

## Scoutbook Instructions for Merit Badges

Follow these instructions if you are starting or have a partial blue card for a merit badge.

Log into your account at <https://www.scoutbook.com/>

**1.** Click on your name and scroll down, click on your **Advancement**

**2.** Click on **Start a New Merit Badge**

Read the steps provided and click **Start a Merit Badge**

**3.** Select the merit badge you would like to earn

**4.** Send a message to Mr. Van Loon letting him know that you would like to start work on this merit badge. If you happen to already know which merit badge counselor you'd like to work with, let Mr. Van Loon know that. Otherwise he will make some suggestions for you and when you chose a counselor he will assign that counselor to your merit badge on Scoutbook. He will also digitally sign your blue card, thereby giving approval to start work. If you already had a physical blue card for this merit badge, let him know the date he originally signed it so he can input that date into Scoutbook for you.

**5.** Connect with your merit badge counselor via email or phone, and meet for the merit badge counseling session with him/her in person or via an online platform such as Zoom. You must have a parent or adult with you when meeting as per BSA guidelines. You must also copy your parent when communicating with any adults in the troop or BSA. Discuss with your counselor how s/he would like you to communicate your work done- either verbally, through email or by uploading to Scoutbook (follow directions below)

**6.** To indicate that you have worked on the requirements for that merit badge, select the merit badge from your Advancements section

Click on the number of the merit badge requirement

Select the Actual Date that the requirement was completed- not today's date

**7.** In the blank Notes section under the Parent's (or Scout's) name, you can type in a description of how the requirement was done.

If needed, click on the camera icon to upload a photo (ex. the filled in pages of merit badge workbook, your typed or handwritten notes, your partial completed blue card) or a short video (ex. you demonstrating the requirement).

Click on **Choose File** to find and select the image or video from your saved files

Enter a short title or description- this is to only title the photo or video- do not input a long description, please include the number of the requirement in the title of the photo/video.

Click **Upload** and then **Save**

8. Click on the **red arrow icon** on the top left of screen to go back and select another requirement number

Do not put a date that the merit badge is "Completed", even if all your requirements are done and it shows that your badge is 100% completed. The merit badge counselor will not be able approve the individual requirements if the merit badge is already marked as complete.

9. When you have finished the merit badge and your counselor has marked it as completed in Scoutbook, email Mr. Van Loon and Mrs. Mosquera who will record the Leader Approved portion. You can then print out your blue card right from Scoutbook.

**Notes:**

Do not use the "Scouting" app on the phone to log in merit badge requirements as it does not have all the functionality we require. Please use the full web interface at Scoutbook.com preferably on a computer or tablet.

Please note that Scoutbook is the official Scouts BSA advancement system so good judgement and safe digital practices must be used with any photos, videos, or notes uploaded. The Merit Badge Counselor will be the one to review your uploaded documentation and digitally sign off that the requirements are Counselor Approved.

If participating in the **virtual merit badge classes offered by the BSA Suffolk County Council**, follow the steps to add a new merit badge in Scoutbook and ask Mr. Van Loon to digitally sign it. The merit badge counselor will instruct you on how to communicate your work on the requirements and will issue you a digital blue card upon completion. Forward the email with the blue card to Mr. Van Loon and Mrs. Mosquera so it can be recorded in Scoutbook for you.