

## Viewing/Managing Your Scout's Scoutbook Info

You can view your scout's records at any time. Once logged into Scoutbook, click on **My Dashboard**, then look for **My Family** and click on the row with your **scout's name**. This will open the Scout's record:



In the upper portion of the screen you should see your scout's **Profile**, which includes current Council, Troop, youth leadership position, and any linked Parents or Guardians. A green checkmark means your scout has been "position approved" (i.e., it is an official position).

The next section includes your scout's completed **Advancement** achievements and **Awards** (e.g., Fireman's Chit, Totin' Chip, Cyber Chip, etc.).

This will include ranks, badges, and awards that are:

- Awarded
- Approved but not yet awarded (so, for example, between Courts of Honor)
- Completed but not yet approved (so, for example, completed at a Merit Badge fair, but the blue card has not yet been turned in to the Advancement Chair)

## Verifying Advancement Prior to a Court of Honor

All ranks, merit badges, and awards that are Completed AND Approved (i.e., the Board of Review has been completed or the blue card has been turned in to the Advancement Chair) but not already awarded will be presented at the next regularly scheduled Court of Honor.

To verify what will be presented, please click on **your scout's Advancement**. There you will see a list of your scout's ranks and merit badges:

 <b>Camping</b> <small>Version 2918  Marked Completed on Jul 2, 2020 by  Leader Approved on Jul 2, 2020 by  Marked Awarded on Oct 22, 2020 by</small>	7/2/20
 <b>Pers. Fitness</b> <small>Version 2918  Marked Completed on Jul 8, 2020 by  Leader Approved on Jul 8, 2020 by  Marked Awarded on Oct 22, 2020 by</small>	7/8/20
 <b>Skating</b> <small>Version 2916  Marked Completed on Oct 24, 2020  Leader Approved on Oct 24, 2020 by  Marked Awarded on Oct 26, 2020 by</small>	10/24/20
 <b>Communication</b> <small>Version 2914  Assigned counselor: Ben Miller  Marked Completed on May 1, 2021 by  Leader Approved on May 1, 2021 by</small>	2/28/21
 <b>Reading</b> <small>Version 2920  Assigned counselor:  Marked Completed on 8/</small>	3/7/21

Ranks and badges marked with a gold checkmark (🟡) have already been awarded. Items marked with a blue checkmark (🔵) are ready to be awarded at the next Court of Honor.

Items marked with a green checkmark (🟢) are NOT currently ready to be awarded. This may be because a Merit Badge Counselor approved the requirements directly in Scoutbook and Scoutmaster has not had a chance to affix a final digital signature (or the Advancement Chair has not approved it in the system and printed a physical blue card for the Scoutmaster's signature).

#### Legend:

- ☐ Prerequisite Required or Optional Requirement
- ☐ Not Started
- ☐ Started
- ☒ Completed
- ☒ Leader Approved/Recorded
- ☒ Awarded

**Important!** If you see missing ranks or merit badges and/or items checked in green that you are expecting to have awarded at the next Court of Honor, please reach out to the Advancement Chair ASAP to resolve any discrepancies. If you can include a copy of an email, digital blue card, or the date of the merit badge event you attended, that will help.

## Printing Your Scout's BSA History

If you would like to print a complete record of your scout's progress, from your My Dashboard, click on your scout's row, then scroll down your scout's record and click on **Reports** and then **Scouts BSA History Report**.



