

Camp Barstow Staff Reunion

June 19, 2021

How to Register Online via BlackPug (Step-by-step)

For those not familiar with it, the BlackPug registration portal is often less than intuitive. This step-by-step guide should help you navigate the site and register with ease.

1. Navigate to the event registration site with your browser > <https://scoutingevent.com/553-CampBarstowStaffReunion>

The screenshot shows the BlackPug registration portal for the 2021 Camp Barstow Staff Reunion. The page header features the Boy Scouts of America Indian Waters Council logo and navigation links for Calendar, Event Details, Lookup, and My Account. The main content area is titled "Camp Barstow Staff Reunion" and includes a "Register" button circled in red. The event details section on the left provides information about the 2021 Camp Barstow Staff Reunion, including the date (Saturday, June 19) and the location (Indian Waters Council). The "When & Where" section on the right shows the event title "Staff Reunion Camp Barstow" and the date and time "Saturday 06-19-2021 11:00 AM ET to 3:00 PM ET".

2. Click the green "Register" button.
3. A window will pop up (if it does not, it may be that it is blocked by a pop-up blocker in your browser, which you can disable) asking if you want to Log In or continue as Guest. Current and active Scouters will likely choose Log In, which auto-populates info like address and phone numbers, but for this example, we will proceed as a guest, so will click "Continue as guest."

The screenshot shows a "Continue as Guest" dialog box. The text reads: "Continue as Guest", "You are not currently logged in.", "Do you want to continue as a guest, or sign into your account?". There are two buttons: "Continue as Guest" and "Log In".

4. This will bring you to the screen that is pictured at the top of the next page with several items listed:
 - Staff Alumni / Guest: This is for registering participants who will be attending excluding children under 12 and current 2021 Camp Barstow Staff Members. This includes former Camp Barstow Staff members and any friends and family attending with them. Drop down to indicate the number attending. Cost is \$20 each.
 - Sponsor Camp Staff Member: We are not charging a fee for this event to the current 2021 Camp Staff members who will be at camp and participating in Staff Week, however we certainly have to pay the caterer for their meal. We expect a total of approximately 60 current staff members. While optional, staff alumni are encouraged to continue sponsoring the meal for one or more 2021 camp staff members. Cost is \$14 each.
 - Child 3—12: The cost for children attending is \$9 each.
 - Child under 3: There is no cost for children attending under age 3, but please register them.
 - 2021 Summer Camp Staff: There is no cost for 2021 Camp Barstow summer camp staff, but they are encouraged to register, and must register to purchase memorabilia.
 - After making your selections, click the green "Register" button.

BOY SCOUTS OF AMERICA
INDIAN WATERS COUNCIL

Calendar | **Event Details** | Lookup | My Account

T-shirt Order deadline is June 1, 2021. Otherwise, registration & patch order deadline is June 10.

Camp Barstow Staff Reunion
June 19, 2021 11:00 AM: Staff Reunion
Camp Barstow

View Pricing

Staff alumni/guest <input type="text" value="0"/> Cost: \$20.00	Sponsor Camp Staff Member <input type="text" value="0"/> Cost: \$14.00 More Information	Child 3-12 <input type="text" value="0"/> Cost: \$9.00
Child under 3 <input type="text" value="0"/> Cost: \$0.00	2021 Summer Camp Staff <input type="text" value="0"/> Cost: \$0.00	

[Register](#)
Registration Closes: Thu 06-10-2021 11:59 PM.

5. After clicking the green "Register" button, a screen similar to the one below will appear. Your screen may be slightly different based on the options chosen. For this example, I chose to register a quantity of 2 for "Staff Alumni / Guest" and a quantity of 1 for "Sponsor Camp Staff Member."

BOY SCOUTS OF AMERICA
INDIAN WATERS COUNCIL

Calendar | Event Details | **Registration Details** | Lookup | My Account

Staff Reunion - Camp Barstow Staff Reunion 5531967917

Participants | Check Out | Reports

Registration Contact

Registration Contact
Checkout Required

[Update Information](#) [Preview Information](#) [Additional Actions](#)

2 Staff alumni/guest

Staff alumni/guest Checkout Required Update Information	Regular Price: \$20.00 Balance Due: \$20.00	Staff alumni/guest Checkout Required Update Information	Regular Price: \$20.00 Balance Due: \$20.00
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1 Sponsor Camp Staff Member

Staff alumni can pay for the lunch meal for one or more 2021 Camp Staff members

Sponsor Camp Staff Member Checkout Required Update Information	Regular Price: \$14.00 Balance Due: \$14.00
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Check Out Required

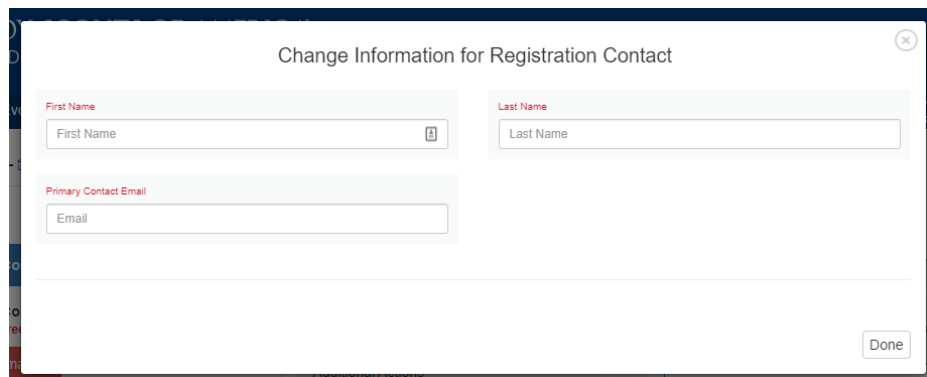
Registration closes in 57 days: You have 3 participants that require Check Out. These spots are not held until check out is completed.

Regular Price:	\$54.00
Balance Due:	\$54.00

Missing Information

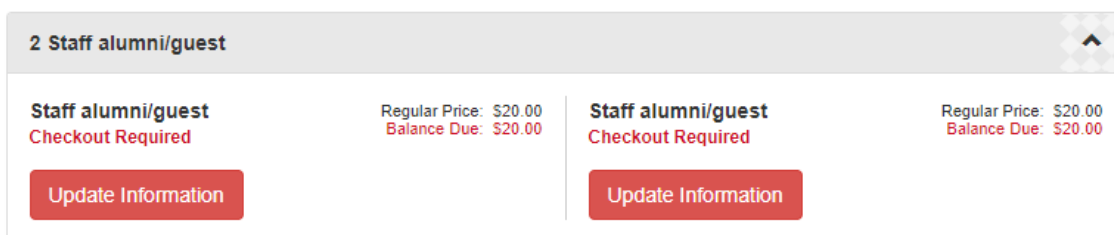
Event Contacts

6. First, I will update the top box, Registration contact, with the details on the person entering the registration by clicking the first red “Update Information” button. This will open a pop-up window (below) to enter the First Name, Last Name, and e-mail address, then click the “Done” button.



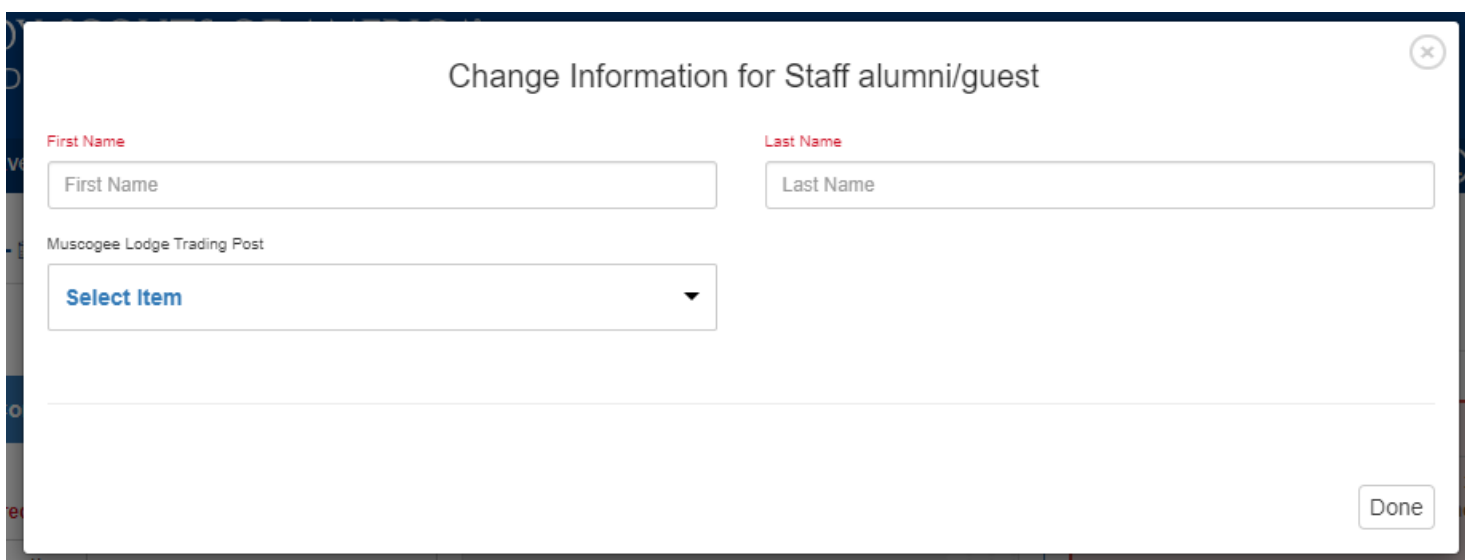
The screenshot shows a pop-up window titled "Change Information for Registration Contact". It contains three input fields: "First Name", "Last Name", and "Primary Contact Email". Each field has a small icon to its right. A "Done" button is located in the bottom right corner.

