPSR Summer Camp 2022				

### 2. Click on the name of your event

If your event is not present, please reach out to [jessica.snider@scouting.org](mailto:jessica.snider@scouting.org)

### 3. Navigate to the reporting box

Click first on the Event menu (red box) once you are in your event. Scroll down this menu until you get to the Reporting menu (blue box).

The screenshot shows the Black Pug Software interface for an event titled "Mega Training 2022 - Wildern". The top navigation bar includes Home, Calendar, Finance, Administration, Event (highlighted with a red box), and Setup. A dropdown menu is open under "Event", with "Reporting" highlighted in a blue box. Other options in the menu include Summary, Registrations, Check-In, Communication, Event Logs, and Admin. The main content area displays event details, including a "Booked Participants" table with 18 registrations and an "In-Progress" table with 5 registrations. The footer contains copyright information for Black Pug Software LLC and Capitol Area Council.

Registrant Type	Female	Male	Unspec.	Total	Limit	Cost
Adult Participant	1	18	1	20	20	\$3,300.00
<b>Total</b>	<b>1</b>	<b>18</b>	<b>1</b>	<b>20</b>	<b>*</b>	<b>\$3,300.00</b>
Total Paid						\$-3,300.00
Balance Due						

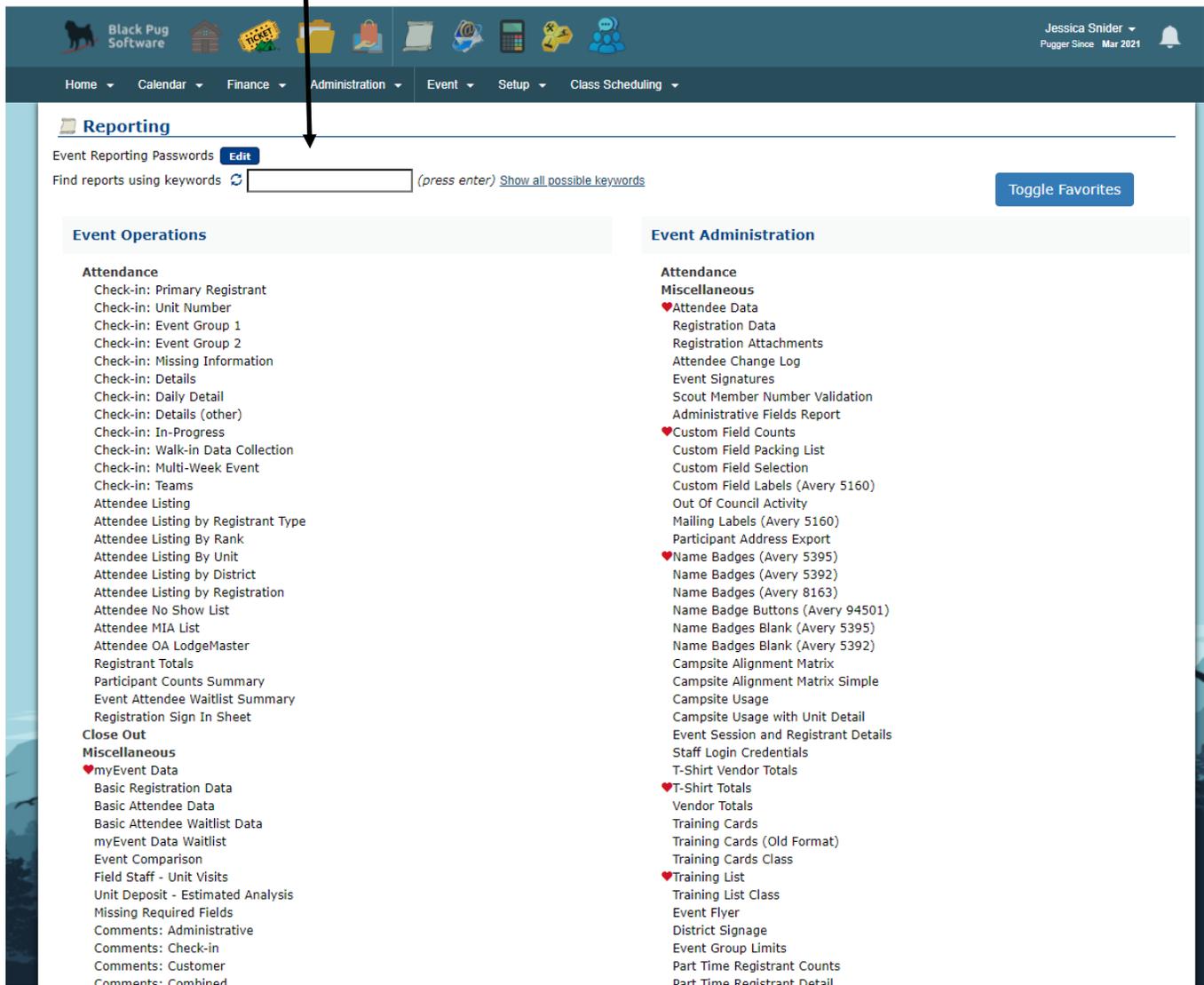
Registrant Type	Total
Adult Participant	10
<b>Total</b>	<b>10</b>

