

# Importing Merit Badge Information to Scoutbook from Black Pug

scoutbook x

Extensions ⓘ More extensions

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Ratings

○ ★★★★★

○ ★★★★★ & up

○ ★★★★★ & up


○ ★★★★★ & up

Privacy Policy

Terms of Service Updated

About Chrome Web Store


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 **Feature Assistant Extension for Scoutbook** ←

Extends Scoutbook functionality with calendar, quick entry, and summer camp import functio

★★★★★ 50 Productivity


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 **Export Scoutbook**

Exports Scoutbook reports as an Excel file

★★★★★ 23 Productivity

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 **Scout Manager**

Connects Scoutbook to Scout Manager to enable bi-directional synchronization of scouting re

★★★★★ 1 Productivity

To import files from our registration system (Blackpug), you need to enable an extension for Chrome or Firefox.

In this example, we are downloading the extension for Google Chrome.

Navigate to the Chrome Webstore. Type “Scoutbook” into the search bar and click search or hit your “Enter” key.

Choose the “Feature Assistant Extension for Scoutbook” and follow the prompts to enable this extension for your browser.

A direct link to the extension page: <https://chrome.google.com/webstore/detail/feature-assistant-extension/paemmmaolgojladlndlbpgipmflfcjoa>

## Reports

### Unit Roster

This report prints a unit roster.

### Payment Allocations

Shows individual payment status

### Council Program Status

Shows Council Program status by Registration / Participant

### Class Schedule

Attendee report showing each Scout's class or merit badge schedule on a separate page

### Attendee Payment Detail

Shows payment detail per attendee. Only valid with fee schedule events.

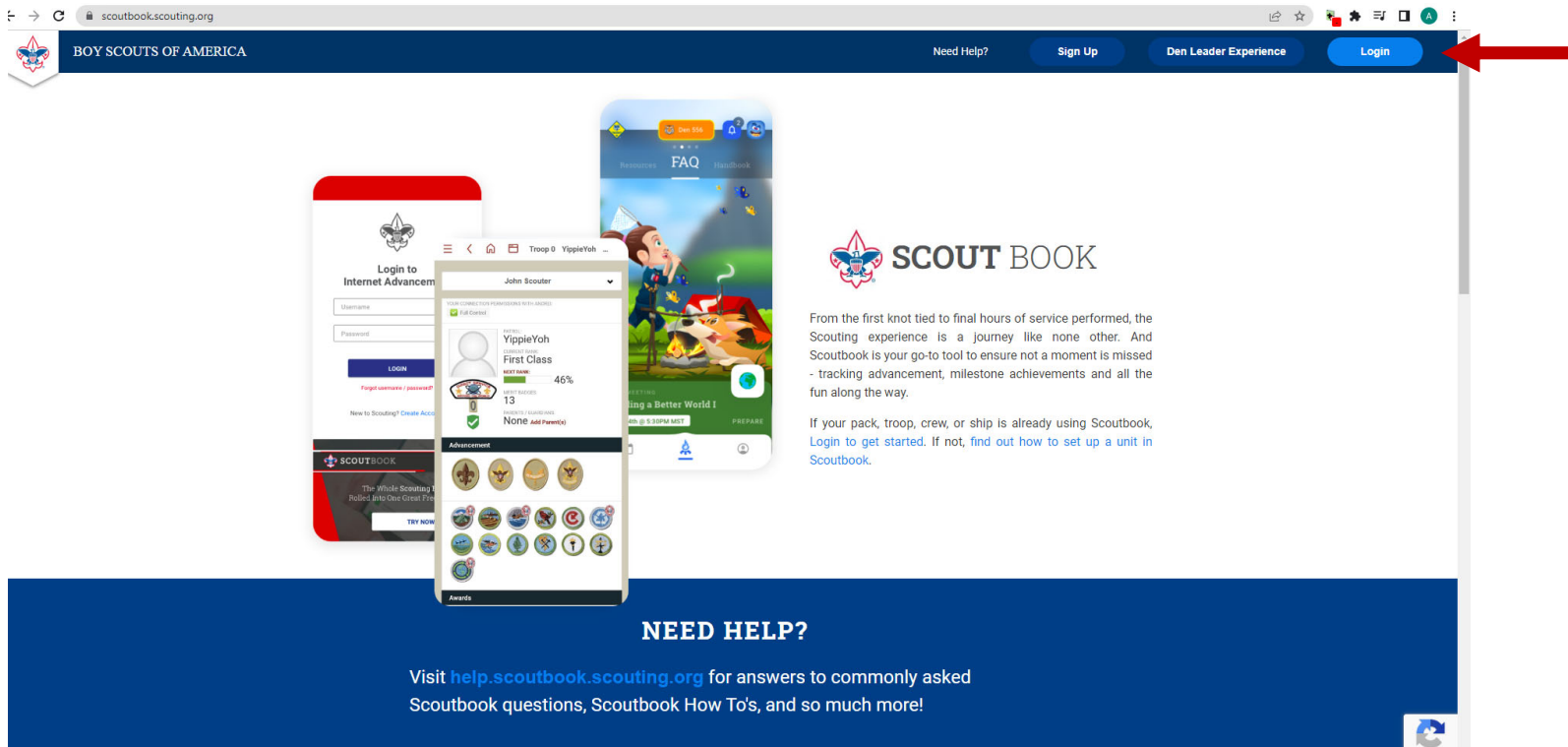
### Period Summary

Scoutmaster report showing Scouts by period. Answers the question **Where do my Scouts need to be now?**

Once the extension is downloaded, retrieve the advancement file from the activity by logging back into the registration and clicking on the “Reports” Tab. There is a report titled “Scoutbook Export” to download.

