How to Black Pug

Setting up the Event

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 you 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 opens 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

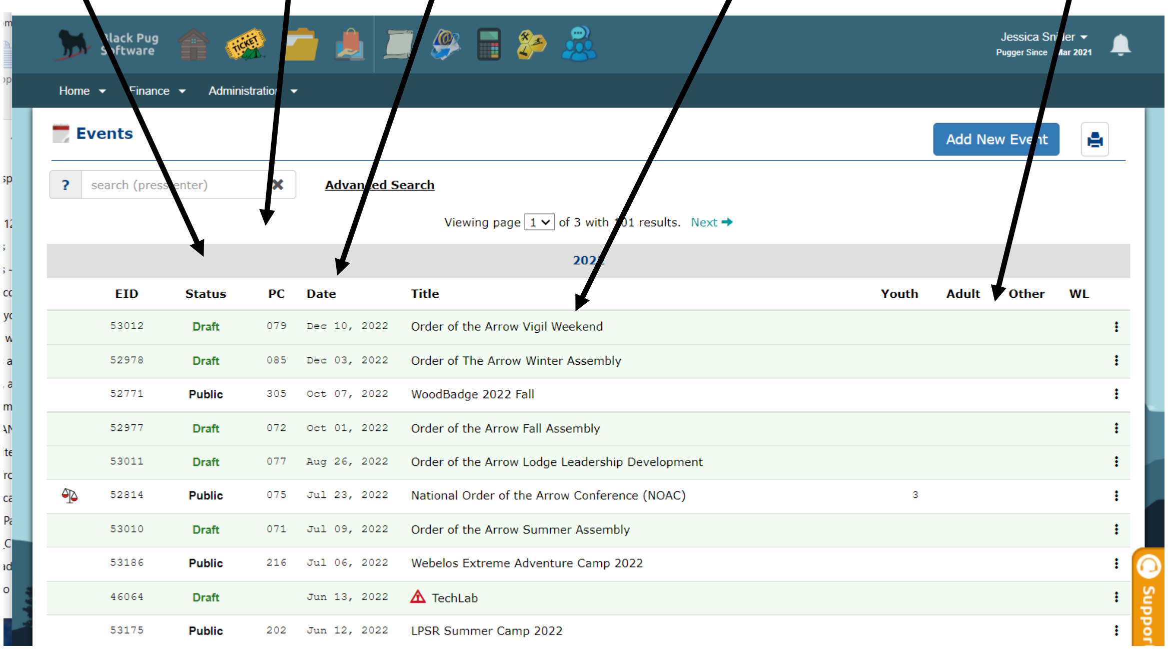
Date the event starts

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 registration for your event, they will appear here.

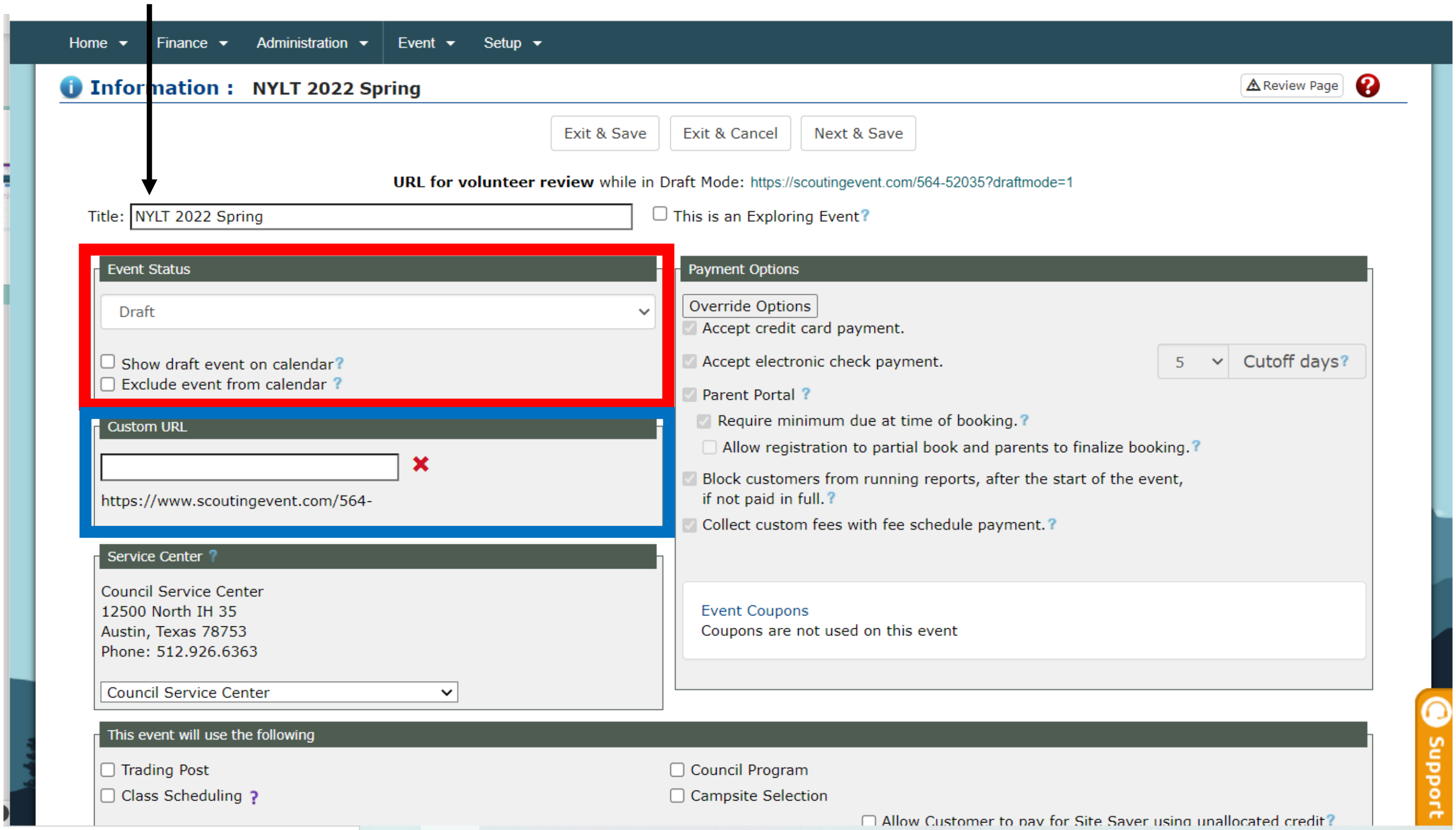


2. Click on Add New Event Button

If your event is not present, click on the blue “Add New Event” box in the upper right corner.

