Scoutbook Introduction for Leaders

Tracking the Scouting Experience from Lion to Eagle

By Keri Barr – Northwest District, Montana Council
Getting Started

- Who is using Scoutbook or Scoutbook Lite?
- Who is using Online Internet Advancement?
- Who is using paper tracking and mailing forms to Council?
- Who orders badges from Ebay and doesn’t track anything?
Old Computer Tracking Systems

- Legacy systems were centrally managed
- Limited people entered data and accessed the system
- Limited people printed out reports
- Reports were distributed
New Concept in Scout Tracking

- Web-based – accessed from tools you already have
- Advancement can be signed off in real time by examiners
- Parents and Scouts can monitor progress towards rank
- Owned by BSA, Scoutbook is positioned to be the one place units track all their activities
- Integrates with BSA records database
Features of Scoutbook

- Advancement, Leadership and Activity Tracking
- Unit Rosters
- Calendar
- Email and texting tool
- Payment Log
- Able to send/receive messages, photos to Leaders & MB Counselors when advancement.
- Unit forum feature.
Getting Started

• Initial log in must be completed by a member of Key 3
• Use my.scouting ID and password
• If no my.scouting ID, contact Council office to retrieve Scout member ID # to create new account.
Getting Started

SCOUTBOOK

The Whole Scouting Experience Rolled Into One Great Web App

Are you a Scout or a Parent of a scout? Try out the Scouting Mobile App for Individual Advancement tracking. This free app is available for both iPhone and Android devices. Search for "Scouting BSA" in the Apple App Store or Google Play and download today!

SCOUTBOOK

Tracking the Scouting Experience from Lion on up

From the first knot tied to final hours of service performed, the Scouting experience is a journey like no other. Scoutbook ensures not a moment is missed - tracking advancement, milestone achievements and all the fun along the way.

Click here to watch a video of how Scoutbook can improve your Scouting experience.

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Getting Started
Getting Started

- First time log in requires Adult Leader setup at My Dashboard
- Verify personal information, position, and e-mail address
- Log out, wait 15-30 minutes before logging in again
- Troop/Pack information will now appear
Getting Started

The new Forums were released to Scoutbook on Monday, April 22, 2019. Two Forums options are now available for all Scoutbook users. Forums and Legacy Forums. All previous posts will be in a read-only Legacy Forums section. Forums will link to a new platform that contains the same categories plus many expanded discussion areas and that forums.

A new Forums area is coming to Scoutbook. For more information, please click here.
Getting Started
Getting Started
Upcoming Events

Query Roster by Scout or by Patrol/Den
Adding Patrol/Den

<table>
<thead>
<tr>
<th>Patrols (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cobra Patrol</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scouts not in a Patrol (19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander</td>
</tr>
<tr>
<td>Isaac</td>
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<td>Peyton</td>
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<tr>
<td>Simon</td>
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<td>Colton</td>
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<td>Zach</td>
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<td>Nicholas</td>
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<td>Brandon</td>
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<td>Matthew</td>
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<tr>
<td>Sean</td>
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<tr>
<td>Adam</td>
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<tr>
<td>Levi</td>
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<tr>
<td>Samuel</td>
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</tbody>
</table>
Adding Patrol/Den
Adding Patrol/Den
Adding Patrol/Den

Once the Scout has accepted your invitation you will see his profile in your dashboard.

NOTE: Only use this page if you are an adult leader of the Scout.

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**Invite Other Scouts from the Troop to join Cobra Patrol**

The following Scouts in *Troop 1901* have an existing record in Scoutbook and are not part of the patrol. Choose which Scouts belong to the patrol.

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam</td>
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<td>Alexander</td>
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<td>Brandon</td>
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<td>Cameron</td>
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<td>Isaac</td>
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<td>Levi</td>
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<td>Luca</td>
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<tr>
<td>Matthew</td>
<td><img src="select.png" alt="Select" /></td>
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<tr>
<td>Nicholas</td>
<td><img src="select.png" alt="Select" /></td>
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<tr>
<td>Ryder</td>
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</tbody>
</table>

Select Scouts to be added to the patrol
Adding Patrol/Den

Invite Other Scouts from the Troop to join Cobra Patrol
The following Scouts in Troop 1901 have an existing record in Scoutbook and are not part of the patrol. Choose which Scouts belong to the patrol.

