

How to Make Initial Entries in Black Pug Registration Platform
Justice National Scout Camp at the Summit, 2025

Dear Justice National Scout Camp leaders,

We are so excited to host you and your Scouts at the Summit Bechtel Reserve this summer! The purpose of this guide is to provide step-by-step instructions for setting up unit rosters on the Black Pug registration platform. There are several different scenarios detailed in this guide, and the primary unit leader/registration contact (these may be the same person) may select the process that best suits the group. Please do not hesitate to contact Camp Director Johnny Tracy, at johnny.tracy@scouting.org or 901-489-6027 (call or text), if there is anything with which we can help!

Here are some notes/reminders:

1. Registration on Black Pug is for Scouts and Venturers who are participating in the **Justice National Scout Camp** program *only*. Black Pug is used as the merit badge and program registration software by Scout Camp because Certain, the platform on which reservations for camp are placed, does not support merit badge registration or progress tracking.
 - a. Please *do not* register on Black Pug any Scouts or Venturers who are participating in any other program at the Summit.
2. Here is the timeline for registration on Black Pug:
 - a. **Now through April 24, 2025 (and beyond)**: Unit account creation and/or access begins. Unit leaders will be able to enter basic information for all participants to create a roster for their unit.
 - b. **Now**: A step-by-step guide for registering Scouts and leaders for merit badges, buy-ups, and trainings will be e-mailed to all unit contacts.
 - c. **By April 22, 2025**: All units should have a roster created in Black Pug by this date (or should be comfortable with the process).
 - d. **April 24, 2025, 7:15 p.m., E.S.T.**: Merit badge and program registration opens on this date. Merit badge, buy-ups, and training programs will not be visible in Black Pug before this time on this date.
 - e. **April 24, 2025, through two days prior to each session of camp**: Registrations in Black Pug can be edited until about two days before each session of camp. Please let the camp leadership know if you need any assistance making any adjustments!
3. The Scout Camp team is happy to help!
 - a. **Please let us know if you would like for us to create a registration for your unit!**
 - b. Please let us know if you would like for us to enter names on your roster (names need to be provided in the Certain or in some other format).

We are more than happy to handle the Black Pug registration and name entry process for your unit, but, as many units already have accounts they prefer to use, this service must be requested (by e-mail or phone) to Camp Director Johnny Tracy, to prevent duplicate registration entries.
 - c. Please don't hesitate to reach out if there are any questions!

Yours in Scouting,



Johnny Tracy, onsite programs and outreach manager

Step-by-Step Roster Creation in Black Pug Instructions Creating a New Account or Using an Existing Account

1. Navigate to <https://scoutingevent.com/999-summit25>. The below image is a screenshot of this page.

Summit
BECHTEL RESERVE

Calendar Event Details Lookup Sign In

2025 Justice National Scout Camp at S.B.R.

Event Details

Welcome to the individual merit badge and program registration platform of the James C. Justice National Scout Camp at the Summit Bechtel Reserve. Black Pug allows unit leaders and parents/guardians (at the discretion of unit leaders) to make merit badge and program selections for their Scouts who are participating in summer camp at the Summit.

Review the [2025 Justice National Scout Camp Leaders Guide](#) to learn more about the summer camp program.

Contact

When & Where

Week 1, 2025 Justice Scout Camp at S.B.R. Register here!
James C. Justice National Scout Camp
Sunday 06-15-2025 12:00 AM ET to
Saturday 06-21-2025 11:59 PM ET
More Information

Week 2, 2025 Justice Scout Camp at S.B.R. Register here!
James C. Justice National Scout Camp
Sunday 06-22-2025 12:00 AM ET to
Saturday 06-28-2025 11:59 PM ET
More Information

Week 3, 2025 Justice Scout Camp at S.B.R. Register here!
James C. Justice National Scout Camp
Sunday 06-29-2025 12:00 AM ET to
Saturday 07-05-2025 11:59 PM ET
More Information

Week 4, 2025 Justice Scout Camp at S.B.R. Register here!
James C. Justice National Scout Camp
Sunday 07-06-2025 12:00 AM ET to
Saturday 07-12-2025 11:59 PM ET
More Information

Support

2. On this page, select the week of camp in which the unit is participating by clicking the green button that reads *Register here!*, next to the correct session. (In this example, the registration will be made for Week 1 (June 15-21, 2025). **Make sure to select the week for which the unit is registered!**)

Summit
BECHTEL RESERVE

Calendar Event Details Lookup Sign In

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Review the [2025 Justice National Scout Camp Leaders Guide](#) to learn more about the summer camp program.

