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Importing Merit Badge Advancements for Summer Camps or Merit Badge Events

NOTE: This feature is included in an extension/add-on developed by a volunteer. Any support or update is the responsibility of the volunteer.

Summary: This extension/add-on feature enables the direct import of Merit Badge information from summer camps or other merit badge events who use Black Pug or Tentaroo Software to track registrations and merit badges. Black Pug and Tentaroo are third party vendors contracted by multiple Councils to provide their services. Black Pug also can be recognized by its web address, scoutingevent.com. This feature is only available to Leaders with permissions to use the Scoutbook Quick Entry for Merit badges. NOTE: This extension/add-on is not an endorsement for either of these vendors but they are the only ones that I am aware of that support the import format.

Installation: The features described herein are part of the *Feature Assistant Extension/add-on for Scoutbook*. To obtain the extension/add-on, discover other features it offers, and install it, please see this [document](#).

Importing Data

Currently, two Camp Management/Reservation systems support recording and downloading merit badge advancements that may be imported into Scoutbook, Black Pug, and Tentaroo.

Black Pug

If your unit's summer camp is managed by Black Pug (scoutingevent.com), then the individual who registered your Troop with the Summer Camp needs to log into scoutingevent.com to their summer

camp reservation, select Reporting,



then click on the Scoutbook Export button.

Scoutbook Export


This report exports merit badge completion data in Scoutbook format using Scoutbook's "advancement.csv" template.

Chrome Users - an extension is available that allows direct import of this data into Scoutbook. That extension can be obtained here: [Feature Assistant Extension for Scoutbook](#). There is also a new forum post in Scoutbook here: [Feature Assistant Extension](#)

Firefox Users - a similar extension is being created (as of 6/1/2017).

A CSV file will be exported containing merit badge data. Do not edit the file, since your editing software can make it unusable.



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Tentaroo

If your unit's summer camp is managed by Tentaroo, then, to download your completion records from summer camp or another event in Tentaroo, login to your unit account and navigate to your event registration.

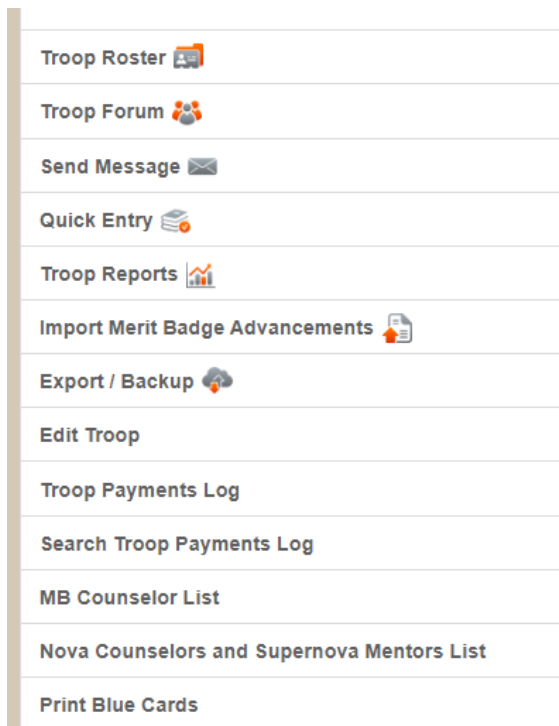
For current or upcoming events, these will be displayed on your home screen. Click on the card to enter the registration.

For past events, click on the Events button in the left-hand panel (on mobile, this can be found under the hamburger menu) and click on Past. Select the type of event, such as Scouts BSA Resident Camp, then click on Past to display only past sessions. Click on the session to enter the registration.

Once you are in your Registration, click or tap on Reports. The Requirements for Scoutbook (Excel/CSV) report is third from the bottom, just before the Blue Card reports. Download this data and save to your computer but do NOT modify the file.


Use the Extension

After installing the extension/add-on as directed to above, log in and navigate to your Troop's unit page. You will see an option to Import Merit Badge Advancements.



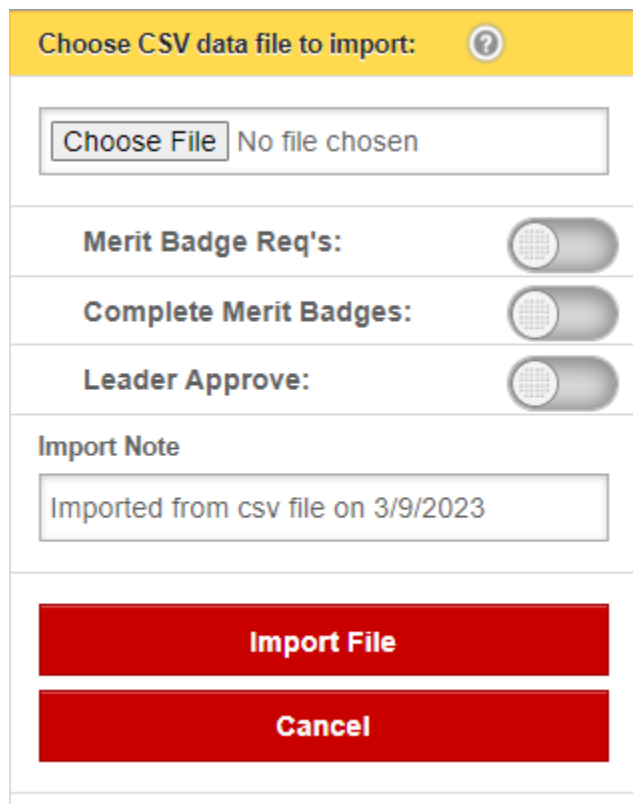
Click on the option, and use Choose File to select the CSV file. You will have the option to import merit



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badge requirements or completed badges or both. Additionally, you have the choice to mark information as Leader Approved when importing. If you mark it Leader Approved, it will NOT appear on your Needs Approval Report. It may be prudent to not mark it approved, so you have easy visibility into what you just imported or if you have concerns about what was approved at Camp.




