

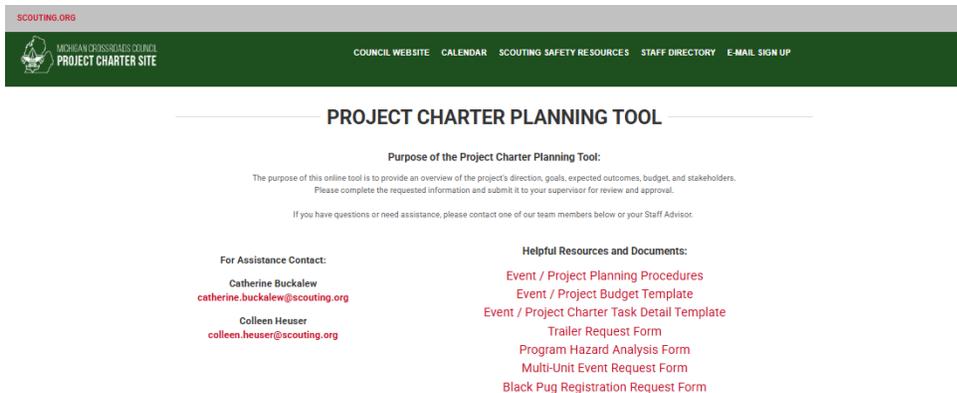
MCC Event Blueprint Video Script

Overview

Welcome to the new Event Blueprint System. This video will walk you through the main usage of the new system.

The new Event Blueprint system is the upgrade to the current Project Charter system, used to help volunteers plan and successfully execute district and council events.

Project Charter System:



PROJECT CHARTER PLANNING TOOL

Purpose of the Project Charter Planning Tool:

The purpose of this online tool is to provide an overview of the project's direction, goals, expected outcomes, budget, and stakeholders. Please complete the requested information and submit it to your supervisor for review and approval.

If you have questions or need assistance, please contact one of our team members below or your Staff Advisor:

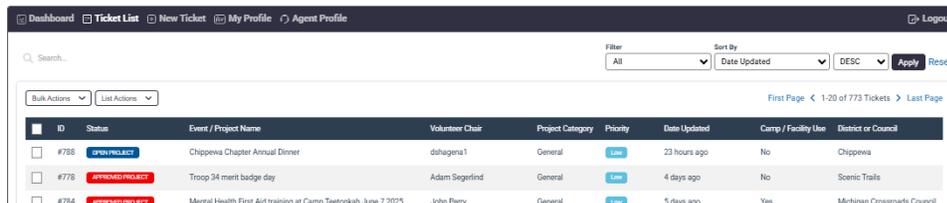
For Assistance Contact:

Catherine Buckalew
catherine.buckalew@scouting.org

Colleen Heuser
colleen.heuser@scouting.org

Helpful Resources and Documents:

- [Event / Project Planning Procedures](#)
- [Event / Project Budget Template](#)
- [Event / Project Charter Task Detail Template](#)
- [Trailer Request Form](#)
- [Program Hazard Analysis Form](#)
- [Multi-Unit Event Request Form](#)
- [Black Pug Registration Request Form](#)



ID	Status	Event / Project Name	Volunteer Chair	Project Category	Priority	Date Updated	Camp / Facility Use	District or Council
#788	OPEN PROJECT	Chippewa Chapter Annual Dinner	dshagens1	General	Low	23 hours ago	No	Chippewa
#778	APPROVED PROJECT	Troop 34 merit badge day	Adam Segerfind	General	Low	4 days ago	No	Scenic Trails
#784	APPROVED PROJECT	Mental Health First Aid training at Camp Teewinokah June 7 2025	John Perry	General	High	5 days ago	Yes	Michigan Crossroads Council

Event Blueprint System:



NEW EVENT BLUEPRINT

[Event Blueprint List](#) |
 [Submit New Event Blueprint](#) |
 [Event Blueprint Help](#) |
 [Planning Guides](#) |
 [Other](#)

Welcome to the Event Blueprint system. Use this page to submit your plans for hosting district or council events. Upon submission, your request will go through an approval process, and if approved, you will then be able to provide additional information, such as requesting the Program Trailer, obtaining Black Pug registration links, and providing exact details. Please view the [Event Blueprint Help](#) before using this system.

