

Getting the Most From Internet Advancement

Presenter Notes



Advancement Education

BSA

Prepared. For Life.™

Getting the Most From Internet Advancement

National Advancement Task Force

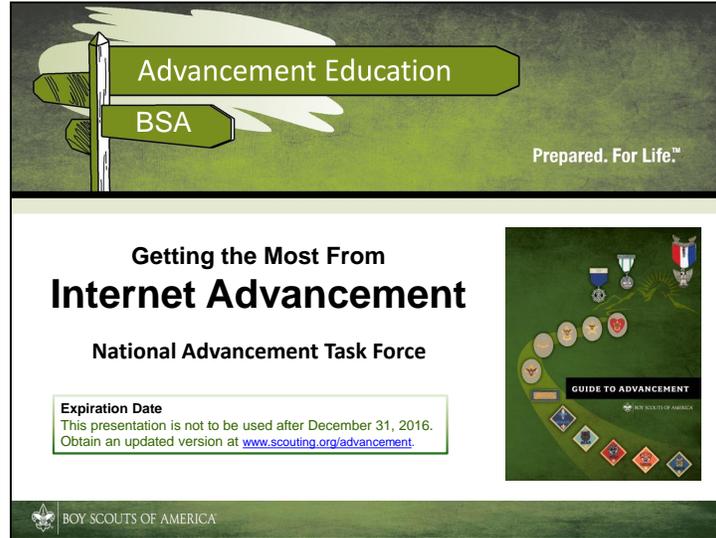
Expiration Date
This presentation is not to be used after December 31, 2016.
Obtain an updated version at www.scouting.org/advancement.



GUIDE TO ADVANCEMENT

BOY SCOUTS OF AMERICA

 BOY SCOUTS OF AMERICA



Training Summary:

This module will guide unit committee members involved in advancement through their responsibilities and provide an understanding of how to access and use Internet Advancement.

Time Required:

45-60 minutes including introductions; up to an hour and a half with questions and answers

Target Audience:

Unit advancement coordinators or chairs and other interested unit leaders

Learning Objectives:

At the end of this module, participants will be able to:

- Understand the importance of reporting advancement as part of the BSA advancement process.
- Understand how to access the Internet Advancement portal.
- Become familiar with how to use Internet Advancement.

Handout materials to include when presenting this session:

- A copy of these slides
- Internet Advancement Frequently Asked Questions
- Single sheet containing your council advancement processor contact information
- Unit ID list from your council advancement processor

Why Report Advancement?

Cub Scouting	Boy Scouting & Varsity	Venturing	Sea Scouting
Living the ideals	Ideals	Ideals	Ideals
Belonging to a den	Patrol method	Group identity	Group Activities
Using Advancement	Advancement	Recognition (advancement)	Advancement
Involving family and home	Association with adults	Adult association	Adult association
Participating in activities	Outdoors	Group activities and adventure	Nautical activities, outdoors
Serving home and neighborhood	Personal growth	Service	Teaching others
Wearing the Uniform	Uniform	<i>Not a method, but uniform is available</i>	Uniform
	Leadership development	Leadership and mentoring	Leadership

 BOY SCOUTS OF AMERICA 2

To those of you who have experienced BSA training, or navigated our literature, you know that advancement is one of eight methods used in delivering our programs. You may also, then, have an understanding of how we use the methods to move young people toward three basic aims: character development, citizenship training, and mental and physical fitness. It is these aims that represent our desired outcomes. This is important, because from time to time, we as leaders find ourselves focused so heavily on the methods that we forget they are merely tools used to achieve the aims.

This is not to say, however, that the methods are unimportant. They represent the very fiber of Scouting. Put together, they *are* the program, and we know that the more of them we use in a quality way, the more likely we are to accomplish the aims. For this reason the BSA measures performance in a few of the methods to see how we're doing; for example, the number of registered adult leaders and the percentage of them who attend BSA training, and also the number of units with a strong outdoor program. The rate of advancement, however, is one of the strongest indicators of our performance. The higher it is, the more Scouts there are who remain in the program.

Why Report Advancement?

Part of Scouting's Journey to Excellence

Pack _____ of _____ District
2016 Scouting's Journey to Excellence

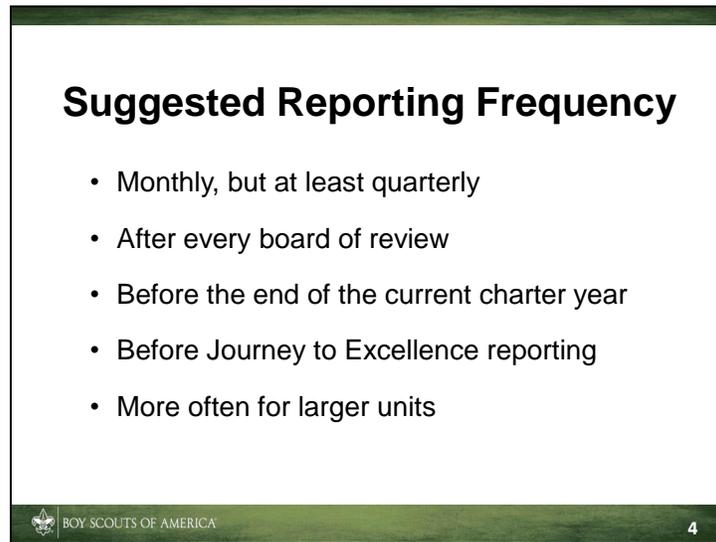
Item	Objective	Success Level	Score Level	Gold Level	Platinum	Score	Points	Score	Points
Troop of _____ District									
2016 Scouting's Journey to Excellence									
Planning and Budget									
1	Planning and Budget: Have a program plan and budget that reports relevant to the public, including, and where applicable, the status of the program.	Have an annual and budget plan	100%	100%	100%	100%	100%	100%	100%
Membership									
2	Building Unit Membership: Have a process to add new members or maintain a larger unit size.	Conduct a formal program review and report	100%	100%	100%	100%	100%	100%	100%
3	Retention: Retain a significant percentage of unit members.	Retention 75% or higher	100%	100%	100%	100%	100%	100%	100%
Team of _____ District									
2016 Scouting's Journey to Excellence									
Planning and Budget									
4	Planning and Budget: Have a program plan and budget that reports relevant to the public, including, and where applicable, the status of the program.	Have an annual and budget plan	100%	100%	100%	100%	100%	100%	100%
Membership									
5	Building Unit Membership: Have a process to add new members or maintain a larger unit size.	Conduct a formal program review and report	100%	100%	100%	100%	100%	100%	100%
6	Retention: Retain a significant percentage of unit members.	Retention 75% or higher	100%	100%	100%	100%	100%	100%	100%
Advancement									
7	Advancement: Advise a high percentage of Scouts on their advancement.	75% of Scouts advised	100%	100%	100%	100%	100%	100%	100%
8	Advancement: Advise a high percentage of Scouts on their advancement.	75% of Scouts advised	100%	100%	100%	100%	100%	100%	100%
9	Advancement: Advise a high percentage of Scouts on their advancement.	75% of Scouts advised	100%	100%	100%	100%	100%	100%	100%
10	Advancement: Advise a high percentage of Scouts on their advancement.	75% of Scouts advised	100%	100%	100%	100%	100%	100%	100%

BOY SCOUTS OF AMERICA 3

That advancement has one of the highest correlations with member retention could be reason enough for the BSA policy stated in topic 4.0.0.2 of the *Guide to Advancement*, that “All Cub Scout, Boy Scout, Varsity Scout, and Sea Scout ranks, and all Venturing awards must be reported to local councils...” That Journey to Excellence scores rely on accurate advancement reporting could also be sufficient reason for this policy. But even more important, if advancement is not reported, there is no central record of what our youth members have achieved.

Although your pack, for example, may have wonderfully accurate records, we can predict that at some point your records will become lost or destroyed. When that happens, it’s an easy matter to retrieve them from the BSA system—if advancement has been reported. If advancement is not reported there is no central record of what our youth members have achieved. In Boy Scouting all we need to do is ask ourselves how many Scouts have had to go back and dig up records because the troop didn’t go to the trouble to submit reports.

So it’s not a matter of if; it’s a matter of *when* advancement must be reported. The same topic, 4.0.0.2, in the *Guide to Advancement* states the minimum reporting requirement: “To reflect an accurate count in the Journey to Excellence performance recognition program, it is also important that all advancement for a calendar year be recorded during that year.” Those of you, however, who have ever experienced the crash of your hard drive surely have learned to back up your data more than once a year. For the same reason, all Scouting units should report advancement monthly, or as it happens throughout the year.



