



OVERVIEW

The mission of Unit Service is to help units better serve more youth through Scouting.

Our Objectives:

1. Supporting unit growth and retention through the Journey to Excellence
2. Contacting units and capturing in commissioner tools their strengths, needs and a unit service plan that enables continuing improvement
3. Linking unit needs to district operating committee and other resources
4. Supporting timely unit, district and council charter renewal
5. Supporting unit leaders by delivering effective roundtables that provide program ideas, relationship development, and timely communication

This document (Phase 1) is intended to give commissioners an overview of the version of Commissioner Tools updated in April 2019. Phase 2 of the Commissioner Tools training project will include updates to all relevant courses in the BSA Learn Center, Instructor-led Basic training courses, and College of Commissioner Science courses. **This is the primary Commissioner Tools training document until further notice.** There will be separate documents for the following groups of commissioners:

- Unit Commissioners
- Administrative Commissioners
- Roundtable Commissioners

Depending on your role as a commissioner, you can go directly to the document that pertains to your role. You are also encouraged to read through the other documents.

The updated version of Commissioner Tools provides a new look and feel with improvements to all who use Commissioner Tools. New features include easier navigation, and a completely redesigned report section with customizable date ranges (fig 1). The tool is also being re-platformed so that all my.Scouting Tools are built sharing the same application programming interfaces.

A question that is often asked by Roundtable Commissioners is “Why should we record our Roundtables in Commissioner Tools?” The biggest reason for entering Roundtables in Commissioner Tools is to provide historical continuity. As Roundtable Commissioners change, paper documentation of past Roundtables may not always get passed on to the new Assistant District Commissioner for Roundtables nor to each of the program Roundtable commissioners. Using Commissioner Tools to record and schedule Roundtables allows other commissioners to

see what you are planning for future meetings so they can help promote your Roundtable events to the units in the district. Roundtable Commissioners are key members of the District Unit Service team. By bringing the information you record in Commissioner Tools to the monthly District Commissioner meetings, you keep the rest of the team informed about what you are doing to enhance their efforts in unit service.

NAVIGATOR/ORGANIZATION NAVIGATOR

Logging in to Commissioner tools, you see the council/district dashboard.

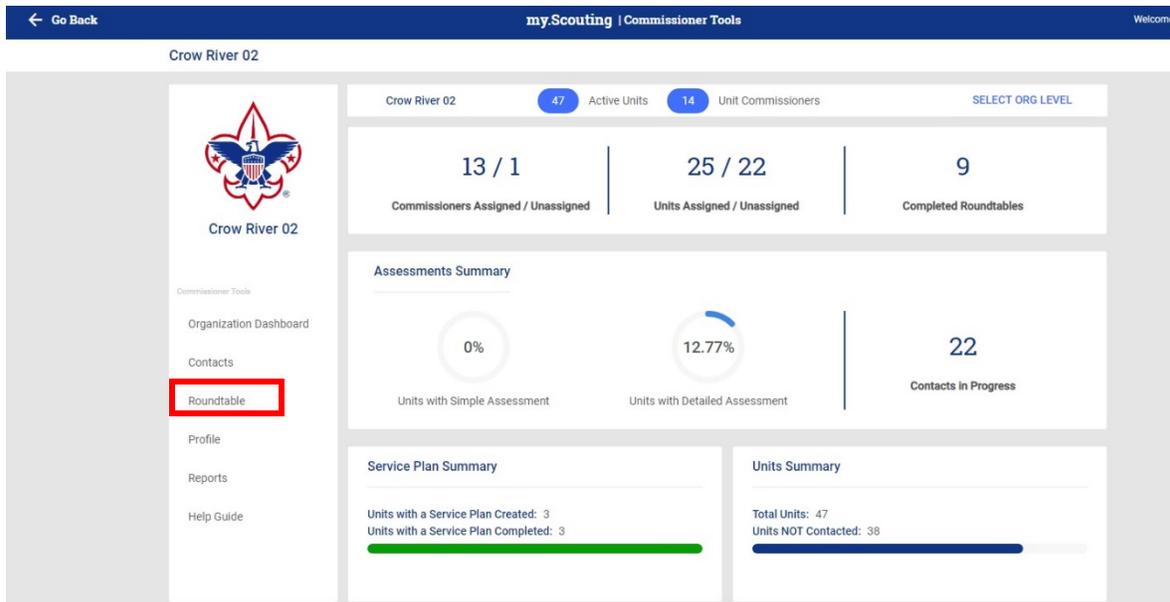


Figure 1

In the left column, you see the Roundtable tab. Select Roundtable.

