

District JTE Data Tool User Guide



Overview

District JTE Data is a tool in the Council Toolkit on my.scouting.org that allows councils to enter and maintain data necessary for the District Journey to Excellence Dashboard. While the dashboard receives data for most metrics directly from the BSA system, there are several JTE criteria that must be self-reported. This tool collects the data for these district criteria:

- Fundraising Dollars
- Fundraising Manpower
- Chartered Organization Visits
- Unit Status
- District Committee

Two other criteria for camping are self-reported annually through the **Camping Manager** tool.

The **District JTE Data** tool will be available throughout the year, where authorized users can enter or change data for any district in the council. Data can be entered for any month from January, 2013 through the current year.

Note: **District JTE Data** tool is a web-based application that should be used with either Chrome or Firefox for best results. Chrome and Firefox are available for free download at:

- www.google.com/chrome
- www.mozilla.org/en-US/firefox

Access

Initial access will be limited to selected council employees based upon their BSA registration status and creation of a MyScouting account. By default, the following positions will be granted access:

- Scout executive
- Director of field service
- Assistant Scout executive
- Director of support services
- Field director
- Office staff (Code 54)

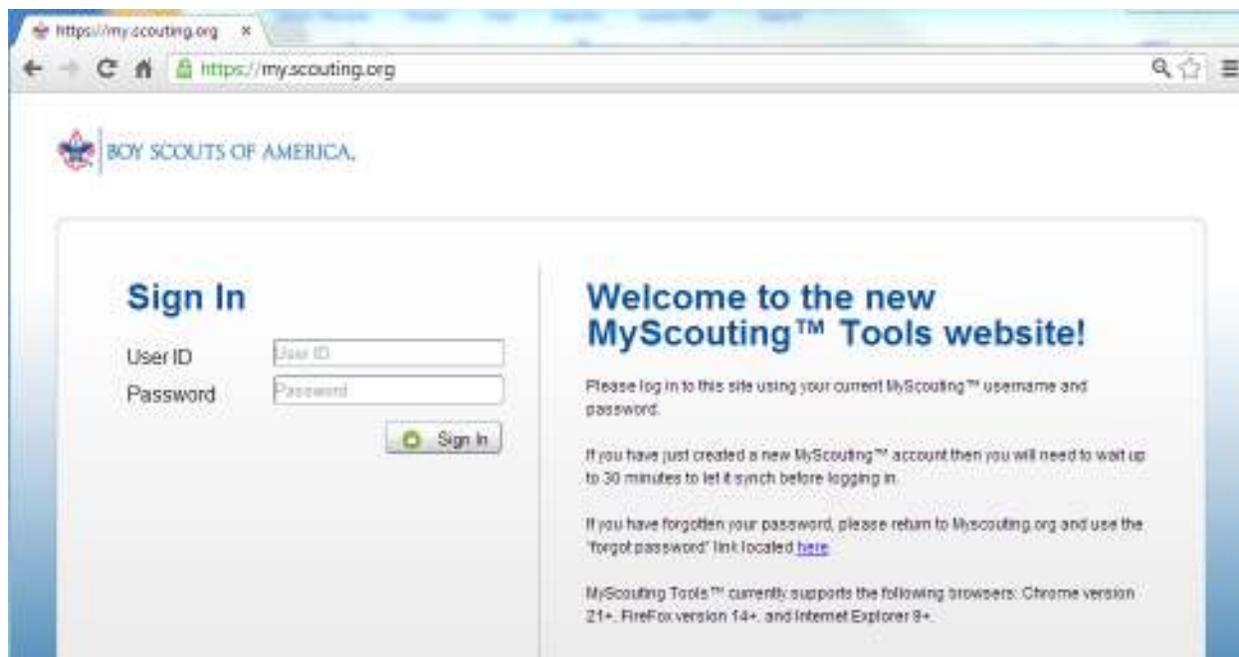
If you need for someone other than the above to have access, follow the instructions found in my.Scouting Tools Organization Security Manager. Click here to review these instructions www.scouting.org/filestore/idg/Security_Manager.pdf.

