Recording Den Advancement in Scoutbook

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May 2020 Roundtable
Setting up a Pack Scoutbook Account

- Uses the same credentials as My.Scouting
- Key 3 are automatically Administrators
  - Key 3 can grant Administrator rights to additional people
- Unit is “pre-loaded” based on registration
Setting Up Dens
Assigning Scouts to Dens
Assigning Scouts to Dens

Invite Other Scouts from the Troop to join Example Patrol

The following Scouts in Troop 14 have an existing record in Scoutbook and are not part of the patrol. Choose which Scouts belong to the patrol.

- Andrew Ross
- Anthony Nelson
- Collin Bridge
- Dylan Bauer
- Ethan Fear
- Evan Fear
- Garrett Giannantonio
- Jacob Lindsey
- Jakob Bagby
- Jonah Singh
- Kendrick Jones
- Kyle Avery

Personal Message:

Pressing Invite will send an invitation to each selected Scout and his connected parent(s) and leaders.

NOTE: If you are a leader and have Full Control permission to each Scout, pressing Invite will transfer the Scouts into the Patrol without any email invitations being sent.
Assigning Leaders to Dens

Troop 14 Example Patrol

- Adult Leaders (0)
  - There are no adult leaders assigned to this patrol.

- Scouts (0)
  - There are no Scouts assigned

- Add Leader

- Send Message
- Quick Entry
- Patrol Reports
- Print Roster
- Edit Patrol

Upcoming Events
There are no upcoming events entered. Admins, key members, den leaders, and unit secretaries can add events.
A Complete Den

Pack 524 Bear Den 2

**Leaders:** 0  **Scouts:** 4

**Leader Training:** 0%

**Upcoming Events**
There are no upcoming events entered. Admin, key members, den leaders, and unit secretaries can add events.

**Den Leaders (1)**
- Jason Test, Den Admin, Den Leader

**Scouts (4)**
- Aaden Test, CURRENT RANK: Tiger
- Baloo Bear, CURRENT RANK: Bobcat
- Dakota Test, CURRENT RANK: No Rank
- Jac Test, CURRENT RANK: Tiger

Add Leader
Quick Entry for Advancement
Quick Entry for Advancement

Now you can quickly and easily enter rank requirements for a single Scout or your entire den. Perfect for recording requirements completed in a group setting.

Choose Rank: Bear

Choose Requirements Version:
- 2016
- 2015

Date Completed:
- Leader Approved

Choose Scout(s):
- BEAR, Baloo
- TEST, Aaden
- TEST, Dakota
- TEST, Jac

Notes/Comments:

NOTE: This action cannot be undone. If you make a mistake you must go into each Scout record and make any corrections manually.
Pending Approvals

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>Completed Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaden Test</td>
</tr>
<tr>
<td>Tigr Rank (1)</td>
</tr>
<tr>
<td>Dakota Test</td>
</tr>
<tr>
<td>Bear Claws Adventure Requirements (3)</td>
</tr>
</tbody>
</table>
## Confirming in Member Manager

### Youth Member Age Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Member ID</th>
<th>Position</th>
<th>Cub Scout Rank / Program Level</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Member</td>
<td></td>
<td>Bear / Webelos</td>
<td></td>
<td>11</td>
</tr>
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<td></td>
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<td></td>
<td>11</td>
</tr>
<tr>
<td>Youth Member</td>
<td></td>
<td>None / Webelos</td>
<td></td>
<td>9</td>
</tr>
<tr>
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<td></td>
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<td></td>
<td>9</td>
</tr>
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<td></td>
<td>Webelos / Webelos</td>
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*Prepared. For Life.*
Handy References

• “Getting started” article with video:

• Cub Scout advancement video:

• Commissioner Coaching