Organization Navigator SELECT ORG LEVEL

Last Roundtable

Date: March 27, 2019 Attendance: 100%
 Programs: Commissioner: John Patrick Japs

Create New Roundtable

* Roundtable Date:

Cub Scouts Venturing
 Scouts BSA Sea Scouts

Create Roundtable

Roundtable History 2019

Completed (30) In Progress (6) Scheduled (4)

100%	John Patrick Japs March 26, 2019	
27.27%	James Howard Cooper March 21, 2019	
100%	John T Capecchi March 19, 2019	
68%	John T Capecchi March 15, 2019	
34.25%	John T Capecchi March 1, 2019	
56%	John T Capecchi	

Figure 2

Once you click on the Roundtable tab the above window opens, with three distinct areas. The first section shows information about the last Roundtable completed. You see the date of the last roundtable and what program or programs participated in the roundtable, and who the commissioner was that made the entry. You also see the recorded UNIT percentage attendance for that Roundtable. The next Section provides roundtable history tabs for; Completed Roundtable entries, In Progress Roundtable entries and Scheduled Roundtable entries. Note that after the title of each tab the number of contacts in that tab is shown, which can serve as a quick reminder to the commissioner about In Progress or Scheduled contacts.

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Figure 3

Clicking on each of the tabs in the Roundtable history box allows you to view the entries listed. Clicking on the 3 dots along the right side of the box makes it possible to edit, view or delete (within 48 hours of submission) the associated entry for completed Roundtables..

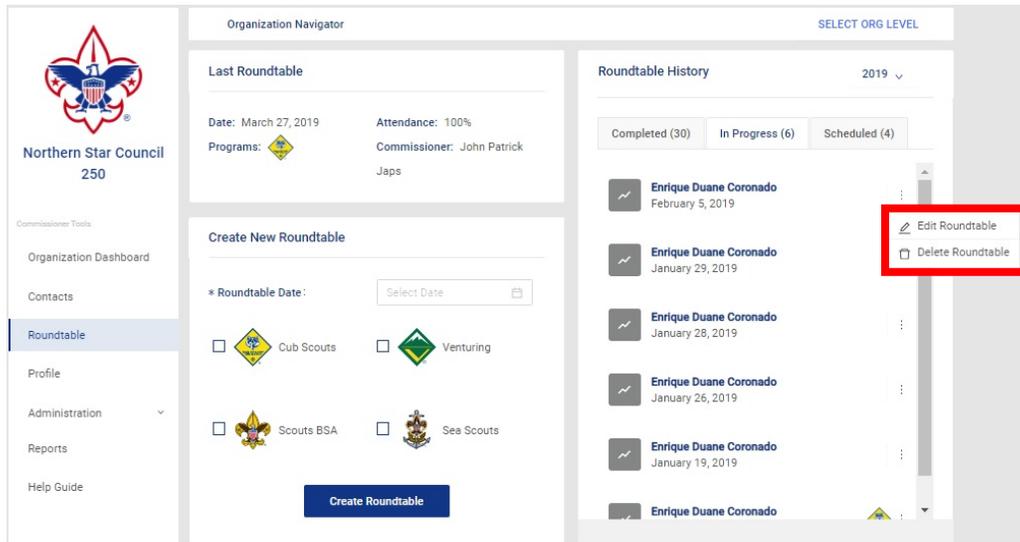


Figure 4

The final section in this window is Create New Roundtable.