3. Add the Event Name

A small pop-up window will open to ask for the event name. Once this window is done, the name will then be next to the Information field on the top of the page and in the Title box. If you need to change the event title, you can do in the Title box.



4. Pick the Status of the event and click if the event should be visible on the calendar (in red square).

When you are first creating an event, select draft. Do not change to Public until you have checked your event. Click on the "Show draft event on the calendar," if you want the event to be visible. Click on the "Exclude event from Calendar" if you want to event to not be visible until a later date.

5. Include a Custom URL (in blue square) if wanted.

If you would like to create a custom URL for the event, add it here.

6. If you need any custom payment options, please see the question sheet and/or contact Jessica.snider@scouting.org. Otherwise no need to change anything in the Payment Options box.

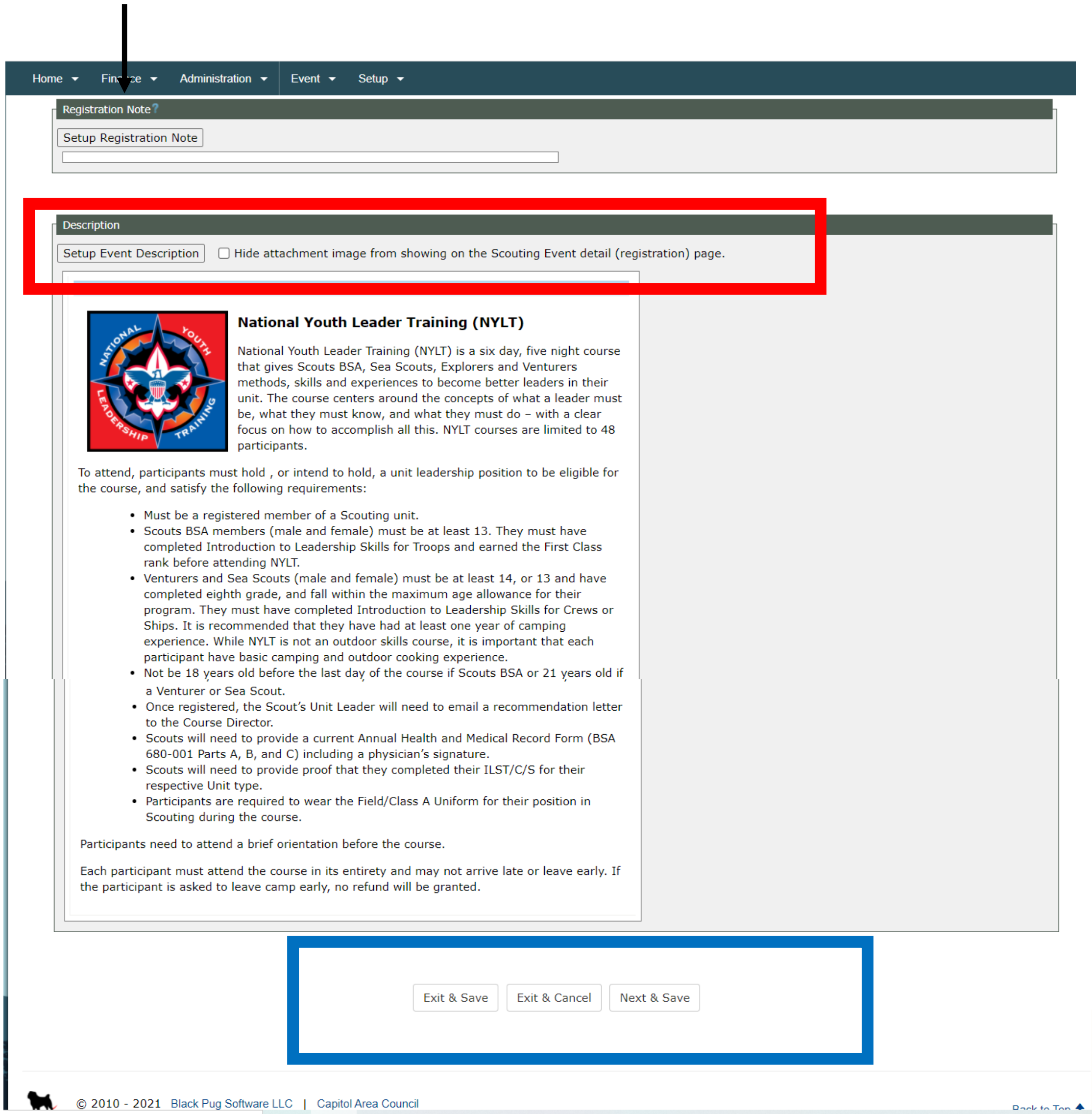
If you need to be able to accept payment onsite (we highly suggest not to do this), you need to create multiple payments, or create discount codes, it can be done in the Payment Options box .

7. If you need to create classes that people can register for, please contact Jessica.

If you need to create a classes that can be selected during different times, that is a bit complicated. Please reach out to Jessica and set up a time to do this together.

8. Complete any Registration Notes if needed.

If you registration has specific instructions, add to Setup Registration Note. Otherwise, leave empty. Leaving empty is most common.



