



my.Scouting  
&  
Scoutbook  
Quick  
Reference  
Guide  
for  
Leaders

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# Scouting Websites Overview

## my.Scouting.org

Updated February 19, 2023

As a Scouting volunteer, get access to your Scouting record and submit important information about your unit. Access to various tools is based on your registered Scouting position, so be sure to submit your Adult Leader Application and follow all procedures when stepping into a new role.

### WHAT CAN I DO HERE?

- Update Your Contact Information
- Print your membership card
- Take Online Training Courses through eLearning
- Take Youth Protection Training
- Access Training Status Information for Yourself or Your Unit
- Access Internet Advancement
- Access Internet Rechartering
- Manage BeAScout.org Information

## Scoutbook.Scouting.org

Scoutbook is a web-based youth advancement tracking tool. It is complimentary for individual and Scout unit use.

Scoutbook also provides messaging tools, photo and video sharing, and event and activity planning as well as Merit Badge Counselor information for troops. Scoutbook will not necessarily replace other unit management software your Scout unit might be using, but all units should start using Scoutbook since it is synchronized with the Scouting main membership database records.

### WHAT CAN I DO HERE

- Track Individual Scout Advancement
- Track Advancement for Multiple Scouts
- Plan Activities and Events and Send Group Messages

## Advancements.Scouting.org

Internet Advancement is managed through my.Scouting.org and Scoutbook. Units can use Internet Advancement to record their Scout advancement online. This method is both easy and accurate for adding ranks, merit badges, and awards.

## Advancements.Scouting.org - Recharter

Internet Rechartering is the online system for annual membership renewal of your unit. It is available prior to your charter expiration and for 60 days after expiration.

### WHAT CAN I DO HERE?

- Access Internet Rechartering

# My.Scouting Roles

## Key 3 Roles

Only the Key 3 can respond to online applications, printing rosters, assigning a Unit Advancement Chair, changing adult positions, assigning a delegate on their behalf, etc.

(Key 3 includes the Chartered Org Rep, Cubmaster/Scoutmaster, and Committee Chair.)

### **Chartered Organization Rep (COR) Role – In regard to applications:**

- Only the COR can accept adult applications.
- Adults do not apply for specific positions.
- The COR assigns a unit position to the adult leader when he/she accepts the application.

## Key 3 Delegates

Delegates can be assigned to act on behalf of the Key 3. Only the Chartered Org Rep can assign a delegate for their position.

### **COR Delegate – In regard to applications:**

- Can accept adult or youth apps.
- Receives no other powers.
- Responds to inquiries.

### **Key 3 Delegate – In regard to applications:**

- Can accept youth apps ONLY.
- Can respond to inquiries.
- Can make registration inquiries.

# Applications – General Notes

*Notifications are sent via email on Mondays & Thursdays to the Unit Key 3 or Delegates.*

*View pending applications by logging into my.Scouting>click Menu>click Unit>click Member Manager.*

When an application comes in:

1. Send a welcome email.
2. Immediately, follow-up with a text saying thank you for your interest.
3. Follow that with a phone call introducing yourself and the unit.

## **In my.Scouting Membership Manager:**

- Post updates in the LEAD NOTES section.
- This helps keeps the district/council informed.
- Helps coordinate within the unit Key 3 and Delegates.

## **Applications Will Time out!**

- On Day 1, once a new Scout applies, the unit receives a notification.
- On Day 6, if no action is taken, the application is reassigned to the district or council level and the unit can no longer take any action.
- On Day 14, the application is closed.

my.Scouting | Membership Manager

Pack 0463 First United Methodist Church - Pearland

**Lead Information**

Heard About: Open House/School  
Date Submitted: 08-30-2021

**Youth Information:**  
Age: 5 Grade: Kindergarten / Grade Prior to the First Grade  
Contacted Organization: Pack 0463  
Currently Assigned to Organization: Pack 0463

Comment from Lead: no comment

**Lead Notes**

Status updated to Pending Reassignment  
Sun, Aug 8, 2021 1:57 AM

Talked to parent. Sent link for registration.  
Wed, Aug 4, 2021 9:19 PM

Status updated to Opened  
Wed, Aug 4, 2021 9:20 PM

Status updated to Opened  
Mon, Aug 30, 2021 5:19 PM

Emailed and texted parent.  
Mon, Aug 30, 2021 5:20 PM

Type your note... **POST**

**Buttons:** Reassign, Close Lead, Complete, Send Application

# Applications - How to Take Action for Youth

- *Notifications are sent via email on Tuesdays & Fridays when a new application is pending unit approval.*
- *Only Key 3 (Chartered Org Rep, Cubmaster/Scoutmaster, and Committee Chair) or Key 3 Delegates may approve youth apps.*
- You may download the application for contact information, but you **MUST DO THIS BEFORE** accepting the youth applicant.
- If you forget to download the application, you can run reports on completed applications.

