

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 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 Black Pug Software. The top navigation bar includes a yellow ticket icon. The page features a search bar, an 'Add New Event' button, and a table of events. Arrows from the text blocks point to the 'Status', 'PC', 'Date', 'Title', and 'Registrations' columns, as well as the 'Add New Event' button.

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 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.

The screenshot shows the 'Information' section for an event titled 'NYLT 2022 Spring'. The page has a navigation bar with 'Home', 'Finance', 'Administration', 'Event', and 'Setup' menus. Below the navigation bar, there are buttons for 'Exit & Save', 'Exit & Cancel', and 'Next & Save'. A URL for volunteer review is displayed: 'https://scoutingevent.com/564-52035?draftmode=1'. The 'Title' field contains 'NYLT 2022 Spring' and there is a checkbox for 'This is an Exploring Event?'. A red square highlights the 'Event Status' dropdown menu, which is currently set to 'Draft'. Below it are two checkboxes: 'Show draft event on calendar?' and 'Exclude event from calendar?'. A blue square highlights the 'Custom URL' field, which contains 'https://www.scoutingevent.com/564-'. To the right, the 'Payment Options' section includes 'Override Options' with checkboxes for 'Accept credit card payment.', 'Accept electronic check payment.', 'Parent Portal?', 'Require minimum due at time of booking.', 'Allow registration to partial book and parents to finalize booking.', 'Block customers from running reports, after the start of the event, if not paid in full.', and 'Collect custom fees with fee schedule payment.'. There is also a 'Cutoff days' dropdown set to '5'. Below the payment options is an 'Event Coupons' section with the text 'Coupons are not used on this event'. At the bottom, there is a section 'This event will use the following' with checkboxes for 'Trading Post', 'Class Scheduling', 'Council Program', and 'Campsite Selection'. A 'Service Center' dropdown is also visible, set to 'Council Service Center'. A 'Support' button is located in the bottom right corner.

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

Registration Note?

Setup Registration Note

Description

Setup Event Description Hide attachment image from showing on the Scouting Event detail (registration) page.

 **National Youth Leader Training (NYLT)**

National Youth Leader Training (NYLT) is a six day, five night course that gives Scouts BSA, Sea Scouts, Explorers and Venturers methods, skills and experiences to become better leaders in their unit. The course centers around the concepts of what a leader must be, what they must know, and what they must do - with a clear focus on how to accomplish all this. NYLT courses are limited to 48 participants.

To attend, participants must hold , or intend to hold, a unit leadership position to be eligible for the course, and satisfy the following requirements:

- Must be a registered member of a Scouting unit.
- Scouts BSA members (male and female) must be at least 13. They must have completed Introduction to Leadership Skills for Troops and earned the First Class rank before attending NYLT.
- Venturers and Sea Scouts (male and female) must be at least 14, or 13 and have completed eighth grade, and fall within the maximum age allowance for their program. They must have completed Introduction to Leadership Skills for Crews or Ships. It is recommended that they have had at least one year of camping experience. While NYLT is not an outdoor skills course, it is important that each participant have basic camping and outdoor cooking experience.
- Not be 18 years old before the last day of the course if Scouts BSA or 21 years old if a Venturer or Sea Scout.
- Once registered, the Scout's Unit Leader will need to email a recommendation letter to the Course Director.
- Scouts will need to provide a current Annual Health and Medical Record Form (BSA 680-001 Parts A, B, and C) including a physician's signature.
- Scouts will need to provide proof that they completed their ILST/C/S for their respective Unit type.
- Participants are required to wear the Field/Class A Uniform for their position in Scouting during the course.

Participants need to attend a brief orientation before the course.

Each participant must attend the course in its entirety and may not arrive late or leave early. If the participant is asked to leave camp early, no refund will be granted.

Exit & Save Exit & Cancel Next & Save

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9. Complete any Event Description.