9. Complete any Event Description.

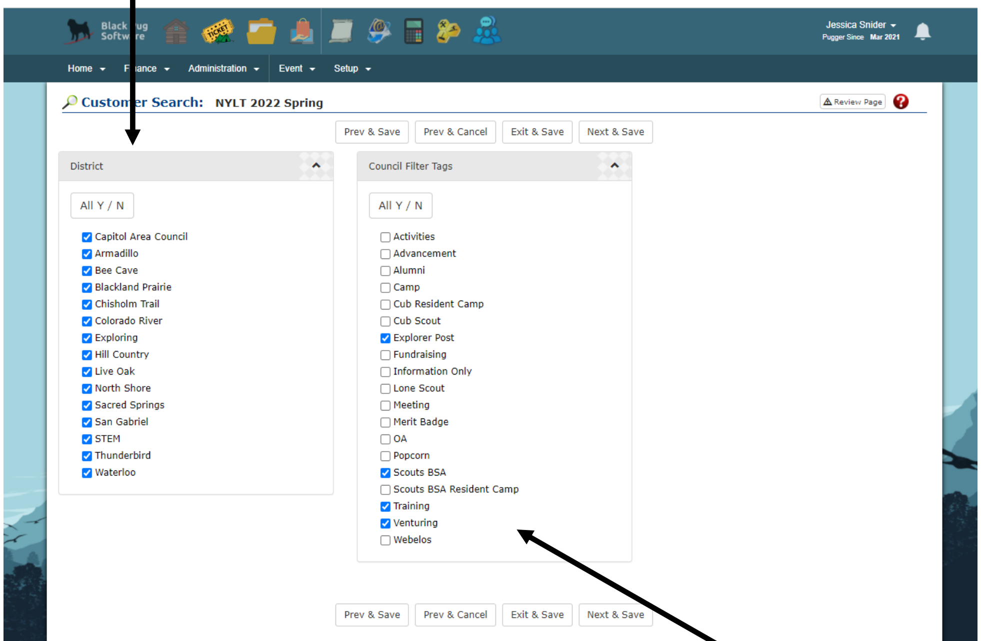
To complete the event description, click on the "Setup Event Description" to open the editor box (red box above) Write in the information or copy in from an email or document. See the **How to Black Pug: How to use the Editor Box** for more info about the editor box. Once you are done with the information, click done. You will add the image for your event later.

10. Finish the Information page by clicking "Next & Save" (blue box).

Click on the box of the bottom right of the screen to move to the next section to complete.

11. Complete the Customer Search Section but selecting Areas/Districts Event will be for.

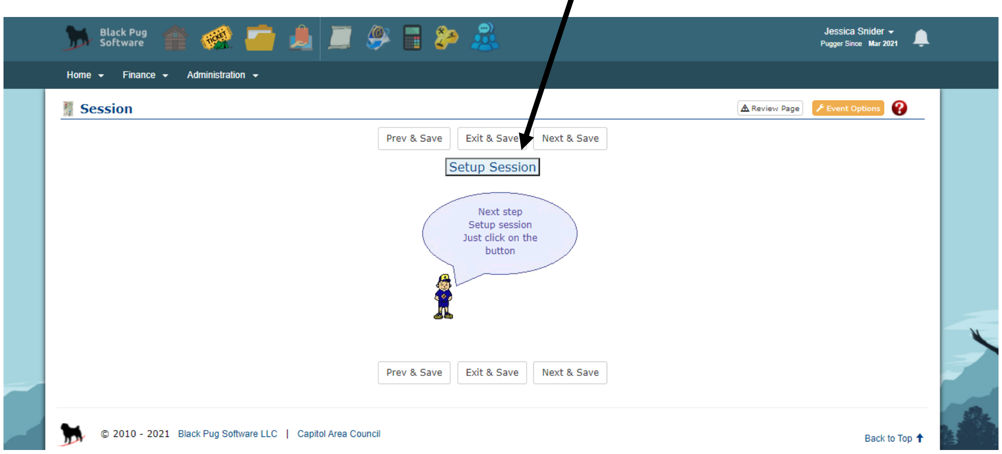
In the District section, you can click the “All Y/N” box to select all (Council events) or just the district of the event. If you want your event on the main Council Calendar, click the Capitol Area Council also.



12. Complete the Customer Search Section but selecting Filter Tags.

In the Filter Tag section, you can click the “All Y/N” box to select all or select the descriptions that best fit your event. Once done, click “Next and Save” at the bottom of the screen.