For Assistance Contact:

Welcome [User Name]

- [Dashboard](#)
- [Profile](#)
- [Logout](#)

The Event Blueprint system is a response to volunteers and professionals wanted a more clear process for planning events. What the Event Blueprint does for everyone involved is provides a process by which event planning can follow.

Key benefits of the new system over the old:

- Events progress through a series of stages, each with instructions on what should be done at the time
- Information can continue to be filled in as the volunteer proceeds through the process. The old system required fields to be completed at the start, and after that only attachments and comments could be made.
- An approval is required by the zone/council lead at the start of the process before much planning has started. This provides an early sanity check in the process
- Blackpug/registration request is embedded in the process. No need to fill out a separate form.
- Program trailer request is embedded in the process
- MCC Facility rental is embedded in the process
- Email notifications to the event chair and staff leader at all stages in the process

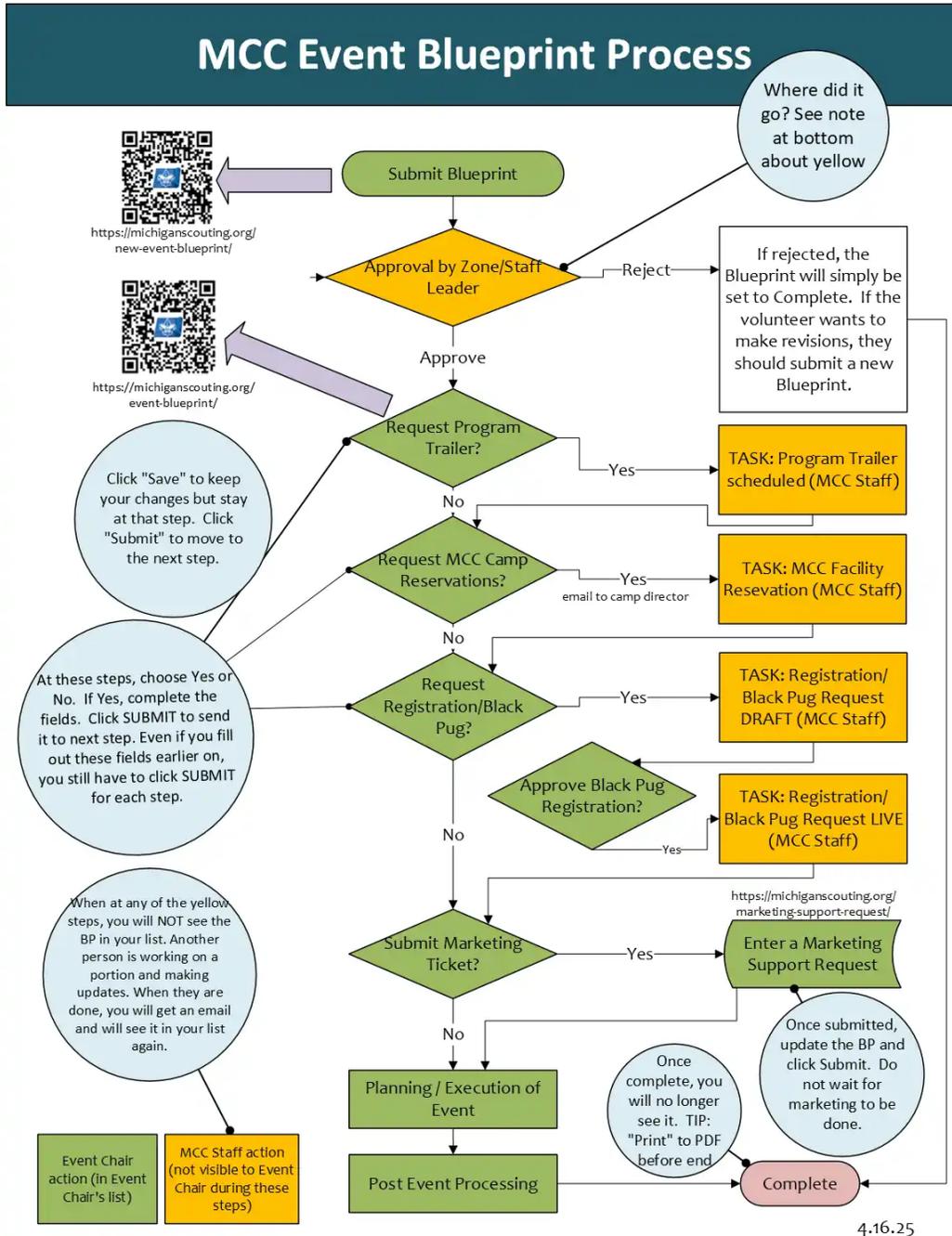
Other items worth noting:

- This is a key difference that will take some getting used to: Since this is a workflow/process system, you only see a Blueprint if it is currently in your “queue”. That is, if someone else is working on it (approval, creating Black Pug, etc.), only that person will see it in their queue. If it is in your list, you are the one that currently “owns” it.
- Once you close a Blueprint, it will disappear from your queue for good. You will not be able to reference it from the system in the future. You can export each item to PDF at any point, which is wonderful for records.
- This system will require a different login than the Project Charter system. If you already have a Marketing Ticket system login (i.e., a login to michiganscouting.org), you will now use that login. The same login grants you access to both Event Blueprint and Marketing Tickets.

This new system will be a different mindset, so please be patient and use all the helps to understand how it works. No system is perfect, but this system attempted to address some shortfalls in the old system. Constructive feedback is always welcomed.

The Process

We will be walking through an event in the system, which will follow a set process, moving forward as we go. There is a process flowchart on the Event Blueprint Help page you can always reference.

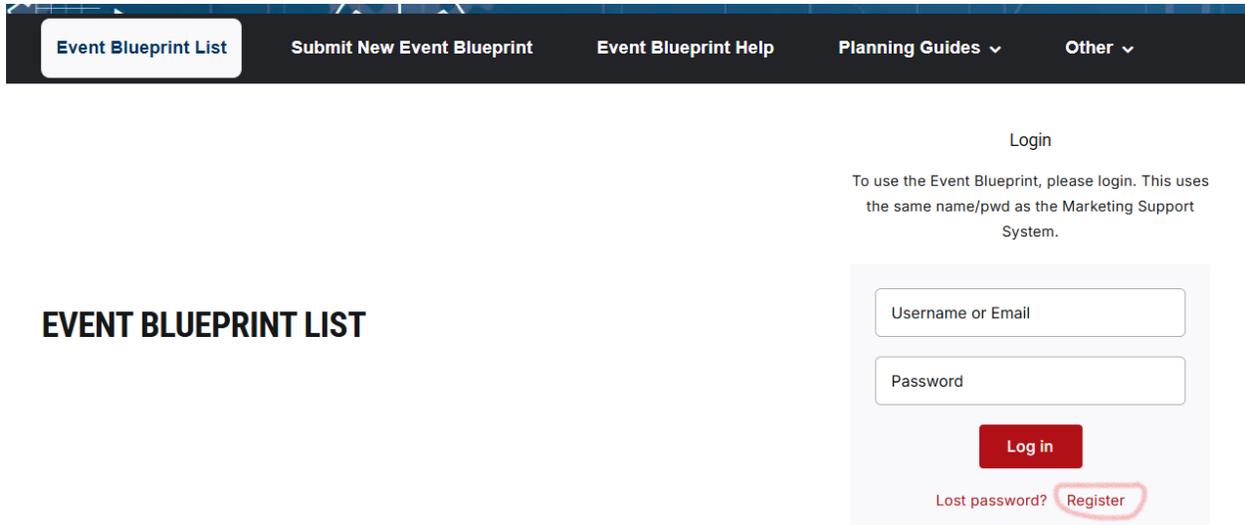


The System

Access the system from

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

You will always need to be logged onto the system to both submit new Blueprints or to view your queue. You can request a login by clicking the Register link.



The screenshot shows the top navigation bar of the Event Blueprint List page. The navigation bar is dark blue with white text. The first item is "Event Blueprint List" which is highlighted with a white background. Other items include "Submit New Event Blueprint", "Event Blueprint Help", "Planning Guides" with a dropdown arrow, and "Other" with a dropdown arrow.