- Adam
- Alex
- Alexander
- Brandon
- Bridger
- Caleb
- Camero
- Collor
- Isaac
- Levi
- Luca
- Matthew
- Nicholas
- Peyton

NOTE: Only use this page if you are an adult leader of the Scout.
Adding Patrol/Den
Adding Patrol/Den

Packs must also add a Den Leader. An invite is sent to the Adult Leader and will display as “pending” until the first log in.
Everyone with me so far?

Any Questions?

Let’s keep going!
Use Scoutbook for Tracking

<table>
<thead>
<tr>
<th>Scout info, patrol &amp; rank</th>
<th>Parent information</th>
<th>Completed Advancements</th>
<th>Completed Merit Badges</th>
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</table>

Advancement

<table>
<thead>
<tr>
<th>Awards</th>
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<tbody>
<tr>
<td>No awards have been recorded</td>
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</tbody>
</table>

Edit Profile

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Use Scoutbook for Tracking

<table>
<thead>
<tr>
<th>Awards</th>
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</thead>
<tbody>
<tr>
<td>No awards have been recorded</td>
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</table>

<table>
<thead>
<tr>
<th>Edit Profile</th>
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</thead>
<tbody>
<tr>
<td>Boden’s Membership</td>
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<tr>
<td>Boden’s Payments Log</td>
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<tr>
<td>Boden’s Connections</td>
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<tr>
<td>Boden’s Advancement</td>
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<td>Boden’s Awards</td>
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<td>Boden’s Leadership</td>
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<td>Boden’s Training</td>
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<td>Boden’s Service Log</td>
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<td>Boden’s Camping Log</td>
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<td>Boden’s Hiking Log</td>
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<td>Reports</td>
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<tr>
<th>Montana Council</th>
</tr>
</thead>
</table>
Use Scoutbook for Tracking
Use Scoutbook for Tracking
Use Scoutbook for Tracking

Quick Entry for Cast Iron Chef Adventure

Now you can quickly and easily enter adventures for a single Scout or an entire pack.

Choose Adventure:

Cast Iron Chef

Choose Requirements Version:

- 2016
- 2015

Date Completed:

Choose Scout(s):

Select Requirements:

- Select All

1. Plan a menu for a balanced meal for your den or family. Determine the budget for the meal. If possible, shop for the items on your menu. Stay within your budget.

2. Prepare a balanced meal for your den or family. If possible, use one of these methods for preparation of part of the meal: camp stove, Dutch oven, box oven, solar oven, open campfire, or charcoal grill. Demonstrate an understanding of food safety practice.

3. Use tinder, kindling, and fuel wood to demonstrate how to build a fire in an appropriate outdoor location. If circumstances permit and there is no local restriction on fires, show how to safely light the fire, under the supervision of an adult. After all

Notes/Comments:

Save

NOTE: This action cannot be undone. If you make a mistake you must go into each Scout record to make corrections.
Use Scoutbook for Tracking
Using Scoutbook for Advancement

Advancement

Awards

No awards have been recorded

Edit Profile

Boden's Membership

Boden's Payments Log

Boden's Connections

Boden's Advancement

Boden's Awards

Boden's Leadership

Boden's Training

Boden's Service Log

Boden's Camping Log
You can credit Scouts in real time as they complete the requirements.

