

## How to Register for Merit Badges and Programs in Black Pug Justice National Scout Camp at the Summit, 2025

1. Make sure to review the *Initial Black Pug Registration Instructions...* document for detailed information about creating a registration for Justice National Scout Camp 2025 in Black Pug.
  - a. You can log in to access the registration, using the credentials that you had previously or that you created for this event.
  - b. You can enter the unit registration code (which begins with *999*) and the e-mail address used to create the registration.
  - c. You can access the event page, at <https://scoutingevent.com/999-summit25>, and create a new registration (if you have not already).
2. After accessing the unit registration, unit leaders can add merit badge and program selections to the schedules of individual Scouts and leaders. **Please note that this function will not be available until Thursday, April 24, 2025, at 7:15 p.m. (E.S.T.). Only participant names can be added to registrations before this date.**
3. After reaching the registration page, click the *Update Information* under the name of the Scout for whom you are selecting a schedule.

The screenshot displays the registration management interface for the 2025 Justice National Scout Camp at S.B.R. The page title is "Week 1, 2025 Justice Scout Camp at S.B.R. - 2025 Justice National Scout Camp at S.B.R." and the unit is identified as "9994367263: Troop 265 B of Chickasaw Council". The interface includes navigation tabs for "Summary", "Participants", and "Reports". A "Registration number and unit information" box is visible in the top right. The main content area shows a "Registration Contact" for Tracy, Johnny, booked on Mar 23, 2025 at 4:57 PM, with buttons for "Update Information" and "Autofill". Below this, there is a section for "1 Youth Participant" for Brent Peate, also booked on Mar 23, 2025 at 4:57 PM, with a red box highlighting the "Update Information" button. At the bottom, there is a section for "1 Adult Participant" for Tracy, Johnny, with "Update Information" and "Autofill" buttons. The footer contains copyright information: "© 2010 - 2025 Black Pug Software LLC | National Council - Summit | Security" and a "Back to Top" link. A "Support" button is visible in the bottom right corner.

4. After clicking the *Update Information* button, a pop-up box for the Scout (or leader) will appear. Click the *Select Classes* button to make merit badge and program selections. **As a reminder, this option will not appear until Thursday, April 24, 2025, at 7:15 p.m. (E.S.T.).**

Change Information for Peate, Brent ✕

First Name

Last Name

Gender  
▼

Admin Comment

Health Officer Comment

Scouting Rank  
▼

Birth Date

Medical Concerns / Mobility Issues [?](#)

Schedule

Select Classes

CLASS SCHEDULE

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

Done

5. After clicking the *Select Classes* button (on or after Thursday, April 24, 2025, at 7:15 p.m.), the merit badge and program registration options will appear on the profile of the individual Scout or Scouter. A schedule can be built for each Scout by selecting program options. Simply click on the session for which the Scout wants to register, and it will populate to the left (see the next screenshot for an example of this).

First Name  
Brent

Last Name  
Peate

Gender  
Male

Admin Comment  
Admin Comment

Health Officer Comment  
Health Officer Comment

Scouting Rank  
Rank

Birth Date  
mm/dd/yyyy

Medical Concerns / Mobility Issues ?  
Medical Concerns / Mobility Issues

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Schedule

Show Class Schedule View All Classes

Search ...

All Catalogs  Hide Full Classes

08:30 AM Morning Session

**Brent Peate's Classes**

Click a class to **REMOVE** from **Brent Peate's** schedule

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**Available Classes**

Click a class to **ADD** to **Brent Peate's** schedule

**24BU102 Aerial Sports (Buy-up Program) (full-day)** Morning Session  
This is a full-day Buy-up Program for aerial sports at the Summit. The day begins at the... (8:30-4:30)  
**Day of Class:** Mon Additional fee: \$80.00  
**Max participants:** 1 **Slots available:** 1  
**Room Number:** The Rocks (High Adventure)  
**Prerequisites:** Soace in the Aerial Sports Buy-up...

Done

- When making merit badge and program selections, make sure to pay attention to the day of the week on which the program is offered and the time during which it is offered. Duplicate merit badge registrations (time or type) cannot be made, but there are some programs that can be double-booked.

Classes can be searched or viewed by time.

Gender

Health Officer Comment

Birth Date

Schedule

Admin Comment

Scouting Rank

Medical Concerns / Mobility Issues ?

Search ...

Hide Full Classes
 

08:30 AM Morning Session

The name of the Scout and his or her merit badge and program selections will be listed here.

### Available Classes

Click a class to **ADD** to  s schedule

Class ID	Class Name	Session
JCJ32039	<b>Antoline Conservation Trail Guided Hike</b> Stretching from Boulder Cove around the bend of Goodrich Lake West, across Jack Furst... <b>Day of Class:</b> Thu <b>Max participants:</b> 12 <b>Slots available:</b> 12 <b>Prerequisites:</b> Participants should bring water, wear...	Morning Session (8:30-11:30)
JCJ380	<b>Archery</b> Archery is a fun way for Scouts to exercise minds as well as bodies, developing a steady... <b>Day of Class:</b> Mon <b>Max participants:</b> 16 <b>Slots available:</b> 16 <b>Prerequisites:</b> Prerequisite for this badge is: 1d...	Morning Session (8:30-4:30)
JCJ380	This merit badge concentrates on two-dimensional art, specifically drawing and painting... <b>Day of Class:</b> Mon <b>Max participants:</b> 24 <b>Slots available:</b> 24	Morning Session (8:30-11:30)

- When merit badge and program sessions are selected, the selections will appear in the box to the left, as the schedule is built. Simply click on the merit badge/program selection to in this box to remove it and select another option.