Below the navigation bar, the page title "EVENT BLUEPRINT LIST" is displayed in bold black text on the left side.

On the right side, there is a "Login" section. It contains the following text: "Login", "To use the Event Blueprint, please login. This uses the same name/pwd as the Marketing Support System." Below this text is a login form with two input fields: "Username or Email" and "Password". Below the input fields is a red "Log in" button. At the bottom of the login form, there are two links: "Lost password?" and "Register". The "Register" link is circled in red.

Once logged on to the main Event-Blueprint page, you will see a list of your current Blueprints that are currently in your queue.

You will see a submenu system across the top (under the MCC menus) that will provide you with access to all the screens, helps and associated information you may need.

The List

[JOIN NOW](#) [SITE MAP](#) [CALENDAR](#) [INCIDENT REPORTING](#) [DONATE](#) [NEWS](#) [SHOP](#)



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[Home](#) [About](#) [Programs](#) [Events](#) [Camp](#) [Resources](#) [Donate](#) [Shop](#) [Learn More](#)



EVENTBLUEPRINT

Event Blueprint List
Submit New Event Blueprint
Event Blueprint Help
Planning Guides
Other

Welcome Kristie Test Phillips

EVENT BLUEPRINT LIST

- [Dashboard](#)
- [Profile](#)
- [Logout](#)

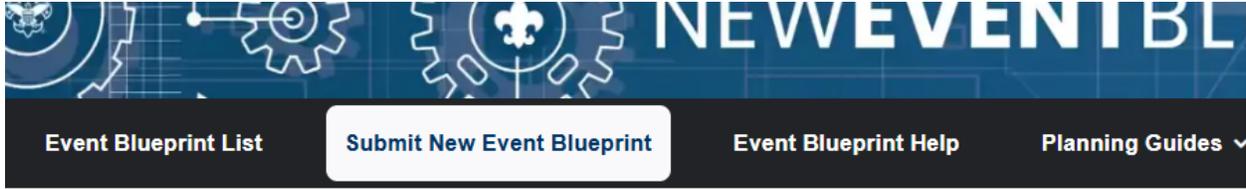
ID	Form	Submitter	Step	Submitted
49598	Event Blueprint	Kristie Test Phillips	Submit Marketing Request	April 1, 2025 at 8:50 am
48601	Event Blueprint	Kristie Test Phillips	Past Event	February 26, 2025 at 1:43 pm

The queue itself will show you the Blueprint ID, which will always be identified in emails you receive. And it will show you the Step it is at. Unfortunately, this list cannot show you the name of the Event or other information.

Submitting a new Blueprint

To create a new Blueprint, click the Submit New Event Blueprint on the menu bar. NOTE: The person that will “own” the Blueprint, most likely the Event Chair, needs to submit the request.

