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., Firem'n 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:

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

Items marked with a green checkbox () 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).

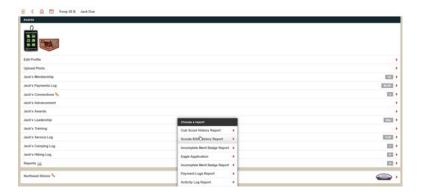


Important! If you see missing ranks or merit badges and/or items checked in green that you are expecting to have awarded at the next Court of Honor, please reach out to the Advancement Chair ASAP to resolve any discrepancies. If you can include a copy of an email, digital blue card, or the date of the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

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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.



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.

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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**.



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



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.

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