Green check = leader approved

Blue check = Scout completed

Box means not completed or not started.
Using Scoutbook for Advancement

Tenderfoot Rank Requirements

- 1a. Present yourself to your leader, prepared for an overnight camping trip. Show the personal and camping gear you will use. Show the right way to pack and carry it.
- 1b. Spend at least one night on a patrol or troop campout. Sleep in a tent you have helped pitch.
- 1c. Tell how you practiced the Outdoor Code on a campout or outing.
- 2a. On the campout, assist in preparing one of the meals. Tell why it is important for each patrol member to share in meal preparation and cleanup.
- 2b. While on a campout, demonstrate an appropriate method of safely cleaning items used to prepare, serve, and eat a meal.
- 2c. Explain the importance of eating together as a patrol.
- 3a. Demonstrate a practical use of the square knot.
- 3b. Demonstrate a practical use of two half-hitches.
- 3c. Demonstrate a practical use of the taut-line hitch.
- 3d. Demonstrate proper care, sharpening, and use of the knife, saw, and ax. Describe when each should be used.
- 4a. Show first aid for the following:
  - Simple cuts and scrapes
  - Blisters on the hand and foot
  - Minor (thermal/heat) burns or scalds (superficial, or first-degree)
  - Bites or stings of insects and ticks
  - Venomous snakebite
  - Nosebleed
  - Frostbite and sunburn
  - Choking
- 4b. Describe common poisonous or hazardous plants; identify any that grow in your local area or campsite location. Tell how to treat for exposure to them.
- 4c. Tell what you can do while on a campout or other outdoor activity to prevent or reduce the occurrence of injuries or exposure listed in Tenderfoot requirements 4a and 4b.
- 4d. Assemble a personal first-aid kit to carry with you on future campouts and hikes. Tell how each item in the kit would be used.
Using Scoutbook for Advancement

Tenderfoot Requirement #4a

Show first aid for the following:
- Simple cuts and scrapes
- Blisters on the hand and foot
- Minor (thermal/heat) burns or scalds (superficial, or first-degree)
- Bites or stings of insects and ticks
- Venomous snakebite
- Nosebleed
- Frostbite and sunburn
- Choking

Date Completed:

[Today] [Save]

Notepad & Comments

about Boden's requirement #4a

Keri Barr

Post Note
Using Scoutbook for Advancement

• Anyone can add completion dates – Scout, Parent, MB counselor
• Must be approved by Adult Leader such as Troop Master or Advancement Chair
• BSA Sync occurs AFTER the Adult Leader approves.
Advancement & Approval

Maintenance Advisory: There will be a brief maintenance window starting at 10:30 AM CST, Thursday, January 31, 2019 for Scoutbook.com. We apologize for any inconvenience. Thank you.

- My Dashboard
- Blog
- Forums
- Directory
- References
- Help
Advancement & Approval
Advancement & Approval
Advancement & Approval

Maintenance Advisory: There will be a brief maintenance window starting at 10:36 AM CST, Thursday, January 31, 2019 for Scoutbook. We apologize for any inconvenience. Thank you.

### Needs Approval Report

This report shows all the advancement that has been completed but not approved. Review each Scout's work including his notes, photos and videos he has posted. Use the NotePad feature to communicate to the Scout, parents and other leaders. After approving the Scout's work a blue checkmark will appear replacing the green one.

<table>
<thead>
<tr>
<th>Troop 1901</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boden</strong></td>
</tr>
<tr>
<td>Score: 15</td>
</tr>
<tr>
<td>Earned: 2</td>
</tr>
<tr>
<td>Rank: 1</td>
</tr>
<tr>
<td>Requirements: 1</td>
</tr>
</tbody>
</table>

Total: 2
Advancement & Approval

This page shows everything that Boden has completed and is waiting to be approved. Since you are a leader you can use this page to review and approve these items so awards can be ordered and presented at the next court of honor.

Items Needing Leader Approval

Badges of Rank (1):

- Scout completed on 5/22/18

Rank Requirements (1):

- Tenderfoot Req #8b completed on 1/29/19

Mark As Approved
Everyone with me so far?

Any Questions?