If you/your scout chooses to track advancement in Scoutbook, you can check off rank requirements as they are completed. If you would like this to be a back-up in case of a lost handbook, please periodically send a photo of your scout's handbook and send to the Advancement Chair so the requirements can be marked as not just Completed (for your records only), but also Approved (officially recognized). **Note: There is NO OBLIGATION to track rank advancement in Scoutbook and the Troop is not currently planning to do so on behalf of Scouts, so this is a feature purely for families' convenience.**

Scouts BSA History Report			
John Doe Troop 28			
Report Date: 02/19/2019 Birthdate: 01/02/2009		Date Joined Boy Scouts: BSA ID: _____	
PDF (Parent)		PDF (Scoutmaster)	
Rank: Scout (02/01/2018) Position: Den Chief 11/15/2018			
Scout	02/01/2019 *	Second Class	First Class
1. Scout Oath & Law	_____	1. Participation	1. Participate in 10 events
2. Scout Spirit	_____	2. Leave No Trace	2. Tread Lightly!
3. Salute & Sign	_____	3. Select patrol camp site	3. Plan a campout menu
4. First Class Badge	_____	4. Explain cooking fires	4. Develop menu budget
5. Outdoor Code	_____	5. Prepare cooking fire	5. Know cooking tools
6. Pledge of Allegiance	_____	6. Build a fire	6. Know food safety
7. Attend meeting: Complete 2x/3d	_____	7. Camp stove	7. Cook on 1 campout
8. Describe Youth Leadership	_____	8. Plan & Cook Meal	8. Know lashing knots
9. Describe Advancement	_____	9. Sheet band	9. Demonstrate knots
10. Describe Rank	_____	10. Bowline	10. Demonstrate lashings
11. Describe Merit Badges	_____	11. Orient a map	11. Lash camp gadget
12. Patrol Method	_____	12. Hike 5 miles	12. Cross-country course
13. Patrol Spirit	_____	13. Describe hike hazards	13. GPS use
14. Knots (3)	_____	14. Demonstrate navigation	14. Identify native plants
15. Whip and fuse rope	_____	15. Identify wild animals	15. Weather forecasts
16. Personal protection	_____	16. Know safe swim	16. Hazardous weather
17. Pumpkin Exercises	_____	17. Beginner swim test	17. Local weather
18. Cyber Chit	_____	18. Water rescue	18. BSA swim test
		19. Swimming rescue	19. Safety Afloat

The latter part of the report includes the Scout's camping and service logs, awards, and partial merit badges. **Note: There is NO OBLIGATION to track service hours, camping nights, or partial merit badges in Scoutbook.**

The Advancement Chair will record any troop service hours or camping outings in Scoutbook. If you perform additional service hours or attending non-Troop-28 BSA campouts, you/your scout will need to track those hours independently, on paper or in Scoutbook.

**Boy Scout History Report**  
Completed Merit Badges: 1

**Leadership**  
Member Number: [blank]  
Elected: [blank]  
Ordeal: [blank]  
Brotherhood: [blank]  
Vigil: [blank]

**Activities**  
Total Service Hours: 3,25  
Total Inking Miles: 0  
Total Camping Nights: 0

**Awards**  
Cyber Chip Award (Grades 6-8): 05/01/2019  
Forester Chip: 12/01/2019

**Partial Merit Badges**  
Camping # [blank]  
Completed Requirements: 1a, 1b, 1c, 2 (2018 Version)

## Delegating Access to Your Scout

If you would like your scout to be able to view or track their own advancement, you, as a parent, need to delegate permission. The troop Advancement Chair and Scoutbook administrator are unable to do this by design.

To do so, log into Scoutbook and from your My Dashboard, click on your scout's row under My Family. Scroll down if necessary to see **your scout's Profile** and click on it. Click on the red button to **Invite your scout to Connect**.

Scoutbook interface showing the 'Invite John to Connect' button. The interface includes fields for Scout Grade, Scout Name, and Scout Number. A red button labeled 'Invite John to Connect' is visible at the bottom of the profile section.

When prompted, enter your scout's **email address** and click **Invite**.

**Invite John to Connect**

Please enter John's email address below and we'll send him an invitation to connect to this account.

jack.doe@scoutemail.com

**Invite** **Cancel**

**Note:** Your scout must have a unique email address to use Scoutbook; they cannot use a parent's email address if that parent also wishes to access Scoutbook.

Your scout will receive an email with a link and temporary password which they can use to log in.