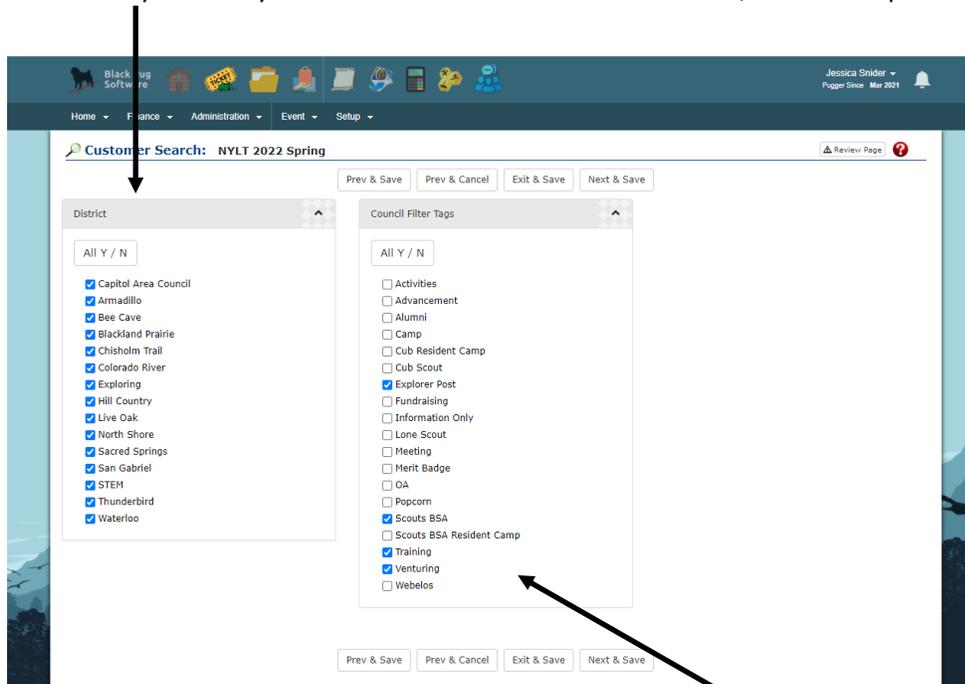
To complete the event description, click on the “Setup Event Description” to open the editor box (red box above) Write in the information or copy in from an email or document. See the **How to Black Pug: How to use the Editor Box** for more info about the editor box. Once you are done with the information,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

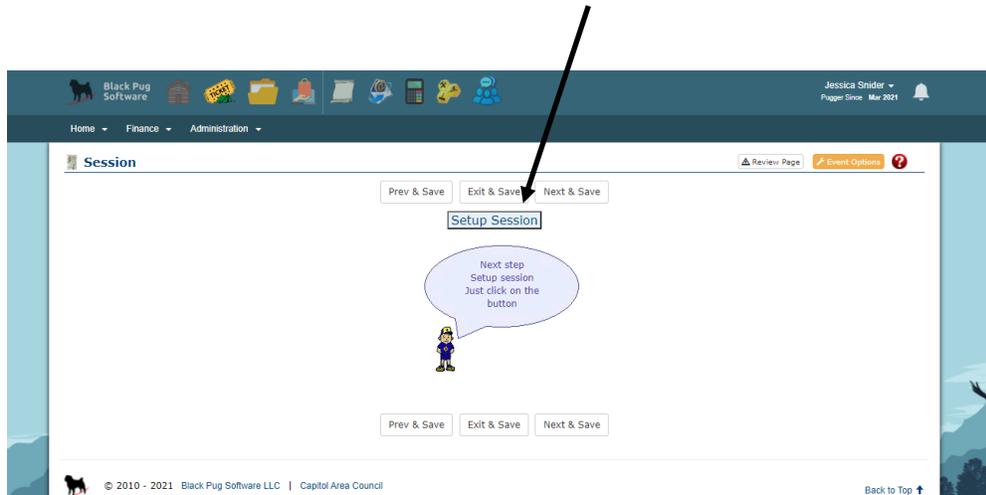
In the District section, you can click the “All Y/N” box to select all (Council events) or just the district of the event. If you want your event on the main Council Calendar, click the Capitol Area Council also.