Contact

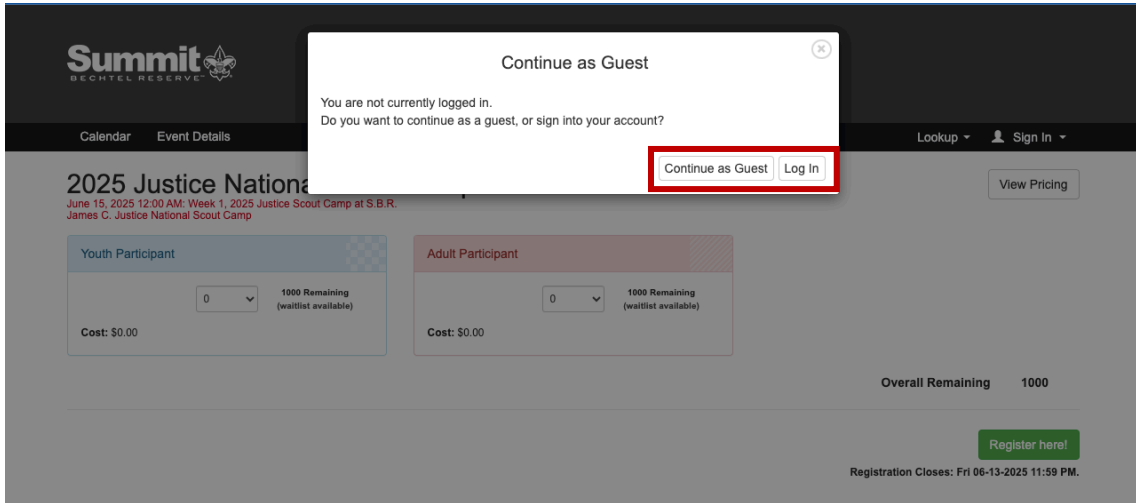
When & Where

Week 1, 2025 Justice Scout Camp at S.B.R. Register here!
James C. Justice National Scout Camp
Sunday 06-15-2025 12:00 AM ET to
Saturday 06-21-2025 11:59 PM ET
More Information

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James C. Justice National Scout Camp
Sunday 06-22-2025 12:00 AM ET to
Saturday 06-28-2025 11:59 PM ET
More Information

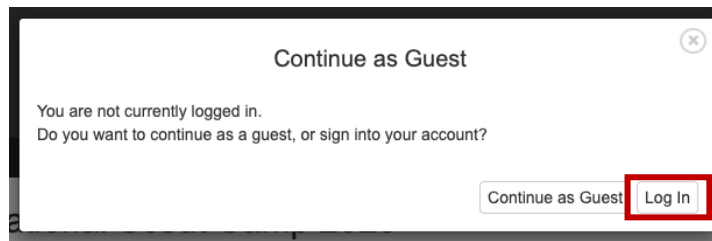
Week 3, 2025 Justice Scout Camp at S.B.R. Register here!
James C. Justice National Scout Camp
Sunday 06-29-2025 12:00 AM ET to
Saturday 07-05-2025 11:59 PM ET
More Information

3. After clicking the *Register here!* button for the week of camp in which the unit is participating, this page will appear.

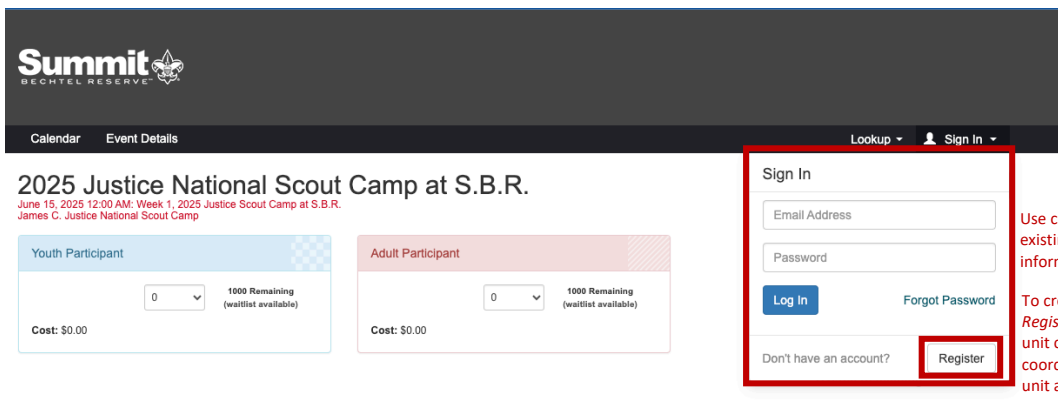


From this page, the user can log in (any existing Black Pug (or Scouting Event/Camp Reservation) credentials can be used); create a new account; or continue as a guest. **Users are welcome to *continue as a guest*, but we strongly recommend creating a new account or using an existing account for ease of access in the future.**

