



100 YEARS OF SCOUTING

Celebrating the Adventure ★ Continuing the Journey

www.myscouting.org resource provides you with a convenient method of taking training courses online and obtaining information about your unit, your leadership and your Scouts.

INTERNET ADVANCEMENT

Units can now use Internet Advancement to record their youth member advancement from any online location. You will find this new method to be easy, convenient, and accurate because YOU enter the information including awards, ranks, and merit badges. The system will allow uploads from your ScoutNet compatible software including: Packmaster/Troopmaster, Scoutmate, Rank N'File, and ScoutSort.

Internet Advancement module can provide units with up-to-the-minute information on Scout Advancement Reports, Unit Rosters and even allow you to print temporary membership cards if necessary. In order to access the module:

- 1 Log into to www.myscouting.org using your username and password or set up a new account if a first time user. The user must have an account with both the council and membership ID field completed in "My Profile" area.
- 2 Then click on the Internet Advancement link on the left.
- 3 Scroll down to the bottom and select First Time User or Returning User.
- 4 For this area, you will also need your unit ID and your password which is provided on the Forms page of the Council website at www.gulfstreamcouncil.org . Click on Unit ID numbers to search for you unit.
- 5 Please note as a new user you will
 - a) Create a password for the unit
 - b) The email address must match the email address from your registration "my profile" account
 - c) NOTE: The phone number is separated. Immediately after the email, type the three-digit area code. Tab to follow with the three-digit exchange and then the final four numbers—all on individual lines.

Note: *As a leader replacing someone and taking on these tasks for the first time, if you are having problems accessing your unit's records, please contact the Council Registrar to have your unit's account reset.*

Scout Advancement Reports

There is now a way for unit committees to review and update National's records for individual Scouts.

- 1 If you are using commercial advancement software as in paragraph 1 above, update this first before selecting Internet Advancement from the home page menu of MyScouting.org. At this point, you will be given the choice to upload your roster from PackMaster, TroopMaster, ScoutMate, etc, or download the ScoutNet (National) version of your current advancement records.
 - a) Upload Advancement program: Follow instructions on the screen. Once you have uploaded the document, make sure you verify that all the files transferred and no errors occurred due to differences between the unit records and national records for a youth. This is a bit tricky. For Troopmaster you need to go into the program, then into the Reports, Advancement, Court of Honor, be sure ScoutNet is checked, click ok, then save in ScoutNet (csv format).
 - b) Download National Records: Follow instructions on the screen. This will take a few minutes depending on your computer and the number of individuals within your unit. Please be patient. Once your roster appears:
 - i) select the type of recognition being awarded
 - ii) note the date each recognition was earned in the appropriate blank



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- iii) hit save when complete
 - iv) the last blue button on the left, “Review Advancement Report” will allow you to review your advancement report prior to submitting to National to ensure that all advancements were recorded and are accurate
 - v) when sure of the accuracy, click next
 - vi) the next screen will allow you to submit to council. Changes cannot be made after you have clicked submit, so make sure you do review your report.
- 2 Remember that you will need to print a copy for the Council records that includes the appropriate signatures and you will want to keep a printed copy for the unit records as well. The Council copy is turned in at the Scout Shop when advancements are purchased and will be placed in the Council permanent files. If signatures were obtained on the manual form at the Board of Reviews, attach this document to the ScoutNet printing.
 - 3 A nice feature with the online advancements is that it will give you a price list for the recognitions you are requesting complete with pricing to help your better prepare your treasurer.

Membership Cards

Occasionally, you may need a copy of a Scout’s membership card because they have lost, washed or misplaced it. Now you have an opportunity to print a temporary card when one is needed.

Simply click the “continue” button at the bottom of the screen where you will download National’s Membership Records. This may take a few minutes depending on your computer and the number of individuals within your unit, but once your roster appears, click Print Membership Cards – the blue button in the right hand column. A new window will open with all your new, temporary cards available to print as a pdf sheet.

Unit Rosters

In order to verify that all your participants are actively registered within your unit, you have the opportunity to print a complete roster simply by clicking the “Continue” button at the bottom of screen to download National’s Membership Records. Remember this may take a few minutes. Once your roster appears, click “Review Unit Roster” on the top left hand column in blue. A new window will open with a printable pdf version of your roster—including all adults and youth, contact information and membership IDs.

Training Verification for Registered Unit Leaders

There is now a way for unit committees to determine the training taken by their leadership.

- 1 – Go to www.myscouting.org
The user must have an account with both the council and membership ID field completed in “My Profile” area.
- 2 – Print a roster for the unit from Internet Advancement.
We recommend that not all leaders have access to this area. The advancement chair should be the exclusive user with a backup person knowing the password. The advancement chair should print the roster.
- 3 – Go to “Training Validation” in the Training menu on the myscouting.org home page.
Choose to see “youth protection” or “all training”
Choose to search by member ID.
From the printed roster, enter the member ID. You can also click on advanced search and search by name.