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 your event has only one event date, do not fill in the Session name for this date. If your event has more than one event date (example: your 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 your event Account is not present, please reach out to Jessica.snider@scouting.org or Jennifer.Brown@scouting.org.

The screenshot shows the 'Add new session' form with the following sections highlighted:

- Session Name (Red Box):** Contains a text field for 'Session name for this date (Optional):?', a dropdown for 'Session Account: Select Account', and a text field for 'Session Color (optional):'.
- When (Blue Box):** Contains 'From' and 'through' date and time pickers, with '12:00 AM' and '11:59 PM' selected. There is a checkbox for 'Suspend Session?'.
- Registration (Yellow Box):** Contains a 'Register Button Name' field, checkboxes for 'Registration is not needed at this session date/time' and 'Only allow in-council units to register.', 'Registration Opens' and 'Closes' date and time pickers, a 'Fee Schedule extend deposit amount:' field, and checkboxes for 'May customers make changes to existing registrations?' with sub-options for adding registrants, changing data, and changing types.
- Where (Orange Box):** Contains a 'Council Property' dropdown, an 'OR' separator, a 'City' dropdown with 'New Location' selected, a 'Create location' button, and a section for 'Enter New Location Information Below:' with a 'Name' field and 'Location Type: Other'.

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 are 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).

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 boxes 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).

The screenshot shows the 'Registrants' management interface. At the top, there are navigation tabs for 'Home', 'Finance', and 'Administration'. The main heading is 'Registrants' with 'Save Add New registrant' and 'Cancel' buttons. The 'Add New' section is divided into several panels:

- Registrant Information (Red Box):** Contains dropdown menus for 'Youth:', 'Adult:', and 'Other:' registrant types. Below these are checkboxes for 'Registant message?', 'Display message in Register Now area.', 'In the Register Now area, always show message.', 'Password protect registrant type', 'Hide registrant type: will not be shown to customer?', and 'Limited Use Registrant (Provisional Scouts)'.
- Limits (Blue Box):** Contains input fields for 'Minimum required per registration', 'Maximum allowed per registration', and 'Maximum allowed per registration ends'. It also has a 'Clear' button and a section for 'Session total for all registrant types combined is unlimited' with a checkbox for 'This registrant type is unlimited' and a 'Use Waitlist' checkbox.
- Pricing (Orange Box):** Contains radio buttons for 'Show registrant price?' and 'Hide registrant price?'. It includes input fields for 'Regular Price', 'Early Discount Price', 'Late Registration Price', and 'Out of Council Surcharge'. There are also 'END Date' and 'START Date' dropdowns with 'Clear Early Discount' and 'Clear Late Registration' buttons.
- Fee Schedule (Yellow Box):** Contains a table with columns for 'Payment Name', 'Amount', 'Start Date', and 'End Date'. It includes 'Clear' buttons for each row and a total/remaining amount summary.

At the bottom, there is a 'Pop-Up Registrant Type' section with a link for more information and a dropdown menu to 'Offer this registrant if the customer selects'.

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-WkIIe0> 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.

Report Name	Description
<input checked="" type="checkbox"/> Registration QR Code	Registration QR Code will give the customer a printable QR code that can assist with check-in processing.
<input checked="" type="checkbox"/> Unit Roster	This is primarily a summer camp report. It lists the complete roster for the registration.
<input type="checkbox"/> Payment Allocations	This report is especially important when your event runs a fee schedule because it shows payment status for each attendee. It's not so important to use this report when your event doesn't run a fee schedule, especially if you require payment in full at the time of registration, because in that case all attendees should always be paid in full.
<input type="checkbox"/> Participant Payment Detail	This report shows how payments were allocated to participants.
<input type="checkbox"/> Council Program Status	Show the status of each Council Program that was added to participants.
<input type="checkbox"/> Trading Post Packing List	This report prints a packing list of the Trading Post items ordered with your registration.
<input type="checkbox"/> Unit Membership Charter	Unit Membership Charter Report. Report is run from the myAccount / Activity / Unit Account / Transaction History. Only trusted people with View Transaction history permission will be able to run the report.

