Internet Advancement Calendar

Why?

Common Membership Complaints

- Troop Web Host, Google Pages, Facebook, lots of portals already why another one.

- Ability to record Youth advancement and progress when you take attendance.

- Ability to share the calendar via a feed so it shows in your unit members personal calendars.

- Saves on constant reminders to families to be there if they even look at a calendar.

- Provides some automation to advancement recording and Eagle application required blanks (Camping, Hiking, Community Service hours) processes

Does it solve everything? No

- Import and Export are challenges.
- It is tied with Scoutbook in that it was the tool which replaced the calendar in Scoutbook.

Q&A

- Does an event automatically record a corresponding advancement requirement?
  - No, Not yet but it is coming.
- Can we import another calendar into this tool using iCAL?
  - No, BSA wants you to use the tools they are paying for you to use.
- Can I change a single occurrence event to a recurring event?
  - For a New event Yes, a button is at the bottom of the events to select that.
  - For an existing event, No, delete the event and create a new recurring event.
- Time Zone is default to Central?
  - Correct, If you do not set your default time zone the it will show the time of the event in your unit's time zone first and add a second line with the time in your device's (local) time zone. And if you are in your unit's time zone it won't show a different local time.
- Is there an import function so that I can migrate to this from my existing calendar?
  - No, not yet but it is coming. Events form Scoutbook were transitioned by BSA IT last year.
- Is this different from the Internet Advancement Event Log.
  - Yes, The event log is where Community Service, Hiking and Camping is recorded.

What does this look like

Who should do this?

SHARE THE DUTIES:
Calendar event creation and attendance permissions are currently limited to the following positions:

Cubmaster
Calendar Editor for youth
Chartered Organization Rep Delegate
Chartered Organization Rep.
Committee Chairman
Committee Secretary
Den Admin
Den Leader
Assistant Den Leader
Pack Admin
Tiger Den Leader
Webelos Den Leader
Assistant Webelos Den Leader
Council Unit Representative

Scoutmaster
Calendar Editor for youth
Chartered Organization Rep Delegate
Chartered Organization Rep.
Committee Chairman
Committee Secretary
Assistant Scoutmaster
Troop Admin Role
Unit Outdoors / Activities Chair

Venturing Crew Advisor
Calendar Editor for youth
Chartered Organization Rep Delegate
Chartered Organization Rep.
Committee Chairman
Committee Secretary

Skipper
Calendar Editor for youth
Chartered Organization Rep Delegate
Chartered Organization Rep.
Committee Chairman
Committee Secretary
Crew Admin
Ship Admin
Council Unit Representative

CHECK YOUR TIME ZONE

IMPORTANT: Before using the calendar for the first time, make sure your unit's time zone is set correctly. Select your unit in the drop down (top right) in Internet Advancement. Then click on the gear icon and select settings. Scroll down to see or adjust the Unit time zone. (see the FAQ below for more information)

Log in to Internet Advancement Calendar (https://advancements.scouting.org/)

1

2

3

Currently viewing: Troop 14

- Roster
- Activities
- Profile
- Reports
- Calendar
- Forum
- Scoutbook

Settings

Send Feedback

Help

Log out
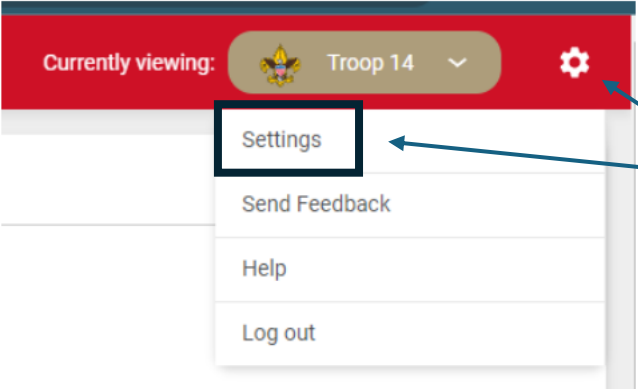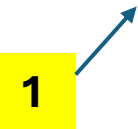
Unit Timezone - Troop 1506

America/Los_Angeles GMT-08:00

SET

4

CREATING AN EVENT

Chose 1 of the 2 Options

1 = Create Event

2 = Double click the Day number
of the event = Create Event

Fill in the Blanks

These options are based on your Affiliation Type
Cubs, Troop, VOA, SEA all different