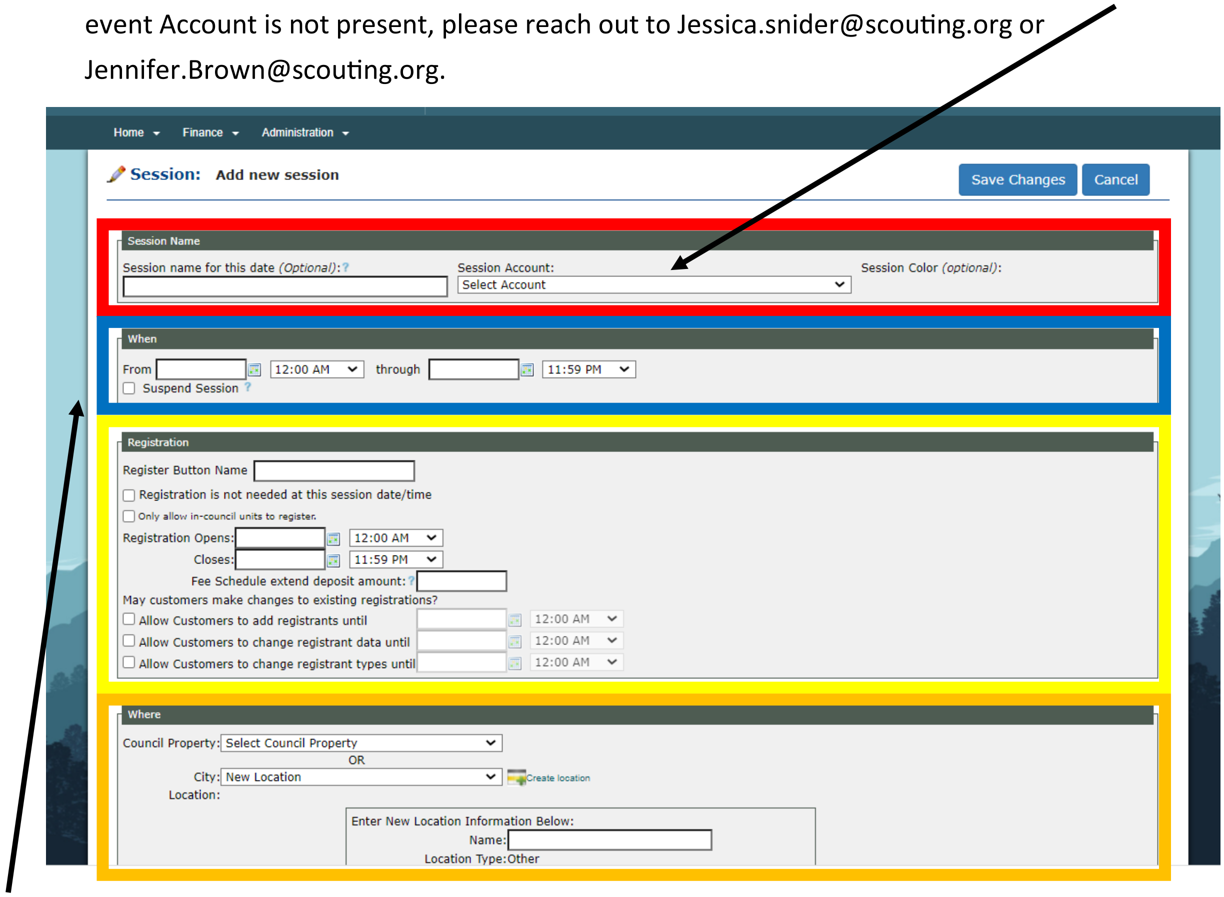
13. On the Session Page, click on the Setup Session.



14. On the Session Page, fill in all the information in the Session Name Box (red box).

If you event has only one event date, do not fill in the Session name for this date. If you event has more than one event date (example: you event is two weekends), please reach out to Jessica.snider@scouting.org for assistance).

In the Session Account Box, select the Account you need any monies collected to be deposited into. If you event Account is not present, please reach out to Jessica.snider@scouting.org or Jennifer.Brown@scouting.org.



15. Add the date of your event in the When Box (blue box).

Add the start and end date and time of your event in the When Box. The system really prefers you use the calendar feature, not just entering the date.

16. Add the registration open and close date in the Registration Box (yellow box).

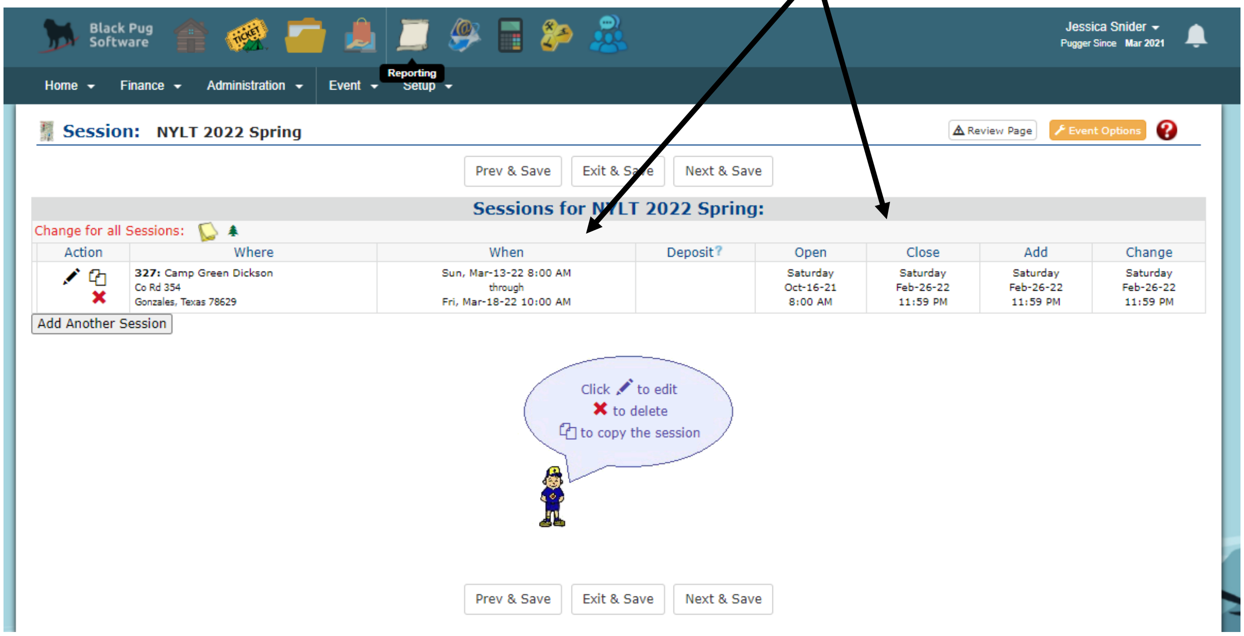
Add the start and end date and time of your registration in the Registration box. Again, the system really prefers you use the calendar feature and not just enter dates and times. Next, check the two boxes that "Allow Customers to add registrants until" and "Allow Customers to Change registrant data until". These will autofill with Registration Closes Date but you can change if wanted.