Suggested Reporting Frequency

- Monthly, but at least quarterly
- After every board of review
- Before the end of the current charter year
- Before Journey to Excellence reporting
- More often for larger units

 BOY SCOUTS OF AMERICA 4

From the *Guide to Advancement*, topic 4.0.0.2: “Units should report advancement monthly, but at least quarterly. This assures member records are complete. Missing reports are a serious issue, for example, when it comes to documenting advancement for boards of review, the Eagle Scout rank, and membership transfers or reinstatements.”

To encourage advancement within the unit, immediate recognition is a must. Reporting after every board of review is highly recommended so the recognition items can be picked up and presented as soon as possible after Scouts have earned their awards.

Reporting should also occur...

- Before the end of the charter year to facilitate Internet rechartering
- Before Journey to Excellence reporting (for the current charter year; check with your council)
- More often for larger units, or in other situations where more advancement takes place

Why Internet Advancement?
BSA recommendation on reporting advancement
...from the *Guide to Advancement*

3.0.0.3 Unit Advancement Responsibilities

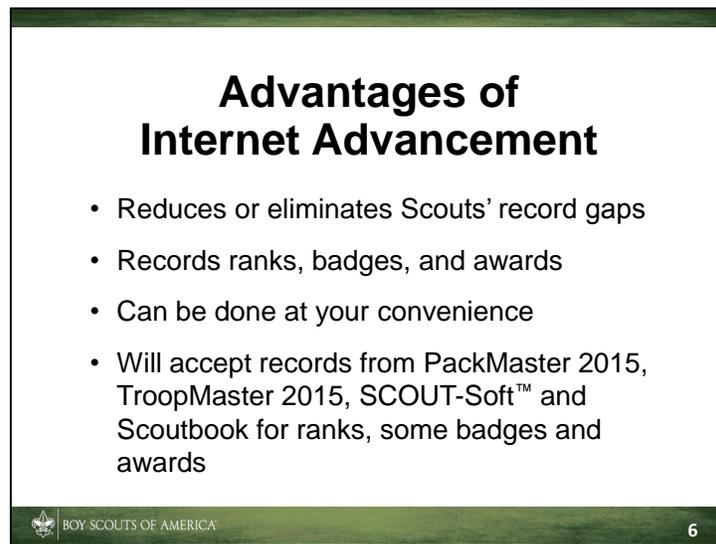
9. Maintain advancement records and submit reports to the unit committee. It is appropriate in Boy Scouting, Varsity Scouting, Venturing, and Sea Scouts to involve youth leaders in this process.
10. Use the BSA's Internet portal to report advancement to the local council.
11. Keep a current and accessible copy of the district or council merit badge counselor list. As needed to fill in, develop and maintain a list of unit merit badge counselors. Note that all merit badge counselors must be registered as such, annually, and also approved through the council advancement committee.

BOY SCOUTS OF AMERICA 5

The *Guide to Advancement*, in topic 3.0.0.3, further suggests in its list of typical responsibilities that the unit advancement coordinator should use the BSA's Internet Advancement to report advancement to the council.

Using Internet Advancement assures accurate reporting. The reports on ranks, badges, and awards recorded through the portal post directly and immediately to the BSA system. Paper reports, on the other hand, must wait in line for data entry by an employee at the council service center.

There are, of course, several other advantages to using Internet Advancement.



Advantages of Internet Advancement

- Reduces or eliminates Scouts' record gaps
- Records ranks, badges, and awards
- Can be done at your convenience
- Will accept records from PackMaster 2015, TroopMaster 2015, SCOUT-Soft™ and Scoutbook for ranks, some badges and awards

 BOY SCOUTS OF AMERICA 6

Because the terminology in each of our programs is different—that is, activity badges are for Webelos Scouts only and merit badges are for those advancing in the Boy Scout program—for the purpose of this presentation, we will refer generically to “ranks,” “badges,” and “awards,” and then differentiate as needed. For example, “Cub Scout belt loops” is an additional item available within Internet Advancement for Cub Scouts.

We'll break down these ranks, badges, and awards as follows:

Ranks:

- Cub Scouts: Bobcat, Tiger, Wolf, Bear, Webelos, and Arrow of Light
- Boy Scouts and Varsity Scouts: Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms.
- Venturers: Venturing, Discovery, Pathfinder, and Summit
- Sea Scouts: Apprentice, Ordinary, Able, and Quartermaster ranks.

[Presenter note: If asked, “awards” in the Venturing advancement program, such as the Discovery Award, are the equivalent of Boy Scouting “ranks.”]

Badges:

- Webelos Scouts: activity badges (will be discontinued 6/1/16)
- Boy Scouts: merit badges
- Varsity Scouts: merit badges
- Venturing and Sea Scouts: merit badges (Boys who earned First Class in a troop or team can continue to earn merit badges in a ship or crew.)

Awards:

Internet Advancement also allows for entering certain other awards, such as adventure belt loop and pins and the Outdoor Activity Award for Cub Scouts, and the 50 Miler and Historical Trails awards for Boy Scouts.*

You may have noticed the Eagle Scout rank cannot be entered through Internet Advancement. It must go through your council's registrar or advancement processor.

Nominated awards, such as meritorious action awards, and those earned outside the BSA like the religious emblems, cannot be entered either.

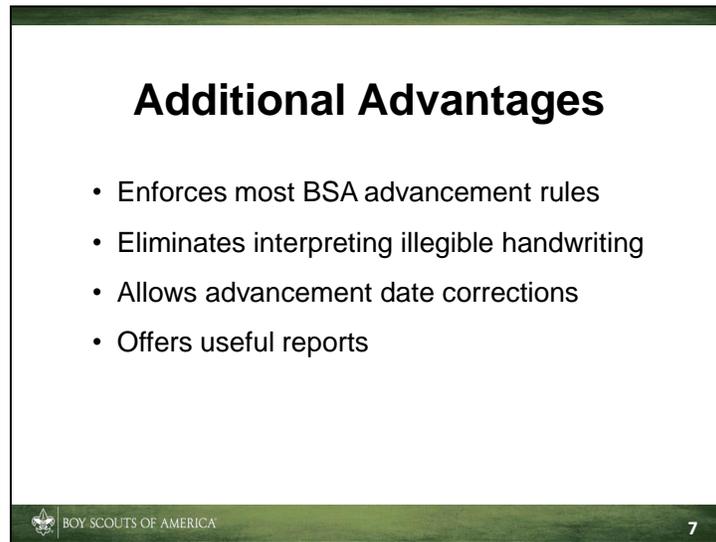
*[*Presenter note: If needed for answering questions, below is a more complete list of awards that may be entered in Internet Advancement. If there are no questions or requests for additional detail on awards that can be entered, go on to the next slide.]*

Cub Scouts: Adventure belt loops and pins, Outdoor Activity Award, Shooting Sports Award, Cyber Chip, Emergency Preparedness BSA, Leave No Trace, Nova and Supernova awards for Cub Scouts, Whittling Chip, World Conservation Award

Boy Scouts and Varsity Scouts: BSA Lifeguard, Boardsailing BSA, Cyber Chip, Den Chief Service Award, Emergency Preparedness BSA, 50-Miler, Firem'n Chit, Historic Trails, Interpreter Strip, Kayaking BSA, Leave No Trace, Mile Swim BSA, National Outdoor Awards, Nova and Supernova awards for Boy Scouts, Scuba BSA, Snorkeling BSA, Totin' Chip, and World Conservation Award

Many of the above for Boy Scouting can also be entered for Venturing and Sea Scouts.

Note on "Belt Loops": The Cub Scout Academics & Sports program has been discontinued, but these will remain in the system for at least through 6//1/16 for Webelos Scouts who are using the old program during their second year.



Additional Advantages

- Enforces most BSA advancement rules
- Eliminates interpreting illegible handwriting
- Allows advancement date corrections
- Offers useful reports

BOY SCOUTS OF AMERICA 7

As you can see, there are a few other benefits to using Internet Advancement.

You can correct or update the dates for ranks, badges, and awards, but you cannot remove a rank, badge, or award. This must be done at the council service center.

Also, it should be noted that the Internet Advancement website is a secure site with high encryption so youth member information is kept confidential and secure.

Are there any questions to this point about why we must report advancement and why it's best to use Internet Advancement to get this done?

[Presenter Note: Answer questions... Be sure to make note of those you cannot answer and address them with personnel at your local council service center]

Let's move on and take a look at the practical side of Internet Advancement.



First, the reports you can produce should be of interest.

Review Unit Roster generates a report of all the youth members and leaders in your unit in a similar format as those issued by your council in your unit charter package. Only those members with paid registration will appear in this report.

Unit Advancement Summary provides a list of each member's advancement status as it exists in the BSA system.

Member Summary shows the ranks, badges, and awards for an individual youth. This report is very useful for assistance with the Eagle Scout Rank Application and Scouts transferring from one unit to another.

Review Advancement Report provides a draft unit Advancement Report at any point as you enter advancement. This allows you to verify the accuracy of the information. The report does not become final until you submit the advancement information to your council later on.

View Previous Advancement Reports provides you with copies of past unit Advancement Reports that have been generated by Internet Advancement and submitted to your council.

Print Membership Cards generates temporary membership cards for your Scouts and leaders in a similar format as those issued by your council in your unit charter package. Only those members with paid registration will appear in this report.

The **Unit Order Form** provides a "shopping list" of patches and pins that is helpful when purchasing the items at your local Scout shop.

Internet Advancement - Unit Roster Page 1 of 3

**Ventura County Council
Pack 0000
Unit Roster**

Report Date: 06/27/2012
 Unit: Pack 0000
 District: Ventura Co
 Unit Name: R
 County: Ventura
 Term: 12 months
 Expiry Date: 12/31/2012

Checked On: 06/27/2012
 Checked By: [Name]
 Checked By: [Name]
 Checked By: [Name]

Executive Officer: [Name]
 Executive Officer: [Name]
 Executive Officer: [Name]

Boy Scout: [Name]
 Boy Scout: [Name]
 Boy Scout: [Name]

71 Months Completed: 00% Boy Life: N Top Leads Trained: Y Quality Unit: 0

Adult Members

Position	Name	Address	HL	Process HL	HL F Photo	Next Processing Date / Completed Date
Committee Chairman	[Name]	[Address]	N			07/30/2011
Committee Member	[Name]	[Address]	N			06/20/2010
Committee Member	[Name]	[Address]	N			05/25/2012
Executive Officer	[Name]	[Address]	N			
Chairman	[Name]	[Address]	N			01/30/2010
Operations Rep	[Name]	[Address]	N			01/10/2010
Committee	[Name]	[Address]	N			07/15/2010
Web Site Leader	[Name]	[Address]	N			07/15/2010
Committee Member	[Name]	[Address]	N			
Unit Leader	[Name]	[Address]	N			07/30/2011

BOY SCOUTS OF AMERICA 9

This is page 1 of a Unit Roster.

Internet Advancement - Unit Advancement Summary Page 1 of 5

Unit Advancement Summary
Boy Scouts of America

This summary of youth member ranks, merit badges, and awards only shows those items that are currently in the member record for this unit. Advancements that have not yet been submitted to the council will not appear. When awards are submitted they will not appear immediately on this summary. Please log in as an Advancing User at a later time.

Unit Page 0001
 Council: [Burlington](#)
 District: [District 7](#)
 Council: [Central Vermont County Council](#)
 Unit Page: [Unit Page 0001](#)

Advancement Procedures [Click to change](#)

Report Date: Aug 29 2012 2:49PM

Member Name	Date Earned	Rank	Activity	Position	Merit Badge	Other
Adrian Malt	09/30/2011	Rank				
Adrian Malt	02/21/2012					Wolf
Awards						
Adrian Malt	02/27/2012					Wolf Gold Arrow Point
Adrian Malt	02/27/2012					Wolf Silver Arrow P1
Adrian Malt	03/19/2012					Wolf Silver Arrow P2
Adrian Malt	03/25/2012					Wolf Silver Arrow P3
Rank Loss						
Adrian Malt	04/30/2012					Communicating
Adrian Malt	02/21/2012					Heritage
Rank						
Jameson Pe	03/21/2012					Wolf
Jameson Pe	04/05/2012					Wolf
Awards						
Jameson Pe	04/05/2012					Wolf Gold Arrow Point
Jameson Pe	04/05/2012					Wolf Silver Arrow P1
Rank Loss						
Jameson Pe	04/05/2012					Boyscouting

BOY SCOUTS OF AMERICA 10

...and the first page of a Unit Advancement Summary.

Internet Advancement - Member Unit Advancement Summary Page 1 of 1

Member Unit Advancement Summary
By Scouts of America

This summary of youth members with merit badges and awards only shows those items that are currently in the member's record for Internet Advancement that has not yet been submitted to the council or all units appear. When awards are submitted they will not appear immediately on this summary. Please log in as a Returning User at a later time.

Unit Info:
Council Organization: 60 (Boy Scouts of America)
Unit: 0000
District: 0000
Council: Ventura County Council
Unit Expires Date: 12/31/2012
Advancement Process: [Link]

Report Date: Aug 15, 2012 1:49PM
For Member ID: 00000000

Unit Details

Member Name	Date Earned	Rank
Raise On	09/20/2011	Scout
Raise On	03/15/2012	First Class

Member Name	Date Earned	Rank
Raise On	03/25/2012	King
Raise On	03/25/2012	Merit
Raise On	03/25/2012	Physical Fitness

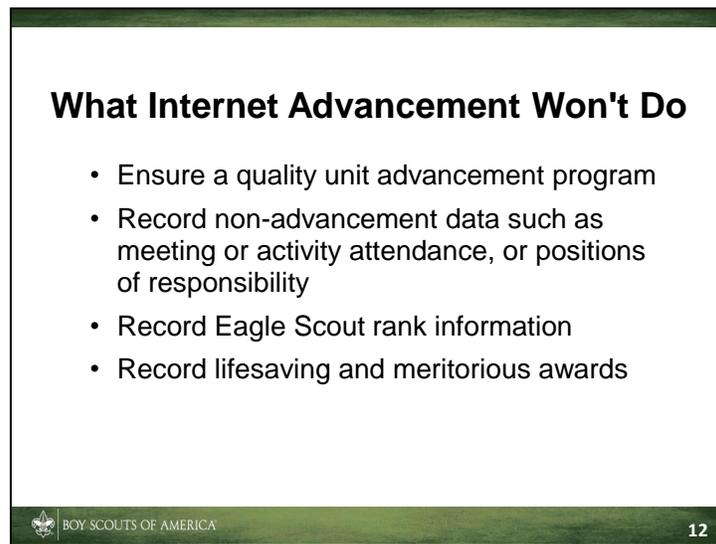
Total Badges: 2 Total Awards: 0 Total BA's Earned: 7

--- End of Report ---

 BOY SCOUTS OF AMERICA 11

This is the Member Summary.

We'll see examples of some of the other reports later in the presentation.



What Internet Advancement Won't Do

- Ensure a quality unit advancement program
- Record non-advancement data such as meeting or activity attendance, or positions of responsibility
- Record Eagle Scout rank information
- Record lifesaving and meritorious awards

BOY SCOUTS OF AMERICA 12

A quality advancement program happens when advancement is the natural outcome of a strong unit program presented by well-trained unit leadership.

The second, third, and fourth items can be tracked by other means; for example, unit advancement charts or notebooks, or software such as PackMaster, TroopMaster, SCOUT-Soft or Scoutbook.

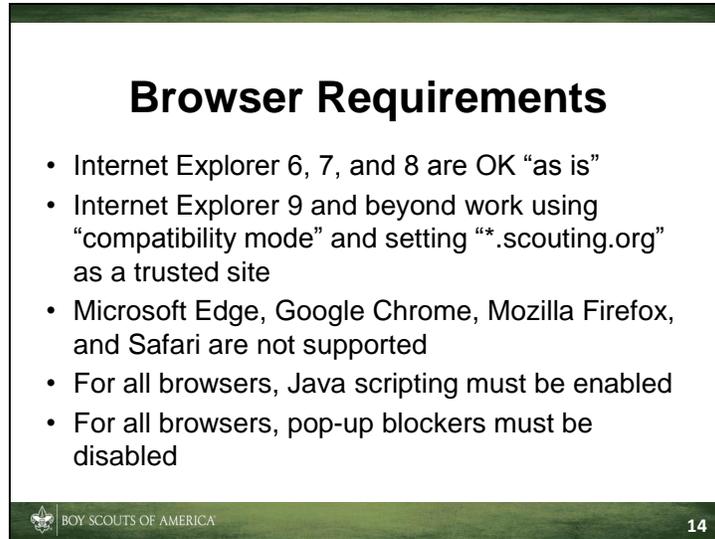
Eagle rank information is entered by the council advancement processor when the Eagle Scout Rank Application is submitted.

Supported Operating Systems

- **Windows**
Windows XP, Windows Vista, Windows 7,
Windows 2003 Server, Windows 2008 Server,
Windows 8, and Windows 10
- **Apple**
OS X (Mac running a virtual version of
Windows and IE)

 BOY SCOUTS OF AMERICA 13

The Internet Advancement portal has been checked and tested using these operating systems. However, if you have problems using them, please contact your council “help desk.” If they are not able to help, then you may report the issue to the National Support Center.