Set Permissions and Reminders

PERMISSIONS SLIPS

☐ Required Permissions Slips

EVENT RSVP

☐ Event with RSVP

EVENT LOCATION

| Location 📍 | Location URL 📍 |

EVENT REMINDERS

☑ Disable Reminders for this event

➕ ADD NEW REMINDER

EVENT REMINDERS

| Send ASAP |
| **Hours before** |
| Days before |
| Weeks before |
| Months before |

☐ Disable Reminders for

Quantity
1

Select a timespan
Hours before ⌃

⚠ The reminder will be set in the past Mar 02, 2024 @ 11:05 PM

➕ ADD NEW REMINDER

Uncheck the **Disable Reminders default box** then set
Up to 3 Reminders

Scroll back up to Set attendance

When done this is the "Save"

CREATE EVENT

Individually select members

Select all members with 1 click

Oops not that Remove selections

INVITEES / ATTENDEES

➕ ADD   ➕ SELECT ALL   ➖ DESELECT ALL

SELECT ALL OPTIONS ＞

˅ Expand/Collapse All Attendance

These numbers will populate based on your selection

Youths (0) ＞

Leaders (0) ＞

Parents/Guardians (0) ＞

External Guests (0) ＞

View/remove based on selection

Edit or Delete event

Select the Edit

RSVP

The invitees will turn into 'attended' *after* the event. You are able to edit who did and did not attend similarly to editing invitees.

The RSVP checkbox must be checked to take attendance

INVITEES / ATTENDEES

- ➕ ADD
- ➖ DESELECT ALL
- ➕ SELECT ALL

SUB UNITS (3) >

📋 Quick Entry RSVP

- ✅ RSVP Yes (0) >
- ❌ RSVP No (0) >
- ❓ RSVP Maybe (1) >

Add External Guest
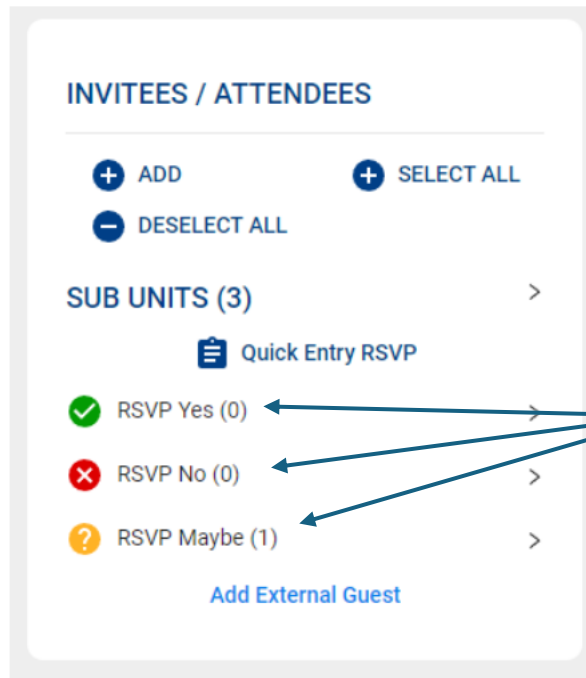
If you select for the event to RSVP then numbers will populate based on their responses

This is also where you can invite guests

The so What?

If you said the event ends at 8 PM then you can do attendance starting at 8:01 PM

ADDING / LINKING EVENTS TO ACTIVITIES

The calendar feature in Internet Advancement provides the ability for users to create activity logs within calendar events **after** events have occurred. Activities created within a calendar event will auto-populate with event attendees and some event information that can be adjusted (in case users would like to give the activity a specific name or remove/add individuals who may or may not have attended the full event).

Currently the system adds everyone who was invited to the event as a participant in the activity. Remove those, from the activity, who did not attend and you do not wish to be included.

No Shows you edit the invite and remove them when taking attendance

Users may create activity logs without linking the activity to an event by entering the activity in "Activity Logs." This method may be used when adding an activity log that may not have been associated with a publicized unit event.