4. Select *Log In*.



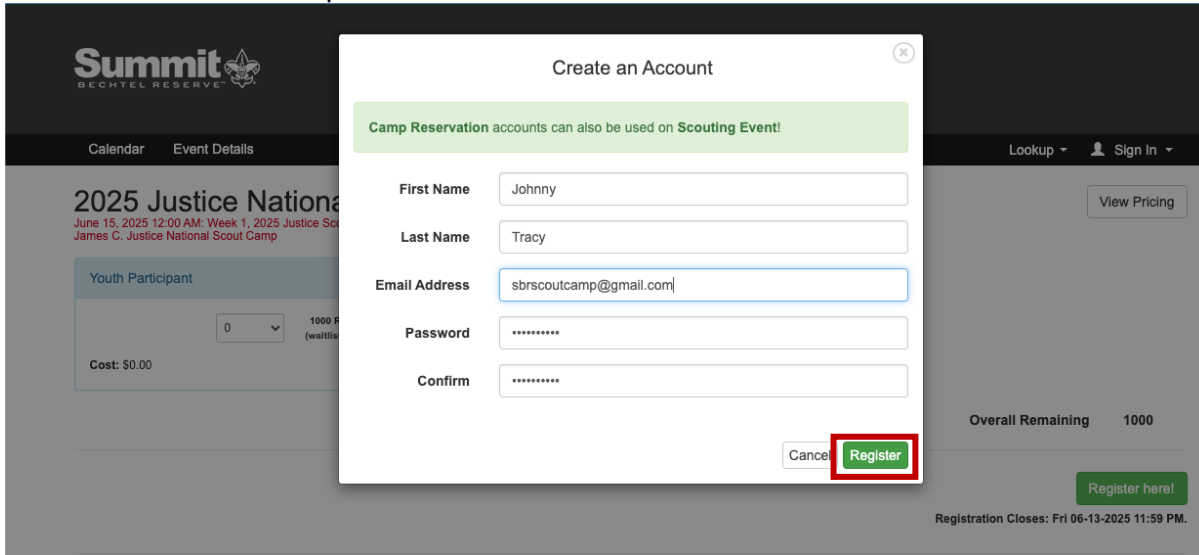
5. After selecting *Log In*, a call-out box will appear on the page (see below image). Users can log in using credentials for an existing account or users can click the *Register* button, located by the text that reads *Don't have an account?*. Steps 6-10 detail the account set-up process. **If logging in with an existing account, skip to step 11.**



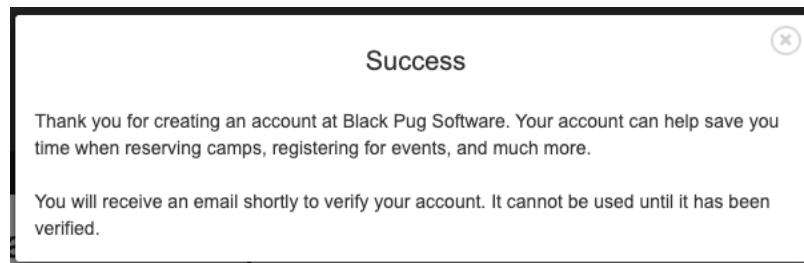
Use credentials to access an existing account by entering information here.

To create a new account, click *Register*. Only the primary unit contact/registration coordinator should create a unit account.