### 4. Once you are the reporting screen for the event, you will see a number of different menus. Here are some of my favorites:

- A. Check in list—Event Operations -> Attendance -> Check-In: Primary Resident
- B. Participant with contact info List—Event Operations -> Miscellaneous -> myEvent Data
- C. Participant data (not excel) - Event Administration ->Miscellaneous -> Attendee Data
- D. Custom Field Counts—Event Administration ->Miscellaneous -> Custom Field Counts
- E. Name Badges—Event Administration ->Miscellaneous -> Name Badges
- F. T-shirt Totals—Event Administration ->Miscellaneous -> T-shirt totals
- G. Training List = Event Administration ->Miscellaneous -> Training List
- H. Class Rosters (if you have multiple classes) -> Class Check-in -> Scheduled Badge Sheets ->Requirement Grid

## 5. If you can not find the info you want.

At the top of the reporting page there is a keyword search. It is quite good so give a general description and see what it finds.



The screenshot shows the Black Pug Software Reporting interface. At the top, there is a navigation bar with icons for Home, Calendar, Finance, Administration, Event, Setup, and Class Scheduling. The user is logged in as Jessica Snider. Below the navigation bar, the 'Reporting' section is active. A search bar is present with the text 'Find reports using keywords' and a 'Toggle Favorites' button. A black arrow points to the search bar. Below the search bar, there are two columns of report categories: 'Event Operations' and 'Event Administration'.

**Event Operations**

- Attendance**
  - Check-in: Primary Registrant
  - Check-in: Unit Number
  - Check-in: Event Group 1
  - Check-in: Event Group 2
  - Check-in: Missing Information
  - Check-in: Details
  - Check-in: Daily Detail
  - Check-in: Details (other)
  - Check-in: In-Progress
  - Check-in: Walk-in Data Collection
  - Check-in: Multi-Week Event
  - Check-in: Teams
  - Attendee Listing
  - Attendee Listing by Registrant Type
  - Attendee Listing By Rank
  - Attendee Listing By Unit
  - Attendee Listing by District
  - Attendee Listing by Registration
  - Attendee No Show List
  - Attendee MIA List
  - Attendee OA LodgeMaster
  - Registrant Totals
  - Participant Counts Summary
  - Event Attendee Waitlist Summary
  - Registration Sign In Sheet
- Close Out**
- Miscellaneous**
  - myEvent Data
  - Basic Registration Data
  - Basic Attendee Data
  - Basic Attendee Waitlist Data
  - myEvent Data Waitlist
  - Event Comparison
  - Field Staff - Unit Visits
  - Unit Deposit - Estimated Analysis
  - Missing Required Fields
  - Comments: Administrative
  - Comments: Check-in
  - Comments: Customer
  - Comments: Combined

**Event Administration**

- Attendance**
- Miscellaneous**
  - Attendee Data
    - Registration Data
    - Registration Attachments
    - Attendee Change Log
    - Event Signatures
    - Scout Member Number Validation
    - Administrative Fields Report
  - Custom Field Counts
  - Custom Field Packing List
  - Custom Field Selection
  - Custom Field Labels (Avery 5160)
  - Out Of Council Activity
  - Mailing Labels (Avery 5160)
  - Participant Address Export
  - Name Badges (Avery 5395)
  - Name Badges (Avery 5392)
  - Name Badges (Avery 8163)
  - Name Badge Buttons (Avery 94501)
  - Name Badges Blank (Avery 5395)
  - Name Badges Blank (Avery 5392)
  - Campsite Alignment Matrix
  - Campsite Alignment Matrix Simple
  - Campsite Usage
  - Campsite Usage with Unit Detail
  - Event Session and Registrant Details
  - Staff Login Credentials
  - T-Shirt Vendor Totals
  - T-Shirt Totals
  - Vendor Totals
  - Training Cards
  - Training Cards (Old Format)
  - Training Cards Class
  - Training List
  - Training List Class
  - Event Flyer
  - District Signage
  - Event Group Limits
  - Part Time Registrant Counts
  - Part Time Registrant Detail