Scoutbook Instructions for Parents

Video Tutorial:
https://youtu.be/aXgIM2XYnpI

You should have received an email that a Scoutbook account has been created for you. If not, please email Mrs. Mosquera smstones@optonline.net with the scout's name, parent's names and email addresses.

In the invitation email from Scoutbook, click on **Learn More and Login Now**
It will take you to **scoutbook.com** click on **LOGIN** in the top right of screen

Copy and paste your email and password from the Scoutbook invitation email
Paste that same password into the Current Password section
Type a new unique password, and then re-type it to confirm
Enter your zip code if it is not already there
Select the month, day and year of <u>your</u> birth (not the scout's)
Click **Submit**

IMPORTANT: Your son does not have automatic access to his Scoutbook account. It is up to each Parent's discretion whether to permit their son to view and have access to his Scoutbook account- this may be appropriate with older scouts that want to take on the responsibility of logging in their own rank requirements. 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. Either the Advancement Chair, Scoutmaster, or the Assistant Scoutmaster assigned to your son's patrol will review your uploaded documentation and digitally sign off that the rank requirement is Leader Approved.
To grant your son access to his account, go to his account name, click on **Edit Profile**, scroll to the bottom and click on **Invite to Connect**. The scout will need his own email account, separate from the parent's email account. The scout will need to follow the same instructions as above to activate and log in to his Scoutbook account.

To Input Rank Requirements:

1. Click on the **My Dashboard icon** at the top left navigation

Click on **Administration**

My Family > **Click on your son's name**

Scroll Down
Click on **Advancement**

You do not need to input any requirements for <u>Ranks already earned</u>, <u>only for Ranks not yet achieved</u> ex. Second Class Scouts only needs to input rank requirements for First Class, Star, Life , Eagle.

2. Click on the **Rank** (Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle) you want to log in the completed rank requirements for

3. For Ranks which have not yet been earned but some requirements have already been "signed off" in the scout's paper handbook, please <u>take a clear photo of the page and make sure it shows the requirement number, description, date and initials. Upload that photo to the notes section</u> of the rank in Scoutbook so it can be officially logged in to get leader approval. For each rank requirement already done, click on the number to open up the requirement details. Log in the Actual Date (not today's date) that the requirement was either done or signed off on. In the notes section for that requirement, write "already signed off, see handbook photo". **Save** before clicking the red arrow icon.

4. To record rank requirements which had not been previously signed off:
Click on the number of the rank requirement
Select the <u>Actual Date</u> that the requirement was completed- not today's date

In the blank Notes section, type in a description of how the requirement was done. Ex. the dates, hours and description of service projects or which campout it was completed on, etc.

If you want to attach a picture or short video, click on the camera icon to upload. (photo- the completed skill or any hand written or typed pages) (video- the scout demonstrating that particular skill)
Click on **Choose File** to find and select the image or video from your saved files
Enter a short title or description- this is only to 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**

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

6. To record Service Hours for rank advancement, click on that requirement and in the notes section enter the date, number of hours, and a description of what services you did and click **Save/Update**

<u>Notes:</u>
Do not use the "Scouting" app on the phone to log in rank 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.

The colors of the checkmarks are as follows:
Green- Completed
Blue- Leader Approved
Gold- Awarded/Received