

How to Sign Up Scouts for *Badges at Barton*

- Go to <https://scoutingevent.com/368-badgesatbarton> or use the QR code at right. This will take you to the Scouting Event (a/k/a “BlackPug”) registration system page for *Badges at Barton*.
- Find the session you want in the column to right - you may have to scroll down for sessions 4-6. Click on “Register”.
- The system asks you to “log in or continue as guest”. Unless you happen to have a BlackPug account, just click “Continue as Guest”
- Use the pull-down menu to indicate the number of Scouts you are signing up, and use “adult attendee” if you are signing up yourself.
 - Use “Scouts BSA Youth” for Scouts who are coming with a troop (leaders would use this)
 - Use “Provisional Scout” if the Scout is not attending with a troop (probably used by parents)
 - Use “Adult Attendee” for adults attending with units, who do not qualify for a free weekend
 - Use “Adult Volunteer” for adults who do qualify for a free weekend
 - NOTE: To qualify for a free weekend, an adult must volunteer to teach a merit badge or otherwise help at camp, or be bringing 15 or more Scouts as a unit.
- When all numbers have been entered, Click ‘register’
- Make sure you’re on “Participants” tab.
- First section is “Registration contact” - click “update information”
- Enter PARENT information for provisional Scouts, LEADER information if signing up a unit
 - Enter First and Last Name, e-mail address and at least one phone number
 - Click “Select Unit” to indicate your troop/crew/ship
 - The system asks if you’re in Baden-Powell Council
 - If in B-P Council, select “yes”, click “Next”
 - Select what type of unit you’re in - if you are a district/council volunteer, use the last selection “Member of”, click “Next”
 - Select your unit from the pull-down menu, click “Done”
 - If you are not in B-P Council, select “no”, click “Next”.
 - Select your council from the pull-down menu, click “Next”
 - Type the unit number and click “Done” (If you’re a district/council volunteer, enter your registered position)
 - Unless registering as a troop/crew/ship/post, leave the “campsite preference” blank. If you *are* registering as a unit, you can put a preference in this area, but your selection is not guaranteed.
 - Click “Done”
- The next section is “Scouts BSA Information” - Click “Update Information”
- For each Scout - enter information - **anything in red with an exclamation point icon is required:**
 - Enter first and last name and gender



- Enter birth date (this is required for some classes which have an age limit)
- Enter allergies and dietary limitations (type “none” if there aren’t any)
- Enter estimated arrival and departure times.
- Click on either “Saturday only” or “Weekend”.
- Click “Select Classes” - Class schedule appears on the right in a column headed “Available Classes”.
 - Click on a class to add it to the schedule.
 - Note that each class will indicate what time the badge is offered. The system won’t let you select conflicting classes - once you select a class, any class which conflicts with it will be dropped from the selection list.
 - If a badge says, for example, “Saturday Class Period 1 (9-4)”, then this badge will run all day - you would not be able to pick any other badges for Saturday. If the time is (9-10:30), then once you select that class, you will see only classes which start at 10:30 (Period 2) or later.
 - Continue to select classes - don’t forget to pick something for Sunday (Periods 5 and 6) as well.
 - As you select classes, they’ll move from the right-hand column (“Available Classes”) to the left-hand column (“<name> Classes”).
 - If you want to change a badge, click on it in the left-hand column, and it will be removed from the schedule.
- When you’ve finished selecting classes, click “Done”
- When you’re done with all of the Scouts, Click on the “Checkout” tab to check out and pay. If any information is missing or incorrect, you will be prompted to fix it before proceeding.
 - Review the summary information and click on “Checkout”
 - Fill in the Billing Information - it should match the credit card or bank account being used to pay the charges.
 - Scroll down to the bottom of the page. Read the conditions and click on the check box next to “ I have read and agree to the council policies (required)”
 - Click on picture of check or picture of credit card to select your payment method.
 - Note that there is an additional fee for using either electronic check or credit card (it’s called “credit card convenience fee” even if you’re using an electronic check). The fee is higher for credit cards than for checks.
 - Fill in the required information for whichever method you’re using.
 - Click “Authorize Payment”
- That’s all, you get e-mail with acknowledgement. E-mail has link to adjust classes.
- Note: this same system is used to change class choices and print blue cards - the “reports” tab is where you go to print blue cards after class is done.