Scoutbook for Adult Leaders

CHART THE COURSE
2019 ADULT LEADERSHIP DEVELOPMENT CONFERENCE
LAKE ERIE COUNCIL, BOY SCOUTS OF AMERICA
Features of Scoutbook

- Logon
- Dashboard
- Units
- Patrols
- Roster
- Connections and Logs
- Calendar
- Reports
- Advancement and Awards
- Leadership and Tracking
- Messages
Hi Trever,

Bruce Banfield (banfield_bruce@hotmail.com) wants you to join Wolf Den 1 in Pack 68 on Scoutbook. He has set you up as a leader in the den and has given you access to the Scout’s records.

Click on the Join button below to accept this invitation to join Wolf Den 1 in Pack 68.

Join Wolf Den 1 in Pack 68

By clicking the button above you will be joining the unit roster and unit administrators will have limited access to your profile. These administrators will not have access to your password.
My Logon to Scoutbook

- New Troop or Pack
- Key 3 Leaders who are setup in my.scouting.org
- Can logon using their my.scouting.org credentials
- If your unit already has a key 3 leader with access to Scoutbook, you will be sent an email invitation.
My Dashboard

- Click on My Dashboard
- Setting up My Unit for the first time
- Click on My Account
- Click on My Positions
- Add your positions
My Units on Scoutbook

• Click on Troop
• No longer requires a subscription
• Must have at least one Unit Leader position setup
• My Den or Patrol, and My Units will display based on my.scouting.org
• Automatically synched when charter is processed
My Patrol

- Add a new Scout to a Patrol
- Edit Profile
- Optional add address and phone
- Optional swim classification
- Optional health records
- Required BSA Member # to synch advancement
My Roster

- Automatic membership updates
- No need to manually load unit roster
- Import from CSV for logs & advancement
- Select Troop
- Add positions e.g. Troop Admin
My Connections & Logs

• Click on a Scout
• Connections can view a Scouts advancement
• Connections can be granted permission to update advancement
• Search for existing adults
• Send an invitation to join Scoutbook
• Payment logs
• Service logs and Camping logs
My Advancement

- Click on for Scout Rank Requirements
- Click on Quick Entry
- Select multiple Scouts
- Click on Start a Merit Badge
- Print Blue Cards
- Select the completed requirements
- Only adult leaders can approve advancement
My Awards

- Click on for Scout Awards
- Select the completed requirements
- Select Award Quick Entry
My Leadership & Training

- Click Leadership
- Add a position
- Click on Training
- Add Training
- Training can be added manually
- Training is synched with (My.Scouting.Org)
My Calendar

- Click on home and go to My Dashboard
- Create New Event
- Select Unit (Only the calendars for Units that you have administration rights for)
- Plan for Excellence
- Plan for Advancement
- Invite, RSVP, and Permission Slips
- Scheduled Reminders and back to My Calendar
My Reports

- Click on Trained Leaders Reports
- Click on Needs Approval Report
- Select Unit
- Approve All (Remember, need that BSA Member Number before Advancement can be approved or synched)
- Click on Needs Purchasing and Add to P.O.
• The best for last
• Click on Trop or Pack
• Send Email
• Send Text
Preferred Tool for Scouting

- Web-based
- 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 (my.scouting.org)
Resources

 Disorder Training how-To Videos at
 Disorder For help, Scoutbook user guides are at http://bit.ly/scoutbook
 Disorder Post a note there if you have questions or start a new thread at the forums there.
 Disorder The Scoutbook help desk is at: Scoutbook.support@scouting.org
Assistance

• Unit Tools Team Lead: Terri Andrews, tlatig68@sbcglobal.net
• Unit Tools Team, Service Area 3, trever.dodge@gmail.com