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# Parent's Trail Guide to Scoutbook

**Welcome to Scoutbook!** This tool will help you, your scout, and your unit to keep track of all the amazing adventures and activities your scout does and achieves. This is a brief overview of how Scoutbook works.

You will get an email from your unit inviting you to join <http://Scoutbook.com> where you will log in with your email address and the temporary password from the invite.

Most of what you will do starts when you click "My Dashboard." You can think of this as the Trailhead for your Scoutbook—where all the other paths go, and where to come back to if you get lost.



**Quick Nav** (points to the navigation menu icon)

**Go Back** (points to the back arrow icon)

**Go Home** (points to the home icon)

**Refresh** (points to the refresh icon)

**Update your Profile here** (points to the My Account link)

**Your scout's data is here** (points to the My Family section)

**Your unit's home page(s)** (points to the Pack and Troop sections)

**A list of upcoming events for your unit(s)** (points to the Events section)

Your first trail stop is **your profile**. Be sure to keep your information updated!

**Add a pic of yourself** (points to the profile picture area)  
Click on the pic to change it

**Your default unit** (points to the unit selection area)  
What your left shoulder should look like

**Change your password** (points to the password field)

**Your activity logs—**  
**NOTE—**Unit admins can NOT add adult camping, hiking or service activities. **You** need to do this manually.

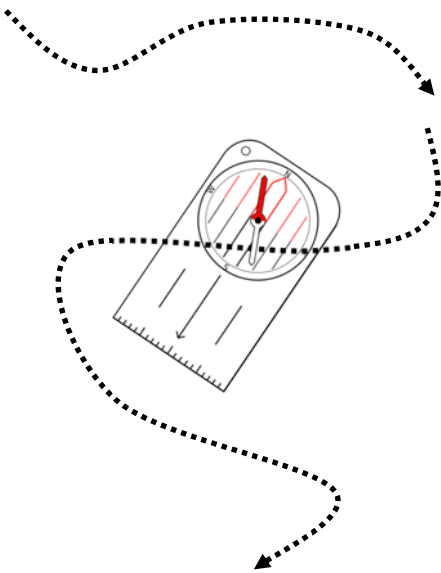
**Update Your Profile** and write a bio (points to the bio text area)

**Check your positions and Trained Leader status**  
**NOTE—**This information comes from BSA as long as your BSA # is in your profile.

**View all Scouts you are connected to** (points to the My Connections section)

**Your BSA Council info** (points to the My Positions section)





Your next trail stop is **editing your profile**.

**Data you need to update:**

- Your name, mailing address, phone numbers and if you want to receive texts  
*Your email address is your login ID. You can change that on your main profile page*
- Your swimming classification and when that was issued
- Your Annual health record date for the A/B and C forms
- Your Council and District
- Your member ID
- Talent Release—do you approve of your name/image used in BSA promotional material?
- Your Bio and Scouting experience.  
*Short and sweet note about yourself*

Now—lets check in on your scout.

From **“My Dashboard”** click a scout from the **“My Family”** section. This open’s the scout’s profile page.

What you see here is depends on what access you have. We will assume you have edit profile and advancement rights for our trail.

The **Scout’s Profile page** is filled with lots of great information.

Name, Den (Cubs), Photo, Rank, % complete to next rank, and Parents

This is their left shoulder—including any leadership patch.  
  
The green check here shows their leadership role was approved by the unit.

Who is the scout connected to?

Update Awards, Advancement,

Update Leadership, camping, hiking, service hours, and training here (usually done by Advancement/Admin)

OA membership is shown here (updated by the Admin/ Advancement in profile)

Advancement towards ranks (including Adventures and Merit Badges) are here

Awards (BSA approved and not required for advancement) are listed here

Update the scout’s profile and picture here

Unit membership and Payment logs

Run advancement reports—especially useful for transferring or Boards of Review

## Things to do on your scout's page:

- Add a photo of the scout to help leaders know who the scout is
- Add/update their profile information including
  - Name, address, phone numbers (these are for the scout)
  - The scout's birthday
  - Their current school and grade
  - Approving their Talent release
  - Add the date of when they joined Scouts (if that date is blank)
  - Boy's Life Subscription (be sure to let the Unit know too!)
- Check their advancement and awards, and update as needed

Admins/Advancement chairs typically update

- Swimming records
- Medical Form records
- OA records
- LDS

## Giving your scout access to Scoutbook

Only a parent can give access to a scout to Scoutbook. We recommend they get access to Scoutbook as a Boy Scout after they earn their cyber chip, but that is entirely up to you.

- The Scout needs their own email address to access the application. In their profile
- The Parent accesses the Scout's "Edit Profile" screen and clicks the "Invite Scout to Connect" button on the bottom of the page.
- The scout will get an email with instructions on how to log in.
- NOTE—Scoutbook does NOT replace a Scout's Handbook signature

## A Note on Advancement Checkmarks in Scoutbook

There are three kinds of colored checks for Advancement:

- **Green** check means the scout has checked a box saying they are ready to be tested - OR something is signed off in a book by a scout, but not recorded yet by Advancement.

*Green is the **ONLY** check color a parent or scout should ever use on their own records.*

- **Blue** check means it has been approved and recorded by the unit Leadership.
- **Yellow** check means it has been awarded to the scout



## Last Trail Stop—Events

Use the calendar to keep up to date on

- Unit events (Pack, Troop, Crew, Patrol, Den, etc)
- RSVP and complete permission slips
- Sync with your personal calendar to keep the calendar at your fingertips!

My Calendar - Jan 31, 2016

January			
Sun	Mon	Tue	Wed
27	28	29	30
3	4	5	6 Troop Meeting
10	11	12	13 Troop Meeting
17	18	19	20 PLC
24	25	26	27 Troop Meeting
31	1	2	3 Troop Meeting

Legend:  
Troop 14 Subscribe  
Troop 14 Burning Marshmallow Patrol Subscribe  
Troop 14 Cottonballs Patrol Subscribe  
Troop 14 Spartans Patrol Subscribe  
Troop 14 Dragon Warriors Patrol Subscribe  
Troop 14 Canadian Emus Patrol Subscribe  
Troop 14 Earthquakes Patrol Subscribe

Sync with Personal Calendars

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