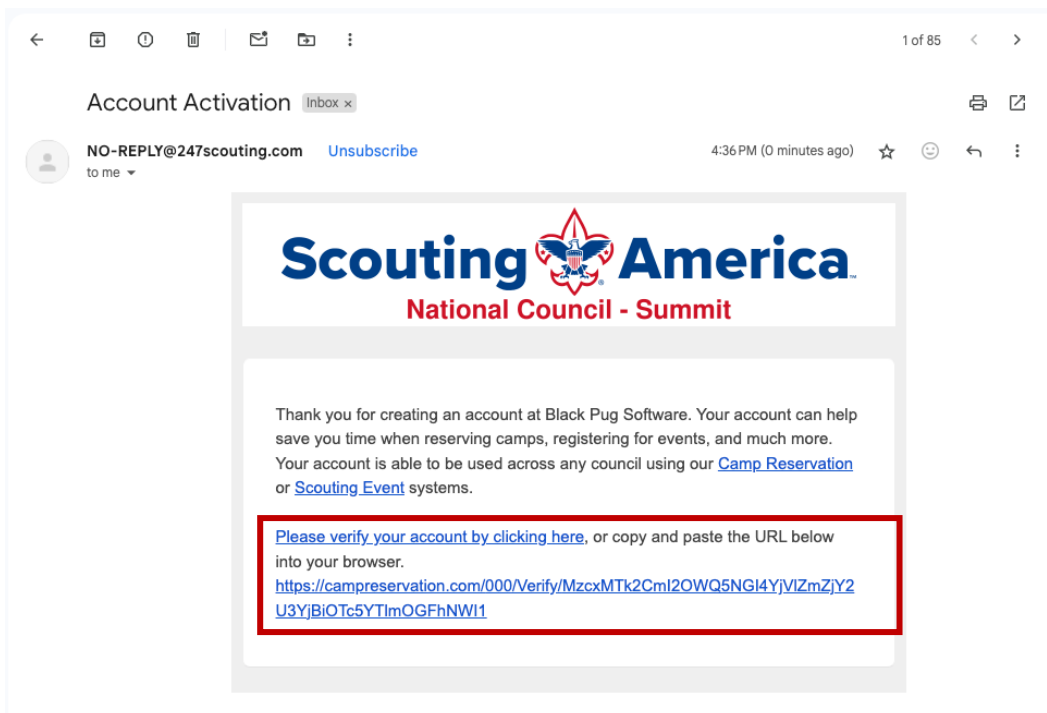
6. After clicking the *Register* button, enter the name and e-mail address of the unit contact and select a password (to be entered twice). Click the *Register* button when each field has been completed.



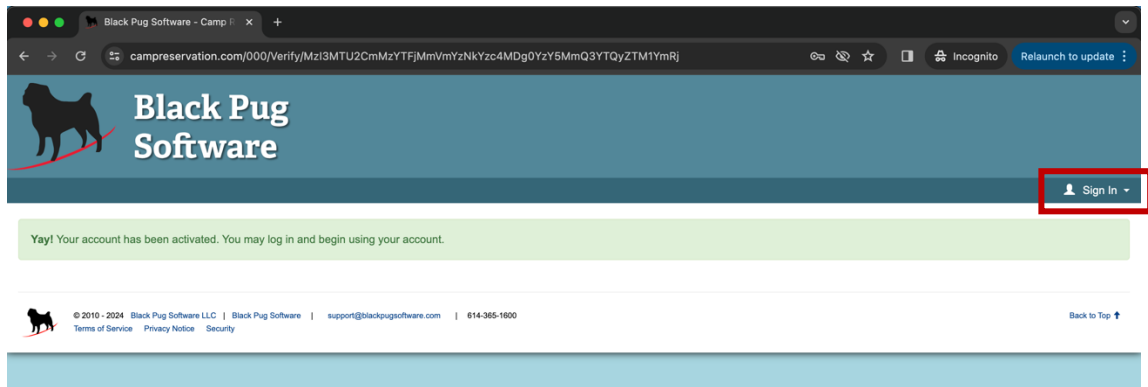
7. This pop-up box will appear indicating that your account has been created. Check the inbox of the e-mail address you entered to verify and access your account.



