

# Service Hours Reporting Instructions

## First-Time Users – Log In

### What you will need:

- Your unit ID (five to 11 digits) – Same as Internet Advancement ID
- Your unit number (four digits, no letters – ex. Pack 62 = 0062)

If you do not have this information, call your district or council and they can supply your unit ID.

### To register on the site:

1. Place your cursor over the words **New Users Click Here** and click the left mouse button.
2. Click **I agree** at the **Confidentiality Statement** window. If you disagree, you will not be allowed to enter information into the site.
3. Use the unit ID (five- to 11-digit number) and local unit number (four-digit number) you received from the council to fill in the three fields on the user profile page. In the second field, select the type of unit you are registering. If you have not received your unit's ID number or local unit number, call your local council or your district executive. If you are a volunteer for several units, each unit will have a separate ID and local unit number. (Keep this information somewhere where you can find it, because you will need it to change your user name or password.)

**TIP:** If your unit number has less than four digits, add zeros in front of the number so that you have four digits (example: Unit 12 = 0012)

4. Enter your name, address, city, state, zip code, e-mail address.
5. Type in a user name of your choice. If the user name you typed in is already in use, you will be asked to select another user name.
6. Type in and verify your password. This can be anything you choose between six and 10 characters.
7. Click **Register**. The **Home** page of the data collection site appears.

If you have problems logging in, contact the local council or your district executive to verify your unit ID.

## Returning Users – Log In

Type the user name and password that you created when you registered at the site.

- If you forgot your password, see the next section titled **Forgotten Passwords**.
- If you forgot your user name, you will need to contact your district executive or the council so that they can give you the user name you registered.
- If you have problems logging in, contact the local council or your district executive to verify your unit ID.

## Forgotten Passwords

If you are trying to log in and you have forgotten your password:

1. Click on the words **Click here to look up your password**.
2. Enter the unit ID that you used when you first registered with the data collection site. If you do not remember the ID, call your local council or your district executive to request it. If you are a volunteer for several units, you must use the unit ID for the unit for which you are submitting the service project data.
3. Enter your e-mail address.
4. Click on **Look up password**. Your password will be e-mailed to you.

If you have problems, please contact your local council or your district executive.

## Changing Your Password

After you have logged on to the site:

1. Click the link called **Change Password** at the top right-hand side of your screen.
2. Type the same unit ID that was used when you first registered with the Web site. If you don't remember the unit ID, call your local council or district executive to request it.
3. Enter your current password.
4. Enter your new password and then verify your new password by retyping it.
5. Left mouse-click on the **Change Password** button and your password will be changed.

## Changing Your User Profile

After you have logged on to the site:

1. Click the link called **Change Profile** at the top right side of your screen.
2. Type the same unit ID that was used when you first registered with the Web site. If you don't remember the unit ID, call your local council or district executive to request it.
3. Make changes to your profile by typing information in the appropriate field.
4. When you are finished making changes, click **Update**. A message indicates that the changes have been saved.
5. Click the link named **Click here to continue** to return to the **Home** page of the data collection site.

## Entering Service Project Data

1. Click the service project description that best describes the service project in which your unit participated. Select only one type of service project. Use **Other service project** for any service project that does not fall into the categories listed.
2. To enter the date, click on the calendar icon to the right of the input box. Select the date using the calendar that pops up. Use the arrows on either side of the month name at the top of the calendar to change the month if needed. Click on the day the service project was completed, and the date will automatically be recorded in the date box.
3. Enter the number of youth members (Scouts) who participated in the project.
4. Enter the number of youth who are not members who participated in the project. This might include brothers, sisters, friends, or any other youth not currently a Scout.
5. Enter the number of adult leaders participating in the project. This number should include only registered Scout leaders.
6. Enter the number of other adults who participated in the project. This can include parents, grandparents, or any other adult who is not a registered leader for the unit.
7. Enter the total number of hours that members and non-members worked on the service project from start to finish. This number should include the time worked by both adults and youth.
8. If items were collected, enter the number of items collected.

9. Select the organization(s) with which your unit partnered on this project. If your unit did not partner with any organization(s), select none.
10. You will also be asked who benefited from the project or to what organization the items collected were donated. If the project directly benefited an individual or family, list **individual** in this space. If the project benefited a local charity, school, or other organization, list the name of the local charity, school, or other organization.
11. Space has also been provided for you to type in a brief description of the project.
12. Click on **Submit Report**. Review your answers to ensure that your submission is correct.

### **Entering Eagle Scout Project Data**

Use the Eagle Scout Service Project workbook to fill in the requested information.

1. Enter the applicant's full name in the space provided.
2. To enter the date, click on the calendar icon to the right of the input box. Select the date using the calendar that pops up. Use the arrows on either side of the month name at the top of the calendar to change the month if needed. Click on the day the service project was completed and the date will automatically be recorded in the date box.
3. Enter the number of Scouts who worked on the project.
4. Enter the number of youth who are not registered Scouts who worked on the project.
5. Enter the number of adult Scout leaders who worked on the project.
6. Enter the number of adults who are not registered Scout leaders who worked on the project.
7. Enter the total number of hours that both youth and adults spent working on the project from start to finish.
8. Enter the total cost of materials required to complete the project.
9. From the drop-down box, select the category that best describes the Eagle Scout project. Select only one category. If none of the categories describe the type of Eagle Scout service project, select **Other**.
10. List the type of organization that benefited from the service project. For example, church, synagogue, city, state, county, school, etc.

11. List the specific group benefiting from the project. For example, if a local community organization received donations as a result of the project, type the name of the community organization.
12. Click on **Submit Report**. Review your answers before you continue.

### **Viewing Previously Recorded Projects**

To view a recap of all service projects recorded for your unit, go to the **Home** page. Click the link called **Would you like to view all previously recorded projects?** A list of all your unit's projects appears.

Double-click on a specific project to view the information recorded for that project. You can also print a certificate for that project while viewing the information.

### **Editing Previously Recorded Projects**

Only projects recorded since February can be edited.

To edit projects, go to the **Home** page and click on the link called **Would you like to view all previously recorded projects?** Open the project that you wish to change. Click on the field you want to change, type the correct information, and press **Update**.

### **Printing Service Hours Reporting Certificates**

After you submit information for a service project, a message indicates **Congratulations, your service project has been recorded**. To print a certificate, click the link called **Click here to get your Service Hours Reporting certificate**. The certificate shows the unit number and the number of people participating in the project. Print this certificate by clicking the **Click here to print** button at the top of the certificate page.

The certificate looks best if it is printed in the landscape mode. To change this, in your browser menu, select **File, Print, Preferences**. Click the **Landscape** option.

If you did not print the certificate after submitting the data:

1. Click the link on the Home page that asks, **Would you like to view all previously recorded projects?**
2. Double-click the name of the project from the list of recorded projects.
3. The project information appears. Click the link called **Click here to print certificate** at the top right side of the screen. A certificate appears.
4. Print the certificate by clicking the **Click here to print** button at the top of the certificate page.