

Internet Advancement - Quick Start

User ID: _____

Password: _____

"Internet Advancement" is the phrase used which means direct Troop access to BSA official records housed in the ScoutNet database. This gives the Troop leadership the flexibility to check the accuracy of the official records and correct those found in error; to provide more timely update and input of advancement records; and to determine at any time the accuracy of the Troop roster. While the access has been available for some time, recent updates and improvements to the interface have made the database significantly more user friendly. Specifically, the program now allows direct feed of data from the most popular pack and troop management programs in use - Pack & Troop Master, Rank N File, ScoutMate, and ScoutSoft. This is a tool that the Advancement Chair for each pack and troop should be familiar with and should utilize whether or not you use other management software.

Before You Can Start Using Internet Advancement

1. You must obtain a Unit ID number. These were originally sent to Cubmasters and Scoutmasters. They can be obtained from Bart Green at Circle 10 HQ - 214.902.6777
2. If you are using, one of the commercially available Scout management system (Pack or Troop Master, Rank N File, ScoutMate, or ScoutSoft), enter your advancement as usual in that program. After entering the data, instead of printing the advancement report, you select the 4403 Option and save the file in a directory you can locate later. If you are not using one of the commercially available databases, gather the advancement records you would use to create an advancement report and proceed as below.

For First-Time Log On

3. Using Internet Explorer (version 5.5 or higher) go to the following URL:
<https://scoutnet.scouting.org/iadv/UI/home/default.aspx>
4. Select "First Time User" button to register your unit.
5. Enter your Unit ID #, Select appropriate Unit Type (Pack Troop, Team, Crew, Ship, or Post) and enter your Unit number. Select "**Continue**".
6. Read the Confidentiality Statement and select "**I agree**" - if you Select "I disagree" you will not be able to utilize the system.
7. Fill in registration information -- this will print out every time you submit information directly to the database. Select "**Register**".
8. Load Roster- See step 12 below .

Returning User - after the registration process you will be a "Returning User"

9. Using Internet Explorer (version 5.5 or higher) go to the following URL:
<https://scoutnet.scouting.org/iadv/UI/home/default.aspx>
10. Enter Unit ID, and Password. Select "**Log In**".
11. The first step is to load your unit roster onto your computer. To accomplish this, select "**Continue**".

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12. On this screen your choice depends on what your intentions are. If all you need to do is upload your file from a commercial program, skip to Step 17 below. If you wish to manually enter advancement data directly into ScoutNet, or if you wish to review a particular Scout record or if you wish to review your Unit roster or if you wish to review your unit Advancement Summary, select "**Load Roster**". **IT IS NOT UNCOMMON FOR THIS TO TAKE SEVERAL MINUTES DEPENDING ON THE SIZE OF THE UNIT.**
13. To manually enter advancement or to review the record of a particular Scout, select "**Rank**" "**Merit Badge**" or "**Awards**" next to the appropriate Scout's name. Enter the date earned next to the appropriate rank, badge or award, and select "**Save**". Repeat as necessary for each Scout.
14. When finished, select "**Next**" at the bottom of the page. You should click on "**Review Advancement Report**" to check your entries. Then when you are ready, select "**Submit to Council**" - you cannot make changes after submission to Council. Print a copy of the advancement report to use as a pick list and to turn in when you pick up the badges.
15. To review your Unit roster, select "**Review Unit Roster**". This loads an Acrobat pdf report. You will need Acrobat Reader to view this report. A link to download the program is available on the website if you do not already have the program.
16. To review the Unit Advancement Summary, select "**Unit Advancement Summary**". This report lists all Scouts in your unit and shows all recorded advancement for each Scout. This report is also loaded as an Acrobat report.
17. To upload a file, select "**Upload Advancement File**".
18. In the dialog box, enter the location of the file you saved back in step #2. Select "**Upload File**".
19. After a moment your roster comes up on the screen with the advancement information you submitted already added. Select "**Next**" and proceed as in Step #14 above.

There are many other options within this program that, despite being poorly documented, are relatively easy to use and could be useful in certain circumstances. Some of them are listed below.

- At the end of the unit Advancement Summary is a listing of any Scouts who do not have any advancement. This can be helpful to find out why they are not advancing.
- An FAQ page is available - see upper right - that lists answers to commonly asked questions.
- The "HELP" tab on any page takes you to online help (not interactive) that may help in certain circumstances.
- If you have forgotten your password, you can get a password reset by clicking the "Forgot your password" link on the sign-in page. It will email you a temporary password that needs to be reset on login.
- The program will only accept certain dates. For example, it will not allow you to enter a date for Star rank less than 4 months from the existing date for First Class. It also will not let you enter a date further in the future than the end of the current month. It also will not allow you to remove a badge - you can change the date on one previously earned that was entered incorrectly.

Log on. Try it out. Start using it. Your troop will benefit over time as the records are more accurate.