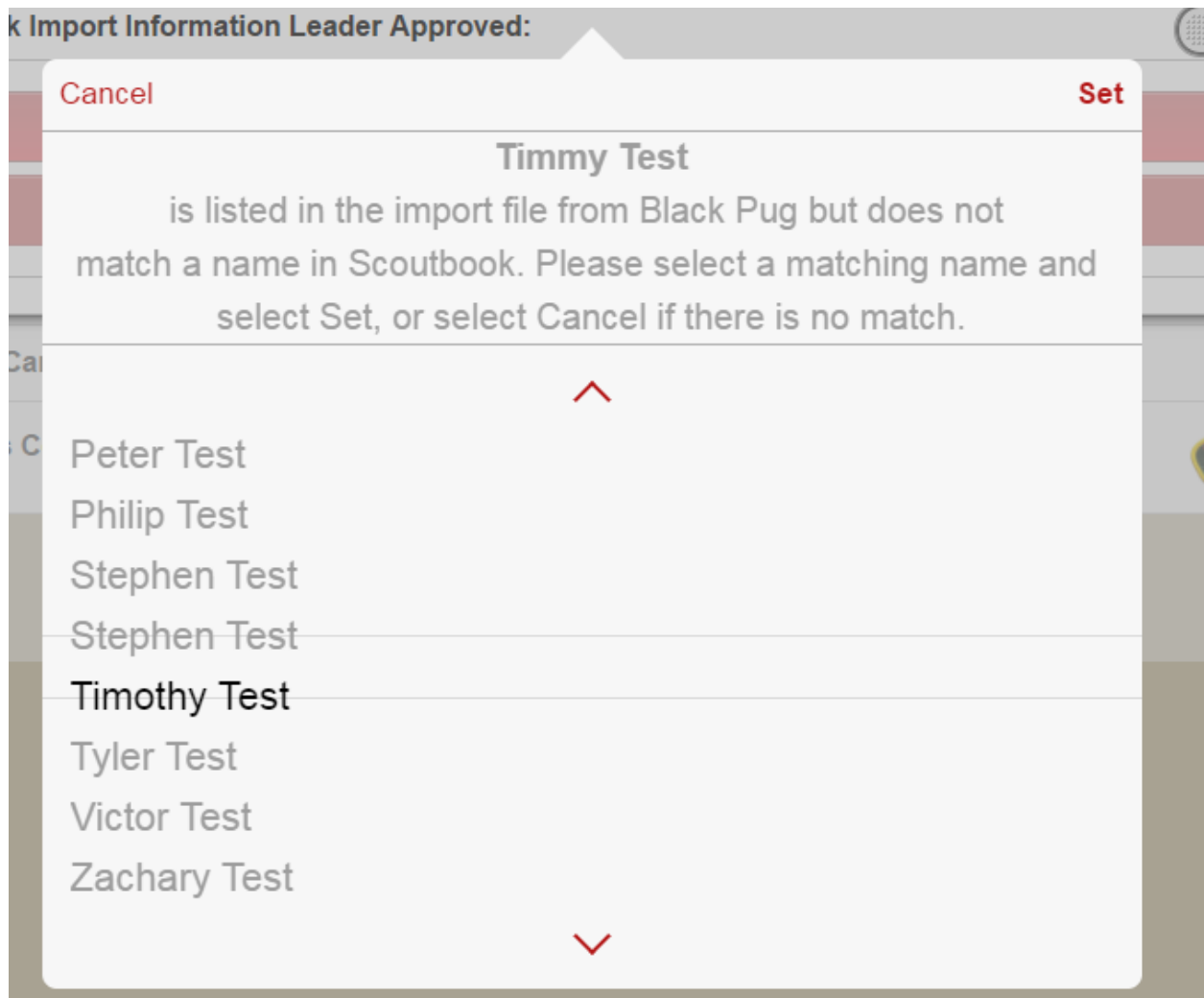
The screenshot shows a dialog box titled "Choose CSV data file to import:" with a help icon. It contains a file selection field with a "Choose File" button and the text "No file chosen". Below this are three toggle switches: "Merit Badge Req's", "Complete Merit Badges", and "Leader Approve:", all of which are currently turned off. There is an "Import Note" field containing the text "Imported from csv file on 3/9/2023". At the bottom are two large red buttons: "Import File" and "Cancel".

When you click Import File, the import process will check the unit name in the file to make sure it is associated with your unit.

Additionally, it will resolve differences in Scout names between Scoutbook and the CSV file. Chances are, there are differences between the Scout's name entered into the Camp system and what is in Scoutbook. When a name is not recognized, a popup will ask you to match up the name with a name in Scoutbook.



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Scroll down the list until you have matched the name then click Set. If you cannot match the name, click Cancel to ignore those Scout records in the CSV file.

NOTE: The extension tries to match the first and last name in the CSV file with names on your Scoutbook Roster, which uses nicknames, so you will have to manually match those names as discussed above.

Any notes contained in the Import Note field will be added to the requirement notes in Scoutbook. You can edit this note if desired (recommended to identify the specific event!).

When complete, you may see a few exceptions noted on the Import Popup screen. If Scoutbook previously contained a completed badge or the Scout already started a Merit Badge but it is an old revision, it will not overwrite the original Scoutbook information.