

Scoutbook for Leaders

Logging in

Scoutbook is a website and mobile app used by the Boy Scouts of America (BSA) to help Scout leaders manage their units and track Scout's progress towards rank advancement.

To create a Scoutbook account:

1. Go to <https://www.scoutbook.com/> and click on the "Sign Up" button in the top right corner of the page.
2. Enter your name, email address, and password.
3. Click the "Sign Up" button to create your account.

After you have created your account, you can log in to Scoutbook by entering your email address and password at <https://www.scoutbook.com/>.

If you are unsure about your account status, you can navigate to my.scouting.org and press the 'Forgot username/password' link. From the recover page, you can attempt to recover your username or password. By entering the email address you used on your application, you will get an email with your account information.

If you are having difficulty creating an account or logging in, you can contact your unit's leaders or the BSA Customer Care team for assistance.

Dashboard

When you initially log in you will be taken to the dashboard page. The dashboard will give you an overview of the Units, Dens, or Patrols you are a member of. From this page, you can click on a unit to view the unit's overview or select a scout to enter advancement.

If you are a parent of a Scout, you will also be able to see any family members in the unit.

The dashboard will also give you an overview of events planned for your den or the pack.



My Account

1. Click the My Account link
2. Click the "Password" link to set your password to something you can remember
3. To activate text messaging, enter your cell phone number and select your cell service provider then click on Activate / Verify. You will receive a code, input that code into Scoutbook and your account will now be able to send and receive text messages.

Advancement

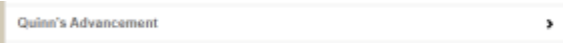
There are a couple of ways of recording advancement. You can record advancement for a single Scout or you can record advancement as a group using the Quick Entry feature.

Individual

1. From the dashboard click on the Scout you wish to update their advancement.



2. On the Scouts profile page, select the Advancement option.



3. Choose the Rank the scout is working on.



4. Choose the Adventure.



5. Choose the requirement that the Scout completed.



6. Enter the Date of completion and choose Leader Approved.

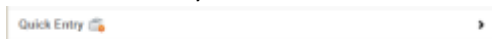


Quick Entry

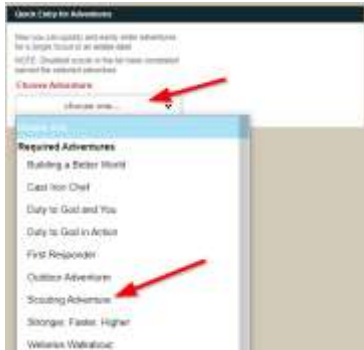
1. From the dashboard or the Unit page, click on the banner containing the Den name.



2. Select Quick Entry.



- Choose Enter Adventures **Note:** you can also enter awards this same way.



- Enter the Date Completed.
- Select one or more of the requirements that the Scouts have completed.
- Select the Scouts who you wish to mark as complete.



Calendar

The Calendar can help your unit in many ways. Not only can you have scheduled events, but you can track attendance, permission slips, and RSVP.

Events

- To access the calendar, go to My Dashboard
- Select Events



- Select My Calendar then select the date you wish to add an event to. (Alternately you may select Create New Event).



4. Enter the following:
 - a. Choose the calendar you wish to add the event too.
 - b. Select the event type. Depending on the Calendar and Event Type, Scoutbook will automatically populate suggested invitees. You may edit the list of invitees.
 - c. Enter the name of the event
 - d. Enter the location of the event
 - e. Enter the Start date/time
 - f. Enter the End date/time



Attendance

After you first create an event and the meeting takes place, you can go into the event and mark all those who attended by clicking on the Scout's name in the Invitees section. Scoutbook includes average attendance on the unit, den, and patrol pages as well as on each Scout's account page. The attendance average is calculated based on the unit's charter date. There is also an Attendance Report that works with this feature.

Permission Slips

When you create an event in Scoutbook you can optionally print permission slips for your invitees. These will be prefilled forms that you can print and hand out to the parent or guardian to sign off.

Plan for Excellence

Optionally you can make the event an Outdoor Activity or a Service Project. Selecting either of these will help your unit track its score toward your journey to excellence.

If you make the event an Outdoor event a weather widget will be displayed in the title of the event so you can easily see the forecasted weather for that date.

Communicating

E-mail

Scoutbook can send email or text messages to adults and Scouts in your unit. Messages from Scoutbook that are sent to a Scout are automatically copied to their parent. Leaders can only send emails to those Adults and Parents of Scouts the leader they connected to.

Scouts will only receive emails if they have been invited to Scoutbook by their parents. Any email sent to a Scout will also be sent to their parent. Only parents can add youth email to Scoutbook so that the youth can connect to Scoutbook, see the calendar, and their advancements, and also receive email and messages.

1. To access the calendar, go to My Dashboard
2. Select Messages.




3. Select Send Message.
4. Select one or more Recipients.
5. Add a subject and Body.
6. Ensure Send Email is Selected.
7. Press Send Message.



Often the email is put into your junk or spam folder mistakenly (Hotmail is notorious for this). Sometimes you can even find it in your Deleted folder. Please look everywhere for our email.

Text Message

You can also send Text messages to your unit. However for that to occur, you must have text messaging configured in the recipient's profile in Scoutbook. You can easily see which recipient has done this by this icon  next to the recipient's name.

1. Go to My Dashboard
2. My Account
3. Edit Profile

Make sure you have a cell phone number entered, select your cell phone service provider, then click the Activate / Verify button. A verification code will be sent to your cell phone.

While in the Send Message screen (see above) you can click on SEND TEXT button (towards the bottom of the page) and select people who have the small phone icon next to their names. Those are the people who have activated their accounts to receive text messages.