As you will see, the number of fields on the form is far less than you might be used to in the Project Charter system. Your event requires initial approval prior to you doing much planning, so there is no use you providing lots of details prior to that approval. You will provide the dates (either estimated or exact), staff advisor, budget, and program hazards analysis, as well as other optional fields.



Welcome to the Event Blueprint system. Use this page to submit your plans for hosting district or council events. Upon submission, your request will go through an approval process, and if approved, you will then be able to provide additional information, such as requesting the Program Trailer, obtaining Black Pug registration links, and providing exact details. Please view the **Event Blueprint Help** before using this system.

Welcome



For Assistance Contact:

...

SUBMIT NEW BLUEPRINT

Event Name (Required)

The person submitting this Event Blueprint will be the one that can move it through the process. This may or may not be the people below; the Event Chair and Staff Advisor will be copied on emails.

Event Chair Name (Required)

First

Last

Event Chair Email (Required)

Event Chair Phone (Required)

Staff Advisor Name (Required)

First

Last

Staff Advisor Email (Required)

Staff Advisor Phone (Required)

District/Zone/Type (Required)

Choose your event location/type. Approvals will be generated based on your selection.

Duration of Event (Required)

- Single-day Event
 Overnight or lasting longer than 72 hours

Audience (Required)

- Cub Scout
 Arrow of Light
 Scouts BSA
 Venturing

...

Please describe the event -- tentatively where, what, who, etc.

Click **SUBMIT** to send your Blueprint to approval (it will not be in your queue). Click **SAVE & CONTINUE** if you want to save your form and come back to it later. You will receive a link that will allow you to edit these fields later, prior to submission.

Upon submission, the request will be sent for approval to the District/Zone leader or Council staff associated with the type of event you specified. You will not see it in your queue.

Once approved, you will receive a notification that it was approved, and you can begin the first step – determining if you need the Program Trailer.

As mentioned before, you and the Staff Advisor will receive emails throughout the process. The email you receive upon submission will be similar to this <shown in video>.

You will also receive emails that details what needs to be done at each step:

#49941 - Program Trailer Request - Awesome test event 041625

MCC Workflow Inbox
To: Kristie Phillips
Wed 4/16/2025 3:15 PM

Retention: 3 Year Delete (3 years) Expires: Sat 4/15/2028 3:15 PM

Your Blueprint has been approved. At this point, please indicate whether you need the Program Trailer or not by selecting Yes or No on the "**Do you need the Program Trailer**" field. **If yes**, enter in what you will need. When complete, click **SUBMIT** to send the request to the Program Trailer team and/or move on to the next step.

Entry Id: #49941
Event Name: Awesome test event 041625

[Event Blueprint List](#)

Note: There is no way to "go back" to a step in the process. For some fields you can edit them later on, so there is no need to "go back". If you choose now that you **do not need** the Program Trailer and decide later that you do, you will need to submit a standalone request for that at the [Program Trailer request](#).

Working with the Blueprints

When an item is in your queue, you can click on it to view it. At the top will be instructions about the current step. This lets you know what is expected of you at this point in the process.

In the main pane are the fields. Some you will be able to edit, others you may not, particularly those for steps that have passed. Required fields are noted with the "(Required)" note in the field header.

On the right side are the controls. There you will see the entry ID, which is your Blueprint number. You will see the stage that it is in, and who it is currently assigned to – you!

You will see a Note section – at any point during the process, you can make notes to yourself or for others. They are tracked on the timeline at the bottom. No notifications are sent for this note – it simply tracked on the blueprint.

It is Budget and Hazard Analysis time! Please download the **Budget Template** and complete the budget for your event. You will also need to complete the **Program Hazard Analysis** for your event (if you need more lines, simply fill out multiple copies). If you need help, refer to the **PHA Instructions**.

Complete the entire section, which includes the uploads, project code, and location. Once those two documents are completed, upload them to the **Budget Upload** and **Program Hazards Analysis** Upload fields and click **Submit**.