Browser Requirements

- Internet Explorer 6, 7, and 8 are OK “as is”
- Internet Explorer 9 and beyond work using “compatibility mode” and setting “*.scouting.org” as a trusted site
- Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari are not supported
- For all browsers, Java scripting must be enabled
- For all browsers, pop-up blockers must be disabled

BOY SCOUTS OF AMERICA 14

The Internet Advancement portal has been optimized for Microsoft's Internet Explorer Versions 6, 7, and 8.

For Internet Explorer 9 and beyond you will need to make some adjustments.

To enter compatibility mode:

- Select “Tools” and make sure that "Compatibility View" is checked.
- You may also want to add the site using the "Compatibility View Settings."
- You may also enter compatibility mode by clicking the icon at the top of a page. It looks like a sheet of paper that has been torn in half.

To add “*.scouting.org” as a trusted site:

- Select Internet Options->Security->Trusted Sites->Sites.
- Enter “*.scouting.org” in the box labeled, “Add this website to the zone:” and click the “Add” button.
- Uncheck the box labeled, “Require server verification (https:) for all sites in this zone.
- Click "Close" and then “Ok” to complete the action.

Other browsers and settings have been field-tested and found to work, (including Google Chrome and Mozilla Firefox with the IE Tab add-on) but it should be noted that these are not officially supported by the BSA, so if you do use them, and they don't work properly, don't call your council help desk or the BSA National Support Center.

For Apple OS Ten (Mac), the most effective way of accessing the Internet Advancement portal is to install a copy of Windows using "Boot Camp" and running Internet Explorer within the Windows OS. Refer to www.apple.com/support/bootcamp for information about Boot Camp.

For iOS 6 (iPad), the portal has been tested and, unfortunately, found not to be compatible.

Accessing Internet Advancement

- Log onto *my.Scouting* using your BSA account, then click on “Home”, then “Legacy Web Tools”, then “Internet Advancement”
<https://my.scouting.org>
- Direct web address:
<https://scoutnet.scouting.org/IADV/ui/home/default.aspx>

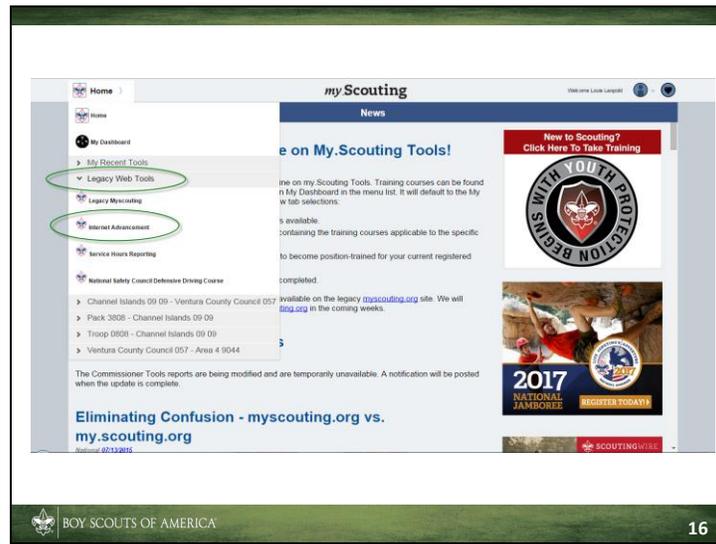
 BOY SCOUTS OF AMERICA 15

To access Internet Advancement:

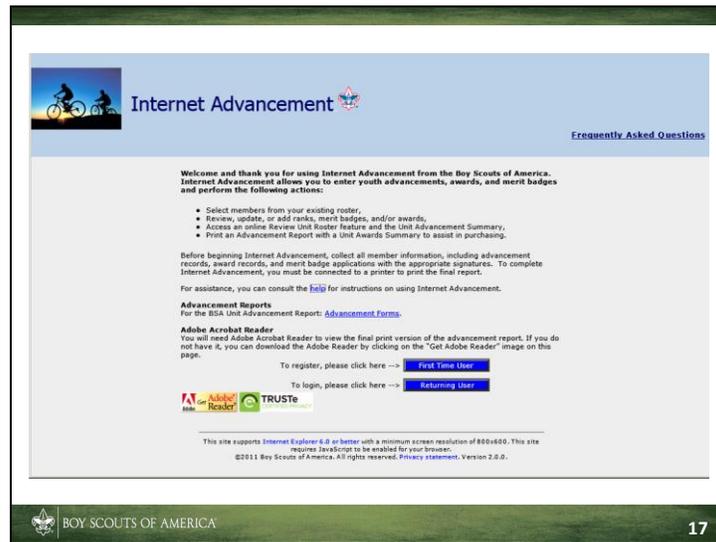
Open your web browser to <https://my.scouting.org> and log on using your BSA MyScouting account, then click on “Home”, then “Legacy Web Tools”, then “Internet Advancement”

Or you can use the direct web address, which is <https://scoutnet.scouting.org/IADV/ui/home/default.aspx>.

Also your local council web page may have a convenient link to the Internet Advancement portal.



This is an example of locating the Internet Advancement portal from “my.Scouting.”
From the home drop-down button, click Legacy Web tools, then Internet Advancement.



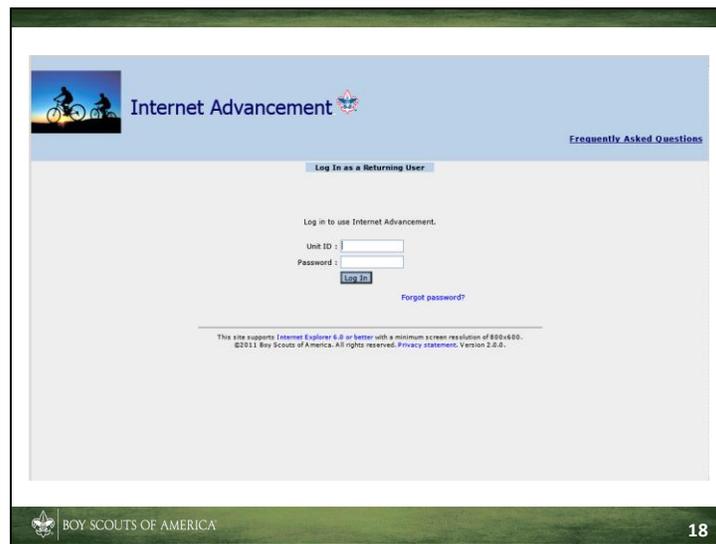
This is the Internet Advancement home page.

There are two types of users at this point: “First Time Users” and “Returning Users.”

You are a first time user if you do not have a “Unit ID” or if you have not yet established a password. In this case, you will need to obtain the unit ID from your council advancement processor or registrar. When you log in initially, you will have to set a password for the account. This password should be different from the one you use to log into “MyScouting.”

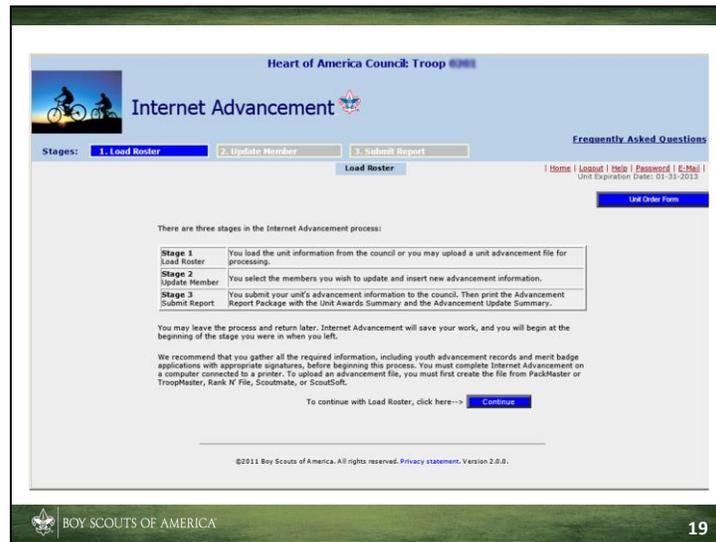
You are a returning user if you have a unit ID and password. It is permissible for more than one adult in your unit to work with Internet Advancement, however, it is suggested this be limited.

Note the Frequently Asked Questions and help links on this page lead to useful information in using Internet Advancement.



This is the page for a returning user.