To reconcile activities (add/edit/delete) that were associated with the event after the event has concluded, scroll down to the bottom of the page. Click "**Add Camping/Hiking/Service Hours**" The people who were invited to the event will be listed in the activity. You can then adjust who attended the activity if not all of them participated.

Common Complaint is My units nights and miles are not being recorded for advancement.
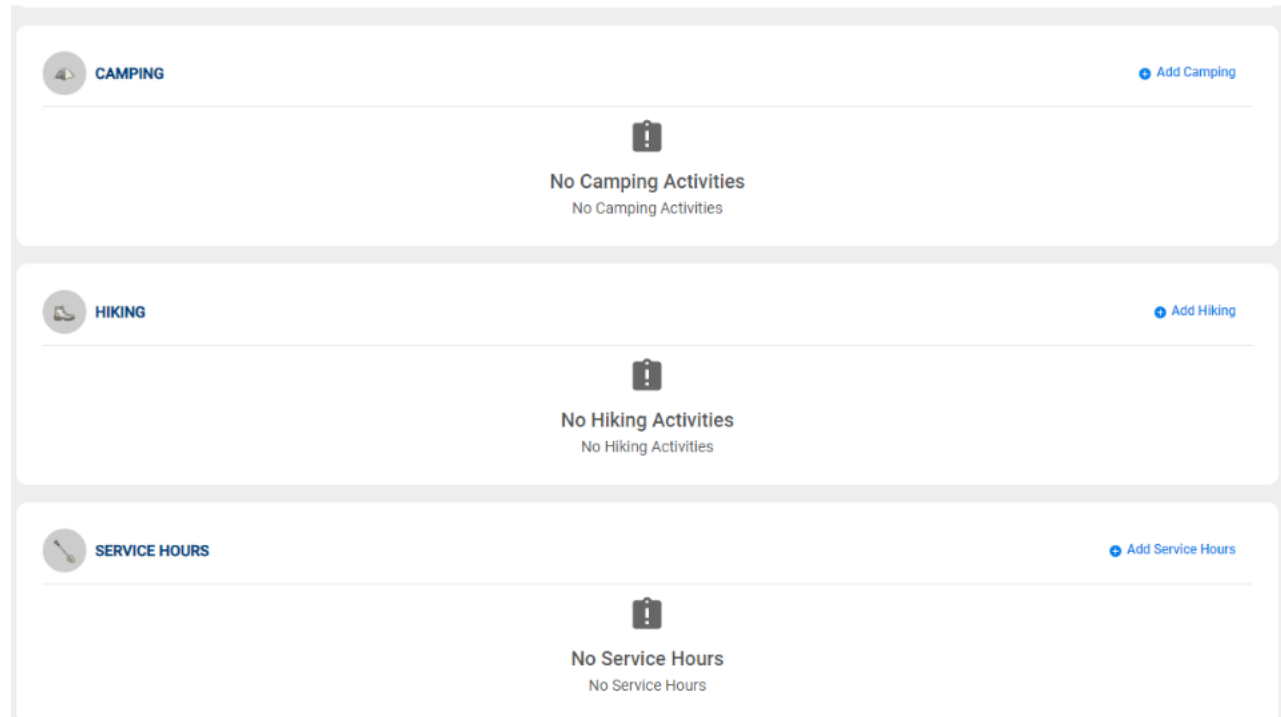
Correct.

You have to create an event log to go with your event to record the Camping, Hiking and Service hours
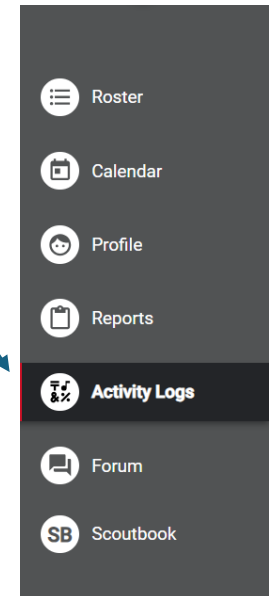
Activity Log

How to

FILTER BY ⇉ 🔍 Search by Activity Name   **+ New Activity Log**   ←———— Click to Create