Event Blueprint : Entry # 48255 show empty fields

Event Name (Required)

fdfsd

The person submitting this Event Blueprint will be the one that can move it through the process. This may or may not be the people below; the Event Chair and Staff Advisor will be copied on emails.

Event Chair Name (Required) **Event Chair Email (Required)** **Event Chair Phone (Required)**

Workflow

Entry ID: 48255

Submitted: February 12, 2025 at 11:00 am

Last updated: February 26, 2025 at 8:55 am

Submitted by: Kristie Phillips

Status: Pending

Upload Budget and Program Hazards (Pending Input)

Email: kristie.phillips@scouting.org (Pending)

User: Kristie Phillips (Pending)

Note

Timeline:

Timeline	
	<p>Kristie Phillips April 15, 2025 at 8:50 am</p> <p>Upload Budget and Program Hazards: Entry updated – in progress. Note: Here is a note a made using the note field.</p>
	<p>Kristie Phillips February 26, 2025 at 8:55 am</p> <p>Upload Budget and Program Hazards: Entry updated – in progress. Note: Here are some notes I am adding. No one is notified, but they are here for reference.</p>
	<p>kristie_phillips February 12, 2025 at 12:11 pm</p> <p>Approval to Zone Staff Leader: Approved.</p>
	<p>Kristie Phillips February 12, 2025 at 11:00 am</p> <p>Workflow Submitted</p>

Save vs Submit

As you just saw me do, I added a Note and clicked the **SAVE** button. This updated my changes to the blueprint, but left the Blueprint still in the same Stage. This allows you to continually update your blueprint without moving it on in the process.

Once you have added all of the information for that stage and are ready to move on, you would then click **SUBMIT**. Submit moves it forward in the process.

Working through the process

Once the Blueprint is approved, it is back in the Event Chair's queue, waiting for the next stage. The next stage is the **Program Trailer request**. Specify whether you need use of the Program Trailer or not. If you choose Yes, select what you need. Once your selections are complete, click Submit. If you said you needed the Trailer, the item will disappear from your queue while it is assigned to the staff member to schedule your request. That person may reach out to you directly with any questions. I will request the Program Trailer, and you will see it disappears from my queue until it is completed by staff.

It is worth noting that you can fill out ALL the fields on the Blueprint at any point. You will still need to review those fields at the proper time when moving it through the process.

One moment while I complete that as a staff member. <VIDEO: Show the Program Trailer fields>

Do you need to reserve the Program Trailer?

Yes

No

If you decide that you are in need of the Program Trailer later in the process (after the Program Trailer Request step), please use the following link

[Program Trailer Request Form](#)

Do you need to reserve space at an MCC Camp or Office?

Yes

No

If you decide that you are in need of the a camp/office facility reservation later in the process (after the MCC Reservation Request step), please use the [Event Facility Rental request](#).

Do you need an Event Registration (BlackPug) created?

Yes

No

If you or your staff leader will be creating it, choose No. Enter the Black Pug link in the top section before proceeding to Marketing.

If you did not need the Program Trailer, or if you did and it is now back in your queue (i.e., the request is complete), you will now need to review whether you need to reserve space at an **MCC camp or office**. Even if you selected this earlier in the process, you will still need to review this section and click Submit to move it forward. The MCC Facility section is similar to what you had in the Project Charter system. Select the rentals you need, and click Submit to send the request to

the Facilities team. It will no longer be in your queue if you requested rentals. For the brevity of this video, I will not request a facility rental. <VIDEO: show the Facility rental fields>

It is worth noting that once you have passed a step in the process, many of those fields are no longer editable. You can view them, but not change them. This is seen here – since the Program Trailer portion of the process has passed, I can no longer change that request.

Once the item has passed the Facilities stage, you will need to review whether you need a **Black Pug registration** created. If yes, fill out all the fields as needed. These are the same fields you previously had to fill out on the separate Event/Activity Registration Information form (which is being retired). Click Submit to send it to the Registration team for creation.

