

## Pack 230 Guide to Scoutbook.com



Welcome to Pack 230's guide to Scoutbook! This step-by-step guide explains how to officially record achievements your Scout has finished. There are also instructions for creating reports to view advancement, emailing other members of your Den, and using the Pack 230 calendar.

Scoutbook.com is Pack 230's online/smartphone tool for recording the Cub Scout achievements your Scout has finished. Any achievement done with family is recorded by the parent. Most Den leaders will mark off achievements done with the Den, but parents should double-check the information they recorded to make sure they didn't miss anything.

All Cub Scout parents are authorized as "Akelas" to sign off on achievements their Scout has completed, whether at home or with the Den. Every Cub Scout rank from Lion to Webelos includes many achievements that can *only* be done with the scout's family. Parents are responsible for marking off these "at-home" achievements. Most of the remaining achievements are *possible* to do at home, though it will probably be most fun with the Den. If your scout misses a meeting, he will usually make it up by doing it with family.

Scoutbook is extremely helpful for keeping track of the numerous achievements and awards your Scout will work on throughout Cub Scouts. Multiple different leaders and parents can mark off achievements. The website compiles everything that was completed and generates a "shopping list" for the awards that were earned. We purchase awards from the scout store typically once a month, prior to each Pack meeting.

Your Scout should also mark off his achievements in his physical handbook so he can see his own progress, but Scoutbook is the official record we use for the shopping list.

The achievements we record on Scoutbook are also sent to the Scouts BSA official awards database. When Pack 230 purchases awards for the boys at the scout store, the scout store checks this database to ensure the awards were earned. It is important for scoutbook.com to have up-to-date information to ensure these purchases go smoothly.

These instructions are for the desktop version of Scoutbook. There is also a mobile version that works well on smartphones. Just go to scoutbook.com on your smartphone's web browser. The layout is different but the steps are the same.

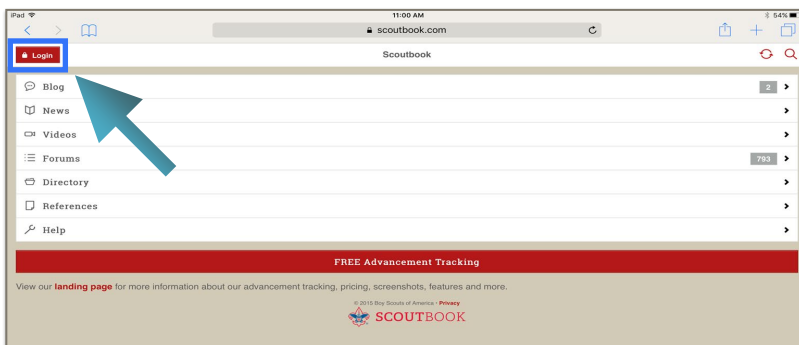
Happy scouting!

## HOW TO LOG ON TO SCOUTBOOK FOR THE FIRST TIME

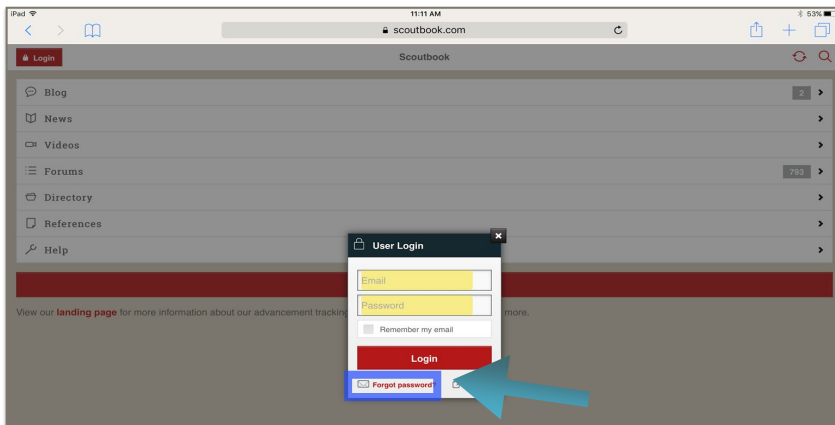
1) Go to [www.scoutbook.com](http://www.scoutbook.com)



2) Click the login button in the top left corner.



