

How to Black Pug

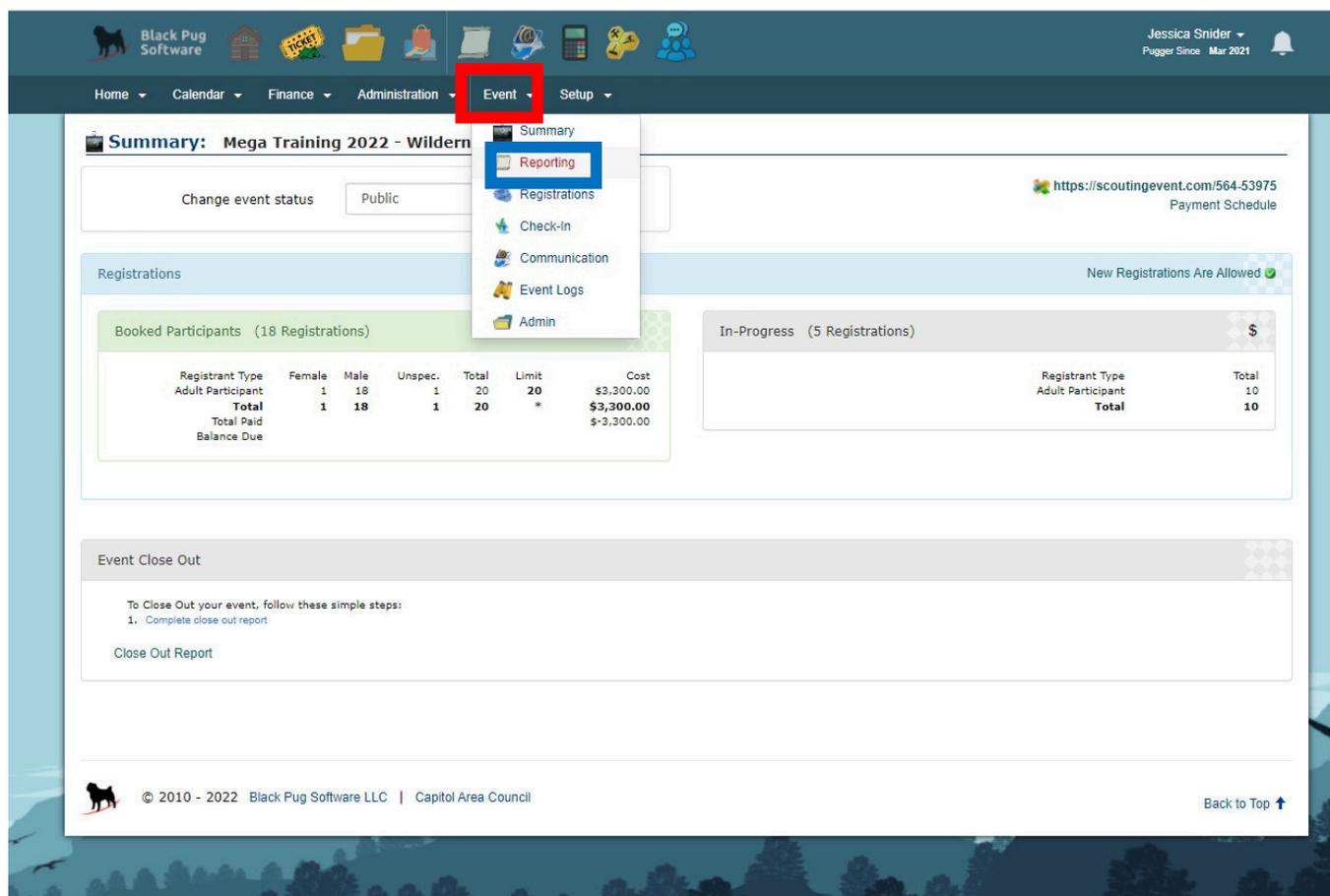
How to use the Member Validation Features

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

Click on the yellow ticket icon on the top of the navigation bar to go to the Events Page. Find the event in question by scrolling down to the date of the event and click on the event name.

2. 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 displays the Black Pug Software interface for an event titled "Mega Training 2022 - Wildern". The navigation bar at the top includes "Home", "Calendar", "Finance", "Administration", "Event" (highlighted with a red box), and "Setup". The "Event" menu is open, showing options: "Summary", "Reporting" (highlighted with a blue box), "Registrations", "Check-In", "Communication", "Event Logs", and "Admin".