In order to use the **District JTE Data** tool, it is necessary to create your my.scouting.org account (if you have not already done so):

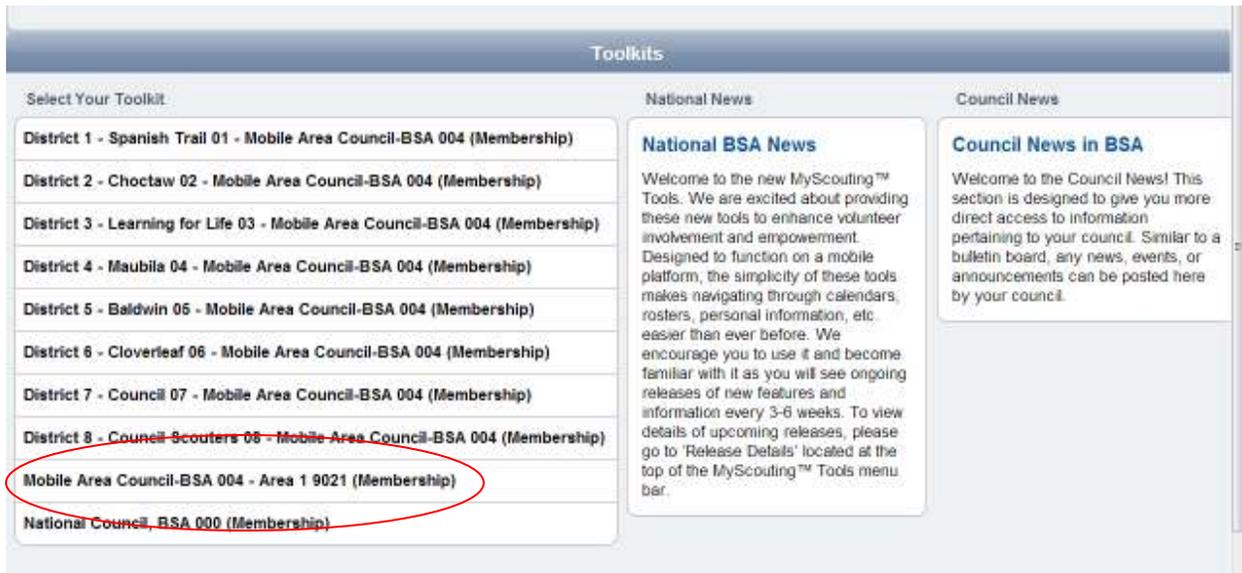
- Log in to your legacy myscouting.org account
- Select Update My Profile from the left-hand navigation
- Look at the Membership Info section. If your BSA membership ID is not listed, do the following
 - Select your Council
 - Enter your member ID
 - Click Add
- If you have more than one member ID, make sure that the member ID for your council registration is in the list and is selected as Primary
- Once you have completed the above steps, you will be able to log in to my.scouting.org to access the new MyScouting tools. It may take up to 15 minutes for the account linking to synchronize between the legacy myscouting.org and the new my.scouting.org

Logging in to District JTE Data Tool

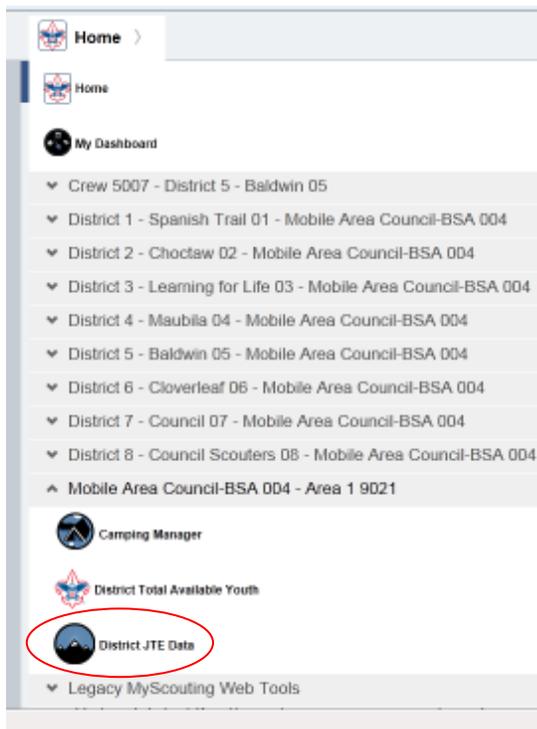
Using your browser (Chrome or Firefox is recommended), go to my.scouting.org and log in using your MyScouting credentials.