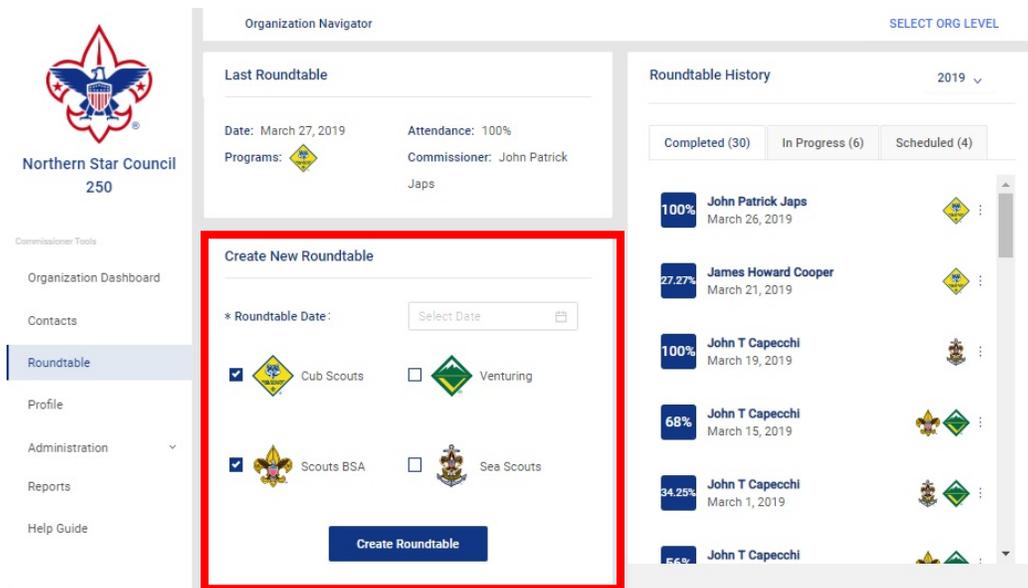


Figure 5

This is where you select the program(s) that will be part of the Roundtable and the date of the Roundtable. Once you have chosen the date of the Roundtable and the participating programs, select Create Roundtable.

CREATE ROUNDTABLE

The Create Roundtable window populates and in the top section is the Roundtable information.

The screenshot shows the 'CREATE ROUNDTABLE' window. On the left is a sidebar with the Northern Star Council 250 logo and navigation links: Commissioner Tools, Organization Dashboard, Contacts, Roundtable, Profile, and Administration. The main content area is titled 'Organization Navigator' and 'CREATE ROUNDTABLE'. Below this is the 'Roundtable Info' section. It includes a 'Date' field set to 'March 21, 2019' with a 'CHANGE' link. The 'Commissioner' is listed as 'John T. Capecchi - 1483262'. Under 'Programs', there are four items: 'Cub Scouts' (checked), 'Scouts BSA' (checked), 'Venturing' (unchecked), and 'Sea Scouts' (unchecked). At the bottom of this section is the question 'Filing for someone else?' with 'Yes' and 'No' radio buttons, where 'No' is selected.

Figure 6

This section gives you the opportunity to change the date of the Roundtable. It displays the commissioner name and then asks if you are filing this Roundtable for someone else.

This screenshot shows the 'Enter Roundtable Attendance' section. It features a blue header bar with the text 'Enter Roundtable Attendance'. Below the header, there are two rows of attendance entries. The first row is for 'Cub Scouts' with 'Pack 1381' and a blue 'F' button. The second row is for 'Cub Scouts' with 'Pack 1909' and a blue 'B' button. A dropdown menu is open, showing a list of names and IDs for selection. The dropdown is highlighted with a red box. The list includes: 'Steven E Ackerman - 108802336', 'Michael J Alexander - 6626037', 'Daniel J Amyx - 116654297', 'Mark William Andres - 107978641', 'Brenda Lee App - 105634501', 'Brenda Lee App - 105634501', 'Dale Duane App - 107297343', 'Dale Duane App - 107297343', and 'Prior Lake Rotary Club'. There are also two input fields with the number '0' next to them.

Figure 7

If you answer yes to the question of filing for someone else, a pulldown box appears so that you can select the name of the commissioner responsible for this Roundtable entry.

Enter Roundtable Attendance

 Cub Scouts	>		
 Scouts BSA	▼		
Troop 0292		Spirit Of Life Presbyterian Church	<input type="text" value="0"/>
Troop 1267		Mounds View Lions Club/Abiding Savior Lutheran	<input type="text" value="0"/>
Troop 3001		Minnehaha United Methodist Church	<input type="text" value="0"/>
Troop 3002		LDS Anoka Stake - Shingle Creek Ward	<input type="text" value="0"/>
Troop 3006		Lutheran Church Of The Good Shepherd	<input type="text" value="0"/>
Troop 3033		Westminster Presbyterian Church	<input type="text" value="0"/>
Troop 3038		The Church of St Helena	<input type="text" value="0"/>
Troop 3048		Calvary Lutheran Church	<input type="text" value="0"/>
Troop 3060		Hope Community Academy	<input type="text" value="0"/>
Troop 3062		Christ Presbyterian Church	<input type="text" value="0"/>
Troop 3065		Our Saviors Lutheran Church	<input type="text" value="0"/>
Troop 3067		Lions Club of New Hope	<input type="text" value="0"/>
Troop 3068		Good Samaritan United Methodist Church	<input type="text" value="0"/>
Troop 3082		St Albert The Great Church	<input type="text" value="0"/>
Troop 3084		Maple Grove Lutheran Church	<input type="text" value="0"/>
Troop 3089		Christ The King Catholic Church	<input type="text" value="0"/>
Troop 3100		Westminster Presbyterian Church	<input type="text" value="0"/>
Troop 3101		St Patrick Catholic Church	<input type="text" value="0"/>

Figure 8

The attendance section defaults to a zero for each unit. To change this value type in the number that you wish to add, or alternatively you can use the up/down scroll arrows to increase or decrease the attendance by 0.1. The decimal option is provided for those roundtables that optionally choose to provide 'partial' attendance credit when counting a person attending the roundtable for more than one unit.