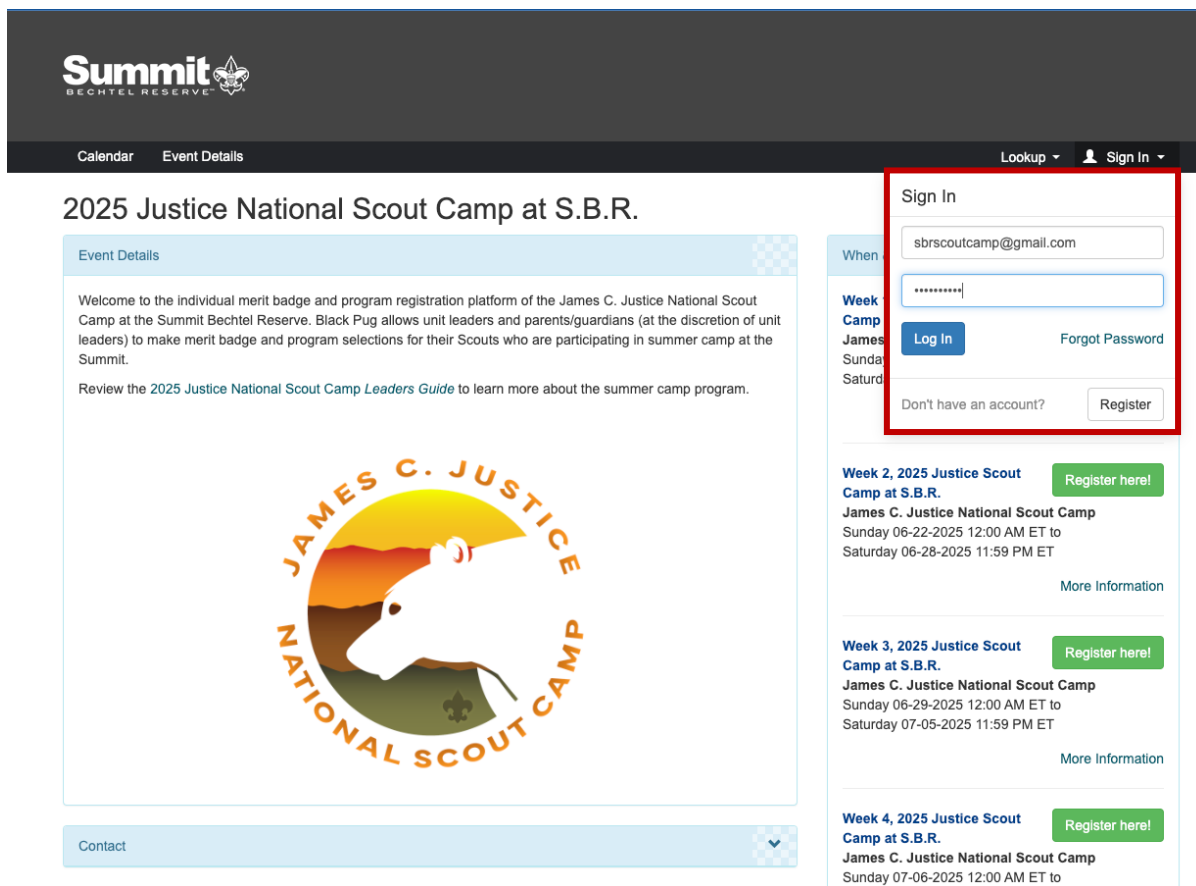
8. After creating new account credentials, an e-mail (see below image) will be sent to the e-mail address used. Click the link in the e-mail or copy and paste the U.R.L. into a browser.



9. By clicking the link in the e-mail or by pasting the U.R.L. in a browser, this message, confirming account activation, will appear. Click the *Sign In* button near the top right of the page to use created credentials to log in to Black Pug.



10. Go back to the page located at <https://scoutingevent.com/999-summit25>; select the week of camp for which you want to register, and enter the newly-created username and password for the unit account, then click *Log In*.



11. For users with existing accounts, from the page pictured above, simply enter the username and password for the account and click *Log In*.

- After logging in and choosing the week of camp during which the unit is coming to camp, select the number of youth spots and the number of adult spots in the unit. The number of youth and adult spots should match the number of youth and adults registered in Certain (the payment and membership-verification registration portal).

After selecting the number of each type of participant, click the *Register here!* button, near the bottom right of the page.

Summit
BECHTEL RESERVE

Calendar Event Details

Lookup Johnny

2025 Justice National Scout Camp at S.B.R.

June 15, 2025 12:00 AM: Week 1, 2025 Justice Scout Camp at S.B.R.
James C. Justice National Scout Camp

View Pricing

Youth Participant	Adult Participant
0 (1000 Remaining (waitlist available))	0 (1000 Remaining (waitlist available))
Cost: \$0.00	Cost: \$0.00

Overall Remaining 1000

Register here!

Registration Closes: Fri 06-13-2025 11:59 P.M.