The screenshot displays the 'my.Scouting | Membership Manager' interface for Troop 0464. The page is titled 'Troop 0464 First United Methodist Church - Pearland'. On the left, there is a sidebar with the troop logo and navigation options: 'Application', 'Invitation', and 'Reports'. The main content area is divided into three sections:

- Application Summary:** Shows a membership term from Sep 1, 2021 to Jan 31, 2022. It indicates the applicant has applied to Troop 0464 and is currently assigned to Troop 0464 as a Youth Member. An application ID of 300258451 is visible, along with a 'VIEW INVOICE' button.
- Application Notes:** A text area for adding notes, with a 'POST' button.
- Review Application:** A progress bar showing three steps: '1 Youth Information', '2 Guardian Information', and '3 Payment/Checkout', all of which are marked as 'COMPLETED'. A 'DOWNLOAD APPLICATION' link is located below the progress bar.

At the bottom of the review section, there are three buttons: 'ACCEPT' (highlighted with a yellow arrow), 'REASSIGN', and 'DO NOT ACCEPT'.

# Applications - How to Take Action for Adults

- Only the Chartered Org Rep (COR) or their Delegate may approve adult apps. Only the COR can designate their delegate. (Go to my.Scouting>click Unit>click Position manager>click Functional roles.)

- YPT required to accept.
- USR – Good starting place.
- Doesn't need additional training.
- Recharter training deadline.
- Can find their fit in the unit.
- Easy to reassign in my.Scouting.
- May need to “acknowledge” disclosures prior to accepting.

The screenshot displays the 'Application Summary' and 'Application Notes' sections. A yellow arrow points to the 'Current Status: Pending Acceptance' text. The 'Application Notes' section contains several entries, including an 'ACKNOWLEDGEMENT NOTE' and a note about YPT training. Below these sections is a 'Review Application' progress bar with three steps: '1 Basic Information' (COMPLETED), '2 Background Information' (COMPLETED), and '3 Payment/Checkout' (COMPLETED). At the bottom, there are links for 'ADDITIONAL INFORMATION' and 'DOWNLOAD APPLICATION'.

**Application Summary**

Current Status: Pending Acceptance  
YPT Status: Never Taken

Gender: Male  
Date of Birth: [REDACTED]  
Membership Term: Aug 1, 2021 - Jan 31, 2022

Applied to Organization: Pack 0452  
Currently Assigned to Organization: Pack 0452

APPLICATION ID: 200328275 [VIEW INVOICE](#)

**Application Notes**

the YPT training.  
Wed, Aug 25, 2021 9:58 AM  
Albert Opella

**ACKNOWLEDGEMENT NOTE**  
Status updated to Pending Reassignment.  
Thu, Sep 2, 2021 2:01 AM

Per Mike, has not been able to take YPT, as of Aug 30  
Thu, Sep 2, 2021 9:17 AM  
Haldemar Turner

Status updated to Pending Acceptance  
Thu, Sep 9, 2021 10:38 AM  
William Clarke

Type your note... [POST](#)

**Review Application** Pending Acceptance

1 Basic Information COMPLETED

2 Background Information COMPLETED

3 Payment/Checkout COMPLETED

[ADDITIONAL INFORMATION](#) [DOWNLOAD APPLICATION](#)

# Changing Adult Positions

- Key 3 or Delegates can do this.
- Log into my.Scouting. Click Unit under Menu>click Position Manager.
- Drag and Drop changes.
- Takes effect overnight.

The screenshot displays the my.Scouting interface for Pack 0463. The left sidebar contains navigation options: Settings, Unit No., Roster, Position Manager (highlighted with a yellow arrow), and Reports. The main content area is titled 'Registered Positions' and 'Functional Roles'. It features a 'KEY 3:' section with three roles: Committee Chairman (1/1\*), Cubmaster (1/1\*), and Chartered Organization Rep. (1/1\*). Below this, there are several rows of roles, each with a 'Show All' link and a list of names with a plus icon. The roles include Committee Member (6), Den Leader (6), Assistant Cubmaster (2), Assistant Webelos Leader (0), Asst. Den Leader (1), Executive Officer (1\*), Lien Guide (0), New Member Coordinator (0), Pack Trainer (0), Parent Coordinator (0), Tiger Den Leader (0), Unit Chaplain (0/1), Unit College Scouter Reserve (0), Unit Participant (0), Unit Religious Emblems Coord (0/1), Unit Scouter Reserve (4), Venturing Participant (0), and Webelos Leader (1).



# Transfers – Unit How-To

- Must be done by one of the Key 3.
- Click Unit >Roster.
- Choose Scout. Click Transfer icon on top gray bar.
- Can Bulk Transfer.

The screenshot displays the my.Scouting Organization Manager interface for Pack 0463. The sidebar on the left contains navigation options: Settings, Unit Pin, Roster (highlighted with a yellow arrow), Position Manager, and Reports. The main content area shows the Roster page with a search bar and a toolbar containing icons for Transfer, Compose, Print, Edit Profile, Export Roster, and Filter. The Transfer icon is highlighted with a yellow arrow. Below the toolbar is a table with columns for Name, Member ID, Role, and Gender. The table contains several rows of member information, including Youth Members, Committee Members, and a Unit Scouter Reserve. A yellow arrow points to the 'Roster' option in the sidebar, and another yellow arrow points to the 'Transfer' icon in the toolbar.

Name	Member ID	Role	Gender
		Youth Member	M
		Committee Member <small>Transfer</small>	F
		Den Leader <small>Transfer</small>	M
		Youth Member	M
		Youth Member	M
		Youth Member	M
		Committee Member	M
		Youth Member	M
		Youth Member	M
		Unit Scouter Reserve <small>Transfer</small> Tiger Cub Adult	M

# Transfers – Parents How-To

- Parent may also transfer the Scout.
- Log into my.Scouting>click Menu>click My Application.
- Choose child>click Transfer.

The image shows a composite screenshot of the my.Scouting web application. On the left, the 'Menu' sidebar is visible, with 'My Application' highlighted by a yellow arrow. The main content area shows a list of applications under the heading 'TRANSFER / MULTIPLE / RENEW APPLICATIONS'. Each application entry includes the name, member ID, and troop information. The 'Transfer' and 'Multiple' buttons are highlighted with yellow arrows, indicating the steps to transfer a scout.

TRANSFER / MULTIPLE / RENEW APPLICATIONS		
Personal Information		
William Clarke Member ID: 1208274 Troop 448 First United Methodist Church - Portland	Multiple	Renew
William Clarke Member ID: 1209274 Pack 043 First United Methodist Church - Portland	Multiple	Renew
William Clarke Member ID: 1209274 Troop 044 First United Methodist Church - Portland	Multiple	Renew
William Clarke Member ID: 1208274 Troop 044 First United Methodist Church - Portland	Multiple	Renew
Windy Clarke Member ID: 1344579 Troop 044 First United Methodist Church - Portland	Transfer	Renew
Madeline Clarke Member ID: 1281174 Troop 448 First United Methodist Church - Portland	Transfer	Multiple

# Running Reports

- Must be done by key 3 or Delegates.
- Log into my.Scouting>click on Unit>click on Reports.
- Great for finding Applications & Invitations.

The screenshot displays the my.Scouting Membership Manager interface for Pack 0463. The top navigation bar includes the my.Scouting logo and the text 'Membership Manager'. Below this, the pack name 'Pack 0463 First United Methodist Church - Pearland' is shown. A sidebar on the left contains navigation options: 'Application', 'Invitation', and 'Reports', with an orange arrow pointing to 'Reports'. The main dashboard area features a 'Last updated at: 09/09/2021 10:32:00 AM' timestamp and a 'RELOAD' button. Four key statistics are displayed: 'Total Applications Last 90 days' (14), 'Application in Progress Last 90 days' (0), 'Total Closed Applications Last 90 days' (0), and 'Total Completed Applications Last 90 days' (14). Below these are two sections: 'Pending Summary' with a table of application stages and 'Alerts' with a pie chart showing a 100% completion rate. A 'Reports' section at the bottom lists various reports such as 'CLOSED LEADS REPORT', 'COMPLETED APPLICATIONS', 'FAMILY REPORT', 'INITIATED APPLICATIONS REPORT', 'LEADS IN PROGRESS', and 'MEMBERSHIP TOTALS REPORT', each with a 'Run' button.

Application Stage	Count
Pending Acceptance	14
Pending Acknowledgement	0
Pending Applicant Agreement	0
Pending Applicant Response	0
Pending Payment	0
Pending Reassignment	0
Pending Refund	0
Pending Review	0

Report Name	Action
CLOSED LEADS REPORT	Run
COMPLETED APPLICATIONS	Run
FAMILY REPORT	Run
INITIATED APPLICATIONS REPORT	Run
LEADS IN PROGRESS	Run
MEMBERSHIP TOTALS REPORT	Run

# How To Update Your www.BeAScout.org Info

Go to:

- My Scouting >Unit >Organization Manager
- Click Unit Pin.
- Update the following:
  - Important Info
  - Leader name, email, phone
  - Meeting location
  - Meeting date/time
  - Inviting info about your unit

The screenshot displays the myScouting Organization Manager interface for Pack 0463. The left-hand menu includes options like My Training, My Profile, Manage Member ID, My Account, My Application, My Recent Tools, BSA Web Links, Crew 0464 - Northern Star 03, Application Manager, Invitation Manager, Organization Manager (highlighted with a yellow arrow), Roster, Trained Leader Report, Training Manager, and YPT Reports. The main content area is titled 'Pack 0463 First United Methodist Church - Pearland' and contains sections for 'Unit Information', 'Unit Pin Preview', and 'Unit Meeting Address'. A second yellow arrow points to the 'Unit Pin' option in the left-hand menu.

**Unit Information**

- Pin Mode:
  - Only Allow the Council to Update Pin Information
  - Allow Units to Update Pin Information
- Appear on BeAScout:
- Allow People to Apply Online:
- Contact Information:
  - Contact Person: Waylon Sheffield
  - Phone: (281) 381-0803
  - Email: [Redacted]
- Unit Website:
- Additional Unit Information:

We are currently accepting both boys and girls from grades K-5. Our pack meetings are usually the 4th Thursday of the month. Pack 463 was the original Cub Scout Pack founded in Pearland and is celebrating its 75th anniversary in 2021.

**Unit Pin Preview**

**Pack 0463 First United Methodist Church - Pearland**

Contact: Waylon Sheffield  
Phone: (281) [Redacted]  
Email: waylon [Redacted]  
Website: http:// [Redacted]

Den for Boys or Girls

Online Registration available for this unit.

We are currently accepting both boys and girls from grades K-5. Our pack meetings are usually the 4th Thursday of the month. Pack 463 was the original Cub Scout Pack founded in Pearland and is celebrating its 75th anniversary in 2021.

**Fields to Display on Unit Pin:**

- Unit Meeting Address:
- Contact Person's Name:
- Phone Number:
- Contact Email:
- Unit Website:
- Additional Unit Information:

**Unit Meeting Address**

**Address**

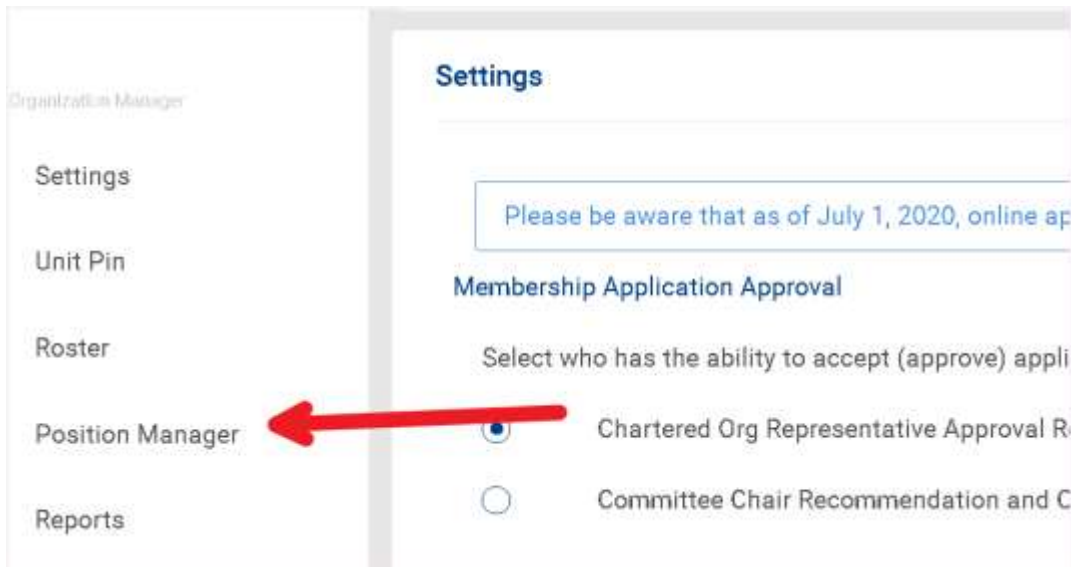
2214 N Grand Blvd  
Pearland, TX 77581

# Scoutbook – Advancements

Unit Key 3s and their delegates always have access to Internet Advancement. The unit can also designate any new adult as the Unit Advancement Chair.

## Assigning Advancement Chairs

A unit Key 3 logs into my.Scouting.org and clicks on the menu in the upper left, then their unit, and the Organization Manager and then Position Manager on the left:



The roles that can access Internet Advancement are Key 3 Delegate or Advancement Chair.

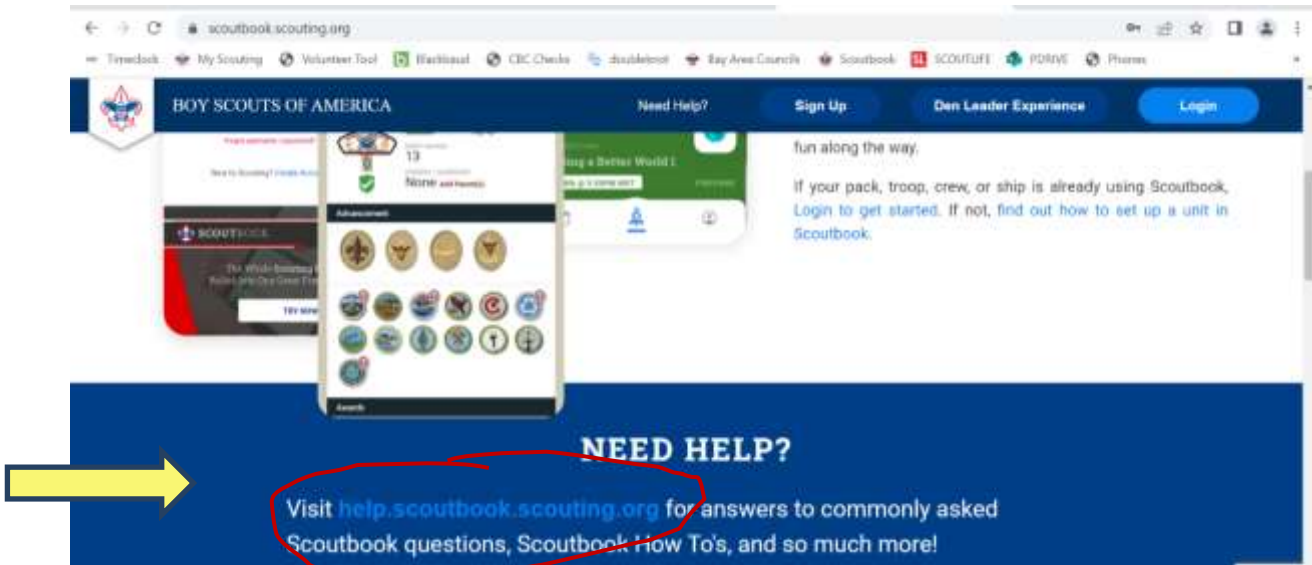
*For help entering advancements, see next page. (Help Using Scoutbook.)*

# Scoutbook – Help Using Scoutbook

Use the help guide to find answers to questions such as:

- “How to add Den leaders.”
- “How to assign Scouts to a Den.”

The help section can be found on the website, [www.Scoutbook.scouting.org](http://www.Scoutbook.scouting.org) BEFORE you log in. Scroll down the page or visit the help site directly at [www.help.scoutbook.scouting.org](http://www.help.scoutbook.scouting.org).