Reports - Order
Change the order by dragging
Registration QR Code
[Save & Refresh Page](#)

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.

Action	Name	Contact Type	Contact Information	Show Phone Online	Show Email Online	Contact Shown Online
	Doug Cooper	Emp	doug.cooper@scouting.org		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Kristi Palm	Vol	kamcintosh@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

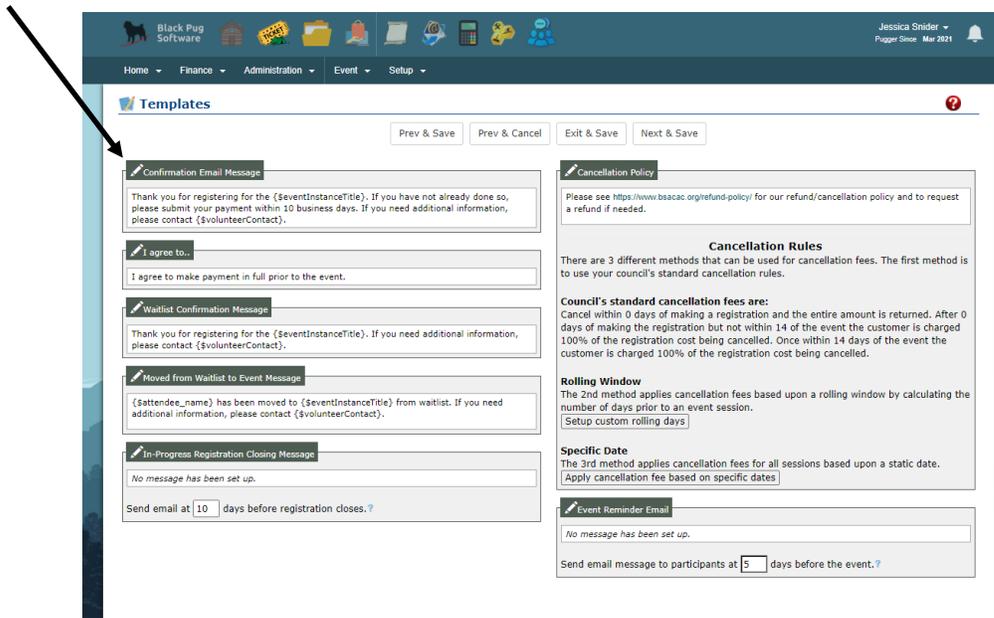
Contact display order
Doug Cooper (Staff)
Kristi Palm (Volunteer)

Add Event Contacts
Council Staff:
Volunteer:
[Add New Contact](#)

Click to edit
 to delete
add an existing contact
or Add New Contact

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

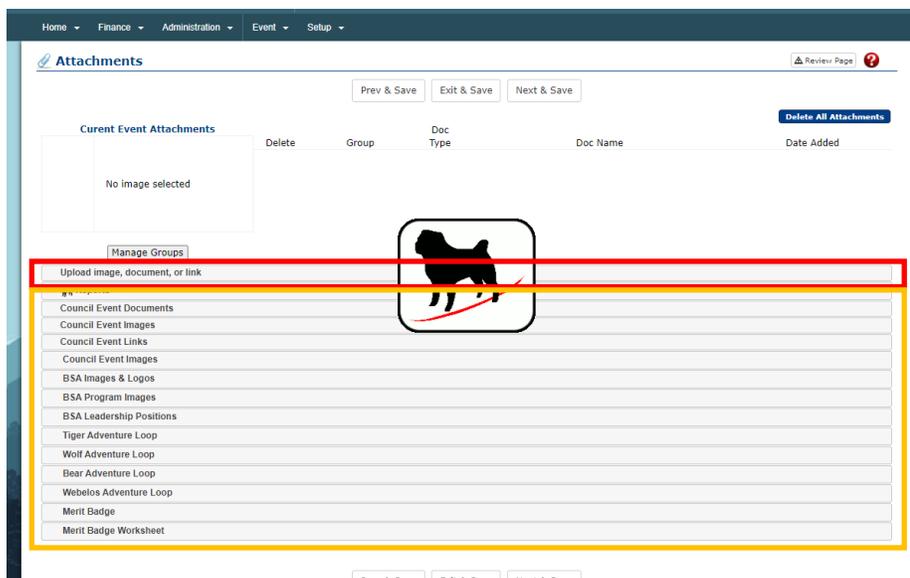
All of these fields have the Council level standard info. If you want to change any of these templates, click on the little pencil to the left of the name of the field. Once you are done changing them, check for mistakes and then hit save. Please do not change the Cancellation Policy template.