17. Add the event location in the Where Box (orange box).

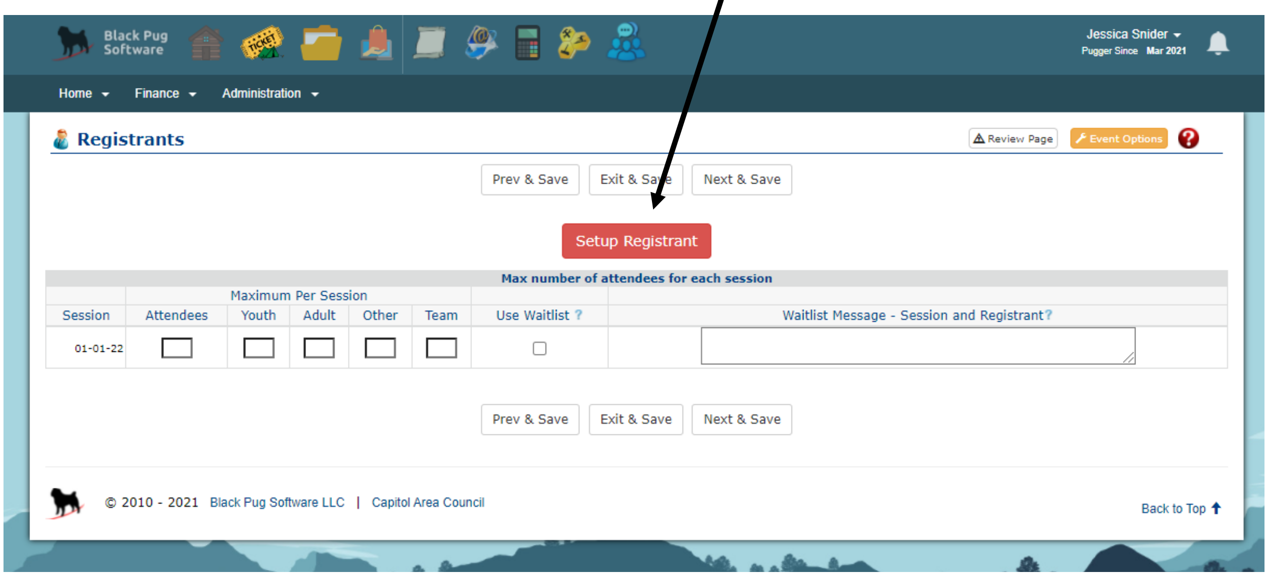
If you using a Council Property, please use the drop down menu to select. If not, use the City drop down to select a common city location (we have several added already) or you can add a New Location by entering the name, address and Lat/Long (this part not included in this handout).

18. Double check your dates and then click "Next & Save".

Double check your dates and times for everything. This is where most mistakes happen.



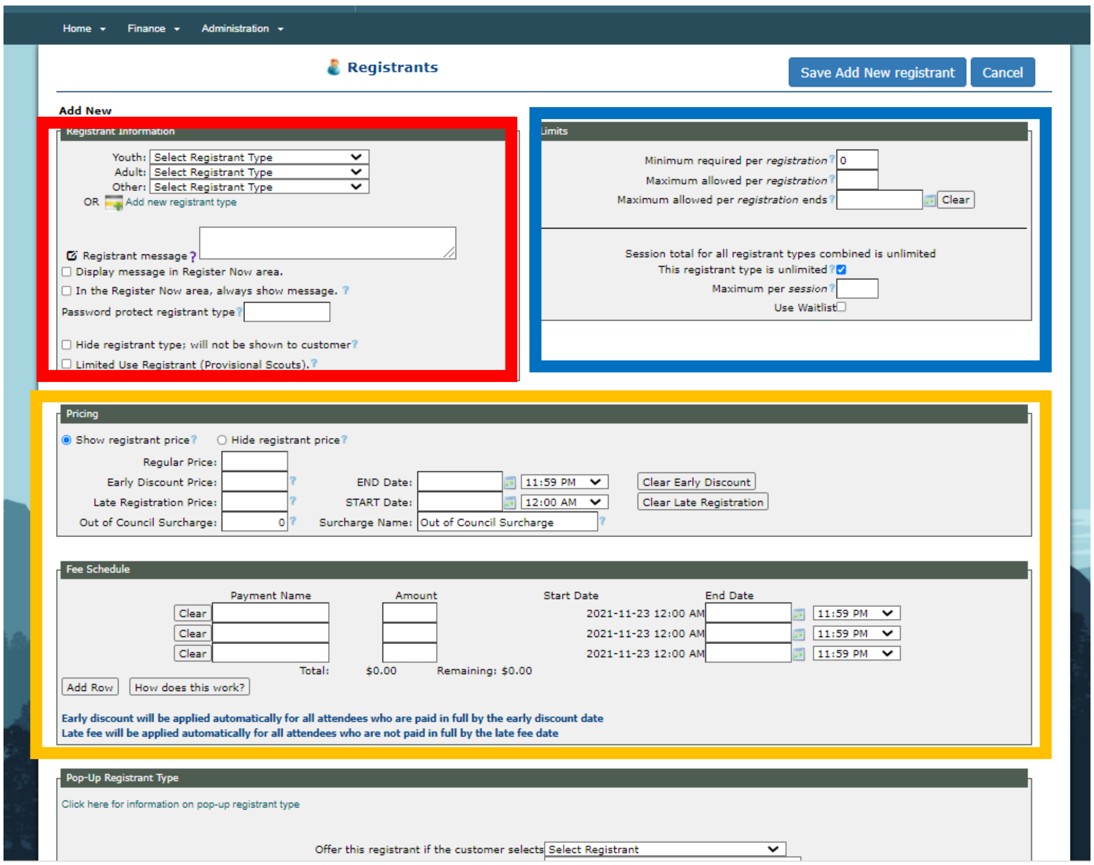
19. On the Registrants screen, click Setup Registrants. Complete the screen on the next page for each registrant type you will have.



20. Define your registrant type using the drop down menus in the Registrant Information Box (red box).

Remember that you are only adding one registrant type at a time on this screen. Use the drop down menu to define each registrant. The most commonly used Youth Registrant type is “Cub Scout Youth’, “Scouts BSA Youth” or “Youth Participant”. Most commonly used Adult Registrant type include “Adult Participant” and “Adult Volunteer.” The most common Other Registrant Type include “Participant” and “Family Member”. If none of these fit what you are wanting for Registrant Type, please check the full list or email Jessica.snider@scouting.org if you feel you need to create a new registrant type.