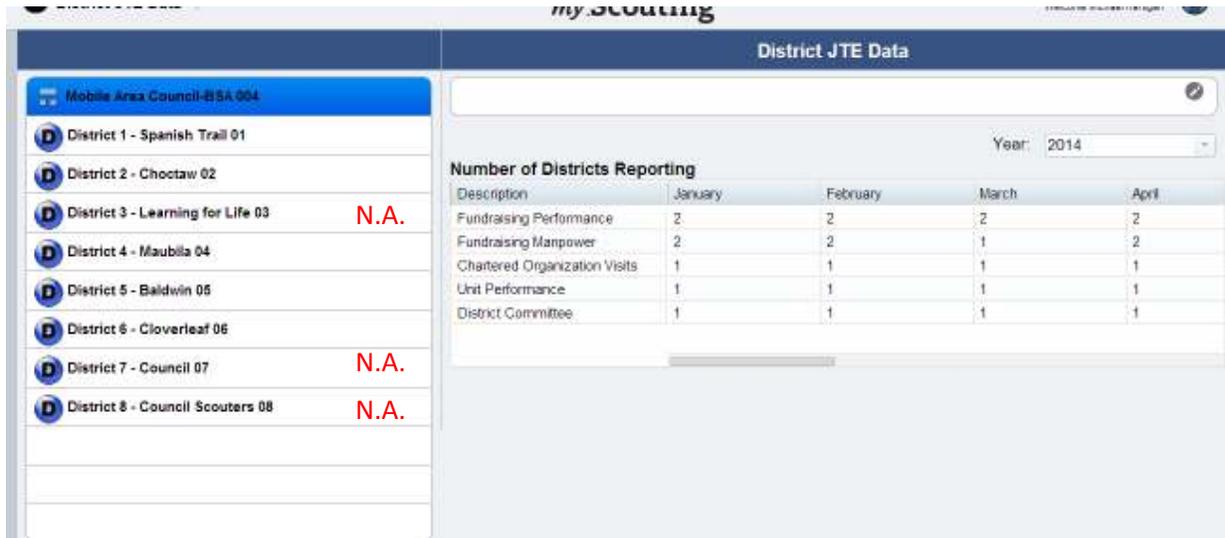
Select your council name from the toolkits listing. Do not select an individual district at this point. (Note: You may see a different list of toolkits than what is shown below.)



Select the **District JTE Data** tool. (Note: You may see a different set of Tools than what is shown below.)



Once the Tool has been selected, it will load and the summary page for your council will be displayed. From here, you will be navigating to your districts to enter your data. Select the appropriate year. The tool will display the total number of districts with data reported in each criterion for every month.



Select a District and Enter Data

On the left-hand side of the screen above, the first level of the organizational structure for the council is displayed. You may navigate the structure of the council by selecting the organizational entities in list. Depending on the council structure you may have to navigate through service areas. While all districts will be displayed on the tool, only those containing traditional members are valid for the JTE dashboard. Do not enter data in Learning for Life, Exploring only, or Council Scouter districts.



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On the right-hand side of the screen, the current data for the district is displayed. (Note: There is a scroll bar to the right of the data that is used to access the full list vertically and one to view all months horizontally.)



You may edit the district data by first clicking the “Edit” button in the upper right corner (the white pencil in the green circle). Once the edit button has been clicked, the data fields become editable. You may click through the grid and enter data for any month.



When you are finished entering or editing the data, click the “Save” button in the upper right corner. If you wish to discard the changes you have made, you may click the “Cancel” button (the white ‘x’ in the red circle).



Select other districts to enter or edit data by selecting another district from the left-hand list or by using the “Back” and “Home” buttons above the council name to navigate up the organizational structure.

Sources of Data

Since data for these criteria are self-reported, there is no single BSA report that will provide the information. Councils and districts may develop their own tools to track the specifics or use those provided by the BSA. *Excel* worksheets are available for Fundraising Dollars and Manpower, Chartered Organization Visits, and Unit Status. These worksheets can be found in the District Tools section at www.Scouting.org\JTE.

Changes in Districts

Should a council merge, split, or realign districts, it may be necessary to update the data in the **District JTE Data** tool. This will not happen automatically, but an authorized user may go back and change data for any current district. This is desirable if one wants to produce an accurate **JTE District Dashboard** for a past month. Fortunately, none of the five JTE criteria receiving data through the **District JTE Data** tool require past performance to determine scores. This is not the case with the **Camping Manager** tool. Here councils are advised to update past data for district changes in order to accurately calculate camping growth percentages.

Updated: 9/19/14