If you do not have access to the registration, please contact the member of your unit who does to download this report for you.


This report will come out as a .CSV file. Do not make any edits to this document.




After the data has been downloaded, go to [www.scoutbook.scouting.org](http://www.scoutbook.scouting.org) and click the “Login” button in the top right.

**You will use the same login information that you would use to log into My.Scouting.org.**


My Dashboard ↻

 Have you seen our **Getting Started FAQ?** Dismiss Tip ✕

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 Administration

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 My Account ➤

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**My Merit Badge Counseling**

-  Quick Entry for MB Counselors ➤
-  Edit Merit Badges for MB Counselors ➤
-  Print Blue Cards ➤
-  Send Message for Counselor ➤
-  MB In Progress - MBC View ➤
-  Reports for MB Counselors ➤
-  Connect to Scouts listed in CSV file ➤


**My Units**

➤


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 Messages 2

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 Events

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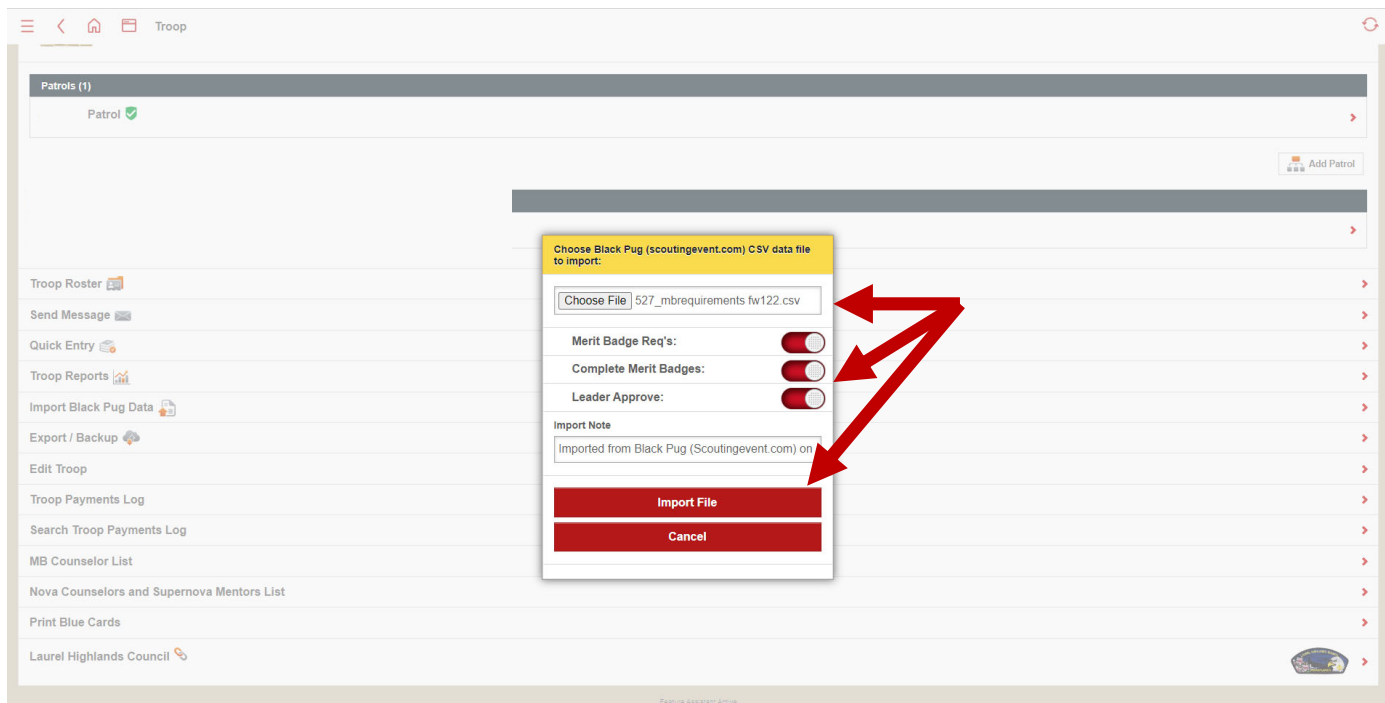
 Reports Menu ➤

Once logged in, you will see your dashboard. On the right is where your unit is located. Click on the bar to open your unit dashboard.



- Troop Roster 📄 >
- Send Message ✉ >
- Quick Entry 📄 >
- Troop Reports 📊 >
- Import Black Pug Data 📄 > 
- Export / Backup 📁 >
- Edit Troop >
- Troop Payments Log >
- Search Troop Payments Log >
- MB Counselor List >
- Nova Counselors and Supernova Mentors List >
- Print Blue Cards >
- Laurel Highlands Council 🔗  >

Once the unit dashboard opens, you will click on the option for “Import Black Pug Data”.



A new window will open. Choose the file that you had downloaded from the registration by clicking on the “Choose file” button and navigating to where you saved the document.

You will have the option to switch on or off what you’d like to have imported. You can add import notes, such as “Summer 2022 merit badges” or “Scout Merit Badge University”

If you experience issues, please refer to the following resources:

Extension User Guide: <https://drive.google.com/file/d/0B4bXAHBshADYVUIHV01xTIIYM00/view?resourcekey=0-YO8ptgN1cb6xNkPQ2ExdKA>

Uploading data from Black Pug: [https://drive.google.com/file/d/0B7eow1old\\_bYajNrS1JhVHBsNG8/view?resourcekey=0-1HWw8XXIUkrzrkC6FOk-rQ](https://drive.google.com/file/d/0B7eow1old_bYajNrS1JhVHBsNG8/view?resourcekey=0-1HWw8XXIUkrzrkC6FOk-rQ)