Once they complete their work, the Blueprint will return to your list for you to review the DRAFT mode Black Pug registration. You will need to click Approve once the registration is set in order for it to go live. If you need any changes made to the registration, please contact the Registration Team (as noted in your email). Please do not Reject. Work with the team to fix the issue before clicking Approve. Once approved, the Blueprint will return to the registration team to make the registration live. Once they complete their portion, it will return to your list.

The above three steps -- Program Trailer, MCC Facilities, and Black Pug Registration – are considered the “Task” stages in the process. At those steps, the Blueprint may be temporarily reassigned to the MCC staff member to take care of your request.

The next step is to request **Marketing**, if needed. Consider whether you need emails, social media posts, and/or website updates to support your event. If yes, you will need to go to the Marketing Request System to make that request. This portion of the process will remain outside of the Blueprint due to the ongoing nature of those requests. You can submit your ticket to marketing, and then note whether a Marketing Ticket was created or not. If so, enter the ticket number for reference. Click Submit to move on the process. (Do not wait for the marketing request to be completed before moving on in the process.)

Do you need to reserve the Program Trailer?

Yes

Do you need to reserve space at an MCC Camp or Office?

Yes

Do you need an Event Registration (BlackPug) created?

Yes

Marketing Status **(Required)**

- Marketing Ticket Created
 No Marketing Ticket Required

Marketing Ticket Number

Program Trailer

Drop-off Date **(Required)**

Drop-off Time

Now your blueprint gets to the “meat” of planning. It will most likely remain at this step for the longest time while you do the bulk of your work. You can add notes as needed, but no other information is required to be added at this point. Once the event is over, you will then click Submit to move it to the post-event steps.

The post event processing will be a reminder of the tasks that need to be completed after the event. Those instructions are listed at the top of the event page and in the email that you receive. Work with your staff advisor to complete those tasks. Celebrate! Your event is over and was hopefully a success!

Resources and Help

At the top of the Blueprint system is a menu system that provides other items to support you in your planning.

Planning Guides

Under Planning Guides, you will find downloadable documents to help you with your planning. This includes the Budget template and the Program Hazards Analysis instructions and fillable form. Those links are also on the Event Blueprint form, but are readily made available at all times in that menu.



Event Blueprint List Submit New Event Blueprint Event Blueprint Help **Planning Guides** ▾ Other ▾

- Event Planning Procedures
- Event Timeline Guide
- Budget Template
- PHA Instructions
- PHA Fillable

EVENT BLUEPRINT LIST

This event has passed. If you want to be able to reference it later from your Workflow Inbox, do nothing (i.e., do not Submit). It will remain for reference. If you no longer want to see this event in your inbox, you may click Submit to complete.

Other

Under the Other menu are other related forms you may need to support your event. If your even is not a district or council level event, but is simply an event for multiple, unrelated units, you will not use the Blueprint process. You can submit your request on the Multi-Unit Event Request form.

A link the Marketing ticket system is provided.

The last three items are standalone requests for the Program Trailer, Facility Reservations, and BlackPug/Registration request. These should NOT be used in place of the Blueprint system. These are for situations where you initially stated in your Blueprint that you did not need them, but perhaps later on decided that you did.

Planning Guides ▾ **Other** ▾

- Multi-Unit Event Request
- Marketing Request System
- Program Trailer Request
- Event Facility Reservation Request
- Event Registration Request

Submitted

Help

Finally, help documentation, including the quick guide, this video/transcript, and a series of FAQ are there to assist you.



Start Here:

[Event Blueprint Volunteer Guide](#)

For Assistance Contact:

Catherine Buckalew
catherine.buckalew@scouting.org

Colleen Heuser
colleen.heuser@scouting.org

EVENT BLUEPRINT PROCESS

The Event Blueprint Process is detailed on the following image.

REMEMBER:

