

Internet Advancement Instructions

What the Unit Does

The Unit Advancement Processor completes the following 3 stages during Internet Advancement to submit each report:

1. **Load Roster:** The Processor accesses **current** unit data directly from ScoutNET. The ScoutNET data is saved to another database in Internet Advancement. The 2 databases are completely separate while the unit completes each advancement report.
2. **Update Member:** The Unit validates its information using the BSA's rank advancement rules. Internet Advancement checks the data against the rules and gives error messages for any violations. The errors must be corrected before the Unit Processor can proceed.
3. **Submit:** When the members are updated and the data is validated, the Processor submits the advancement file. Internet Advancement sends the advancement batch for the unit to PAS and updates member records and the unit statistics, as appropriate.

The Unit Processor prints the Advancement Report, acquires appropriate approval signatures, and follows the Council's procedure for submitting the report. If a report was not printed, the Council can print the report from Web Admin > IADV Admin > Unit Activity.

New Unit Members

Only youth members who are registered in the unit in PAS are available for advancement from Internet Advancement. If a Unit Processor loads the roster and finds that one or more youth members are missing, he/she must submit the approved member applications to the Council for registration as additional enrollments, if during the charter term. The unit may process and submit advancements for members who are in the unit and wait to submit advancements for new members later, once they are registered.

Submitting Unit Reports

The Unit Processor does not need to complete all advancements in one session. The Unit Processor may log out and return later. A draft view of the entries saved is available at all times through the Review Advancement Report link.

Submitting the Report:

1. Once the Processor has completed all entries and the data is validated, the Processor must click **Review Advancement Report**.
2. After a final review, the Processor clicks **Submit to Council**.
3. The user is offered the opportunity to complete survey documents.

The **Print Advancement Report** button appears. At this time the user must print the report. If the Processor does not print the report, the Council may print it from Internet Administration. To view and print the Advancement Report, the Processor must have Adobe Reader installed on the PC and must be connected to a printer.

The Advancement Report is then signed as appropriate, delivered to the Council, and the Unit can purchase the insignia.

Unit Management Software

Internet Advancement cannot upload and process the unit-management software advancement files from Troopmaster, Scoutmate, ScoutSoft, and Rank N' File. Councils will be able to accept and upload these files to ScoutNET and process through Record Achievements as before. Units should be reminded of how to submit these files to the Council for processing.

What the Council Does

The staff person(s) in the Council responsible for Unit Advancement entry will monitor the usage of Internet Advancement and handle Advancement Reports turned in according to Council procedures. Processing for the Eagle Scout rank will continue as before. All PAS reports used to track advancement will remain, including the District Advancement Report, the Unit Advancement Detail Report, and the Person Profile Listing. The Internet Advancement Unit Usage Report is a new report specifically for information on Internet Advancement.

Accessing Internet Rechartering through My.Scouting.org

Sign onto your account at My.Scouting.org. If you don't have an account, please follow the on-screen instructions for creating your account. If you have any trouble accessing the screens, check your browser - My.Scouting works best with Google Chrome, we've found that you may experience some difficulty with Internet Explorer. If you need assistance, contact the My.Scouting IT Help Desk at 972-580-2489. They are available 8 a.m. to 8 p.m. Eastern Time.

Welcome to Boy Scouts of America myScouting Tools

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This site will not work properly if you don't have the latest version of Google Chrome, Mozilla Firefox, Safari and Internet Explorer (v11).

IMPORTANT - During the rechartering process, unit roster data may not reflect updated information until councils post and update unit's rechartering information in ScoutNET.

Once the system loads, the main menu screen will come up. (The main menu screen MAY look slightly different depending on what announcements & articles that have been added since this guide was made.)

Empowering you to deliver the Scouting program.

Maintenance Notice

National 10/14/2016

Maintenance will be performed to the BSA Learn Center (leader training site) on **Friday, October 21, between 8 - 11 PM CDT**. As a result, the BSA Learn Center will be intermittently unavailable during this maintenance window.

We apologize for any inconvenience

We Heard You!

National 06/24/2016

Any applications used on myscouting.org were moved and now available under **Legacy Web Tools** after selecting the **Menu** button at the top left corner. No more confusion on where to go to find the tools you need. Additionally, you no longer need to login again to access any applications in my.Scouting Tools. Now you have one access for all your Scouting needs.

A new feature under Legacy Web Tools is **Manage Member ID**. Manage Member ID allows you the ability to add additional member ID(s) to your account and manage primary settings. Changing primary settings requires you to log out and log back in for it to take effect.

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At the Main Menu, click on the MENU Icon right above the dark blue bar at the top of the page on the left-hand side. A drop-down menu will appear: (Your drop down will look slightly different – ie, probably have less choices – than the sample in the following screens that belong to a Council employee. Unit Members will only have their unit specific choices appear.) Click on LEGACY WEB TOOLS. Another drop down menu will appear and INTERNET RECHARTERING will be one of the choices.



Menu >



Menu



My Dashboard

My Recent Tools

Legacy Web Tools

Hoosier Trails Council #145 145 - Area 6 9036

Troop 0148 - Monroe 01-2

Wapehani 01 - Hoosier Trails Council #145 145

Resources

National 06/24/2016

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 -  National Safety Council Defensive Driving Course

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