3) Click the forgot password link at the bottom of the pop up window



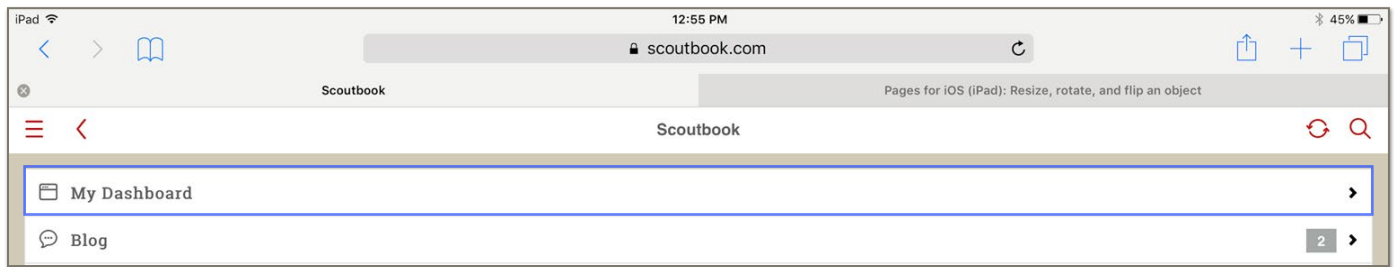
4) Enter your email address and click "Send New Password." Enter the email address you gave Pack 230 on your signup forms.

5) You will receive a new password at this email address in a few minutes from [scoutbook.com](http://scoutbook.com). Use this password to login. You should change your password after login in to Scoutbook.

**If you do not receive a password reset email, we may not have the correct email address for you in Scoutbook.com. Email [pack230cubmaster@gmail.com](mailto:pack230cubmaster@gmail.com) and we will fix the email address.**

## HOW TO CHANGE YOUR PASSWORD

- 1) Select "My Dashboard"



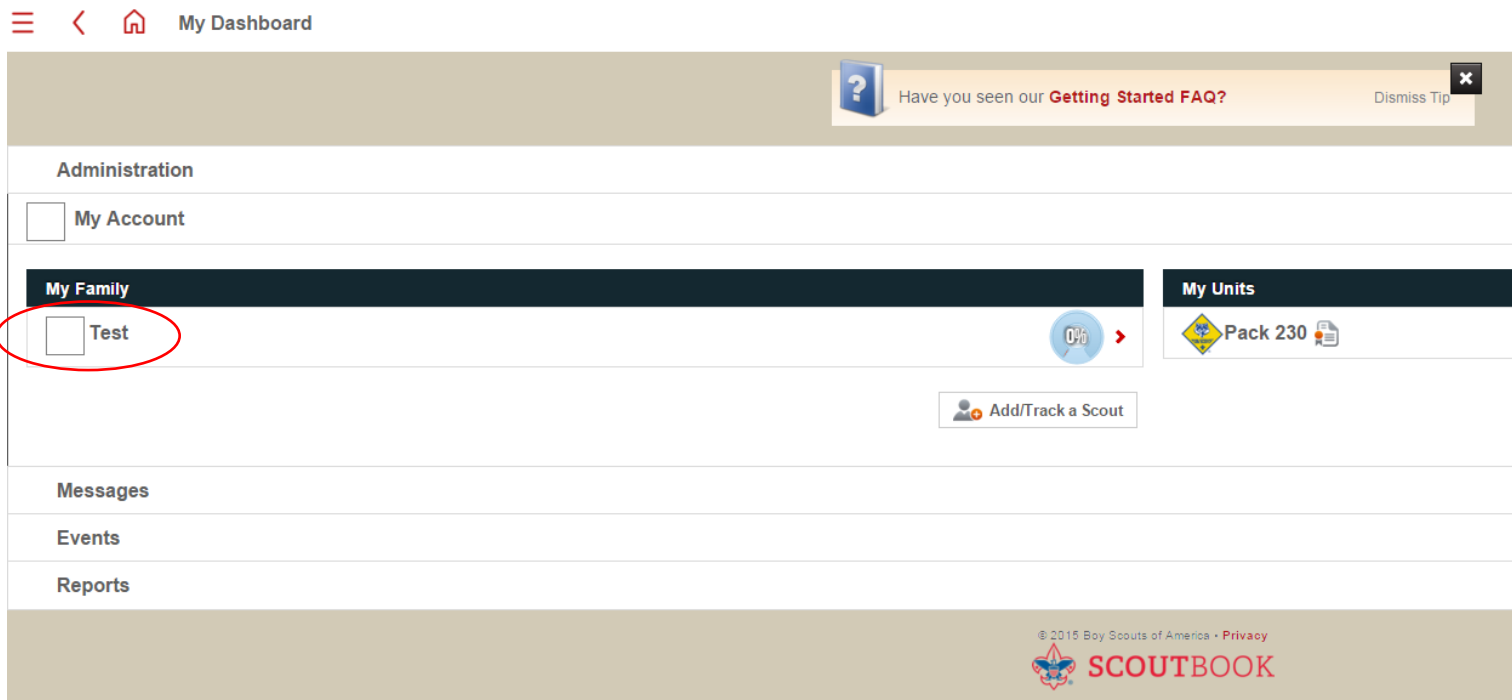
- 2) Select "My Account"
- 3) Select "Password."
- 4) Change your password and click submit.

## AFTER CONNECTING TO YOUR ACCOUNT: HOW TO LOG ON AND USE SCOUTBOOK

1. Go to [www.scoutbook.com](http://www.scoutbook.com). As before, click Login in the top-right corner. On the next screen, click Login in the top-left corner. Enter your email and password in the pop-up screen and click Login.
2. Click “My Dashboard.”



3. Click on your Scout’s name under “My Family.”



There is a handy top bar for navigating backward to previous screens. This is what it looks like after clicking through several more screens:





4. From this view, you can edit all the details related to your Scout.

- Click “Edit Profile” to edit your Scout’s name and date of birth. **The official date of birth, and the first, middle, and last name, must exactly match what was written on the Youth Application.** If there is a mismatch, your Scout’s achievements will not transmit to the BSA’s official database and we may have trouble getting his awards from the scout store. Please double-check this.
- You can also add a nickname which will appear within the Scoutbook system to you and others.
- Click “[Scout]’s Advancement” to record most of the achievements your Scout will work on throughout Cub Scouts. Clicking “[Scout]’s Awards” will take you to a special section for unusual extra awards.

YOUR CONNECTION PERMISSIONS WITH TEST:

Full Control Remove


 DEN: Bear Den 4  
 CURRENT RANK: No Rank  
 BOBCAT BADGE:   
 LOOPS: 0 PING: 0  
 PARENTS / GUARDIANS:  Tester Scouter

Advancement



Awards

[Edit Profile](#)

[Upload Photo](#)

[Test's Payments Log](#)

[Test's Connections](#)

[Test's Advancement](#)

[Test's Awards](#)

[Test's Leadership](#)

[Test's Training](#)

[Test's Service Log](#)

[Test's Camping Log](#)

[Test's Hiking Log](#)

[Reports](#)

5. Click on your Scout's rank. "Test Scout" is a Bear, so we will click on that.

Test Scout

Test's Rank Advancement

- Bobcat
- Tiger
- Wolf
- Bear

Test's Cub Scout Advancement Report

6. The achievements are divided the same way they are in your Scout's handbook – by “adventure,” or chapter. Click on the chapter/adventure for which you want to record achievements.
- Notice the Adventures are divided into Required Adventures and Elective Adventures. Your Scout will complete all the Required Adventures, the Youth Safety Pamphlet and Cyber Chip, and 1-2 of the Electives
7. We will click “Fellowship and Duty to God,” since this chapter is generally done 100% with family.

Bear Rank

Percent Completed

2010 2015

Bear Rank Requirements

1. Complete each of the following Bear required adventures with your den or family:

- Bear Claws 33% completed
- Bear Necessities 0% completed
- Fellowship and Duty to God 0% completed
- Fur, Feathers, and Ferns 0% completed
- Grin and Bear It 0% completed
- Paws for Action 0% completed

2. Complete one Bear elective adventure of your den or family's choosing.

3. With your parent or adult partner, complete the exercises in the pamphlet How to Protect Your Children From Child Abuse: A Parent's Guide, and earn the Cyber Chip award for your age.\*

- (a) Pamphlet exercises
- Cyber Chip Award (Grades 1-3) 0% completed

\*If your family does not have Internet access at home AND you do not have ready Internet access at school or another public place or via a mobile device, the Cyber Chip portion of this requirement may be waived by your parent or guardian.

Bear Elective Adventures (13)

- A Bear Goes Fishing
- A World of Sound
- Baloo the Builder
- Bear Picnic Basket
- Beat of the Drum
- Critter Care
- Forensics

8. From this view, you can either click “Adventure Quick Entry” at the top to edit multiple achievements at once, or click the box next to one achievement to edit only that one.

**Adventure Quick Entry** ▶

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**Fellowship and Duty to God Adventure Requirements**

**Percent Completed**

Do either requirement 1 OR requirement 2.

- 1. Earn the religious emblem of your faith.
- 2. Complete 2a and at least two of requirements 2b–2d.
  - (a) Working with a parent or guardian, spiritual advisor, or religious leader, provide service to help a place of worship or spiritual community, school, community organization, or chartered organization that puts into practice your ideals of duty to God and strengthens your fellowship with others.
  - (b) Identify a person whose faith and duty to God you admire, and discuss this person with your family.
  - (c) Make a list of things you can do to practice your duty to God as you are taught in your home or place of worship or spiritual community. Select two of the items, and practice them for two weeks.
  - (d) Attend a religious service, den or pack meeting worship service, or time of family reflection and discussion about your family's beliefs.

**Legend:**

- Prerequisite Required or Optional Requirement
- Not Started
- Started
- Completed
- Leader Approved/Recorded
- Awarded

9. If you click the box next to 2b, for example, you will see this screen. To mark the achievement complete, enter a date (or press “Today”) then click “Save.” You can also add a note if you would like to explain what you did to your leader, or for your own memory.

**Fellowship and Duty to God Adventure Requirement #2b**

Identify a person whose faith and duty to God you admire, and discuss this person with your family.

This requirement is optional and is not required because Test has already fulfilled enough requirements in the series.

Date Completed: (mm/dd/yyyy)

**Today** **Save**

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**Notepad & Comments**  
about Test's requirement #2b

**Tester Scouter** just now

**Post Note**

10. If you instead click “Adventure Quick Entry, you will see this view with all the achievements for the chapter.

- You can also look at the “quick entry” for all the other chapters/adventures under “Choose Adventure.”
- Important: as with many chapters, *your Scout does not need to do all of these achievements to complete the chapter.* Many chapters give you a choice of achievements to complete.



- **Scoutbook.com does not tell you when some of the achievements are optional.** Be sure to check the handbook or meritbadge.org (a scouting “Wikipedia”) to see what the options are. Here’s how it works for this chapter. I searched meritbadge.org for “Bear Scout” to find this.

**Bear Adventure: Fellowship and Duty to God requirements**

Do either requirement 1 OR requirement 2.

1. Earn the religious emblem of your faith.
2. Complete 2a and at least two of requirements 2b–2d.
  - a. Working with a parent or guardian, spiritual advisor, or religious leader, provide service to help a place of worship or spiritual community, school, community organization, or chartered organization that puts into practice your ideals of duty to God and strengthens your fellowship with others.
  - b. Identify a perScout whose faith and duty to God you admire, and discuss this perScout with your family.
  - c. Make a list of things you can do to practice your duty to God as you are taught in your home or place of worship or spiritual community. Select two of the items, and practice them for two weeks.
  - d. Attend a religious service, Den or Pack meeting worship service, or time of family reflection and discussion about your family's beliefs.

9. We will do 2a, 2c, and 2d to complete this chapter. Click the checkboxes next to the achievements, click the checkbox next to your Scout's name, enter the “date completed,” and click “Save.” You can also add comments from this view.

Quick Entry for Fellowship and Duty to God Adventure

Now you can quickly and easily enter adventures for a single Scout or an entire pack!