The screenshot shows the 'Templates' management interface. At the top, there are navigation tabs: Home, Finance, Administration, Event, and Setup. Below these are buttons for 'Prev & Save', 'Prev & Cancel', 'Exit & Save', and 'Next & Save'. The main content area is divided into two columns. The left column contains several templates, each with a pencil icon for editing: 'Confirmation Email Message', 'I agree to...', 'Waitlist Confirmation Message', 'Moved from Waitlist to Event Message', and 'In-Progress Registration Closing Message'. The right column contains 'Cancellation Policy', 'Cancellation Rules', 'Rolling Window', 'Specific Date', and 'Event Reminder Email'. A black arrow points to the pencil icon next to the 'Confirmation Email Message' 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 appear 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 your 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>.

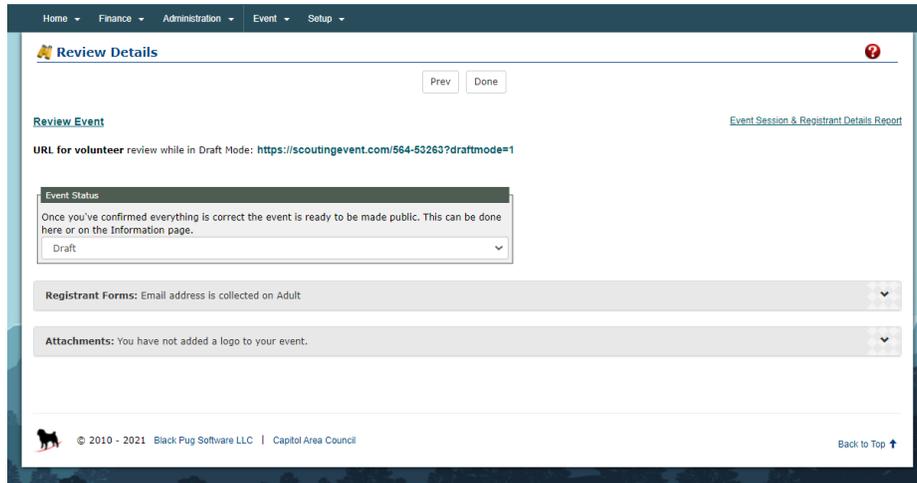


The screenshot shows the 'Attachments' management interface. At the top, there are navigation tabs: Home, Finance, Administration, Event, and Setup. Below these are buttons for 'Prev & Save', 'Exit & Save', and 'Next & Save'. The main content area is divided into two sections. The top section is a table for 'Current Event Attachments' with columns for 'Delete', 'Group', 'Doc Type', 'Doc Name', and 'Date Added'. Below the table is a 'Manage Groups' section with a red box around the 'Upload image, document, or link' button and a yellow box around a list of folders including 'Council Event Documents', 'Council Event Images', 'Council Event Links', 'Council Event Images', 'BSA Images & Logos', 'BSA Program Images', 'BSA Leadership Positions', 'Tiger Adventure Loop', 'Wolf Adventure Loop', 'Bear Adventure Loop', 'Webelos Adventure Loop', 'Merit Badge', and 'Merit Badge Worksheet'.

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.

