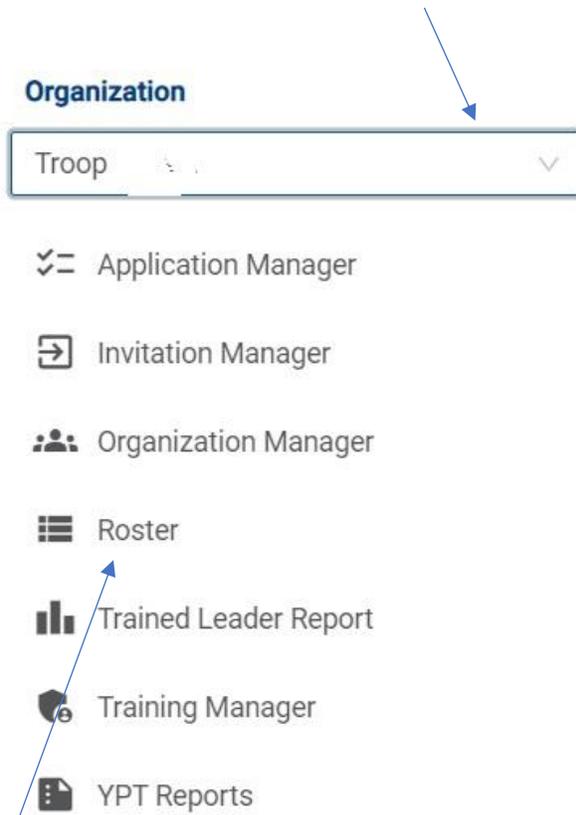


## Instructions for Finding and Downloading your My.scouting Unit Roster

\*\*your unit Key 3 and delegates will be able to access this report

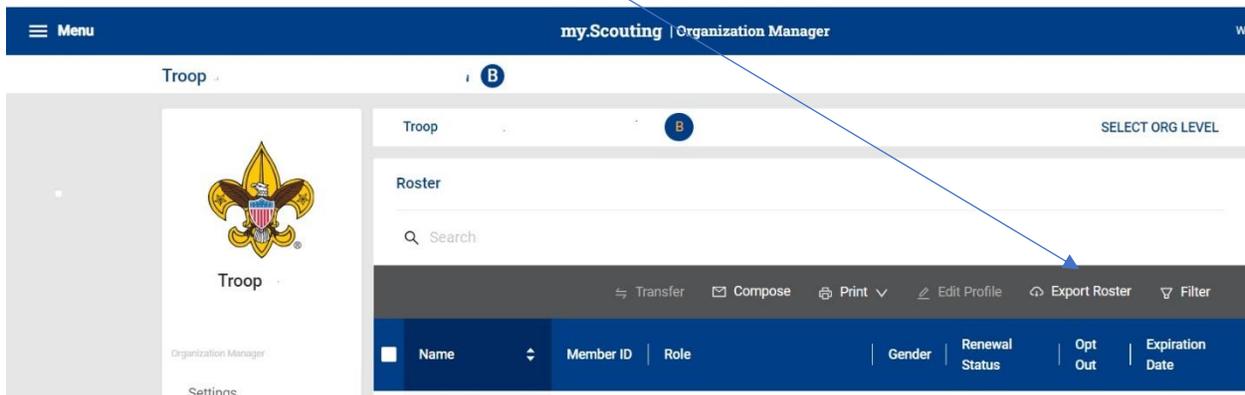
**Step 1 - Log in to your my.scouting account**

**Step 2 - Under Organization – select your unit**

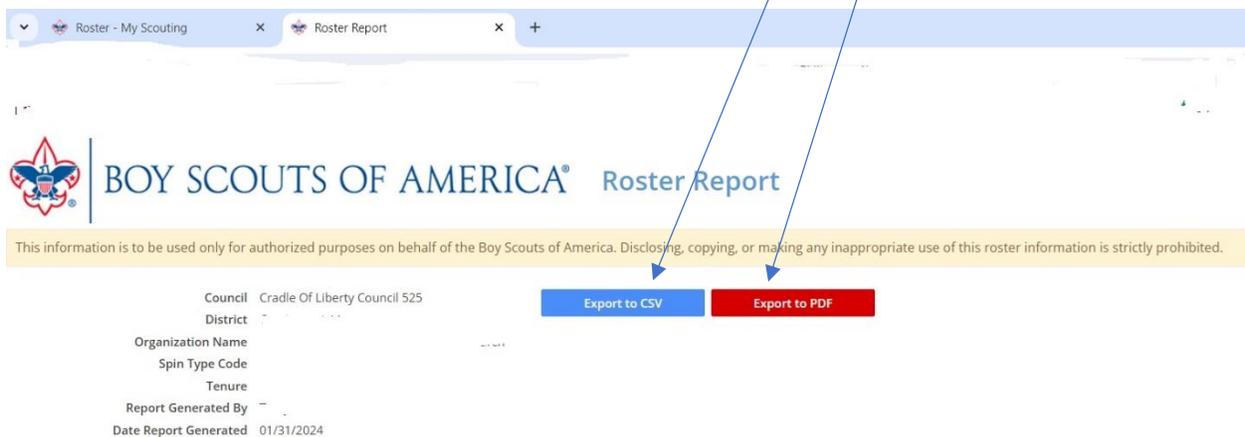


**Step 3 - Click on "Roster"**

**Step 4 - From the roster screen click on “Export Roster”**



**Step 5 - Your roster report will then be available for export – select “Export to CSV” for the report that is required by Wednesday before your week in camp, and select “Export to PDF” for the report that is needed at check-in. \*\*DO NOT MODIFY THE REPORT THAT IS GENERATED\*\***



**Step 6 - Your exported CSV or PDF should then be saved to your files – please save using the file name:**

Week attending camp – Unit # - Council

E.G. Week 1 – Troop 123G - Cradle of Liberty Council

**Step 7 – Follow the instructions below to upload the .csv file to your Summer Camp registration in BlackPug**

**Step 8 – Print the PDF version and bring 2 copies with you for Check-in to confirm the final unit roster is registered with your unit.**

To Upload your My.Scouting Roster .csv file to BlackPug, follow these steps:

Step 1 – Log-in to your units' Summer Camp registration in BlackPug

Step 2 – Click on "Update Information" in the Registration Contact box

**\*\*Note – this upload will not become available until closer to camp to be sure you are uploading the most current roster download possible**

Week 5 - 📅 📍 2024 Resica Falls Scouts BSA Resident Camp

Participants Payment Reports

**Registration Contact**

Booked Feb 09, 2024 4:42 PM

Update Information Autofill

Preview Information

Additional Actions

Step 3 – Click "Upload File" under the My.Scouting .CSV Roster category

**Unit Information**

Unit Information

Troop of Council

Cell Phone

City

Zip

My.Scouting Roster - .csv file

Admin Comment

Admin Comment

Address

State

Upload File