7. The next box down is to register my 2 “Staff Alumni / Guest” participants. Your number of entries and buttons will vary based on how many people you are registering. For each one, click the “Update Information” button.



The screenshot shows a summary for "2 Staff alumni/guest" participants. Each participant entry includes the text "Staff alumni/guest", "Checkout Required", "Regular Price: \$20.00", and "Balance Due: \$20.00". Below each entry is a red "Update Information" button.

8. For each person entered, after you click the associated red “Update Information” button, a pop up window like the one below will appear. You will enter the First Name and Last Name of the attendee being registered. You also have a “Trading Post” option to “Select Item” from which you can select and purchase one or more 2021 Camp Barstow Staff Reunion patches (large patch, fully embroidered) for \$5 each, and/or one or more 2021 Camp Barstow Staff Reunion T-shirts. For the T-shirt, be sure to specify the size. T-shirts are \$12 each and \$14 for plus sizes.



The screenshot shows a pop-up window titled "Change Information for Staff alumni/guest". It contains two input fields for "First Name" and "Last Name". Below these is a "Muscogee Lodge Trading Post" section with a "Select Item" dropdown menu. A "Done" button is in the bottom right corner.

9. After entering all information, you will notice that all of the formerly red buttons are now white. Your balance due is displayed on the right, and you have a green “Proceed to Checkout” button. You can go back and make any necessary changes by clicking the appropriate “Update Information” button., When done, click the green “Proceed to Checkout” button.

Participants Check Out Reports

Registration Contact

Clark, Tripp
Checkout Required

Update Information

Preview Information

Additional Actions

2 Staff alumni/guest

Clark, Tripp Checkout Required	Regular Price: \$20.00 Trading Post: \$32.00 Balance Due: \$52.00	Clark, Melinda Checkout Required	Regular Price: \$20.00 Balance Due: \$20.00
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Update Information

Update Information

1 Sponsor Camp Staff Member

Staff alumni can pay for the lunch meal for one or more 2021 Camp Staff members

Sponsor Camp Staff Member
Checkout Required

Regular Price: \$14.00
Balance Due: \$14.00

Update Information

Check Out Required

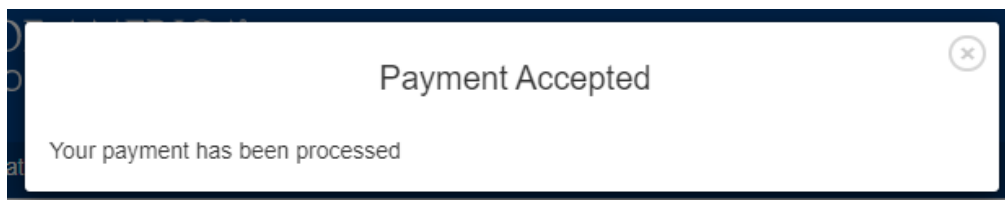
Registration closes in 57 days: You have 3 participants that require Check Out. These spots are not held until check out is completed.

Regular Price:	\$54.00
Trading Post Fees:	\$32.00
Balance Due:	\$86.00

Proceed to Checkout

Event Contacts

10. The next screen displays a summary and your balance due and has a green “Checkout” button. Click it if correct, or if incorrect, click the “Participants’ tab to go back and make any needed adjustments.
11. Complete your billing information using the names and address as listed on your payment card account, and check the box at the “I have read and agree to the council policies” clause. This opens a section below to enter payment card information.
12. After entering your payment card information, click the green “Authorize Payment” button at the bottom.
13. You will next see a pop-up window confirming that “Payment Accepted.” Within moments, you should receive a confirmation e-mail from indianwaterscouncil@247scouting.com that also confirms the transaction.



14. You are done!!!