If more than one program element is meeting for Roundtable, you will see arrows on the far right of the program icon. Click on the arrows to expand or contract the section.

Enter Roundtable Attendance

 Cub Scouts	>
 Scouts BSA	∨
Troop 3219  American Legion Post 131	<input type="text" value="0"/>
Troop 3246  BPOE #2427 Elks	<input type="text" value="0"/>
Troop 3253  St Johns Catholic Church	<input type="text" value="0"/>
Troop 3270  American Legion Post 260	<input type="text" value="0"/>
Troop 3273  American Legion Post 377	<input type="text" value="0"/>
Troop 3275  Hector Lions Club	<input type="text" value="0"/>
Troop 3312  Montrose Volunteer Fire Relief Assn	<input type="text" value="0"/>
Troop 3319  LDS St Cloud Stake - Hutchinson Branch	<input type="text" value="0"/>
Troop 3352  Veterans Of Foreign War	<input type="text" value="0"/>
Troop 3354  Annandale Lions Club	<input type="text" value="0"/>
Troop 3355  LDS Anoka Stake - Buffalo Ward	<input type="text" value="0"/>
Troop 3357  Kimball Rod & Gun	<input type="text" value="0"/>
Troop 3358  Buffalo Lions Club	<input type="text" value="0"/>

Figure 9

Follow the same procedure as above to enter the attendance for this program.

ROUNDTABLE TOTAL ATTENDANCE

Enter Cub Scouts Total Attendance

Unit Leaders	<input type="text" value="8"/>
Commissioners	<input type="text" value="4"/>
District Committee Members	<input type="text" value="2"/>
Other Guest / Visitors	<input type="text" value="0"/>

Total: 14

Enter Scouts BSA Total Attendance

Unit Leaders	<input type="text" value="6"/>
Commissioners	<input type="text" value="4"/>
District Committee Members	<input type="text" value="2"/>
Other Guest / Visitors	<input type="text" value="0"/>

Total: 12

Meeting Notes :

You can put your Roundtable agenda here

Comments :

Your comments how the the Roundtable was received by the RT commissioner and participants can go here

Figure 10

The total attendance section is where you will be adding up the unit leaders attending your Roundtable, Commissioners, District Committee Members, and other guests. A frequent question has been how do I count a member of the district who attends the roundtable who is also registered with a unit? The answer to this question is: Individuals attending roundtable should only be counted once, either as a unit leader, member of the district or a guest. I.e., It is recommended that you choose to count one person for only one position this way you can truly see the accurate numbers of the attendance of your roundtable.

The meeting notes box is where you should load your Roundtable agenda.

The comments area is where you will put your “thorns and roses,” and anything else you need to pass on to your District Commissioner or Assistant District Commissioner for Roundtables. After you have recorded your comments, click continue.

