



BOY SCOUTS OF AMERICA®
THE GREAT SMOKY MOUNTAIN COUNCIL



SCOUTBOOK

ADVANCED

Welcome

Prepared. For Life.™





BOY SCOUTS OF AMERICA®
THE GREAT SMOKY MOUNTAIN COUNCIL



SCOUTBOOK

ADVANCED

INSTRUCTOR

Holly Barton

Hollyb.cubscouts@gmail.com



- Pack Committee Chair
- Troop Committee Chair
- Pack Trainer
- District Cub Program Chair
- District Cub Day Camp Director
- Merit Badge Counselor
- Unit Commissioner

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SCOUTBOOK



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Have you been using Scoutbook, but there's more to do and more to know?

This class helps you will dive deeper on what Scoutbook can do for you and your unit!



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Adding Browser Extensions



Have you wanted to do certain things in Scoutbook, but just can't? Well you're in luck! Chrome Extensions are here to save the Day!

Adding Extensions are EASY.

1. Open Google Chrome and click on you google settings... (Top right 3 dots)
2. Click on Extensions (Towards the left of your screen)
3. Search for: "Feature Assistant Extension for Scoutbook" and add it to your extensions.
4. Next, do the same for, "Export Scoutbook"



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Feature Assistant Chrome Extension

Feature Assistant offers a wide variety of enhancements to make your Scoutbook experience much more easier! It Extends Scoutbook functionality with calendar, quick entry, and summer camp import functions



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SCOUTBOOK

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Feature Assistant Chrome Extension

Calendar

Repeating Events
Copy Events
Calendar Messaging
Update Multiple Event Invitees

Payment Log

Payment Log Quick Entry
Payment Log Balance Reports
Payment Log Unit Account

Here are just a few things that
Feature Assistant can do for you!



Swimmer Classification

Health Record Dates

OA Membership Data

Merit Badge Counselor Quick Connect

Merit Badge Quick Entry for Units

Fix Parent Connections

Update Scout Youth Leadership Positions

Update School Information

Set Permissions based on Position

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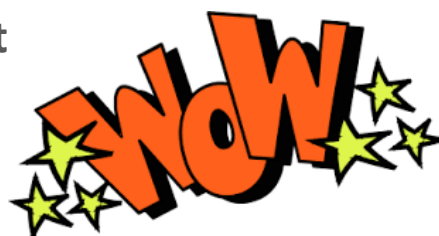


SCOUTBOOK

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Export Scoutbook Chrome Extension

Export Scoutbook allows you to export
Scoutbook Reports as an Excel file.



Overview Reviews Support Related

Bear Status

Bobcat 100% 100% 100% 0%

Bear 100% 81% 100% 33%

#1 Ways We Worship 100% 100% 100% 100%

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ADVANCED

How to Create a Scoutbook Account for a Unit

If your unit has never used Scoutbook before, one of your Key 3 members, Key 3 Delegate, or Unit Advancement Chair, (these user roles are set in My.Scouting) should login and setup permissions for the unit. The unit advancement chair is defined in my.scouting.org by one of the unit Key 3 members using the Security Manager Tool.

<https://help.scoutbook.com/knowledge-base/getting-a-unit-started-in-scoutbook/>

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SCOUTBOOK

ADVANCED

How to grant Admin Access to someone other than Key 3

If you want to grant the Admin role to an existing adult in your Roster, just click on their name to go to the adult account page.

A list of positions and roles will appear for the user. You can add the Admin role by clicking the Add Position button and select Pack Admin role or Troop Admin role

<https://help.scoutbook.com/knowledge-base/how-do-i-give-other-adults-admin-rights/#:~:text=If%20you%20want%20to%20grant,role%20or%20Troop%20Admin%20role>

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SCOUTBOOK

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How to Create a Den or Patrol and Adding Scouts and Leaders

<https://help.scoutbook.com/knowledge-base/creating-a-den-or-patrol-and-adding-scouts-and-leaders/>

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SCOUTBOOK

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How to Record Events & Attendance

1. First create an event (My Dashboard > Events > My Calendar)
2. After the meeting takes place, go into the event and mark all who have attended.

<https://help.scoutbook.com/knowledge-base/using-scoutbook-calendars/>

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SCOUTBOOK

ADVANCED

How to Record Advancements

1. Parents have the visibility to go in and click on scout's name, click on advancement, then mark it as complete with the date they complete. They will only see a window that will only allow them to put a date in.
2. Once they save it, they will receive a green checkmark as completed.
3. When the leader is ready to approve the requirement, they go into the requirement and mark it as approved. Now the check mark is now blue.

CUBS: <https://help.scoutbook.com/knowledge-base/recording-cub-scout-advancement-using-scoutbook/>

TROOP: <https://help.scoutbook.com/knowledge-base/scouts-bsa-advancement-using-scoutbook-video/>

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How to Record Troop Merit Badges

1. Click on the Unit >
2. Click on the Unit Roster >
3. Click on the Scout >
4. Click on the Scout's Advancement.

If the merit badge is not listed, go to the bottom of the page and click on Start Another Merit Badge

<https://help.scoutbook.com/knowledge-base/how-to-record-merit-badges-in-scoutbook-sb/>

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SCOUTBOOK

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How to Record Activities

Hikes, Camps, & Service Hours

Internet Advancement

Internet Advancement writes to the Scoutbook database so anything approved will instantly show up in Scoutbook (and visa versa.) Also all records are sync'd with the council records automatically within 48 hours.