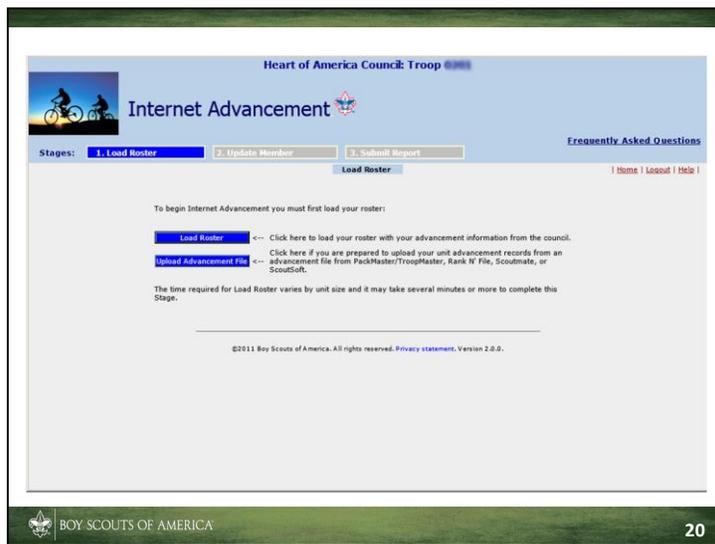
Enter your unit ID and password, then click “Log In.”



Then you are taken to the "Load Roster" screen.

At this point, you may want to review the three stages shown if you're not familiar with the process.

When you're ready, click on "Continue" to start loading the unit roster.

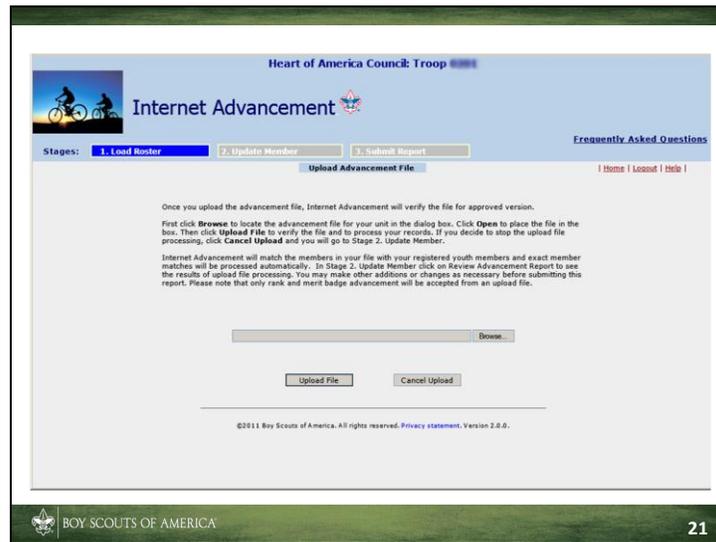


There are two ways to load the unit roster information into your session:

“Load Roster” will load the unit roster from the BSA system database.

“Upload Advancement File” is used if you’re prepared to upload your unit roster from PackMaster, TroopMaster ScoutSoft or Scoutbook.

If you need help creating the advancement file from PackMaster, TroopMaster, ScoutSoft or Scoutbook, you will need to contact the vendor. Your council advancement processor can only assist with the upload action.



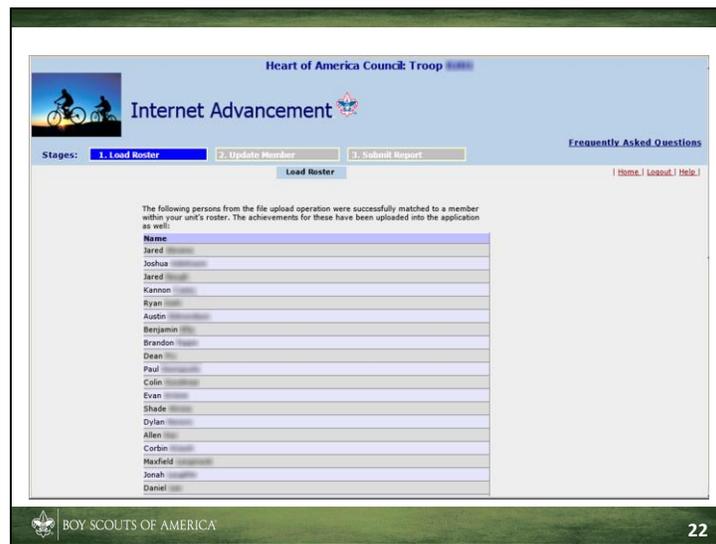
If you've chosen to upload an advancement file generated from PackMaster, TroopMaster, ScoutSoft or Scoutbook Internet Advancement will go out to the BSA system database where the advancement records are kept and load your unit's roster to your session prior to giving you the “browse” option. Depending on the size of your unit, this may take some time. Once your unit's roster is loaded, you can then browse to select where your advancement file is stored. After selecting the file, click on the “Upload File” button. The size of the file and the speed of your connection will determine how long this takes.

As was previously mentioned, you must contact your vendor if you have problems generating the advancement file.

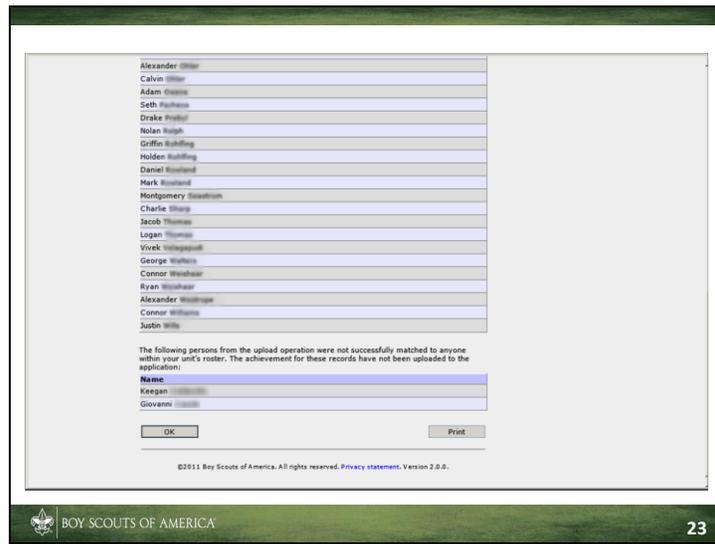
If, at any time, you receive an error message from the system, contact your council advancement processor and have the following information available:

- Your unit type and number (for example: Pack 3808, Troop 563)
- The error message you receive

If you can, take a screen snapshot of the error and email it to the person at your council identified to assist you.



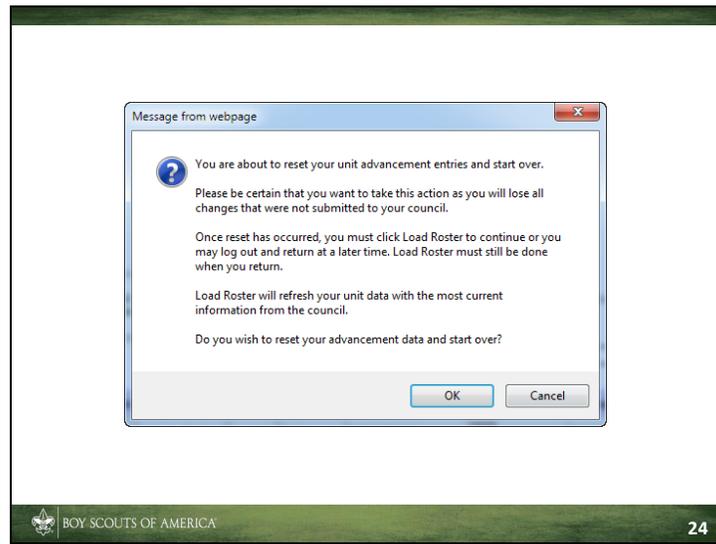
Once the file is loaded, this screen will show which Scouts were successfully matched with a member from your unit roster. Scroll to the bottom of the screen.



The bottom of the screen may have Scouts who were not part of the unit roster as it is known in the BSA system. This occurs when a youth application has either not been submitted to your council service center or not yet been processed by the council registrar. You will need to contact the registrar to resolve this issue before advancement for this member can be recorded.

This will also occur if you are using PackMaster, TroopMaster, ScoutSoft or Scoutbook and the youth member's name or date of birth does not match the information in the BSA system. In this case, you must either change the information in PackMaster, TroopMaster, ScoutSoft or Scoutbook or contact your council registrar to change the information in the BSA system.

Click "OK" to go to the next step to update a Scout's advancement.



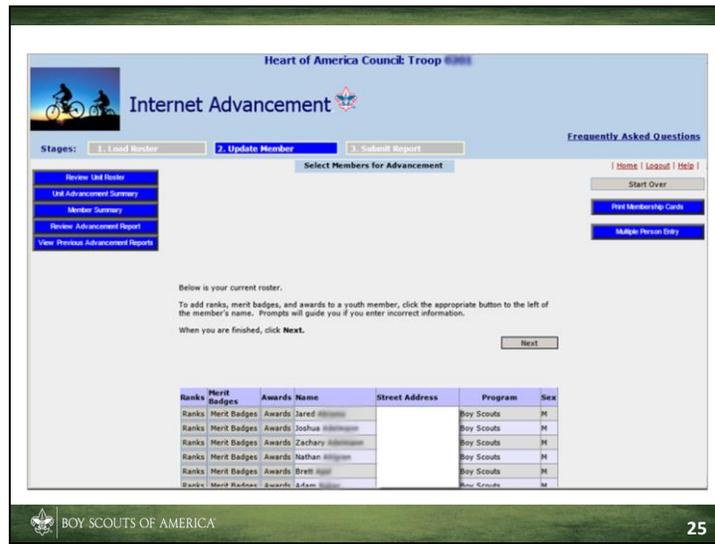
Before we continue, we should talk about “Start Over.”

When you log in to Internet Advancement, you’re creating a “session,” which is your local copy of what is stored in the BSA system. When you make changes, these are contained in your session and will not be changed in the BSA system until you confirm the changes through “Submit to Council” later on.

Assuming this is a new session and you find you've gotten a “might bewildered” (remember, Scouts never really get lost, they go on adventures!) or things just don't look right, you can click on the “Start Over” button. If you do, however, all information entered to this point is lost and you literally *start over* from the beginning.

If this is a continuation of a previous session, or if you’re unsure whether the information entered to this point is correct, you may want to generate a draft unit Advancement Report to see what would be submitted to the council. If there are errors, they can be corrected here so you won’t need to go through the start-over process.

The bottom line here, is to use “Start Over” with great care and only when necessary.



For the remainder of this presentation, we'll be showing the Boy Scout advancement screens. Cub Scout, Varsity Scouting, Venturing, and Sea Scouting screens will have the same “look and feel” as these screens.

This page is presented after the unit roster has been loaded. It’s used to update individual input for ranks, badges, and awards that have not already been loaded from the advancement file generated by PackMaster, TroopMaster, ScoutSoft or Scoutbookook.

As was mentioned earlier, some awards do not load from the advancement file.

Heart of America Council: Troop

Internet Advancement

Stages: 1. Load Roster 2. Update Member 3. Submit Report

Record Youth Ranks

Cancel Reset Save

Youth Ranks for Jared

Rank	Date Earned mm/dd/yyyy
Scout	04/30/2011
Tenderfoot	06/10/2011
Second Class	09/24/2011
First Class	
Star	
Life	
Eagle	
Bronze Palm	
Gold Palm	
Silver Palm	
Eagle + 20 Merit Badges	
Eagle + 25 Merit Badges	
Eagle + 30 Merit Badges	
Eagle + 35 Merit Badges	
Eagle + 40 Merit Badges	

BOY SCOUTS OF AMERICA 26

Clicking on the “Rank” button next to the first name brings up this screen where you can add the date for the next rank earned.

- Enter dates in a numbered month/day/full-year format. Leading zeros are optional; for example June 1, 2015 may be entered as either 06/01/2015 or 6/1/2015. The date earned must always be in the current month or a prior month and year (not in the future).
- Youth members must be currently registered in the unit to receive rank advancement (remember the unit roster earlier).
- If your unit is a lapsed unit (past its unit expiration date), you may only submit ranks with a date earlier than the unit's expiration date.
- Ranks are entered based on the program level of the youth member.

Heart of America Council: Troop []

Internet Advancement

Frequently Asked Questions

Stages: 1. Load Roster 2. Update Member 3. Submit Report

Record Youth Merit Badges (A-C) | Home | Logout | Help |

Cancel A-C D-K L-R S-Z Eagle Reset Save

Youth Merit Badges (A-C) for Jared

Award	Date Earned mm/dd/yyyy
American Business	
American Cultures	
American Heritage	
American Labor	
Animal Science	
Archaeology	
Archery	
Architecture	
Art	
Astronomy	
Athletics	
Automotive Maintenance	
Aviation	
Backpacking	
Basketry	06/10/2011

BOY SCOUTS OF AMERICA 27

Clicking on the “Merit Badges” (“Activity Badges” for the Cub Scout level) button next to the Scout’s name will bring up this screen, where you can enter the date when the badge was earned.

If a date is already filled in, you can correct it, but you cannot remove it; that action must be done through the council advancement processor.

For Cub Scouts, Webelos activity badges are processed in the same way.

Award	Date Earned mm/dd/yyyy
B. S. A. Lifeguard	
Boardsailing B. S. A.	
BSA Physical Fitness Award (Youth)	
Den Chief Service Award	
Em. Preparedness BSA - Sct. / Var.	
Fifty-Miler Award	
Firem'n Chip	
Historic Trails Award	
Interpreter Strip	
Kayaking BSA (Youth)	
Leave No Trace (Youth-BS/Vent.)	
Mile Swim	
National Medal-Outdoor Achievement	
NOA - Adventure Award	
NOA - Aquatics Award	
NOA - Camping Award	
NOA - Hiking Award	
NOA - Riding Award	
Paul Bunyan Woodsman	
SCUBA BSA (Youth)	
Snorkeling B. S. A.	
Tobler' Chip	
World Conservation Award (Boy Scout)	

Clicking on the “Awards” button next to a Scout's name will bring up this screen.

As with the “Badges” page, you can add the date when the award was earned.

Again, use same month/day/full-year format, and don't use dates in the future.

And remember, youth members must be currently registered.

If your unit is lapsed, submit ranks with a date earlier than the expiration date.

And, again, you cannot enter any nominated awards.

Heart of America Council Troop

Internet Advancement

Stages: 1. Load Roster 2. Update Member 3. Submit Report

Review Unit Roster
Unit Advancement Summary
Member Summary
Review Advancement Report
View Previous Advancement Reports

Select Members for Advancement

Home | Logout | Help |
Start Over
Print Membership Cards
Multiple Person Entry

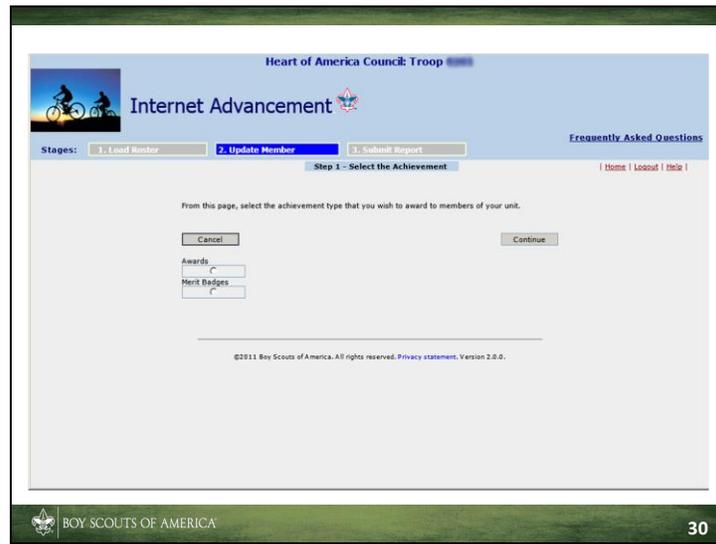
Below is your current roster.
To add ranks, merit badges, and awards to a youth member, click the appropriate button to the left of the member's name. Prompts will guide you if you enter incorrect information.
When you are finished, click **Next**.

Ranks	Merit Badges	Awards Name	Street Address	Program	Sex
		Awards Jared Williams		Boy Scouts	M
		Awards Joshua Williams		Boy Scouts	M
		Awards Zachary Williams		Boy Scouts	M
		Awards Nathan Williams		Boy Scouts	M
		Awards Brett Williams		Boy Scouts	M
		Awards Adam Williams		Boy Scouts	M

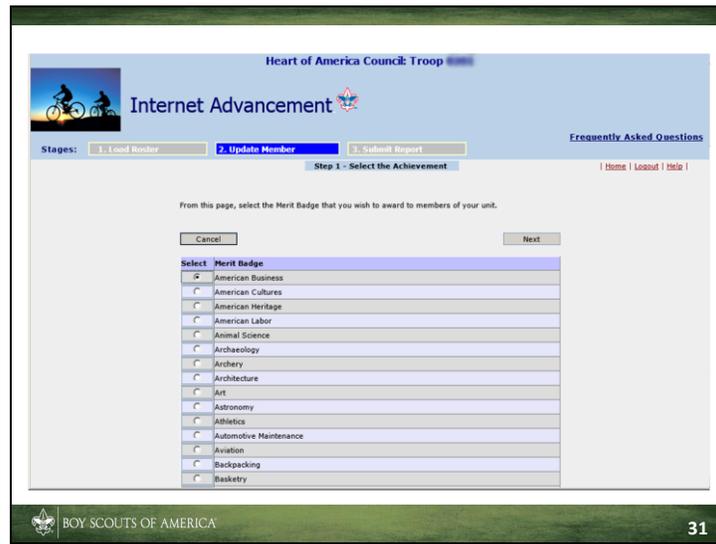
BOY SCOUTS OF AMERICA

29

If you have multiple Scouts earning ranks, badges, or awards on the same date, you have the option to click on the “Multiple Person Entry” button on the upper right-hand corner of this screen.