The main content area shows event details for "Mega Training 2022 - Wildern". It includes a "Change event status" button set to "Public" and a URL: <https://scoutingevent.com/564-53975>. The "Registrations" section is divided into "Booked Participants (18 Registrations)" and "In-Progress (5 Registrations)".

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

The "In-Progress" section shows a table with columns for "Registrant Type" and "Total".

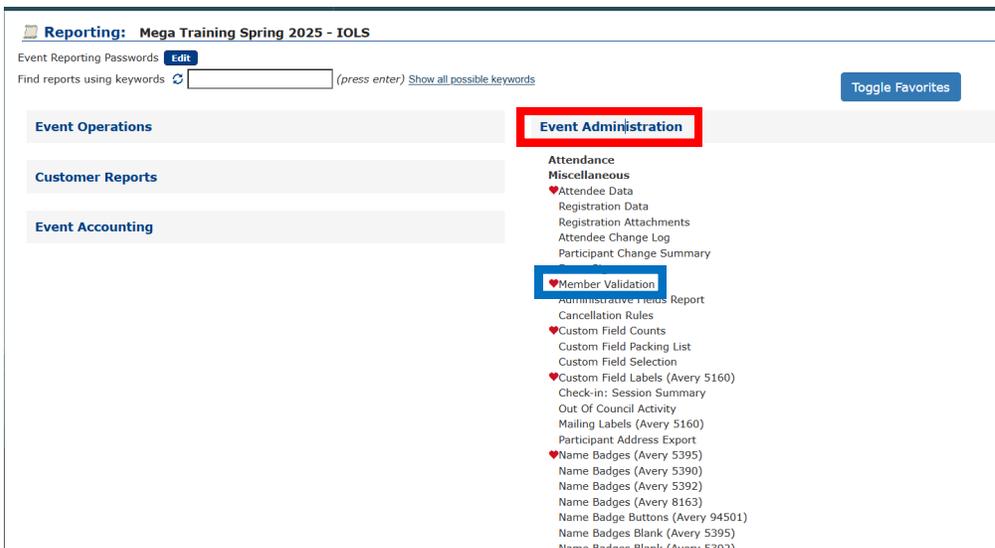
Registrant Type	Total
Adult Participant	10
Total	10

The "Event Close Out" section provides instructions: "To Close Out your event, follow these simple steps: 1. Complete close out report." and includes a "Close Out Report" link.

At the bottom, the footer contains: "© 2010 - 2022 Black Pug Software LLC | Capitol Area Council" and a "Back to Top" link.

3. Select to run a Member Validation Report

Click on Event Administration list title (red box) and then select the Member Validation Report (blue box).



4. Download the Report and Check

Once the Member Validation screen opens, select All Registrants and click Preview Report. The report will download as a .csv file that can be opened in Excel. Review the list and highlight everyone who does not have a yes under validation or no YPT date listed. There are the individuals you for which you will need to look up on Council lists.

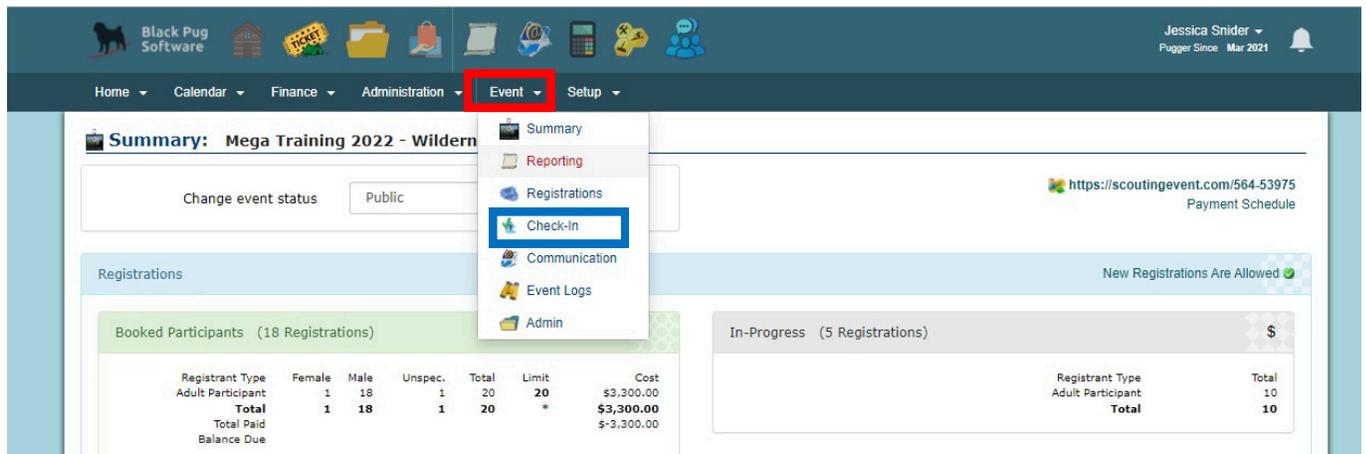
Validation
Shows if the Black Pug system has records of the registrants current membership in Scouting America