<https://help.scoutbook.com/knowledge-base/internetadvancement/>

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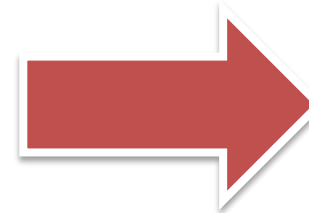
SCOUTBOOK

ADVANCED

How to Order Ranks, Advancements and Awards

Getting the Report to Bring to Scout Shop from Scoutbook

<https://help.scoutbook.com/knowledge-base/report-to-bring-to-scout-shop/>



How To Get What Scout Shop Needs out of Scoutbook.com
These tasks listed can be achieved by Unit Admins or Advancement Chair with at Least Edit Advancement Connections to all Scouts
PLEASE CHECK WITH YOUR LOCAL SCOUT SHOP OR COUNCIL TO SEE WHICH REPORT THEY WOULD PREFER

First go to your Units page and click reports

- You will want to first make sure what you need to buy is **APPROVED** in Needs Approval Report
- Once that is done you can go to Needs Purchasing Report

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 (Needs Purchasing Order). After creating the purchase order all awards will be placed into Purchased status. You will be able to edit, delete, sort, group and print the purchase order in the format you want.

Approval Items

Select Unit:

Add to Open PO

In Needs Purchasing Report

- Select the correct unit
- Then select the items to purchase
- Then Click either
 - > Create Purchase Order or
 - > Add to Open PO
- It asks if you are sure - click Yes

It takes you to your purchase order screen

At the bottom of this screen you will see 5 choices > the Scout Shop needs the 4th (Advancement Report) > Download this and fill it out as needed and turn it in to receive your Scouts' earned awards.

Buttons: Save / Update, Close Purchase Order, Delete Purchase Order, Advancement Report, ScoutNET File

Table:

QTY	ITEM	Unit Name	Unit Price	Total
1	Scout Shop Order	Unit 1234	\$1.00	\$1.00
1	Scout Shop Order	Unit 1234	\$1.00	\$1.00
1	Scout Shop Order	Unit 1234	\$1.00	\$1.00
1	Scout Shop Order	Unit 1234	\$1.00	\$1.00
1	Scout Shop Order	Unit 1234	\$1.00	\$1.00

NOTE: DO NOT MARK THE ADVANCEMENTS AS AWARDED UNTIL YOU PHYSICALLY GIVE THEM TO THE SCOUT (use the Needs Awarding Report at that time.) Marking them as Awarded will cause those awards to not appear on the Needs Purchasing, Purchase Order, or Advancement Reports. The Advancement Report is the report that is needed by the Scout shops when purchasing restricted advancement items (ranks, merit badges, etc.).

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How to Advance a Den To the Next Rank

1. You have to be a Key 3 or have Pack Admin Access
2. Log into Scoutbook
3. Click on my dashboard
4. Click on your Pack
 1. Webelos Den doesn't get Promoted. They Continue to work on Webelos and Arrow of Light rank until they transfer to a troop or age out of the program.
 2. It is recommended to promote the Bear Den first and then work your way down the ranks to avoid accidentally promoting a den twice.
5. To promote a Den, click on the den, then scroll down to Edit Den.
6. From here, click on Advance Den.
7. Click on the box "I understand that this cannot be undone", and then click on Advance Den

<https://help.scoutbook.com/knowledge-base/advancing-a-den-to-the-next-rank/>

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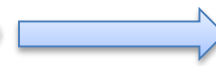
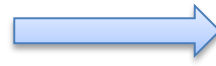




Scoutbook for Parents



Parents DO NOT create a new Scoutbook account.



Until you receive a Scoutbook invitation from your Unit's leader, and then follow the prompts.

1. Go to My.Scouting.org and create a new user account.
2. Go back to the email invitation and follow the prompts.
3. Once you're in, update your info, by clicking on "My Dashboard", then click on "My Account." Go through each section and make the necessary updates if needed.
4. Update your Scout's info by selecting his/her profile from "My Family".

5. Here, you can edit your Scout's Profile and add a profile photo. Make sure his/her profile is accurate.
6. You can also view their advancements, ranks, awards and merit badges.

<https://help.scoutbook.com/knowledge-base/setting-up-parent-accounts/#:~:text=Use%20the%20Global%20Search%20feature,login%20to%20their%20new%20account>

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SCOUTBOOK

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TROUBLE LOGGING IN?

If you have login issues and can't figure it out, you can contact the Scoutbook help desk by emailing:

myscouting@scouting.org

or

calling the Member Care Contact Center at 972-580-2489
between 7 am – 7 pm CT, Monday – Friday



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Can't Figure Something out?

Are you in Scoutbook but can't find
what you're looking for?
Try Scoutbook's How-to page!

<https://help.scoutbook.com/article-categories/how-to>

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Thank you

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