Choose Adventure: Fellowship and Duty to God

Date Completed: 12/14/15

Choose Scout(s):  Test Scout

Select Requirements:

- #1 Earn the religious emblem of your faith.
- #2a Working with a parent or guardian, spiritual advisor, or religious leader, provide service to help a place of worship or spiritual community, school, community organization, or chartered organization that puts into practice your ideals of duty to God and strengthens your fellowship with others.
- #2b Identify a person whose faith and duty to God you admire, and discuss this person with your family.
- #2c Make a list of things you can do to practice your duty to God as you are taught in your home or place of worship or spiritual community. Select two of the items, and practice them for two weeks.
- #2d Attend a religious service, den or pack meeting worship service, or time of family reflection and discussion about your family's beliefs.

Notes/Comments:

Save

NOTE: This action cannot be undone. If you make a mistake you must go into each Scout record to make corrections.

10. That's it! We've recorded an achievement. You will be returned to the view for the chapter/adventure, which is now "completed."

The screenshot shows the 'Adventure Quick Entry' page for 'Fellowship and Duty to God Adventure Requirements'. The page is marked as 'Completed' with a green checkmark and a date of 'Dec 14, 2015'. The requirements listed are:

- Do either requirement 1 OR requirement 2.
- 1. Earn the religious emblem of your faith.
- 2. Complete 2a and at least two of requirements 2b–2d.
  - (a) Working with a parent or guardian, spiritual advisor, or religious leader, provide service to help a place of worship or spiritual community, school, community organization, or chartered organization that puts into practice your ideals of duty to God and strengthens your fellowship with others. completed Dec 14, 2015
  - (b) Identify a person whose faith and duty to God you admire, and discuss this person with your family.
  - (c) Make a list of things you can do to practice your duty to God as you are taught in your home or place of worship or spiritual community. Select two of the items, and practice them for two weeks. completed Dec 14, 2015
  - (d) Attend a religious service, den or pack meeting worship service, or time of family reflection and discussion about your family's beliefs. completed Dec 14, 2015

A legend below the requirements defines the checkbox colors:  Prerequisite Required or Optional Requirement,  Not Started,  Started,  Completed,  Leader Approved/Recorded, and  Awarded.

The bottom section is titled 'Notepad & Comments' and shows a text input area for 'Tester: Scouter' with a 'Post Note' button.

- **Checkbox colors:** Notice the checkboxes are green. A Den leader or Pack leader must approve/record all achievements before they can be sent to the BSA. The checkboxes will turn blue when the leader has approved the achievements. Leaders can choose to approve all information that all parents have input with one click, or they may wish to individually approve an achievement after asking the scout/parent about it.
- Your leaders can also keep track of who has been *awarded* their beads, badges, etc. The checkboxes turn yellow after the leader indicates that the award related to this chapter has been handed out. This is a very useful tool for keeping track of who has been given what.
- **Leaders:** if for some reaScout you already gave out an award, and do not need it to be purchased, please mark it "awarded" (yellow) so it does not end up on the shopping list.

## Reports

Reports are a handy way to see all of your scout's advancement progress in a customizable format.

- Go to My Dashboard > Reports> Report Builder.
- Select “Cub Scouts,” “All,” and your Scout's name.
- Check “Rank requirements,” “Adventures,” and any adventures you are interested in.
  - Disregard the other checkboxes – they refer to the obsolete pre-2015 awards system.
- Under Settings, check “Show Adventure Requirements” and anything else you want to see.
- If you want to generate the same report later, give it a title and check “Save Report to My Dashboard.” It will be available with one click under My Dashboard > Reports
- Click Generate Report

### Report Builder

#### Generate your own custom reports with Scoutbook's Report Builder!

Use Report Builder to create advancement reports for the entire pack/troop. It even lets you compare Scouts from entirely different units if you want. Quickly see which badges, awards and requirements your Scouts have in common and which ones they all need to complete. Compare their progress side by side. Create and save your custom reports to your Dashboard for easy access to the data that is most important to you.