Select the type of award that has been earned and click “Continue.”



In this case, we selected “Merit Badges.” “Awards” works in the same way.

Select the merit badge, or merit badges, earned and click on “Next.”

The screenshot shows a web interface for the Boy Scouts of America. At the top, it says "Heart of America Council: Troop" and "Internet Advancement". There are three tabs: "1. Load Roster", "2. Update Member" (which is active), and "3. Submit Report". Below the tabs, it says "Step 2 - Enter the Date Earned". There are links for "Home", "Logout", and "Help".

The main content area has the instruction: "Enter the date that you awarded the previously selected Merit Badge to members of your unit." Below this are two rows of data, each with a "Cancel" button on the left and a "Next" button on the right.

Merit Badge	Date Earned mm/dd/yyyy
American Business	12/10/2011

At the bottom of the page, there is a copyright notice: "©2011 Boy Scouts of America. All rights reserved. Privacy statement, Version 2.0.0." and the Boy Scouts of America logo.

Enter the date the merit badge or award was earned next to the merit badge or award. Click "Next" when you're done.

Step 3 - Select the Members [Home](#) | [Logout](#) | [Help](#)

Select the members of your unit that earned the American Business Merit Badge on 12/10/2011 .

Select	Name	Age	Grade
<input type="checkbox"/>	Jared Parker Monroy	12	6
<input type="checkbox"/>	Zachary Michael Robinson	11	5
<input type="checkbox"/>	Joshua Thomas Robinson	13	7
<input type="checkbox"/>	Nathan D. Simpson	16	10
<input type="checkbox"/>	Brett Thomas Spill	11	5
<input type="checkbox"/>	Adam Loren Taylor	10	5
<input type="checkbox"/>	Jared D. Smith	15	9
<input type="checkbox"/>	Gregory William Taylor	15	9
<input type="checkbox"/>	Jordan D. Taylor	16	10
<input type="checkbox"/>	Hayden Smith	16	11
<input type="checkbox"/>	Riley D. Smith	14	8
<input type="checkbox"/>	Keegan Allen Campbell	12	7
<input type="checkbox"/>	Kannon W. Casey	15	9
<input type="checkbox"/>	Giovanni E. Clark	17	11
<input type="checkbox"/>	Austin Tyler Cochran	11	5
<input type="checkbox"/>	Anthony Miller D. Davidson	11	6
<input type="checkbox"/>	Ryan Henry Davis	15	10
<input type="checkbox"/>	Neil Christopher Deardorff	16	10
<input type="checkbox"/>	Austin Michael Edwards	14	9
<input type="checkbox"/>	Samuel L. Edwards	17	11
<input type="checkbox"/>	Benjamin James Ellis	13	7
<input type="checkbox"/>	Brookston Lee Evans	13	7

BOY SCOUTS OF AMERICA 33

Select each Scout who has earned the merit badge or award from the unit roster by clicking next to the name. After all have been selected, click “Save.”

Heart of America Council: Troop

Internet Advancement

Stages: 1. Load Member | **2. Update Member** | 3. Submit Report

Select Members for Advancement

Review Unit Profile
 Unit Advancement Summary
 Member Summary
 Review Advancement Report
 View Previous Advancement Reports

Frequently Asked Questions
 Home | Logout | Help | Start Over
 Print Membership Cards
 Multiple Person Entry

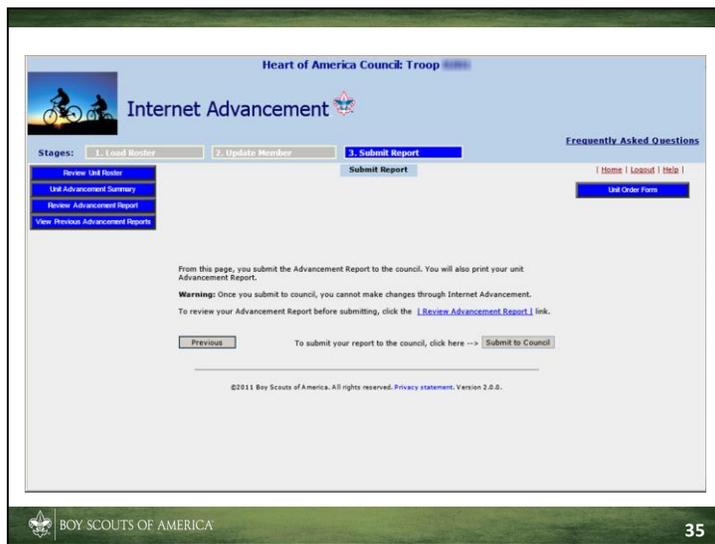
Below is your current roster.
 To add ranks, merit badges, and awards to a youth member, click the appropriate button to the left of the member's name. Prompts will guide you if you enter incorrect information.
 When you are finished, click **Next**.

Rank	Merit Badges	Awards Name	Street Address	Program	Sex
Ranks	Merit Badges	Awards Jared		Boy Scouts	M
Ranks	Merit Badges	Awards Joshua		Boy Scouts	M
Ranks	Merit Badges	Awards Zachary		Boy Scouts	M
Ranks	Merit Badges	Awards Nathan		Boy Scouts	M
Ranks	Merit Badges	Awards Brett		Boy Scouts	M
Ranks	Merit Badges	Awards Adam		Boy Scouts	M

BOY SCOUTS OF AMERICA

34

Once you've entered everything, click “Next.” This will take you to the next stage: submitting the advancement report to your council.



This screen comes up when you click on “Submit Report.”

You can now create a draft of what will be submitted by clicking on “Review Advancement Report.”

You can also click on “Unit Order Form” to produce the shopping list of the recognition items that may be picked up at the Scout shop. To establish that the ranks, badges, or awards have been reported, you must submit the printed advancement report when picking up the items.

Advancement Report
Boy Scouts of America

Unit: Troop _____
Chartered Organization: _____
District: Red-Tailed Hawk - 1
Council: Heart of America Council
Unit Expire Date: 01/31/2013

Processor: _____
a _____
S _____

Date Submitted: _____
Date Awards Needed: _____

DRAFT VERSION: This is a draft report only and cannot be used for unit advancement. You must Submit this file to obtain the final version of your unit Advancement Report.

No new achievements were recorded for this unit during this session.

Total different youth 0 Qualified for 0 rank(s)
Total different youth 0 Qualified for 0 merit badge(s)
Total different youth 0 Qualified for 0 award(s)
Total different youth 0 Qualified for 0 belt loop(s)

Unit Awards Summary
Boy Scouts of America

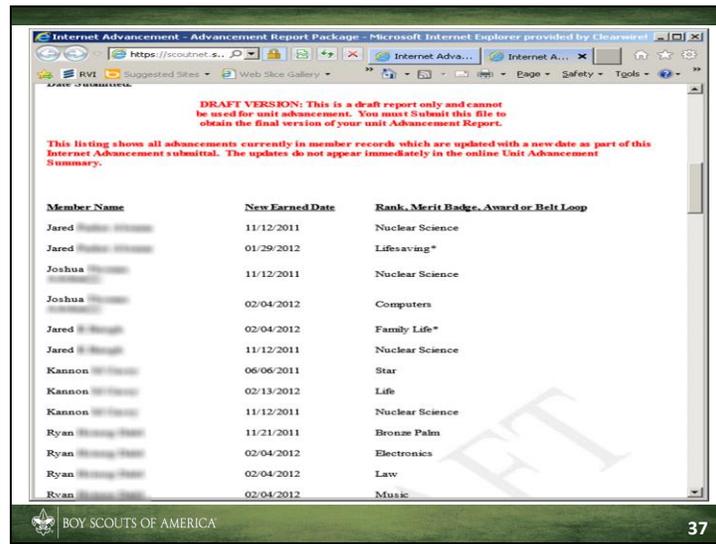
Date Submitted: _____
Date Awards Needed: _____

DRAFT VERSION: This is a draft report only and cannot be used for unit advancement. You must Submit this file to

BOY SCOUTS OF AMERICA 36

Here is a sample draft unit Advancement Report.

Check the report for accuracy, regardless of whether you've uploaded the information from an advancement file or manually entered it. You can go back and correct any information as required.