## More helpful searches:

Contents
How to Login for Unit Volunteers
Creating Dens / Patrols and Assigning Scouts
Setting up Adult Roles in Your Unit in Scoutbook
Setting up Parents / Guardians
Setting up Scouts

# Scoutbook FAQs

## **Help! A Scout is Not Showing on Our Unit Roster!**

A new Scout should appear on your roster in Scoutbook within approximately 48 hours after they appear on your roster in Member Manager in my.Scouting.org. We strongly advise that you wait for this automatic process to occur. This will avoid issues in the future.

## **How do I find a list of Merit badge Counselors or add one to our roster?**

Only unit leaders can find the list of merit badge counselors on the unit page. Unit leaders can also obtain a report of which leaders in your unit are merit badge counselors, and what badges they counsel.

To have a Merit Badge Counselor added, please contact the council.

Merit Badge Counselors can see their position by logging into Scoutbook, click on My Dashboard >>My Positions. They will not show as having the position on the troop roster because it is a council position, not a troop position.

## **Rosters**

To pull a roster with the Scouts Date of Birth, the Key 3 or Delegates must use Scoutbook.

Use Report Builder to create a report with full DOB. Another option is that unit Admins can Export / Backup the Scouts csv file, and DOB is one of the data fields.

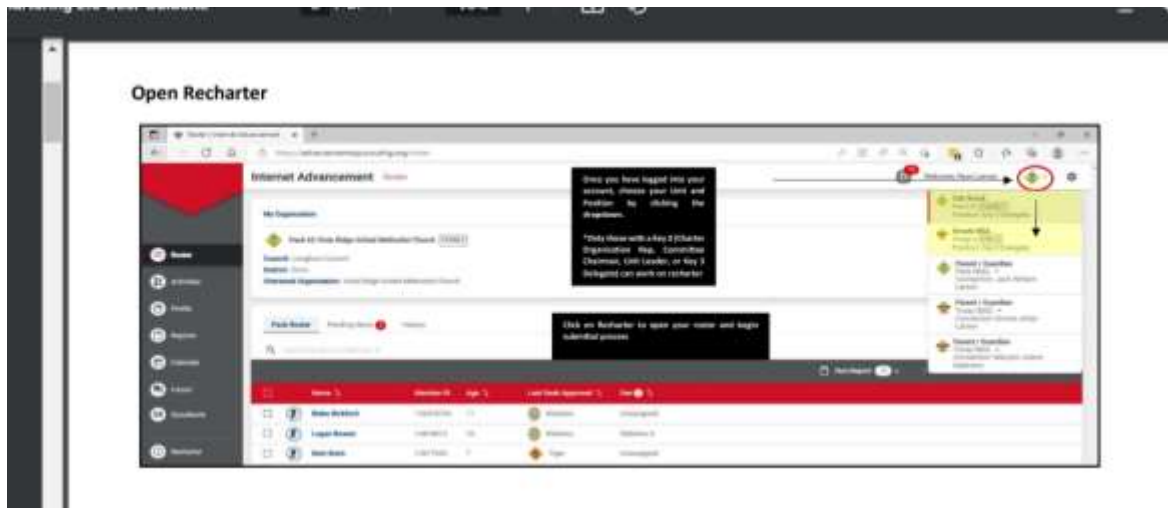
# Recharter

Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chair or Key 3 Delegate by logging into their Scoutbook.com or my.Scouting Account. Click Menu>INTERNET ADVANCEMENT. This is where Rechartering is done.

Or go to the Internet Rechartering site directly at <https://advancements.scouting.org/>.

## ***Follow the council instructions!***

1. Go to <https://advancements.scouting.org/>.
2. Choose your Unit.
3. Click the Recharter button on the left-hand side menu.





# Resources

BSA Online Registration Guidebook (Web & Video)

<https://www.scouting.org/resources/online-registration/>

Unit Guidebook for Online Registration (PDF)

<https://www.scouting.org/wp-content/uploads/2021/04/Unit-Guidebook-for-Online-Registration-April-2021.pdf>

BSA Vimeo Channel (Video)

<https://vimeo.com/thebsa>

Scoutbook Help

[www.help.scoutbook.scouting.org](http://www.help.scoutbook.scouting.org)

Recharter

<https://advancements.scouting.org/>