

Black Pug Calendar and Event Setup

District & Council Event Setup

The Program Department initiates each council and district event to ensure all events show on both internal and external calendars as well as following standard council nomenclature and event name format. The department follows the guidelines below for event setup.

Information:

- The title must stay as input. We are following a standard format and nomenclature for all events. (Year District Season (if applicable) Event Name)
- The event must remain in “Draft” mode until published. This will allow volunteers to continue to work on the event while it shows on the calendar(s) as “Save the Date”.
- The Program Department will review the final draft and then publish the event when notified by the event lead that it is ready to go live.

Customer Search:

- District column:
 - District events will have Circle Ten Council and their own district preselected under the “District” column. Do not check any other boxes on this column. District events only show on council and their own district calendar.
 - Council events will only show on the council calendar. Do not check any other boxes.
- Filter Tags: Volunteers can add and remove any preset filter tags. Tags should be used to help our customers if they look by age (Cub or Scouts BSA), event type (training, activity) or location.

Session:

- Event start/end dates and times will match what is listed on the Facility Reservation Form. Volunteers should update this to reflect actual stop/start dates/times.
- Registration open/close dates are placeholders. Volunteers need to update these.
- If an event is cloned from a previous one, volunteers will need to verify all information has been updated correctly.

Registrants:

- Volunteers set up the registrant information.
- If an event is cloned from a previous one, volunteers will need to verify all information has been updated correctly.

Registrant Forms:

- Volunteers set up the registrant forms information.
- If an event is cloned from a previous one, volunteers will need to update any data, if needed.

Customer Reports:

- The Program Department does not add any information to this section.

Event Contacts:

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- The district executive will be listed as the contact.
- Volunteers should add additional contacts, as needed.

Templates:

- The Program Department does not update any of the information on the templates tab except for the cancellation policy.
- If a cloned event, the volunteers need to update any customized information.
- Cancellation policy: Do not adjust the cancellation policy. There are specific policies in place depending on the event type. Volunteers need to ensure that any other materials including leader guides are updated to reflect this information.

Attachments:

- If available, the district logo will be added to the event as a placeholder. Each district should have their district Logo on Black Pug. If I do not have your district logo, the placeholder will be the Circle Ten CSP.
- Standard forms: There are many duplicate forms under attachments. Going forward, events are only to use the following COVID and AMHR forms:
 - **Circle Ten Screening & Statement**
<https://www.dropbox.com/s/2xabc6i19rzzrat4y/Screening%20and%20Statement.pdf?dl=0>
 - **Circle Ten Parental Commitment to Transport**
<https://www.dropbox.com/s/815fx2hkcokqy0r/Parent%20transport.pdf?dl=0>
 - **BSA Medical Health Record AB**
https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf
 - **BSA Medical Health Record ABC**
https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf
- The duplicate COVID and BSA medical forms will be inactivated in the coming months so it is important to only use the links above. Otherwise, your event may be affected by the duplicate form removal.
- Guides: please ensure that all guides reflect current links to the above forms and update contact names for all areas including cancellations.

Review Details:

- Any errors or missing information will be highlighted here. Your event will show in red on the main event listing page until these issues are cleared.
- Once your event is ready to go live, the district executive is to email Paula Bramble (paula.bramble@scouting.org). It will be tested and then made public.

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District and Council Calendar Meetings

The Program Department adds each council and district meeting to Outlook (internal) and Black Pug calendar (external) to ensure all follow standard council nomenclature and meeting name format. The department follows the guidelines below for calendar listings.

Meeting Type:

- Districts: All meetings listed on the district calendar spreadsheet provided to the Program Department are added to the Black Pug calendar.

Title:

- Title will list the district name followed by the meeting name e.g., Post Oak District Committee Meeting.
- Description: This is left empty unless additional information needs to be conveyed. For example, a Roundtable being hosted both in person and via Zoom would have the location listed with a note in the description that it is also being held via Zoom.

Where:

- If a meeting is TBD, it will be listed as "City Name – TBD" to ensure the correct county shows up on the calendar. This should be updated by volunteers as soon as the location is confirmed.
- Please check that your location is not already listed in the drop-down box before creating a new location.
- If the meeting is at a private home, the address will not be listed.

Districts and Categories:

- The district calendar will only be visible on the district calendar page.
- The council or any other district should not be selected unless it is a joint district meeting.
- Filter Tags: Volunteers can add and remove any preset filter tags. Tags should be used to help our customers if they look by age (Cub or Scouts BSA), meeting type (Roundtable, OA) or location.

Attachments:

- Once the event is saved, the district logo and any other attachments can be added to the calendar listing e.g., the appropriate COVID safety forms for in-person meetings.