

ScoutBook CheatSheet

Scout Advancement

logon...My DASHBOARD....My ACCOUNT / select unit....select scout....
select rank he has advanced in....click appropriate items....when 100%, rank
is awarded.

Creating a shopping list for the Scout Shop

logon...My DASHBOARD....My ACCOUNT / select unit....TROOP
REPORTS....NEEDS PURCHASING REPORT.....select purchase
order.... ADVANCEMENT REPORT....(creates pdf that you can print, take to
scout shop)

Inviting a parent to ScoutBook

logon...My DASHBOARD....My ACCOUNT / select unit..... select scout
select CONNECTIONS..... select ADD..... fill out name, address, positions,
permissions....Scoutbook will email an invitation.

Deleting a Leader from your Troop

logon...My DASHBOARD....My ACCOUNT / select unit....Troop Roster
select leader to be dropped.....select each of his positions..... type in 'ending
date'

Create and Populate a Patrol

logon...My DASHBOARD....My ACCOUNT / select unit.....select ADD A
PATROL.... type in the patrol name..... select REASSIGN SCOUTS, or ADD
NEW SCOUTS....select patrol Members..... select PATROL ADMIN

Find a Merit Badge Councilor

logon...My DASHBOARD....My ACCOUNT / select unit.....select MB
COUNCELOR LIST....fill out search form

Add Positions to Leaders, including MB Counselor

logon...My DASHBOARD....My ACCOUNT / select unit.....select TROOP
ROSTER..... Select appropriate leader..... select 'ADD POSITION' (lower
right corner)..... Select position, including starting date..... select badges
counciled

Good Reports to Use that ScoutBook will Generate

logon...My DASHBOARD....My ACCOUNT / select unit.....select Troop
Reports.... Individual Advancement Report..... OA Eligibility
Report.... Trained Leaders Report.... Needs Approval Report..... Needs
Awarding Report.....

Print Blue Cards

logon...My DASHBOARD....My ACCOUNT / select unit.....select PRINT BLUE
CARDS

HELP! find out how to do something

Search On YOUTUBE. or logon...HELP.... HELP WITH
SCOUTBOOK.... VIDEO HELP..... Select a video

Checkout Your Training Status

logon...My SCOUTING DASHBOARD (TRAINING)....select
REQUIREMENTS or TRAINING CENTER

Record Hiking, Camping, Service Hours

logon...My DASHBOARD....My ACCOUNT / select unit.....select QUICK
ENTRY..... select appropriate and fill out the form