Let’s keep going!
Assigning Merit Badge Counselors

- Every Merit Badge Counselor with CURRENT YPT2 certification is listed in the system.
- MB Counselor must be connected to a specific MB to be assigned to a scout.
Assigning Merit Badge Counselors

<table>
<thead>
<tr>
<th>Proximity to 59903:</th>
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<tbody>
<tr>
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<td>☐ 10 miles</td>
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<tr>
<td>☐ 50 miles</td>
</tr>
<tr>
<td>☐ Any distance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Availability:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Available</td>
</tr>
<tr>
<td>☐ Busy</td>
</tr>
<tr>
<td>☐ Both</td>
</tr>
</tbody>
</table>

Search
Assigning Merit Badge Counselor

<table>
<thead>
<tr>
<th>Name</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Green</td>
<td>22.8 mi</td>
</tr>
<tr>
<td>Kalispell, MT</td>
<td></td>
</tr>
<tr>
<td>Home (406) 990-4120</td>
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<tr>
<td>Mobile (406) 990-4128</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:tjefgreen@gmail.com">tjefgreen@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Assigning Merit Badge Counselor

Joseph Reda
Rapport, MN 55023
Home (651) 430-8396
Mobile (651) 363-6054
jreding@reding.net
Approved by the Northern Star Council
Counselor for any Scout in the BSA
Working with 1 Scout:

Joshua Rubin
Fitchburg, WI 53711
Home (781) 325-8132
Mobile (608) 572-9610
jrub@rubin.com
Approved by the Glaciers Edge Council
Counselor for any Scout in the BSA
Working with 1 Scout:

Rodney Wiford
Sidney, OH 45365
Home (937) 492-9494
Mobile (419) 305-0343
rwiford@gmail.com
Approved by the Miami Valley Council, BSA
Counselor for any Scout in the BSA
Working with 17 Scouts:
Assigning Merit Badge Counselor

- MBC can only be searched by Adult Leaders
- Provide signed blue card to scout
- Scout is responsible for contacting MBC
- Adult Leader “invites” MBC to connect with scout on Scoutbook
- ONLY the MBC can sign off on completed merit badges
- MBC can change their status to “Busy” if not taking additional scouts
Requirement approval similar to rank advancement

Can indicate blue card is signed
And can print requirement completion on blue card

Merit Badge Counselor assigned to work with Scout

Requirement approval similar to rank advancement

Blue Cards still need to be used for an official written record of earning the merit badge.
See information at:
http://scouting.org/advancement
Ordering Badges & Awards

<table>
<thead>
<tr>
<th>Troop Roster</th>
<th>Troop Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Message</td>
<td>Export / Backup</td>
</tr>
<tr>
<td>Quick Entry</td>
<td>Edit Troop</td>
</tr>
<tr>
<td>MB Counselor List</td>
<td>Print Blue Cards</td>
</tr>
<tr>
<td>Montana Council</td>
<td></td>
</tr>
</tbody>
</table>


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Ordering Badges & Awards

• Initial log in may show old purchasing lists.
• DO NOT create a purchase order for badges that have already been awarded!!
Ordering Badges & Awards

Needs Purchasing Report
This report shows everything that is approved and not purchased or awarded. Select all the awards you want to purchase then press Create Purchase Order. After creating the purchase order all awards will be placed into Purchased status. You will be able to customize, sort, group and print the purchase order in the format you want.

Approved Items

Select Unit:
- Troop 1901
- Select All

Rank Emblems (2)
- Scout Rank Emblem
- Wood Carving MB Emblem

Create Purchase Order
If a Scout has already been awarded a badge or award you can skip the purchase step and mark them as Awarded.

Mark as Awarded

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Ordering Badges & Awards

Troop 1901 Purchase Order #225156
Status: Open
Feb 5, 2019

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<thead>
<tr>
<th>QTY</th>
<th>SKU</th>
<th>Item Name</th>
<th>Unit Price</th>
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<td>415</td>
<td>Scout Rank Emblem Senior B</td>
<td>$1.99</td>
<td>$1.99</td>
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1 Items
Sub Total: $1.99

Settings
Control how this purchase order looks before you print. Be sure to hit Save when you're done.