- After clicking the green *Register here!* button in the last step, this page, with a call-out box, will appear. Complete all the required information in the call-out box for the primary unit/registration contact. Items highlighted in red are required. There are fields for additional contact e-mail addresses to add additional unit leaders to correspondence. *Make sure to select the council in which the troop is chartered from the Council list; do not leave National Council – Summit as the council.*

Click the *Done* button when finished entering this information.

Change Information for Tracy, Johnny

First Name: Johnny

Last Name: Tracy

Additional Email Addresses
The Primary Contact E-mail is required and receives all e-mails sent for this registration. Additional Contact E-mails are optional and also receive all e-mails sent for this registration. Committee chairs, unit treasurers, and additional unit leaders are all examples of possible additional contacts. Additional Contact E-mails are for communication only - they will not receive the registration link so they will not be able to access the registration online.

Primary Contact Email: sbrscoutcamp@gmail.com

Additional Contact Email: Additional Email

Additional Contact Email: Additional Email

Unit Information Select Unit

Expedition Number (ex. SC062225-Z):

Expedition Number (ex. SC062225-Z):

Cell Phone: 999-999-9999

Enter any camping-related requests here, including linked-troop camping notes, electricity needs, etc.

Enter any camping-related requests here, including linked-troop camping notes, electricity needs, etc.

Done

Back to Top

14. After entering the contact information for the primary/registration contact, the unit roster page (pictured here) will appear.

Click the *Update Information* for each Scout and adult to enter the required information (first and last name and Scouting-registered gender) for each participant. **No other information is required for individuals, but other details can be added.**

Summit
BECHTEL RESERVE

Calendar Event Details Registration Details Lookup Johnny

Week 1, 2025 Justice Scout Camp at S.B.R. - 2025 Justice National Scout Camp at S.B.R. 9994367263: Troop 265 B of Chickasaw Council

Participants Check Out Reports

Registration Contact

Tracy, Johnny
Checkout Required

Update Information Autofill

Preview Information

Additional Actions

Check Out Required

Registration closes in 82 days: You have 2 participants that require Check Out. These spots and classes are not held until check out is completed.

Continue

Attachments

Event Contacts

1 Youth Participant

Youth Participant
Checkout Required

Update Information Autofill

1 Adult Participant

Tracy, Johnny
Checkout Required

Update Information Autofill

15. A pop-up box, pictured below, appears as a result of clicking *Update Information* for each reserved spot. Enter the name of the Scout or leader and the Scouting-registered gender (the other information can be entered, but it is not required). Click the *Done* button after entering the information for each participant. Participant names do not have to be entered during the initial registration creation; they can be added later.

On Thursday, April 24, 2025, at 7:15 p.m. (E.S.T.), merit badge and program session scheduling options will appear in this space. They will not be visible until then.

Change Information for Youth Participant

First Name

Last Name

Gender

Scouting Rank

Birth Date

Medical Concerns / Mobility Issues

Schedule

Period	Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning Session	08:30-11:30							
Afternoon Session	01:30-04:30							
Evening Session	06:30-08:30							

Would you like to save this user information to your personal roster?

Only the first and last name and BSA-registered gender of each participant are required. Unit leaders or parents/guardians can enter any medical or mobility concerns (especially those that might need to be accommodated in an instructional setting) in the *Medical Concerns/Mobility Issues* box.