Use the check boxes towards the bottom of the red boxs if you want to Password Protect a Registrant Type (for example, you only want people you have given a password to be able to use the free “Staff” registration selection).



21. Define Registrant Limits, if needed (blue box)

If you need to define a number of registrant allowed on each reservation (min or max) do so in the Limits box. It is usually best to have a minimum per registration of 0 if you have more than one registrant type. You can also add a limit of total number of registrants of this type for the event allow (example: If you only want to have 20 adult volunteers but 30 adult participants, you can define that here.) Finally, you can select if you want to use a waitlist or not for this registrant type.

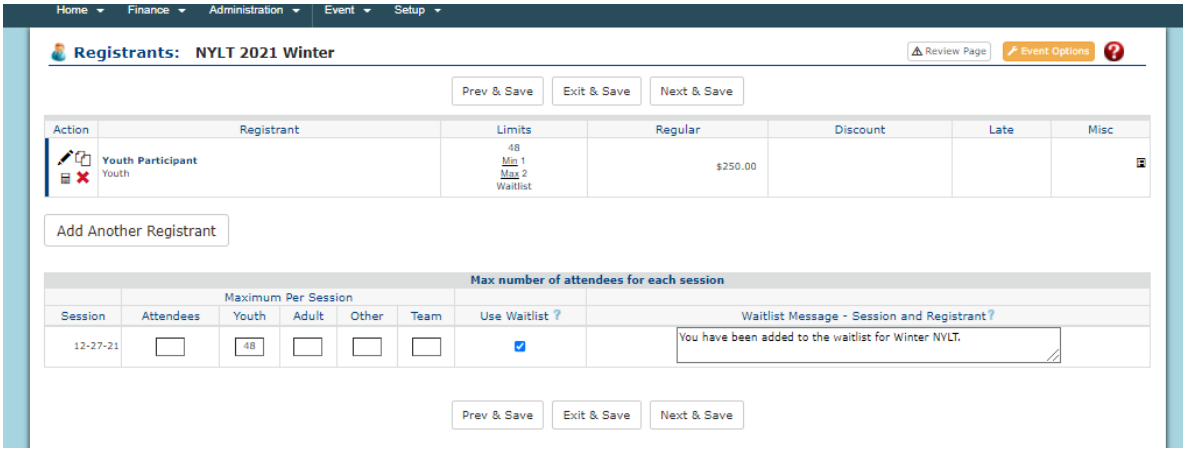
22. Add Registrant Pricing as needed and then click “Save” (orange box)

Add the price per registrant in the Regular Price Box. You also add early bird or late pricing if needed.
We have not used a out of council surcharge. If you want to make a fee schedule for a larger event, you can add to the fee schedule box. However, this is mainly only used for camps and other more expensive options. Please reach out to Jessica.snider@scouting.org if you need to do a fee schedule and have questions.

23. Add you total number of youth and adults allowed and check registrant type in the overview. If all looks correct, click "Next & Save"

Double check all the information about your registrant types in the overview.

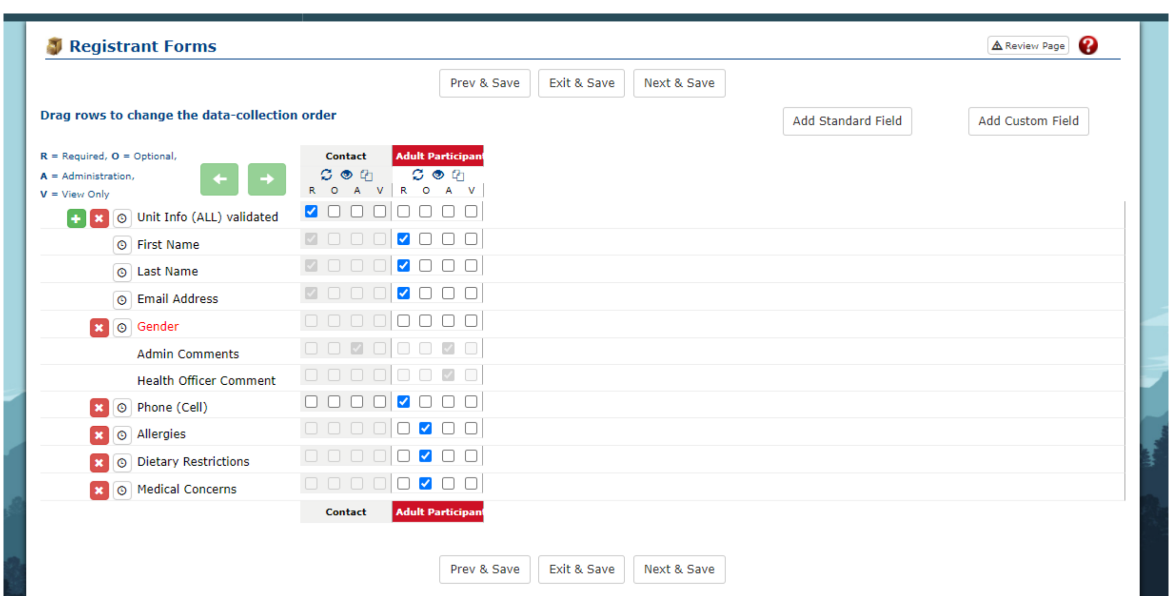
Finally in the box at the bottom of the screen, fill in your total allow youth and adult participants (remember to combine if needed. For example, if you are allowing 100 Cub Scout youth and 50 Webelos youth, enter your total youth participants as 150).



24. On the Registrant Forms page, add in fields for each bit of info you want to know. Once you are done, click "Next & Save."