Youth Protection Training Date
Shows if the Black Pug system has records of the last time the registrant took YPT. Black Pug will flag the person if the YPT date is greater than 2 years

Unit	BSA Member #	Last Name	First Name	Position	Leadership Session	Registrant Youth/Adi. Validated	Valid YPT	BSA Expire	OUT_OF_C_REG_NBR
AR 03 F	1422789	Wilson	Chris	Den Leader	Adult Part Adult	Yes	8/11/2024	8/31/2025	5.64E+09
AR 03 F		Black	Chris		Adult Part Adult				5.64E+09
AR 02 F	140433226	Van Rost	Brian	Den Leader	Adult Part Adult	Yes	9/20/2024	8/31/2025	5.64E+09
AR 03 F	136123327	White	Scott	Committee Member,	Adult Part Adult	Yes	#####	#####	5.64E+09
AR 03 F	140291094	Tobin	Shane	Assistant Cubmaster	Adult Part Adult	Yes	9/18/2023	8/31/2025	5.64E+09
OT 018 F		Robbin	David		Adult Part Adult				5.64E+09
CT 018 F	141472912	MITCHELL	ELIZABETH	Committee Member	Adult Part Adult	Yes	1/16/2025	#####	5.64E+09
CT 018 F	14070404	Parsons	Joseph	Assistant Den Leader	Adult Part Adult	Yes	9/26/2023	8/31/2025	5.64E+09
CT 025 F	14894521	Harwood	Quinn	Committee Member	Adult Part Adult	Yes	9/15/2023	8/31/2025	5.64E+09
OT 012 F		Ellis	Diana		Adult Part Adult				5.64E+09
CT 011 F	141025475	Waters	David	Charter Organizer	Adult Part Adult	Yes	11/2/2024	#####	5.64E+09
OT 012 F	141482971	Monroy	Eric	Committee Member	Adult Part Adult	Yes	1/26/2025	#####	5.64E+09

5. Checking for Validation and YPT status in the Check-in menu

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



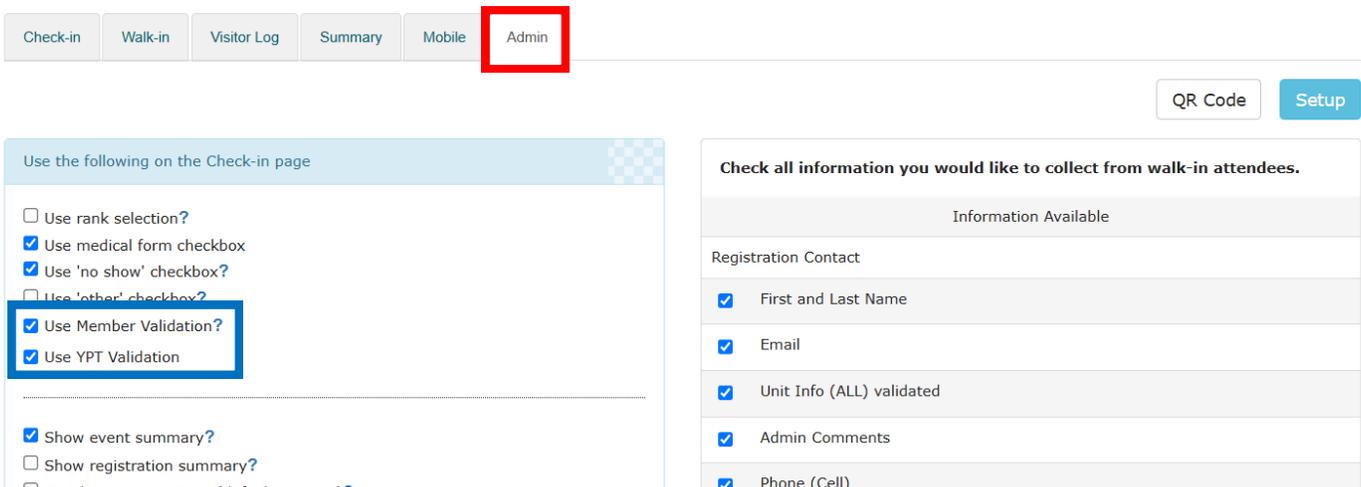
The screenshot shows the Black Pug Software interface. The top navigation bar includes Home, Calendar, Finance, Administration, Event (highlighted with a red box), and Setup. The Event dropdown menu is open, showing options: Summary, Reporting, Registrations, Check-In (highlighted with a blue box), Communication, Event Logs, and Admin. The main content area displays a summary for 'Mega Training 2022 - Wildern' with a 'Change event status' button set to 'Public'. Below this, there are sections for 'Booked Participants (18 Registrations)' and 'In-Progress (5 Registrations)'. The 'Booked Participants' section includes a table with columns for Registrant Type, Female, Male, Unspec., Total, Limit, and Cost.