SEP   OCT   NOV

⛺ Camping

🥾 Hiking

Service Hours
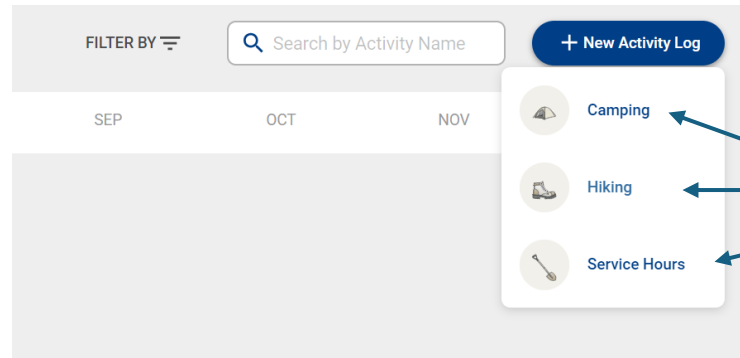
Choose your adventure
(One at a time)

Record Campout   ✕

Campout Information:

                                          ADD PERSON

        ‹   Mar 2024   ›   * Sub-unit leaders (i.e. den leader,
                                         assistant scoutmaster assigned
   Su   Mo   Tu   We   Th   Fr   Sa   to a den/patrol) must be
   25   26   27   28   29   1   2   assigned to add activity logs to
                                         those in their assigned sub-unit.
   3 4   5   6   7   8   9

   10   11   12   13   14   15   16

   17   18   19   20   21   22   23

   24   25   26   27   28   29   30

   31   1   2   3   4   5   6

              TODAY
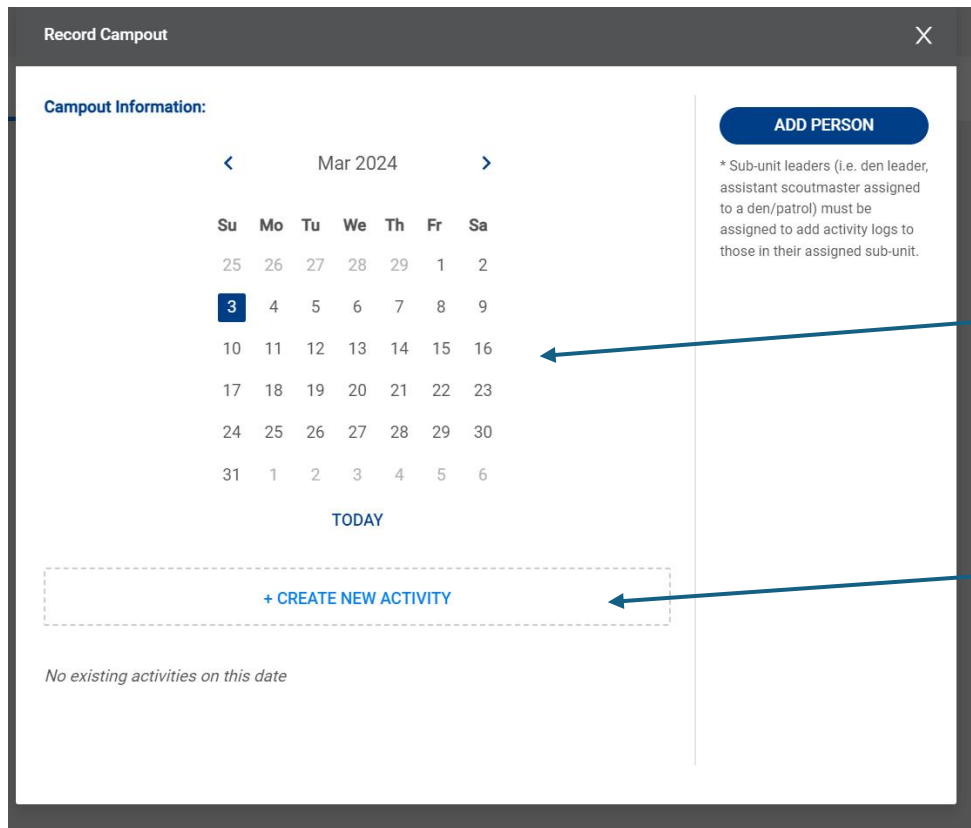
Chose a date that has the event already
(I've not seen this function work right yet.)