#### Choose Report Type:

Cub Scouts Boy Scouts

#### Choose Scouts:

All 1 Custom 0

#### Choose Data:

<input type="checkbox"/>	Bobcat Badge
<input type="checkbox"/>	Rank Requirements
<input checked="" type="checkbox"/>	Tiger Badge
<input checked="" type="checkbox"/>	Rank Requirements
<input checked="" type="checkbox"/>	Adventures
<input checked="" type="checkbox"/>	Backyard Jungle
<input type="checkbox"/>	Games Tigers Play
<input checked="" type="checkbox"/>	My Family's Duty to God
<input checked="" type="checkbox"/>	Team Tiger
<input checked="" type="checkbox"/>	Tiger Bite

#### Settings:

<input type="checkbox"/>	Show % Complete
<input type="checkbox"/>	Show Dates
<input type="checkbox"/>	Show Requirement Descriptions
<input checked="" type="checkbox"/>	Show Adventure Requirements
<input type="checkbox"/>	Show Current Rank
<input type="checkbox"/>	Show Current Rank Date

#### Report Title:

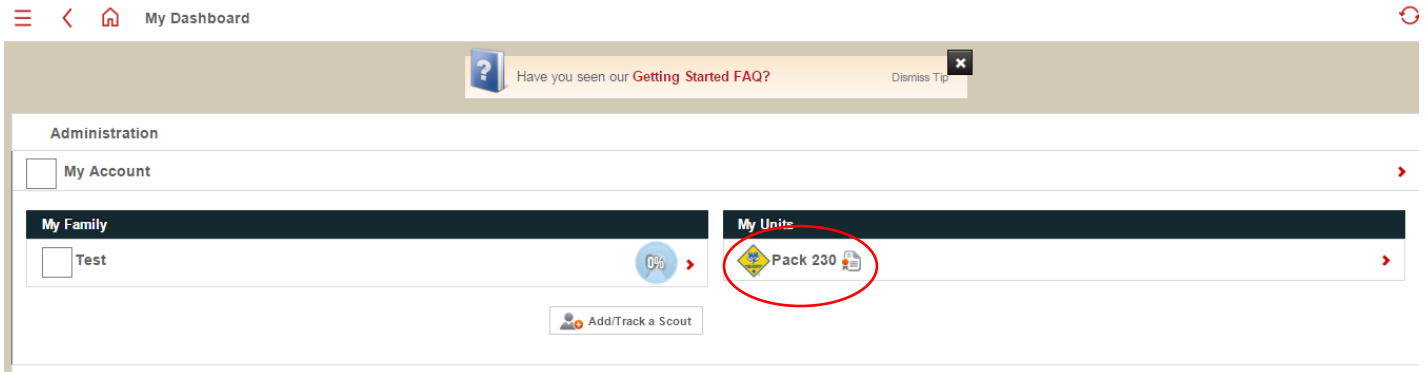
Test Scout's Progress

Save Report to My Dashboard

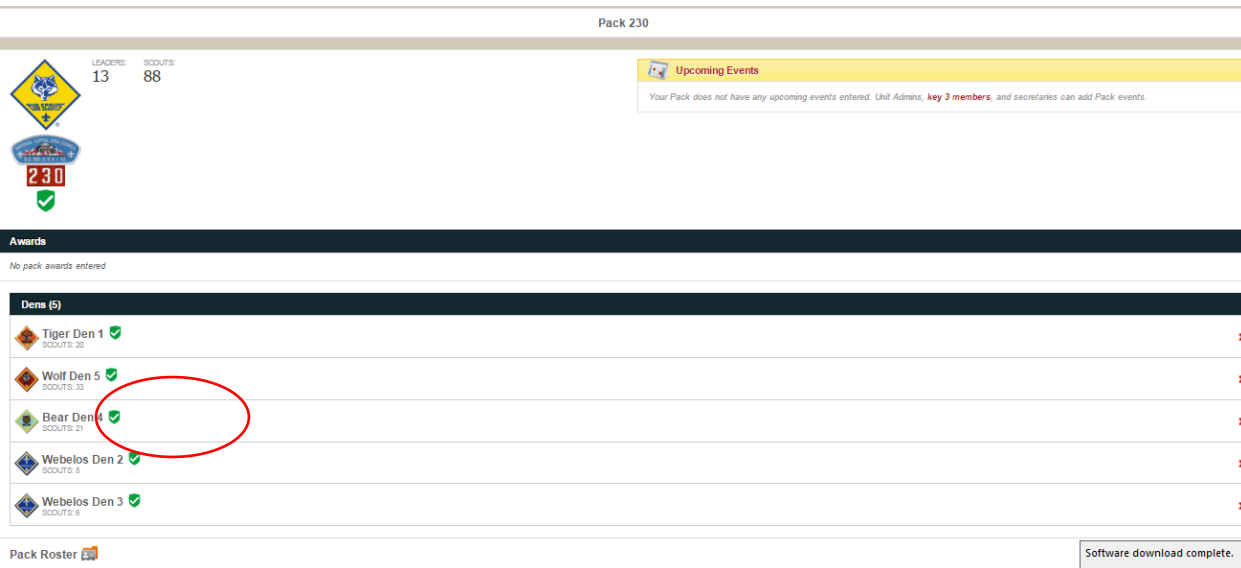
Generate Report

# Emailing other Pack 230 Adults

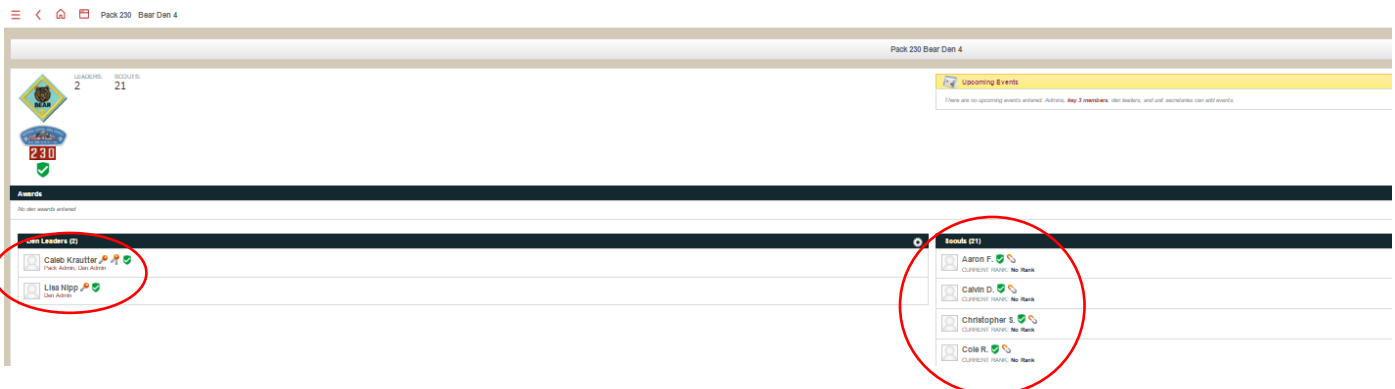
1. From My Dashboard, click on Pack 230 under My Units



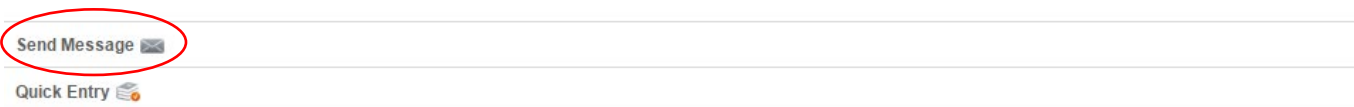
2. Click on your Den.



3. Under “Bear Den 4,” for example, you can view the leaders and the first names of the other boys in the Den. You can only view other details if you are a “Den administrator.”