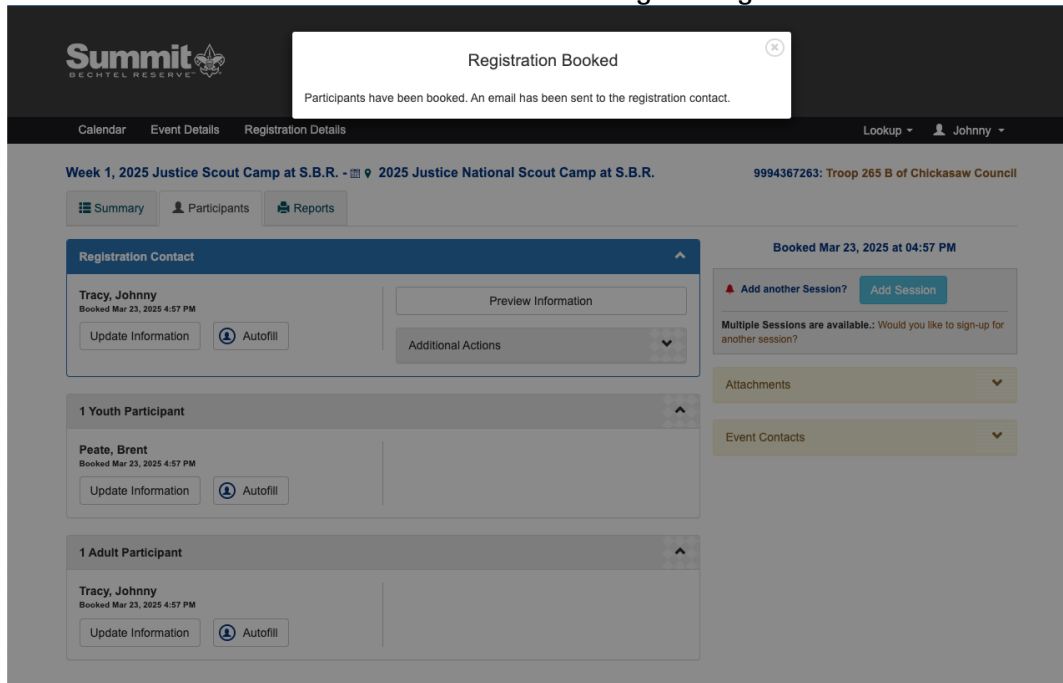
16. After the required information for each participant has been entered, click the green *Continue* button; this is a critical step, as this leads to the check-out, which saves the registration!

The screenshot shows the Summit Bechtel Reserve registration interface. At the top, there is a navigation bar with the Summit Bechtel Reserve logo and menu items: Calendar, Event Details, and Registration Details. On the right, there is a user profile for 'Johnny'. Below the navigation bar, the page title is 'Week 1, 2025 Justice Scout Camp at S.B.R.' and the event is '2025 Justice National Scout Camp at S.B.R.'. The troop information is '9994367263: Troop 265 B of Chickasaw Council'. There are three tabs: 'Participants', 'Check Out', and 'Reports'. The 'Participants' tab is active, showing a list of participants. The first participant is 'Tracy, Johnny', with a 'Checkout Required' status. There are buttons for 'Update Information' and 'Autofill'. To the right of the participant list, there is a red warning box that says 'Check Out Required' and 'Registration closes in 82 days: You have 2 participants that require Check Out. These spots and classes are not held until check out is completed.' Below the warning box is a green 'Continue' button. There are also dropdown menus for 'Attachments' and 'Event Contacts'.

17. After clicking the *Continue* button, the following summary page will appear. Simply click the green *Checkout* button, near the bottom right of the page, to complete your registration. Registration can be completed without entering all information for all participants.

The screenshot shows the Summit Bechtel Reserve registration summary page. At the top, there is a navigation bar with the Summit Bechtel Reserve logo and menu items: Calendar, Event Details, and Registration Details. On the right, there is a user profile for 'Johnny'. Below the navigation bar, the page title is 'Week 1, 2025 Justice Scout Camp at S.B.R.' and the event is '2025 Justice National Scout Camp at S.B.R.'. The troop information is '9994367263: Troop 265 B of Chickasaw Council'. There are three tabs: 'Participants', 'Check Out', and 'Reports'. The 'Check Out' tab is active, showing a summary of the registration. There is a red warning box that says 'Check Out Required' and 'Registration closes in 82 days: You have 2 participants that require Check Out. These spots and classes are not held until check out is completed.' Below the warning box is a dropdown menu for 'Participant Summary'. There is a blue box for 'Financial Summary' with a 'Paid in Full:' field. At the bottom right, there is a green 'Checkout' button.

18. After completing the check-out process, a registration summary page, with a pop-out box indicating success, will appear. A confirmation e-mail will also be sent to the e-mail address attached to the account confirming the registration additions or changes.



19. Please note that merit badge, buy-up program, and training scheduling options and session registration ability will not appear until **Thursday, April 24, 2025, at 7:15 p.m. (E.S.T.)**. These options will not be visible until this day and time. Separate instructions for registering for merit badges, buy-ups, and trainings will be e-mailed.

We are happy to help with the registration process! Please e-mail Johnny Tracy, at johnny.tracy@scouting.org, if you would like for the Scout Camp team to enter names on your registration or create your registration for you. To receive this assistance, please e-mail a request, as we do not want to create duplicate accounts or registrations for the same unit!

Please feel free to e-mail or call or text (901-489-6027) Johnny Tracy if there is anything with which we can help!