Click the *Done* button on the Scout's profile when finished making merit badge and program selections.

✕

### Change Information for Youth Participant

**First Name**

**Gender**

**Health Officer Comment**

**Birth Date**

**Schedule**

This Scout is now registered for the Archery merit badge on Monday, from 8:30 a.m.-4:30 p.m. (the full day). All other options during this time period will no longer show as available.

Click a class to **REMOVE** from **Attendee 14803720's** schedule

<b>JCJ380</b>	<b>Archery</b>	Morning Session (8:30-4:30)
	Archery is a fun way for Scouts to exercise minds as well as bodies, developing a steady...	
	<b>Day of Class:</b> Mon	
	<b>Max participants:</b> 16 <b>Slots available:</b> 15	
	<b>Prerequisites:</b> Prerequisite for this badge is: 1d...	

**Last Name**

**Admin Comment**

**Scouting Rank**

**Medical Concerns / Mobility Issues ?**

**Search ...**

**All Catalogs**  **Hide Full Classes**

**Available Classes**

Click a class to **ADD** to **Attendee 14803720's** schedule

<b>JCJ32022</b>	<b>Animation</b>	Morning Session (8:30-11:30)
	In Animation merit badge, Scouts will learn how to create animations, the ways in which...	
	<b>Day of Class:</b> Wed	
	<b>Max participants:</b> 24 <b>Slots available:</b> 24	
	<b>Prerequisites:</b> None.	
	<b>Additional Periods Offered:</b> Afternoon Session	
<b>JCJ32039</b>	<b>Antoline Conservation Trail Guided Hike</b>	Morning Session (8:30-11:30)
	Stretching from Boulder Cove around the bend of Goodrich Lake West across Jack First	

Done

**Make sure to check out all names in your group before registering. If the registration is checked out, classes added for individual Scouts and leaders will be secured immediately.**

8. Unit account holders can also view and access scheduling options for all Scouts by clicking the down arrow to reveal the *Additional Actions* menu on the main registration page and selecting the *Manage Participant Classes* option.

The screenshot shows the registration interface for "Week 1, 2025 Justice Scout Camp at S.B.R." and "2025 Justice National Scout Camp at S.B.R." for Troop 265 B of Chickasaw Council. The page includes tabs for Summary, Participants, and Reports. The "Registration Contact" section shows a leader named "Leader Name" with "Booked Mar 23, 2025 4:57 PM" and buttons for "Update Information" and "Autofill". A "Preview Information" panel is open, displaying a list of "Additional Actions": "Add Participants", "Change Participant Type", "Edit Billing Info", "Manage Participant Classes" (highlighted with a red box), "Parent Portal", and "Payment Schedule". On the right, there are buttons for "Add another Session?" and "Add Session", a message about multiple sessions, and dropdown menus for "Attachments" and "Event Contacts".

9. Also on the *Additional Actions* menu, unit leaders/unit registration contacts can opt to enable the Parent Portal. Simply click the *Parent Portal* button.

This screenshot is similar to the previous one, showing the same registration page. In this instance, the "Parent Portal" option in the "Additional Actions" menu is highlighted with a red box. The "Registration Contact" section now displays the name "Tracy, Johnny" and the same booking information. The "Preview Information" panel and the right-hand side of the page remain the same as in the previous screenshot.

10. After clicking the *Parent Portal* button, a pop-up box will appear with detailed instructions about enabling this function for the parents/guardians in your unit. Simply follow the instructions to enable the feature and generate instructions for your parents/guardians. After generating these instructions, distribute to parents/guardians. Please let Johnny Tracy know if assistance is needed to enable the Parent Portal. **The Parent Portal will only be enabled at the request of the unit leader.**

### Parent Portal ✕

Parent Portal is an **optional** feature that allows you (the registration contact) to provide your parents with access to just their Scout's part of the registration, to make payments and complete data entry. [Here is how it works:](#)

- Start by clicking the **Use Parent Portal** checkbox.
- Print **parent login credentials** using one of the following two buttons.
- Give parents one login credential for each of their participants (including themselves if they're one of the participants).
- Parents use these cards to make payments and update data entry fields such as name, rank, dietary requirements, etc.
- Parents with **multiple cards** are able to link their participants together once they log in.
- **Prevent parents from making payments or seeing event fees** blocks parents from making payments. This option is good for units where parents pay the unit and then the unit pays the council.
- **Allow Parent Portal class selection** lets parents choose or change class and merit badge selections. When unchecked, parents will only be able to view class and merit badge selections.
- If the previous box is checked, optionally check **Email me when classes are changed through Parent Portal** to receive an email when parents make or change their selections.
- **Optionally** check one or more days to receive a unit summary email showing payment and data entry status for each participant.

[Parent Portal FAQ](#)

**Use Parent Portal.**  
 Want an email showing payment and data-entry status? Use the checkboxes below to pick your day(s).  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

Name	Password		Password
Youth Participant			
Peate, Brent	1f4cfe	Reset Attendee	40e27f

Scout names and individual passwords will be listed here.

11. Please reach out if you need assistance! Unit leaders and parents/guardians are welcome to reach out for help. E-mail Camp Director Johnny Tracy, at [johnny.tracy@scouting.org](mailto:johnny.tracy@scouting.org), or call/text 901-489-6027. The [summit.program@scouting.org](mailto:summit.program@scouting.org) e-mail address can be used, too, but response time will be longer (for Black Pug issues).