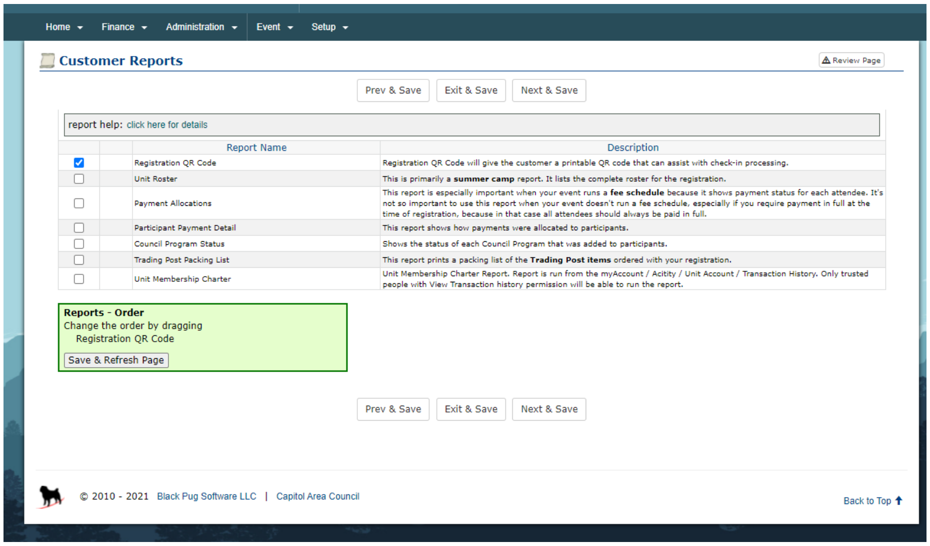
The standard fields include Unit Info, First Name, Last Name, Email Address, Gender, Admin Comments and Health Officer Comments. You can add more fields by clicking on the "Add Standard Field" Button and selecting from a number of different options. If none of those options work, you can also add a custom field. See https://youtu.be/keaP-WkIIEo for more information about creating custom fields.

For each participant type, you can check boxes to define if the information is required or not. Checking the box in the column under R mean that the info is required for all participants of that type. Checking the box in the column under O means that info is Optional for all participants of that type. Checking the box in the column under A means the information is for Administration only and checking the box in the column under V means the info is for Viewing only. In the example below, all adults must include their name, email and cell phone but have the option of adding Allergies, Dietary Registrations and Medical Concerns.



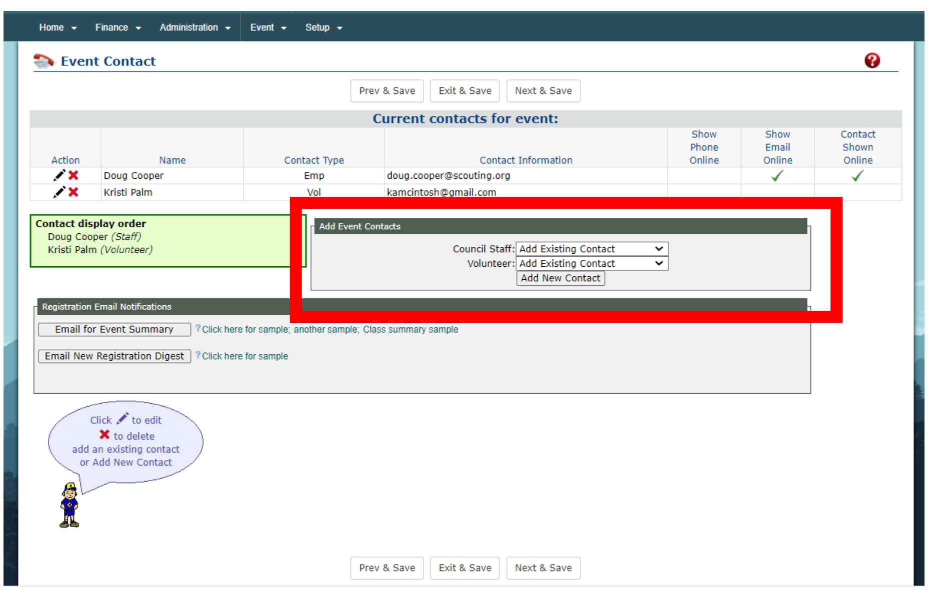
25. On the Customer Reports screen, select which reports your customers can view. Then click "Next & Save".

Typically we select only Registration QR Code and Unit Roster when events are first created. If you have merit badge classes and want to show completion reports, it is best to not click that field until you have fully entered and verified the results.



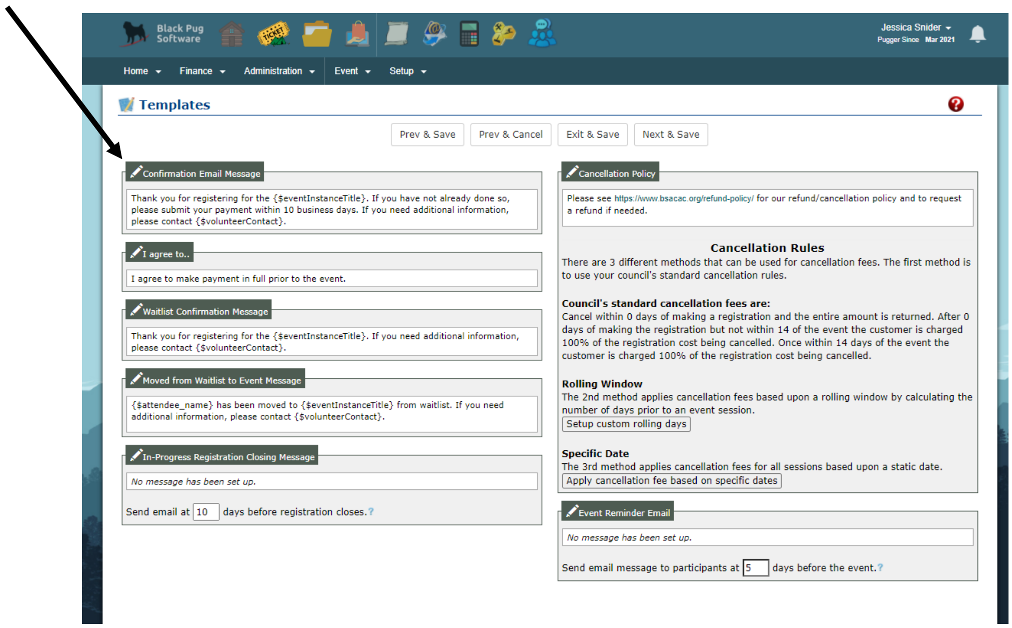
26. On the Event Contact screen, use the drop down menu select the Council Staff and Volunteer contacts using the box highlighted in the red box. After this, click "Next & Save".