┌─────────────────────────────────────┐
│   **+ CREATE NEW ACTIVITY**   │
└─────────────────────────────────────┘

Create your new Activity

No existing activities on this date

Fill in the Blanks

Record Campout   ✕

1 participant days and 0 participant nights.   0 Total Registered Youths and Adults

‹ **Back to Project Selection**

Campout Information:

Campout Name *:   [Campout Name]

Campout Starts *:   [3/16/2024 📅]

Campout Ends *:   [3/16/2024 📅]

☑ All Day Event

Start Time: [All Day 🕐]

End Time: [All Day 🕐]

Campout Location:

Location   [⌄]

Address Line 1   [Address Line 1]

ADD PERSON

* Sub-unit leaders (i.e. den leader, assistant scoutmaster assigned to a den/patrol) must be assigned to add activity logs to those in their assigned sub-unit.

Address Line 2   [Address Line 2]

City   [City]

State   [State   ⌄]

Zip Code   [Zip Code]

Campout Details: 0 of 1500

[Description / Notes]

RECORD AND FINISH

Choose your Players

1 participant days and 0 participant nights.   0 Total Registered Youths and Adults

< **Back to Project Selection**

Campout Information:

Campout Name *: | Campout Name |

Campout Starts *: | 3/16/2024   📅 |

Campout Ends *: | 3/16/2024   📅 |

☑ All Day Event

Start Time : | All Day   🕐 |

End Time : | All Day   🕐 |

Campout Location:

Location | ▼ |

Address Line 1 | Address Line 1 |

ADD PERSON   ⟵

* Sub-unit leaders (i.e. den leader, assistant scoutmaster assigned to a den/patrol) must be assigned to add activity logs to those in their assigned sub-unit.

Thus far I've manually selected each person Because I've not been able to successfully tie the Event we created above to the Camping Hiking or Community service activity log for attendance taking just the one time.

Making this available to your unit members

Exporting from IA Calendar to Outlook with an .iCal format URL
1. Click on the .iCal icon shown above to copy the link to your clipboard
2. Open your Outlook calendar, select **Add** > **From Internet**.
3. Paste the URL from your internet calendar and select **OK**.
4. Outlook asks if you would like to add this calendar and subscribe to updates. Select **Yes**.
Your calendar items appear and will synchronize. Any calendar can be turned on/off in the **Folder Pane**.
Select the arrow to overlay the calendar if you want.

Share this link with your unit members and their parents

It looks like this
https://api.scouting.org/advancements/events/calendar/71452

Google and Apple People

Subscribe to someone's Google Calendar

You can find someone else's calendar if they've shared it with you. You can also request access if they haven't shared their calendar with you yet.

Important:

- Calendar's performance may be affected if you subscribe to more than 400 calendars.
- You can only search for a calendar you'd like to subscribe to when you use Google Calendar on a computer or mobile browser.

Computer   Android   iPhone & iPad

Use an email address to subscribe to a calendar

Step 1: Ask to subscribe to a calendar

1. On your computer, open Google Calendar ⧉ .
2. On the left, next to "Other calendars," click Add ﹢ › **Subscribe to calendar**. If the calendar has been shared with you, you'll get an email.
3. In the "Add calendar" box, enter the person's email address, or select one from the list.
4. Press **Enter.**
5. Depending on whether their calendar is shared, one of the following happens:
   - **If the calendar isn't shared with you,** we'll prompt you to request access.
   - **If the calendar is already shared with you,** their calendar will be added on the left side under "Other calendars."
   - **If the other person doesn't have a Google Calendar,** we'll prompt you to invite them to use Google Calendar.

Computer   **Android**   iPhone & iPad

Add a calendar someone shared with you

When someone shares their calendar with your email address, you get an email with a link to add their calendar. Learn how calendars can be shared.

1. In your email, tap the link that says **Add this calendar.**
2. Your Google Calendar app opens.
3. In the pop-up that appears, tap **Yes.**
4. Your calendar will appear on the left, under "My calendars."

Computer   Android   **iPhone & iPad**

Add a calendar someone shared with you

When someone shares their calendar with your email address, you get an email with a link to add their calendar. Learn how calendars can be shared.

1. In your email, tap the link that says **Add this calendar.**
2. Your Google Calendar opens in a browser.
3. In the pop-up that appears, tap **Add.**
4. Your calendar will appear on the left, under "My calendars."