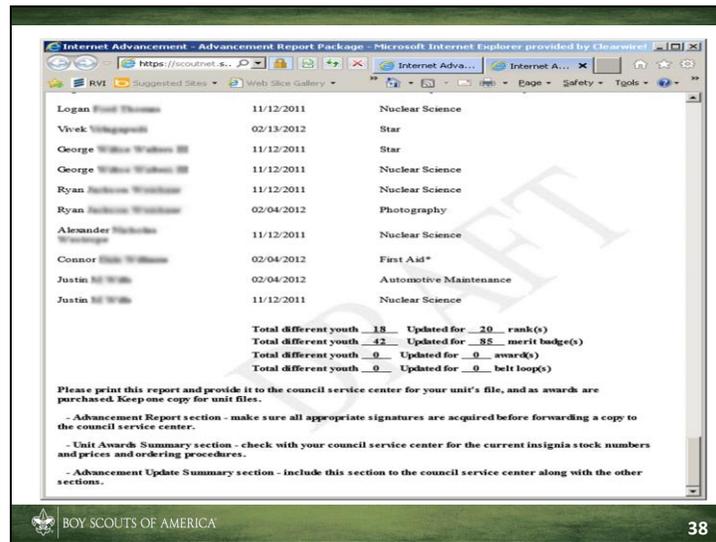
DRAFT VERSION: This is a draft report only and cannot be used for unit advancement. You must Submit this file to obtain the final version of your unit Advancement Report.

This listing shows all advancements currently in member records which are updated with a new date as part of this Internet Advancement submittal. The updates do not appear immediately in the online Unit Advancement Summary.

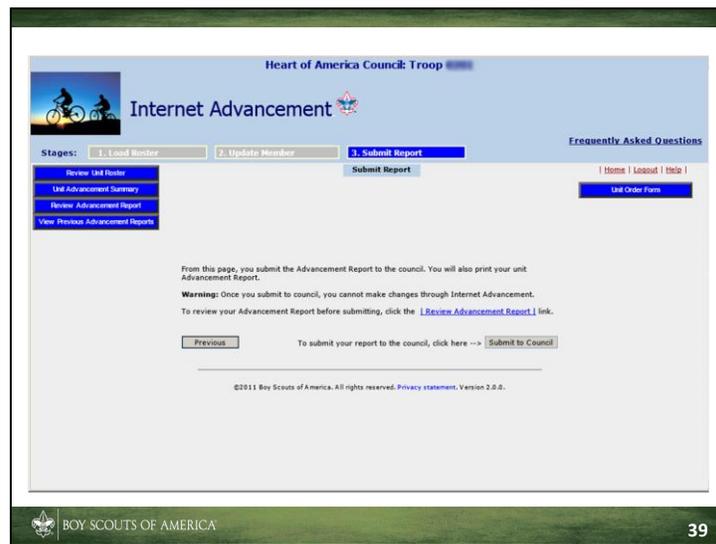
Member Name	New Earned Date	Rank, Merit Badge, Award or Belt Loop
Jared	11/12/2011	Nuclear Science
Jared	01/29/2012	Lifesaving*
Joshua	11/12/2011	Nuclear Science
Joshua	02/04/2012	Computers
Jared	02/04/2012	Family Life*
Jared	11/12/2011	Nuclear Science
Kannon	06/06/2011	Star
Kannon	02/13/2012	Life
Kannon	11/12/2011	Nuclear Science
Ryan	11/21/2011	Bronze Palm
Ryan	02/04/2012	Electronics
Ryan	02/04/2012	Law
Ryan	02/04/2012	Music

BOY SCOUTS OF AMERICA 37

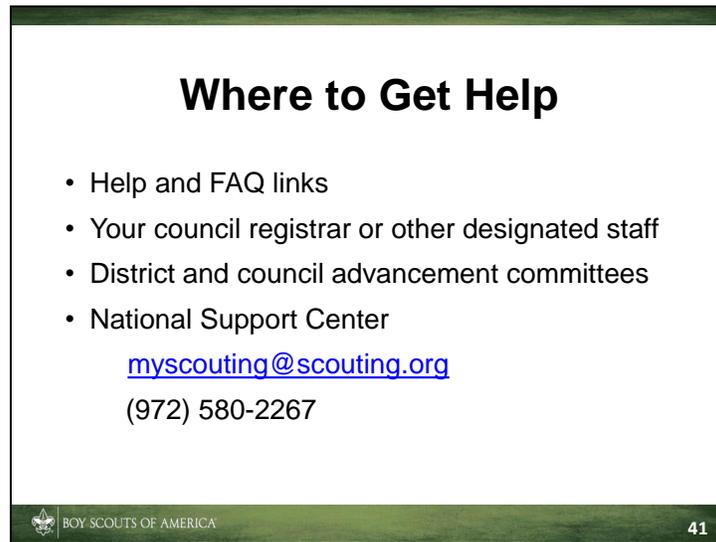
As we scroll down the report, we can see the youth member names and advancement information.



At the bottom of the screen, we find instructions for the submission process. You may find this helpful.



When you're done reviewing the report, it must be submitted by clicking on "Submit to Council." Once that happens, you then print two copies of the unit Advancement Report; one is for your records and the other is brought to the Scout shop after the required signatures are obtained.



Where to Get Help

- Help and FAQ links
- Your council registrar or other designated staff
- District and council advancement committees
- National Support Center

myscouting@scouting.org
(972) 580-2267

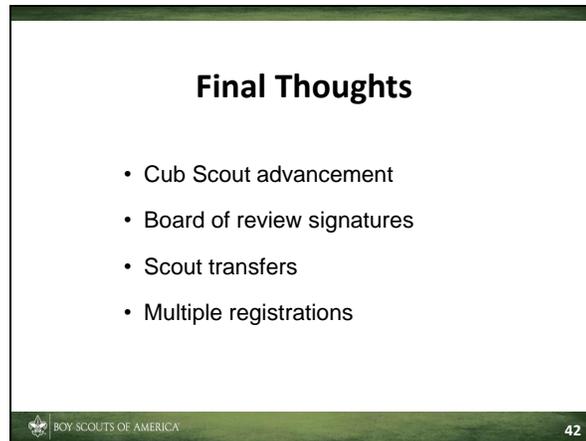
 BOY SCOUTS OF AMERICA 41

The system includes a link to “Frequently Asked Questions” on every page, as well as an indexed help tool that can be searched by keyword or topic.

Most councils have established “Help Desk”-style assistance, assigning staff responsibility for answering questions, providing Unit IDs, monitoring activity, changing passwords, resetting profiles and data, and creating reports requested by council management for staff and volunteer use.

Your district and council advancement committees should also be able to help find answers to your questions.

The National Support Center should be contacted only if the previous contacts are unable to assist.



Cub Scout Academics & Sports Program

While this program has been discontinued, it will continue as part of Internet Advancement for a period of time. Likewise for activity badges, which will continue to be used by second-year Webelos Scouts through 5/31/16.

In the past there has been an issue with Cub Scout data saving if you did not enter in the order listed. We believe the problem has been resolved. But if you have a problem with saving Cub Scout data, try entering and saving data as follows:

Enter ranks, then save.

- Enter adventure loops, then save
- Enter adventure pins, then save.
- Enter awards, then
- Enter activity badges, then save.
- Enter belt loops, then save.

Board of Review Signatures

As part of the board of review process, some councils recommend that you print, complete, and sign a copy of the blank unit Advancement Report form found at:

<http://www.scouting.org/filestore/pdf/34403.pdf>, and then provide the form to the unit advancement coordinator for entering into Internet Advancement. The signed UAR is then attached to the Internet Advancement-generated unit Advancement Report and submitted to your council service center. In this way, there is no need to chase signatures after the fact.

Scout Transfers

A Scout's BSA identification number is unique only to each council, so a Scout's advancement information cannot be transferred to his new council without the originating council's "release." This is why it is important to obtain the Scout's name and his current BSA ID on the youth application, as it is registered in the previous council, so that the transfer can take place properly. Nicknames and other differences will only delay the transfer. Attaching a copy of the member summary (one of the reports) from the old unit to the youth application helps with the transfer process.

Multiple Registrations

You may find that some Scouts have multiple registrations with units, for example, when a youth is registered in a troop and crew. The units might even be in different councils. When the Scout hold registration with multiple units, his records should be maintained only in one of the units. As he passes requirements in his secondary unit, the information should be relayed back to his "advancement unit of choice," so that only one advancement record is maintained. Recognition will be problematic if advancement is recorded in two different units.

Advancement Education

BSA

Prepared. For Life.®

Questions?

Thank you for attending!

BOY SCOUTS OF AMERICA

43