All Council Staff should have their information available using the drop down menu for Council Staff. For volunteers, please check to see if you volunteer already has their contact information included using the drop down menu for Volunteer. If not, please click on the Add New Contact and enter Name and email to add the contact.



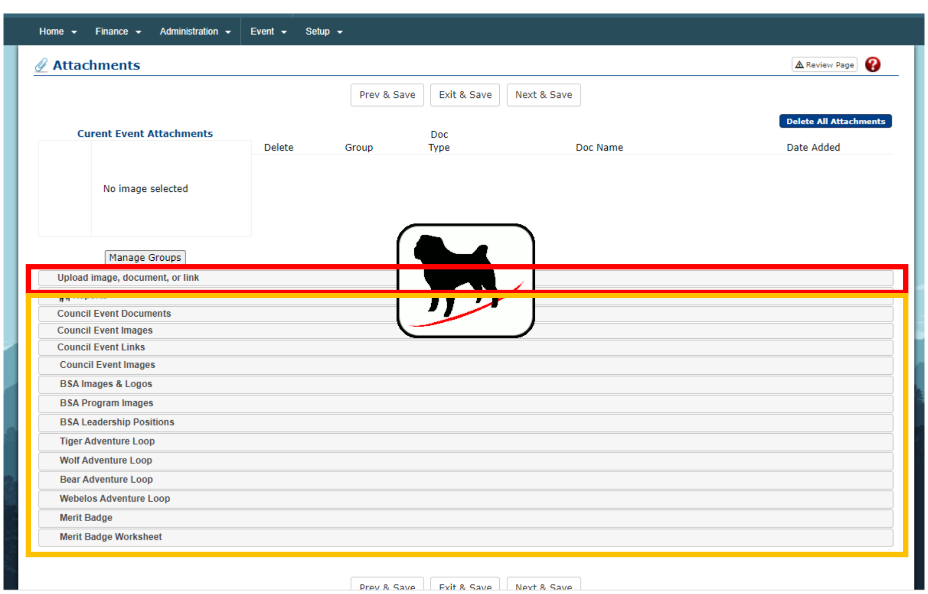
27. On the Templates screen, change Fields only if needed. Once done, click “Next & Save”.

All of these fields have the Council level standard info. If you want to change any of these templates, click on the little pencil to the left of the name of the field. Once you are done changing them, check for mistakes and then hit save. Please do not change the Cancellation Policy template.



28. On the Attachment screen, you can add images or documents if wanted. Once done, click “Next & Save”.

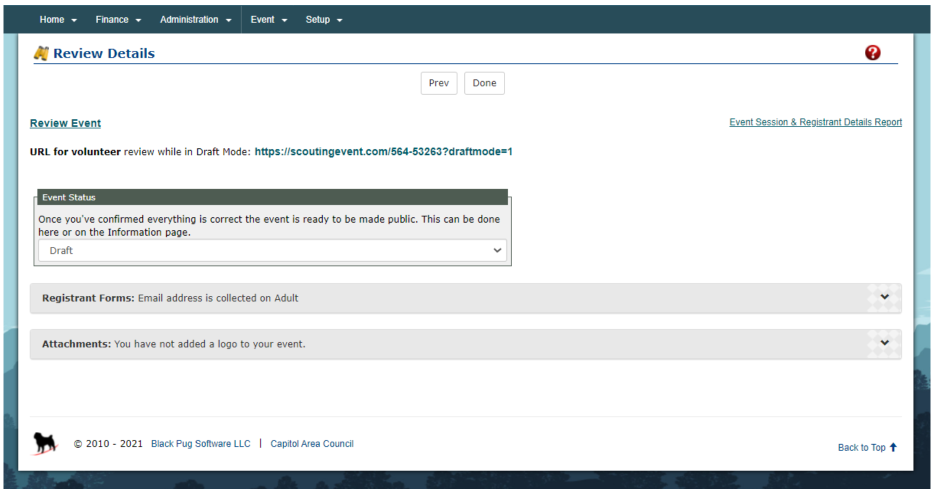
If you want to upload a specific image or document, click on the upload button. It is highlighted in the red square. A pop up box will open and you will need to select your image, name your image, add an expiration date (some time after your event), select a folder location to store your image (Council Event Images folder) and upload. Once the image is uploaded and appears on the Attachments screen, it will also appears on the top left corner of your event description. If you would prefer a predesigned image, feel free to select from the different folders below (highlighted in the yellow square). Check the box related to the image to add it to you description. You can only add one image per description but you can upload multiple documents if needed. For more information about adding and using documents, please see https://youtu.be/h-XmX7X6MTI.



29. On the Review Details screen, you can review your event. If you are happy with your event setup, click Done.

Always double check your event before making it public. If there are any major issues with your event (like you forgot to add registrant types), these will appear highlighted on this screen. The system will also remind you if you are collecting any personal information (email or phone number, etc.) for different registration types.

Please note, you will get the little black pug image filling up with color to show that the system is "thinking". If the image stays for more than a minute, just close the window and then relog into Black Pug. It will save the event but seems to get stuck at this stage.



30. If you need to go back and fix any part of the registration, use the drop down screen under the word Setup (in red square) to quickly get to where you need to go.