Basics of using the Event Blueprint List

Overview

The Event Blueprint system is to be used for proposing and planning council and district events. Walking through the defined steps will help you be successful in planning your event. The new system is different than the Project Charter system in that:

EVENTBLUEPRINT

You don't fill everything out at the start. You fill out the basics, get it approved, and at each "step" will fill out additional fields.

The Registration/Black Pug, Program Trailer and MCC Facility Reservation requests are BUILT INTO the system. No need to create separate requests for those functions. *

The Blueprints move through a process, and only the person working it at that step will see it in their queue. If you request a Black Pug registration link, it will go to the MCC staff that handles that, and while they are working on it, the Blueprint will not be visible in your queue. It will return to you when it is done.

Emails at every step to the Owner (copied to Staff Leader) detailing what needs to be done "now".

* With this system, you cannot go back in the process. You can update various fields from past steps, but in the most part this process is sequential -- for a reason: you need facility rental before Black Pug, and you need Black Pug before you can put in a Marketing request. If you pass the Black Pug, Facility or Program Trailer step and decide to change your mind, there are standalone forms you can complete. The Event Blueprint will not go back to that step.

REMEMBER:

- Click Submit to move it through the process
- You will only see it when it is currently at a process step assigned to you
- You can't move it to any other step except forward. (That's ok. It is a blueprint, meant to guide you. Not something restrictive.

Submitting a Blueprint

https://michiganscouting.org/new-event-blueprint/

vent Name (Required)		
ivent Chair Name (Required)	Event Chair Email (Required)	Event Chair Phone (Required)
irst Last	Staff Advisor Email (Required)	Staff Advisor Phone (Required)
irst Last District/Zone/Type (Required)	Duration of Event (Required)	Audience (Required)
Choose your district/event level	Single-day Event Overnight or lasting longer than 72 hours	Cub Scout
thoose your event audience. Choose Council, OA, pecific district(s), or entire zones. Choose PF Zon to send to Kristie. Choose GL Zone 2 to go to latherine for test approval.	e	Scouts BSA Venturing Sea Scouts Leaders Commissioners
IP: On this form, you can type in the date in any	date field. No need to use the up/down arrows.	Public
vent Dates (Required)	Event Start Date (Required)	Event End Date (Required)

Using the Event Blueprint List

Each step will send appropriate emails to the assignees (in most cases, the Creator, the Event Chair email, and the Staff Leader email). The Creator will see the Blueprint in their Event Blueprint List when they are the current assignee.

https://michiganscouting.org/event-blueprint/

			EVENTB	LUEPRIN
Event Blue	eprint List	Submit New Event Blueprint	Event Blueprint Help Plannii	ng Guides 🗸
				Welcome :
				Dashboard Profile Logout
Q Search	Inbox			^ر ۵
ID	Form	Submitter	Step	Submitted
48255	Event Blueprint	······································	Upload Budget and Program Hazar	rds February 12, 2025 at 11:00 am
47015	Event Blueprint	1	Upload Budget and Program Hazar	rds January 2, 2025 at 10:18 am
46473	Event Blueprint	در	Upload Budget and Program Hazar	rds December 9, 2024 at 1:45 pm

The entire form will open as you click any of the items in your List. Some fields will be editable, and some will not, depending on the step. **NOTE:** This is the key benefit of using this system and a difference from what we have now. You can now update your initial post throughout the process, whereas before, once they submitted the Project Charter, you could only update the Attachments and Notes fields.

			^{Logoi} Status and who it is currently assigned to
It is Budget and Hazard Analysis time also need to complete the Program H you need help, refer to the PHA Instr Once those two documents are comp	Please download the Budget Template and c azard Analysis for your event (if you need mo actions. leted, upload them to the Budget Upload and F	Your Event Blue complete the budget for your event. You will re lines, simply fill out multiple copies). If Program Hazards Analysis Upload fields.	Entry ID: 48255 Submed: 1907 rate 11 Last updated: Feo Submitted by: Kr Status: Pending
Event Name (Required)	Event Blueprint : Entry # 48255	structions show empty fields or the urrent step	Upload Budget and Program Hazards (Pending Input)
Event Chair Name (Required)	Event Chair Email (Required)	Event Chair Phone (Re add notes at an	Save Submit
fد-۲	some fields are editable]	Save = save changes to the fields you have modified, but do NOT move to the next step
Staff Advisor Name (Required)	Staff Advisor Email (Required)	Staff Advisor Phone (Required)	Submit = save changes to the fields you have modified AND move to the next step

When done with the Blueprint, you have two options. **Save** will save any changes made but leave you at the <u>current</u> step in the process. **Submit** will save any changes AND move you to the next step.

There is a **Print** button you can use at any time. Use this to Print to PDF – you can share this with others!

You can add **Notes** at any time.

There is a **Timeline** at the bottom that shows the item's history and any added notes.

Mat at a second	5-h
Upload Budget and Program Hazards: Entry updated – in progress. Note: Here are some notes I am adding. No one is notified, but they are he	refor reference.
Approval to Zone Staff Leader: Approved.	February 12, 2025 at 12:11 pm
E.L. Marines	February 12, 2025 at 11:00 am

Event Blueprint Steps

The below image shows the steps involved in the process. Click **Submit** to move between steps.

