

Introduction to Scoutbook for Troop 500 Parents

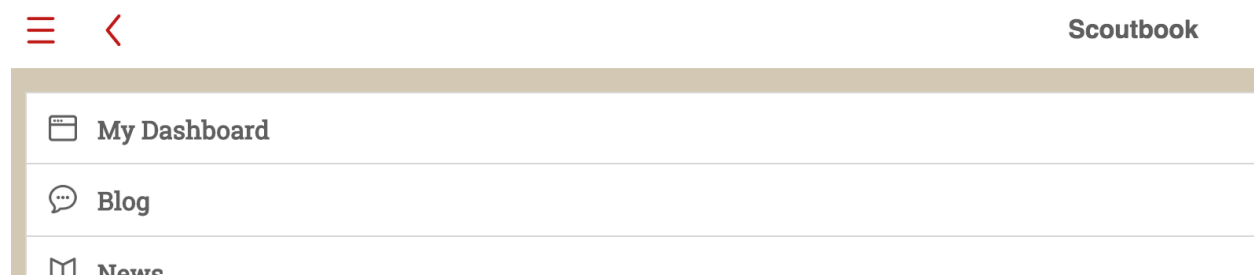
Troop 500 uses a website called “Scoutbook” to track information about each Scouts’ advancement and also to share information about upcoming Troop events. Scoutbook began as an independent website but in the spring of 2015 was purchased by the Boy Scouts of America. We expect that Scoutbook’s options, features, and abilities will continue to evolve and grow as it is more completely integrated into the BSA’s operations. Thank you for your patience as we in Troop 500 continue to learn more about the program’s capabilities.

There are a few things which parents in Troop 500 need to know:

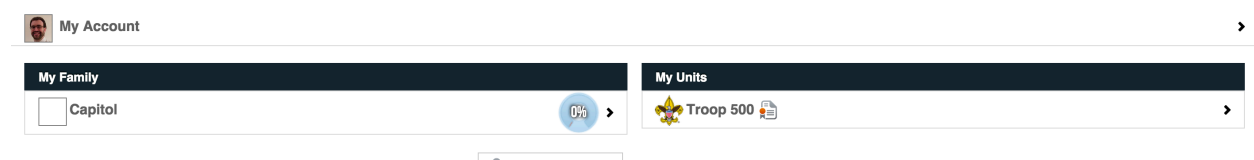
- When you receive an email from Scoutbook, please register with the website and make sure that your contact information (and that of your Scout) is complete and up-to-date. We will be using this information to generate Troop rosters. Please make sure your preferred email address is up-to-date.
- Scoutbook will give you the ability to view the advancement, camping, and service hour information about your Scout. Please **do not** edit this material. Unlike in Cub Scouting, Boy Scout advancement is verified through a variety of sources (merit badge counselors, boards of review, and older Scouts working with younger Scouts on skills). For the present, Advancement Chair Valerie Jablow is inputting information to insure its accuracy and standardization.
- Parents have the option of allowing Scouts to access their own records. While the decision to do this rests with each individual parent, we encourage parents to do so, so that Scouts can view their information online.
- If a Scout notices anything missing from his record, he should contact Ms. Jablow.

Navigating Scoutbook

When you log on to Scoutbook, select “My Dashboard” in the upper left:



From there, you will be presented with a few options:



Under “My Account,” you’ll be able to update your email address, password, contact information, and other information. Under “My Family,” you should see your Scout’s name (in this case, I’ve created “Capitol Scout” as an example). Clicking on your Scout’s name will reveal information about that Scout: his patrol, rank, progress toward next rank, merit badges earned, advancement, and logs for camping, service, hiking, training, etc. Please click on “Edit Profile” to make sure that the contact information for the Scout is accurate.

If you click on “Edit Profile” and scroll down to the bottom, you will see the following statement:

When you think Capitol is old enough to have access to his records, you can invite him to connect so he can help mark off his own requirements, leave his own comments, record journal entries and share photos and videos. We'll create a login/password so he can access this account. This feature requires that he has his own email address.

[Invite Capitol to Connect](#)

© What if Capitol has already created his own Scoutbook account?

This gives you the opportunity to invite your Scout to join Scoutbook to view his own records.

If you return to the Dashboard and click on “Troop 500” under “My Units,” that will take you to information about the troop, such as the troop calendar.

Reports

Some of the items in the individual Scout’s record can be printed as reports. For example, if you click on “[Scout’s name]’s Camping Log” you are taken to a page which lists all of the camping nights for the Scout. Clicking on “CSV” will create a CSV file which can be opened in a spreadsheet program such as Excel or Numbers.