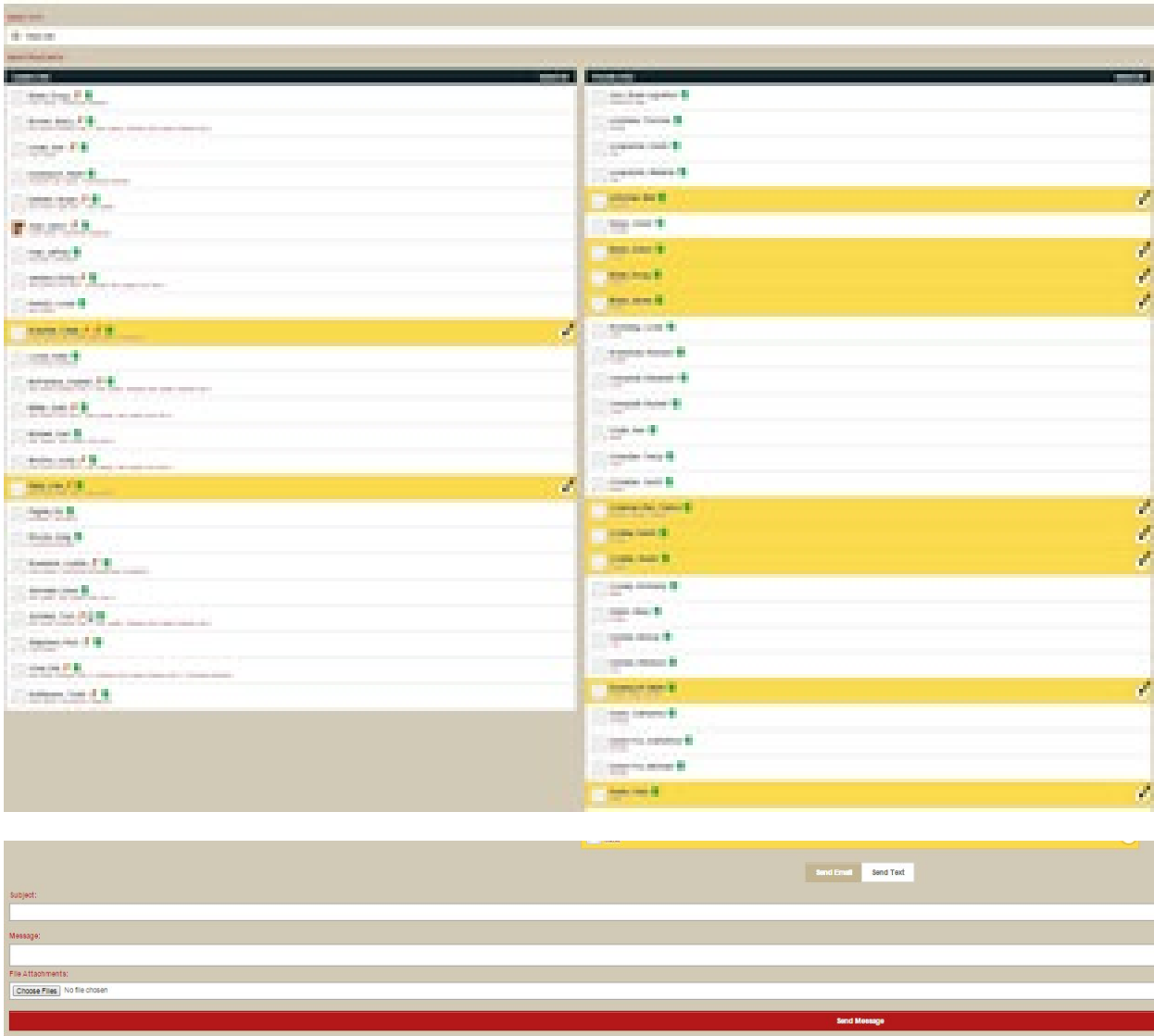


4. Way down at the bottom there is a “send message” button. You can use this to email other leaders and parents.



5. The adults from your Den will be automatically selected as recipients. Check/uncheck to modify recipients, write a subject and body for your email, and click the red “send message” button.

- You can also access the Send Message function from several other pages, such as My Dashboard and the Pack 230 page. You must access it from the Den page, however, if you want only the parents from that Den to be automatically selected as recipients.



- Do not click the gray “send email” or “send text” buttons; those toggle between emails and text messages. Text messages will only go to those who have signed up for them.
- Adults may individually sign up to receive text messages under My Dashboard>My Account>Mobile Phone>Mobile Carrier/Text Messaging. Pack 230 is not asking adults to do this, but each Den may make their own decision.

