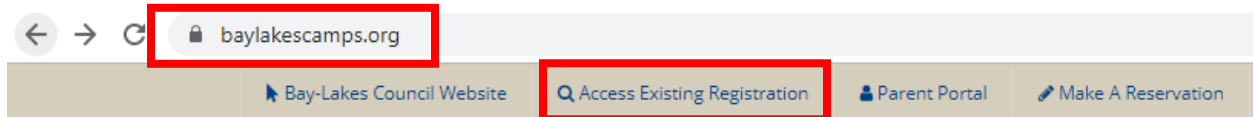


How to Obtain Reports from Summer Camp

Reports may include:

- Class schedules
- Blue cards
- Incomplete merit badge lists
- Scoutbook/Troopmaster reports

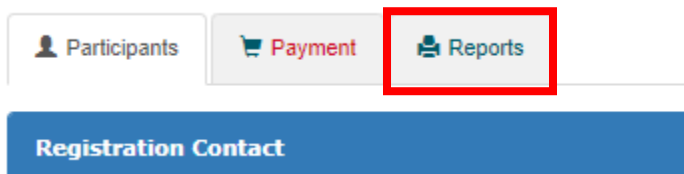
1. Go to www.baylakescamps.org and select the access existing registration in the tan tool bar.



2. Use your email address and your summer camp registration number to log into your online roster. Click View Registration

A screenshot of a web form titled "View Existing Registration" with a close button (X) in the top right corner. Below the title is a red italicized message: "Have a Log In Account? If so, log In to see existing and previous registrations". There are two input fields: "Registration Contact Email Address" and "Registration Number", both highlighted with red boxes. Below the first field is a blue button labeled "View Registration", also highlighted with a red box. To the right of the button is a link labeled "Forgot Registration Number".

3. Select the Reports tab and from the dropdown select reports.



4. View the list of reports to find the one you are in need of.

Unit Roster

This report prints a unit roster.

Payment Allocations

Shows individual payment status

Class Schedule

Attendee report showing each Scout's class or merit badge schedule on a separate page

Blue Cards - Plain Paper

Blue Cards printed to plain 8.5 x 11 paper.

Badges - Incomplete

These are not blue cards, but a similar card that shows when a badge is incomplete.

Scoutbook Export

This report exports merit badge data in Scoutbook format using Scoutbook's "**advancement.csv**" template. **Cub Scout awards are excluded because Scoutbook doesn't upload those.**

Chrome Users - an extension is available that allows direct import of this data into Scoutbook. This extension can be obtained here: [Feature Assistant Extension for Scoutbook](#). A Scoutbook forum post on this topic is here: [Feature Assistant Extension](#)

Firefox Users - a similar extension for Firefox can be obtained here: [Feature Assistant - Scoutbook](#)

Troopmaster Export

This report exports merit badge data in Troopmaster format.
