

TIPS FOR USING BLACK PUG

HOW TO CREATE AN ACCOUNT

Create your Black Pug account by opening their event website in your favorite browser or scan the QR Code and click on Register to create a new account. You can also create a user account the first time you register for an event. Anytime you register as a Guest, Black Pug will offer the choice of logging in with your existing account or creating a new account.



- * Passwords must be between 8 and 45 characters, and contain at least one lowercase character, uppercase character, and number.
- * Must verify your account before you can use it.

[Event Website - Click Here](#)

USING YOUR BLACKPUG ACCOUNT

You can use your account to easily find events you've signed up for, creating and maintaining your personal roster, making changes to your registration, and making payments on balances due. You can also see details of events you've registered for and accessing the MTC calendar of events.

Be sure to keep your account profile up to date which includes your address, phone number, unit type, and unit number.

LOOKUP PREVIOUS REGISTRATION

Made a registration, but you need to see what you submitted? Or maybe another Scout just found out they're able to attend the event? You can use your email and registration number to access, and make changes, to a previous registration!



[CLICK HERE](#) or on Access Existing Registration under Activities to get started.

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REGISTERING FOR EVENTS

No matter which method you use to find events or training, the registration process is common for all events. Choose the desired event to access the event's full description, find contacts, and list of sessions available. Click on the desired session to register for. If not already logged in, Black Pug will offer the choice to register as Guest or to log into your account.



The first step is to enter the information for the person making the reservation. Guests will have to enter all information, logged in users will have some information pre-filled in.

You can reopen your registration to add or change people and check your account balance. If you have a Black Pug account, just login to access it under Activities. If you've chosen to register as a Guest, go to Lookup Registration.

PARENT PORTAL

Some events will have Parent Portal enabled. The Parent Portal allows you, the registration contact, to provide the parents in your unit with access credentials so they can make payments and complete data entry for their particular scouts. Note that even if you provide parents the option to pay for their Scouts, the unit is still held responsible for the overall registration, including full payment and meeting early-bird deadlines. the Registration Contact will determine what the parent may do in Black Pug.

REPORTS AVAILABLE

Each registration has its own list of available reports. View your registration and click on the Reports tab to see and run the reports available for that event. Most events will include roster of participants, account summary, and payment details.

Summer camp reports include Troop Roster of people attending camp, blue cards - multiple formats, class schedules, payment allocations, incomplete merit badges, and more.

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BLACK PUG HELP

When working with your registration, Black Pug offers contextual help. Just look for the orange tab in the lower right of the page marked Support. There will be pertinent YouTube videos listed.

My Account Basics	https://youtu.be/7wa1CXDLz48
Managing a Personal Roster	https://youtu.be/ooNOUe81q9o
How to Register for an Event Part 1	https://youtu.be/0AEZJ_C0ysl
How to Register for an Event Part 2	https://youtu.be/k0WBquQJb0
Selecting Classes	https://youtu.be/Tat1XJ2UF-U
Parent Portal: Unit Leader's Guide	https://youtu.be/RBJmmnQuSo4
Parent Portal: Parents Guide	https://youtu.be/XflqI-R-VZE
Parent Portal FAQ	https://admin.247scouting.com/helpfiles/parentPortalHelp.pdf