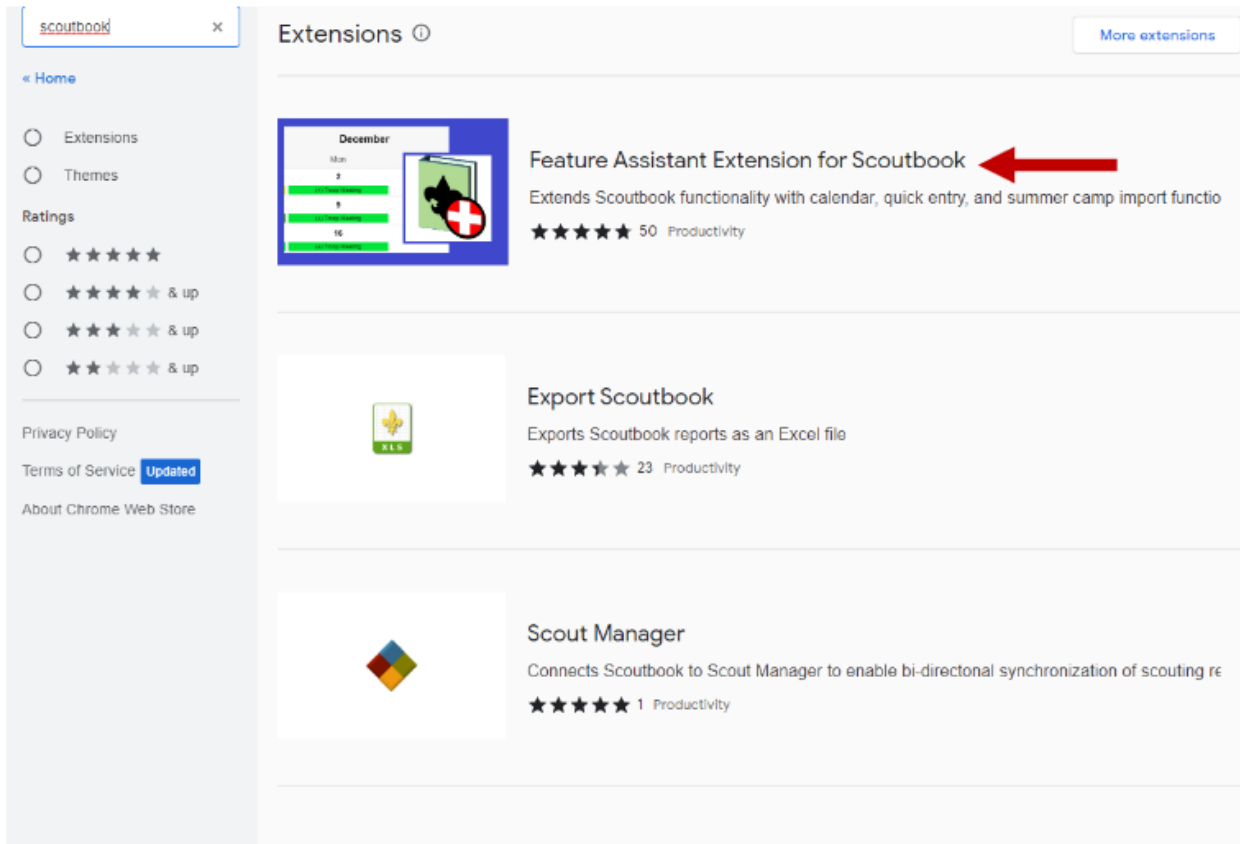


Importing Blackpug Records into Scoutbook

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. 1. Navigate to the Chrome Webstore. Type “Scoutbook” into the search bar and click search or hit your “Enter” key. 2. 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: [Click here!](#)

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.