- Show SKU #
- Show Prices
- Show Notes
- Organize by Patrol

No Grouping

Notes:

Save / Update

Close Purchase Order
Delete Purchase Order

Advancement Report

ScoutNET File
- Automatic Download in .pdf format
- Easy e-mail to Ruth @ District Office to order – no print and sign required
- Can be printed for scout file
# Award Tracking

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<td>MB Counselor List</td>
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<tbody>
<tr>
<td>Scout Rank Emblem</td>
<td>Boden</td>
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<tr>
<td>First Aid MB Emblem</td>
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<td>Swimming MB Emblem</td>
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<tr>
<td>Wilderness Surv. MB Emblem</td>
<td>Boden</td>
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**Award Tracking**
Everyone with me so far?

Any Questions?

Let’s keep going!
Add Notes, Comments and Photos

Scouts, Leaders and Merit Badge Counselors can add notes and photos to individual Scout’s rank or rank requirement track.
# Plan Events and Track Activities

## My Calendar - Jan 31, 2016

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

- **27th** - Troop Meeting
- **3rd** - Troop Meeting

**Upcoming Events**

- **Troop 14 - Troop Meeting**
  - Feb 3, 2016, 7pm - 8:30pm

Sync with Personal Calendars
Send Emails and Text Messages to Leaders, Parents and Scouts

Emails and texts to Scouts are also sent to parents.
Track Leaders’ Training

Due to the updated Training Course ID#s, Scoutbook WILL NOT Sync with my.scouting. Completions must be manually added.
EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT: This application is to be submitted after you have completed all requirements for the Eagle Scout rank. Please fill in or type all information here. List the month, day, and year for all dates. When using computer date blocks, set the date to July 1, 2018, or July 1 (July 31 for 29 days) of the year. When you have completed this application, sign it and submit it to your scout leader.

Date joined Scouts BSA
Your Name
Date joined your Varsity Scout team
Date joined a Venturing crew
Date joined a Sea Scout ship
Place of First Three Years of Scouting
Date of Boy Scout board of review
Week of Your Club Scout
Were you a Webelos Scout?
Did you earn the Arrow of Light Award?
Did you complete the Scout Rank before turning 15 years of age?

Age Requirement Eligibility: All badges, ranks, and Eagle Palms may be earned by registered Scouts, and qualified Venturers and Sea Scouts. They may earn these ranks until their 18th birthday. Any Venture or Sea Scout who achieves the first Class rank in all Scout troop or Venture Scout in a crew may continue work on the second class rank in future years.

Requirements for Eagle Scout Trailblazer and Eagle Scout Honor Society members must complete all requirements prior to their 19th birthday. Eagle Scout members may continue work on the third class rank in future years. No Signoff from the Eagle Scout board of review is needed. Eagle Palms may be earned by earning the first Class rank.

Reports & Applications

BOY SCOUTS OF AMERICA
Protects Privacy

• Scoutbook is hosted at a secure, state of the art virtual data center facility
• Complies with Children's Online Privacy Protection Act (COPPA). No child under the age of 13 can register on Scoutbook.
• Utilizes HTTPS encryption on every page
• All passwords are one way hashed using SHA-256 128 bit encryption with salt.
• Secure, transparent communication between leaders and parents. All communication done on Scoutbook goes through the parents. Parents are the only one who can add a Scout's email address to his profile. Parents are the only one who can give their Scout access to their account.
• Mailings from leaders to Scouts always include the parents.
• No storage of SSN
• No storage of Internet Advancement Password
• Real Time Protection Against Hackers
• Scoutbook protects all Scouts photos and last names
Scoutbook does Not Replace Handbooks and Merit Badge Pamphlets

NOT JUST A PLACE TO RECORD A SIGNATURE
This is the Scout’s “how to” book
Assistance

 просмотр

For help, Scoutbook user guides are at http://bit.ly/scoutbook

Post a note there if you have questions or start a new thread at the forums at: https://www.scoutbook.com/mobile/forums

The Scoutbook help desk is at: Scoutbook.support@scouting.org
Any Questions?

Thank you!!