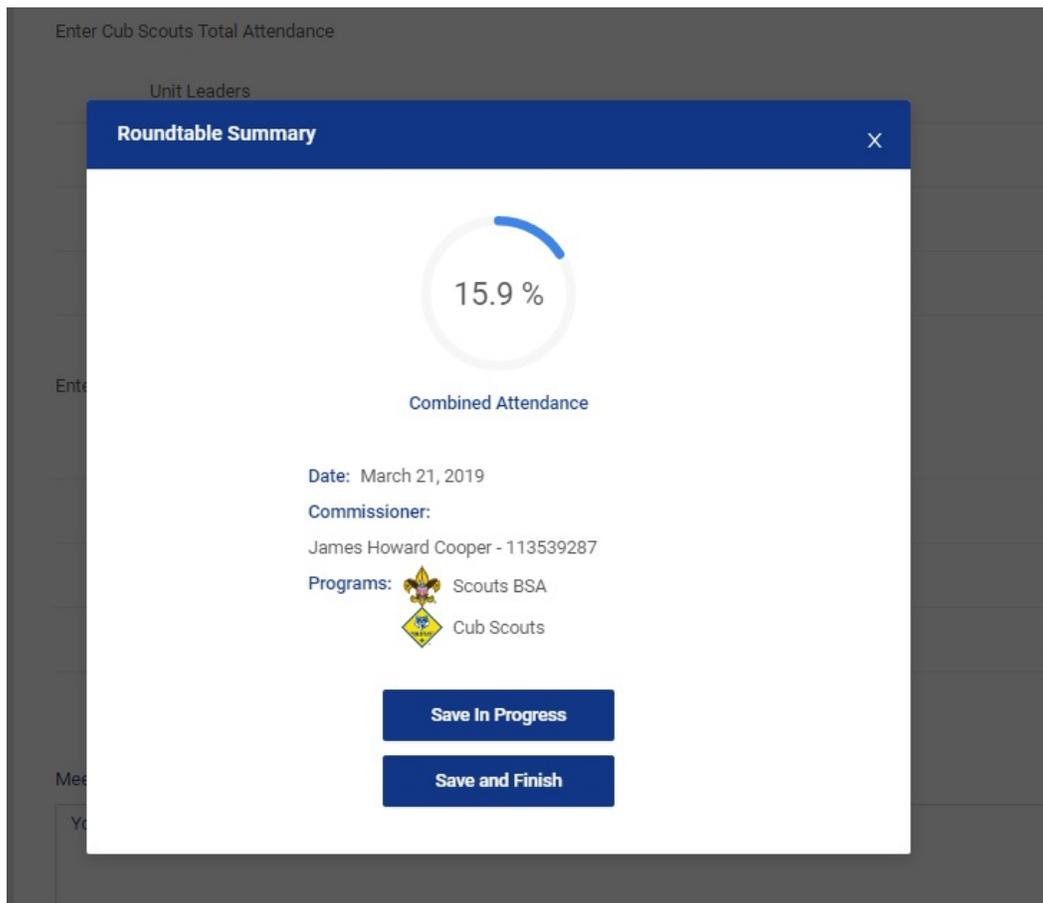


Figure 11

You now see a combined attendance percentage of unit participation at your Roundtable. The summary displays the date of the Roundtable, the Commissioner entering the Roundtable and the programs that participated. If you think you will need to add additional information to your Roundtable Entry, select Save In Progress. If you think this entry is complete, then click Save and Finish.

TRAINING DOCUMENTS FOR UNIT COMMISSIONERS AND ADMINISTRATIVE COMMISSIONERS

To learn about assessments and how they are made and entered into commissioner tools, please see the unit commissioner document found here:

https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Unit_Commissioner.pdf

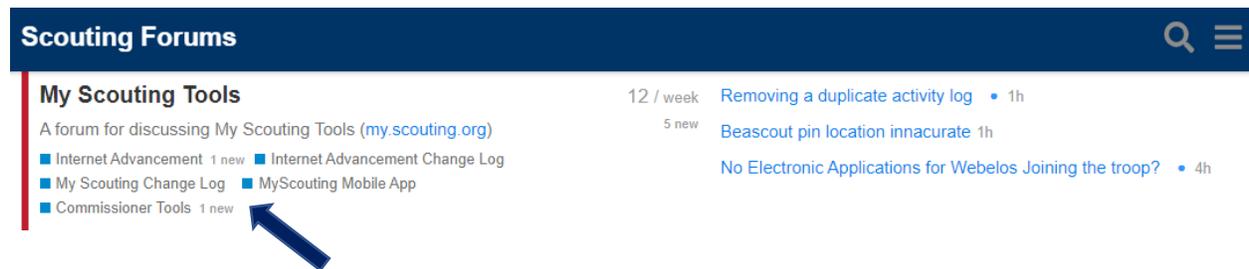
To learn about reports and the use of the commissioner profile, please see the administrative commissioner document found here:

https://filestorescouting.org/filestore/idg/Tools_Phase_1_Training_Administrative_Commissioner.pdf

HELP OPTIONS

Several steps are available to you when you need help in using commissioner tools. If you experience trouble logging in to the system, the first step you should take is to be sure you use Chrome as your browser. Make sure you clear the cache from your browser and retry logging in. If difficulty persists, please contact your commissioner tools champion, or call your [local council](#). You can also raise your question on the My Scouting Tools Scouting forum, specifically to the commissioner tools sub-category:

<https://tinyurl.com/CommToolsHelp>



The screenshot shows the 'Scouting Forums' header with a search icon and a menu icon. Below the header, the 'My Scouting Tools' forum is listed with a description: 'A forum for discussing My Scouting Tools (my.scouting.org)'. Underneath, there are four sub-categories: 'Internet Advancement' (1 new), 'Internet Advancement Change Log', 'My Scouting Change Log', and 'MyScouting Mobile App'. A blue arrow points to the 'Commissioner Tools' sub-category, which has '1 new' posts. To the right, there are three forum posts: 'Removing a duplicate activity log' (12 / week, 1h), 'Beascout pin location inaccurate' (5 new, 1h), and 'No Electronic Applications for Webelos Joining the troop?' (4h).