

Scoutbook Training 101  
March 22, 23, 24  
7:30 pm

Session one-approximately 1.5 hours

Welcome

- I. Why Scoutbook (10 min.)
  - A. Everyone can use Scoutbook
    - a. Parents
    - b. Den leaders
    - c. Unit leaders
    - d. Committee members
  - B. Scoutbook is user friendly
  - C. Scoutbook is a one stop shop
    - a. Attendance
    - b. Advancement
    - c. Activities
    - d. Funds
    - e. Reports
  
- II. Scoutbook Login & Dashboard (15 min.)
  - A. Invite from Key 3
  - B. My.Scouting username & password
  - C. Main Menu
    - a. Dashboard
    - b. My.Scouting Home Page
    - c. My.Scouting Dashboard (Training)
    - d. Forums
    - e. Change log
    - f. Legacy Forums
    - g. Directory
    - h. References
    - i. Help
  
- III. Scoutbook Dashboard (10 min.)
  - A. My Account
  - B. Family
  - C. Units

IV. Units-Cubscout Packs (15 min.)

A. Dens

- a. Adding a Den
- b. Adding a Den Leader/Den Leader Access
- c. Adding Youth
- d. Adding Parents

B. Events

- a. Calendar
- b. Scheduling
- c. Reminders
- d. Attendance

C. Other Tabs

V. Units-Scouts, BSA (15 min.)

A. Patrols

- a. Adding a Patrol
- b. Adding a Leader/Leader Access
- c. Adding Youth
- d. Adding Parents

B. Events

- a. Calendar
- b. Scheduling
- c. Reminders
- d. Attendance

C. Other Tabs

VI. Closing Comments (10 min.)

- A. Overview of next session
- B. Q & A

## Scoutbook Training 101

Session two-approximately 1 hour

Welcome

- I. Advancement-Packs (20 min.)
  - A. Rank Requirements
    - a. Individual
    - b. Quick Entry
  - B. Awards
    - a. Individual
    - b. Quick Entry
  - C. Approval & Purchasing
  
- II. Advancement-Scouts, BSA(20 min.)
  - A. Rank Requirements
    - a. Individual
    - b. Quick Entry
  - B. Merit Badges
    - a. Individual
    - b. Quick Entry
  - C. Awards
    - a. Individual
    - b. Quick Entry
  - D. Approval & Purchasing
  
- III. Activity Logs (15 min.)
  - A. Service
  - B. Camping
  - C. Hiking
  
- IV. Closing comments (10 min.)
  - A. Overview of next session
  - B. Q & A

## Session Three-approximately 1 hour

### Welcome

- I. Reports-Cub Scouting (20 min.)
  - A. Cub Scout History Report
  - B. Pack Recognition Report
  - C. Payment Logs
  - D. Activity Logs
  - E. Attendance Report
  - F. Audit Log
  - G. YPT Status
  - H. Trained Leader Status
  
- II. Reports-Scouts, BSA (20 min.)
  - A. Individual Advancement Record
  - B. Scouts BSA Recognition report
  - C. OA Eligibility Report
  - D. Incomplete Merit Badge Report
  - E. Payment Logs
  - F. Activity Logs
  - G. Attendance Report
  - H. Audit Log Report
  - I. YPT Status
  - J. Trained Leader Status
  
- III. Final Q & A (20 min.)