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

6. Once you are the check-in screen for the event, you need to update your admin options to show member validation and YPT status.

Click on the Admin tab (red box) and in the first box, check the boxes for Use Member Validation and Use YPT Validation (blue box).

Event Check-in: Mega Training Spring 2025 - IOLS



The screenshot shows the 'Event Check-in: Mega Training Spring 2025 - IOLS' interface. The top navigation bar includes Check-in, Walk-in, Visitor Log, Summary, Mobile, and Admin (highlighted with a red box). The Admin tab is active, showing a 'QR Code' and 'Setup' button. The main content area is divided into two sections. The left section, titled 'Use the following on the Check-in page', contains several checkboxes: 'Use rank selection?' (unchecked), 'Use medical form checkbox?' (checked), 'Use 'no show' checkbox?' (checked), 'Use 'other' checkbox?' (unchecked), 'Use Member Validation?' (checked, highlighted with a blue box), and 'Use YPT Validation?' (checked, highlighted with a blue box). The right section, titled 'Check all information you would like to collect from walk-in attendees.', contains a table with columns for 'Information Available' and 'Registration Contact'. The table lists several items that are checked for collection: 'First and Last Name', 'Email', 'Unit Info (ALL) validated', 'Admin Comments', and 'Phone (Cell)'.

Information Available	Registration Contact
<input checked="" type="checkbox"/> First and Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Unit Info (ALL) validated	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Admin Comments	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Phone (Cell)	<input checked="" type="checkbox"/>

7. Look up a participant to see their validation and YPT Status

Click on the Check-in tab (red box) and use the search bar (blue box) to find the registrants name or a whole unit. Use the symbols to see their registration and YPT status (green box). The Registration symbol is the lightning bolt and the shield is the YPT status.

Event Check-in: Mega Training Spring 2025 - IOLS

Check-in Walk-in Visitor Log Summary Mobile Admin

Troop 30 B

Search

Done

Pre-registered / Walk-in					
Registrant Type	Total	Ckin	NoSh	MIA	Med
Adult Participant	28			28	
Total	28			28	

Refresh to ensure correct balance due if changes are made

Disable Information Gathering

Registration Details									
Name	Registrant Type	Cost	Disc	Paid	CnclPrg	Balance			
Mega Training Spring 2025 - IOLS -									
Daily Check-in	Ckin Med NoSh	Regge, Johnathan	+ Add	Show Detail	\$65.00	\$0.00	-\$65.00	Paid in Full Payment	
In		Regge, Johnathan			Adult Participant	\$65.00	-\$65.00		



No records of Registration
YPT is up to date



No records of Registration
YPT is up to date



No records of Registration
YPT is not up to date or no
record of completion

9. Where to find accurate information

If a registrant does not have registration and YPT information, there are two ways to look up official records.

- Council Dashboard
 - <https://www.capitolareascouting.org/resources/council-dashboard/>. Go to the training tab and use the magnifying glass icon to search by name.
 - Can be used by volunteers or staff members
 - updated daily
- My.Scouting Registrar Tool
 - can be used on only professional staff and certain volunteers.
 - updated daily

All other sources, such as Scoutbook, are not acceptable sources of records.