Reports

Class Schedule

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

Scoutbook Export

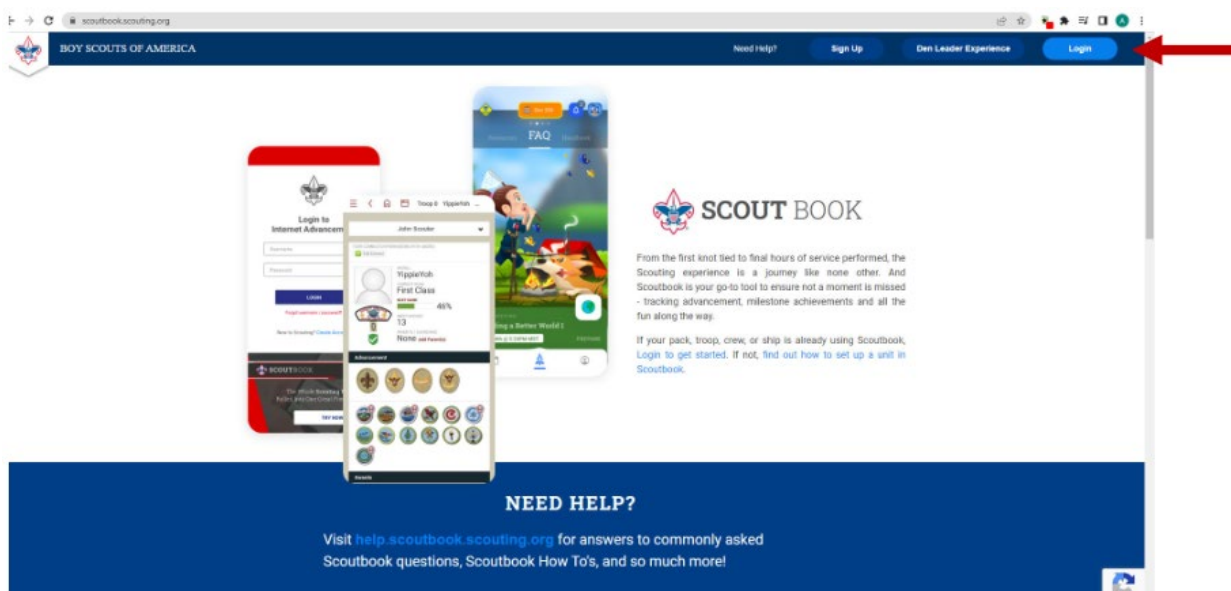
This report exports merit badge data in Scoutbook format using Scoutbook's "advancement.csv" template. **Cub Scout awards are excluded because Scoutbook doesn't upload those.**

Chrome Users - an extension is available that allows direct import of this data into Scoutbook. This extension can be obtained here: [Feature Assistant Extension for Scoutbook](#).

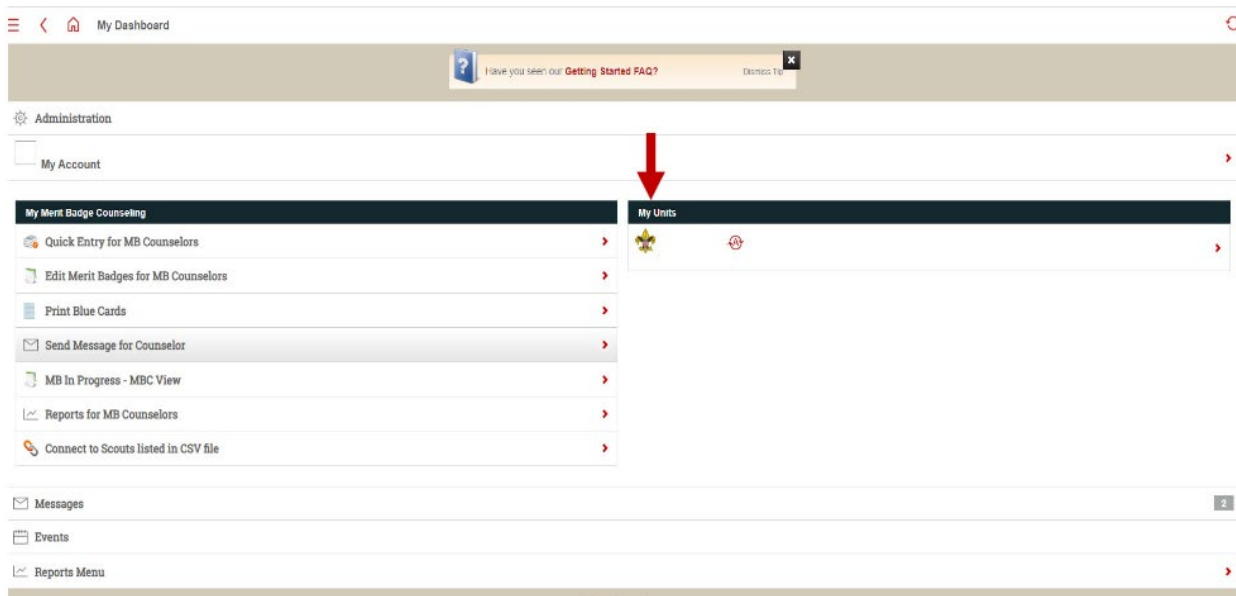
Firefox Users - a similar extension for Firefox can be obtained here: [Feature Assistant - Scoutbook](#)

A document describing the upload process can be found here: [Importing Summer Camp Data from Black Pug Software](#)

After the data has been downloaded, go to www.scoutbook.scouting.org and click the "Login" button in the top right.



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.



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 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 2023 merit badges” or “Scout Merit Badge University”.

