

Troop 584, the Scout Handbook, and the Scoutbook application

The **Scout Handbook** is the troop's official record of a scout's rank advancement. The Scout Handbook is where all scout rank requirements are signed in pen by the Scoutmaster (SM) or an assistant Scoutmaster (ASM). So a scout who is prepared should always bring his handbook to every scout meeting and campout.

The web application, **Scoutbook**, supports but does not replace the handbook. Scoutbook is linked to the BSA; it is the BSA's record of each scout's advancement, award, and merit badge completions. The troop submits rank advancement and merit badge completions via Scoutbook to the BSA. This enables the Troop to gain authorization to buy the badges presented at a Court of Honor.

The instructions provided below explain how a scout who has completed his requirements for a rank is able to mark the requirement as competed in Scoutbook and upload a photo of the rank requirement signature page for documentation. Once all the requirements are completed, the troop's advancement coordinator will verify the signatures and mark the scout's records as approved.

Prior to Scoutbook, the troop's advancement administration program required the advancement coordinator to do data entry, award approval, and upload records for BSA notification. Under Scoutbook, the scout will now do most of the data entry and the advancement coordinator will just handle the advancement approval and BSA notification via Scoutbook. The scouts' help in this function is greatly appreciated.

Creating the Scoutbook account

When a scout joins the troop, their parents will be sent an invitation by the troop membership coordinator to create a Scoutbook account. If the scout or parents already had an account through a transfer troop or pack, the membership coordinator will work to reassign his previous account to Troop 584. Only a parent can create their scout's Scoutbook account. So, once a scout joins the troop, we need a parent to create their son's account. Each parent may have their own account to view online records for all the scouts in their family. To create a scout's account for to enable him to enter completions:

1. A parent must log into their own account on Scoutbook (contact the membership coordinator with any questions or concerns)
2. Once logged-in, open 'My Dashboard.'
3. Click the 'Son' under My Family
4. Click on your son's 'Edit Profile.'
5. Go to the bottom and click 'Invite xxx to Connect.'
6. Enter your son's email address
7. Have your Scout log into their email account and 'accept' invitation and choose a password.

The Role of Parents and Scoutbook

The only time a parent should enter data into their son's Scoutbook account is to change an address or phone number. Unlike Cub Scouts, parents are not allowed to approve their son's advancement requirements in Boy Scouts. If a parent finds that they can enter more than just contact data into Scoutbook after a system update or software change, please resist the temptation to do so as it will create duplicates which have to be manually deleted when the troop enters the official data later for all the scouts.

In sum, parents give access to the scout's Scoutbook account, update the contact information when necessary, and view the data that their scout enters. Everything else is done by the scout or the advancement coordinator. Boy Scouts are not Cub Scouts; they need to enter their own data.

How does a scout update Scoutbook to match his Handbook?

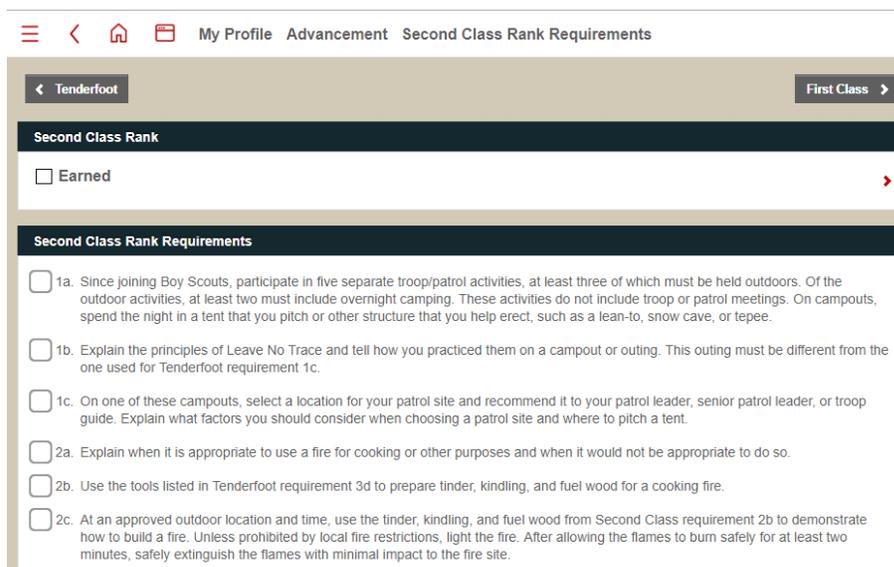
A scout can update his Scoutbook account to match his handbook (1) after each requirement is signed off in the handbook, (2) after the last requirement for a rank is complete, or (3) at any time in between. It's his choice when he updates his completed requirements; however, if he updates as he goes along, his Scoutbook progress tracking meter will be more accurate.

When the scout is ready for his board of review, the advancement coordinator will (1) double check the requirements that the scout has marked as completed in Scoutbook, and (2) officially approve and submit the completions to the BSA (via Scoutbook) at that time.

Scoutbook example for marking a rank requirement complete:

The scout logs into Scoutbook using his own Scoutbook account and goes to the "My Advancement" page for his rank.

In this example the scout will select (click) on Second Class requirement 2a.



My Profile Advancement Second Class Rank Requirements

< Tenderfoot First Class >

Second Class Rank

Earned >

Second Class Rank Requirements

1a. Since joining Boy Scouts, participate in five separate troop/patrol activities, at least three of which must be held outdoors. Of the outdoor activities, at least two must include overnight camping. These activities do not include troop or patrol meetings. On campouts, spend the night in a tent that you pitch or other structure that you help erect, such as a lean-to, snow cave, or tepee.

1b. Explain the principles of Leave No Trace and tell how you practiced them on a campout or outing. This outing must be different from the one used for Tenderfoot requirement 1c.

1c. On one of these campouts, select a location for your patrol site and recommend it to your patrol leader, senior patrol leader, or troop guide. Explain what factors you should consider when choosing a patrol site and where to pitch a tent.

2a. Explain when it is appropriate to use a fire for cooking or other purposes and when it would not be appropriate to do so.

2b. Use the tools listed in Tenderfoot requirement 3d to prepare tinder, kindling, and fuel wood for a cooking fire.

2c. At an approved outdoor location and time, use the tinder, kindling, and fuel wood from Second Class requirement 2b to demonstrate how to build a fire. Unless prohibited by local fire restrictions, light the fire. After allowing the flames to burn safely for at least two minutes, safely extinguish the flames with minimal impact to the fire site.

After clicking on requirement 2a, the enter “**Date Completed**” page will appear.

The scout enters the date in the date completed field and selects **Save**.

The note field is optional

Scoutbook will return to the Scoutbook advancement page and requirement 2a will appear as complete.

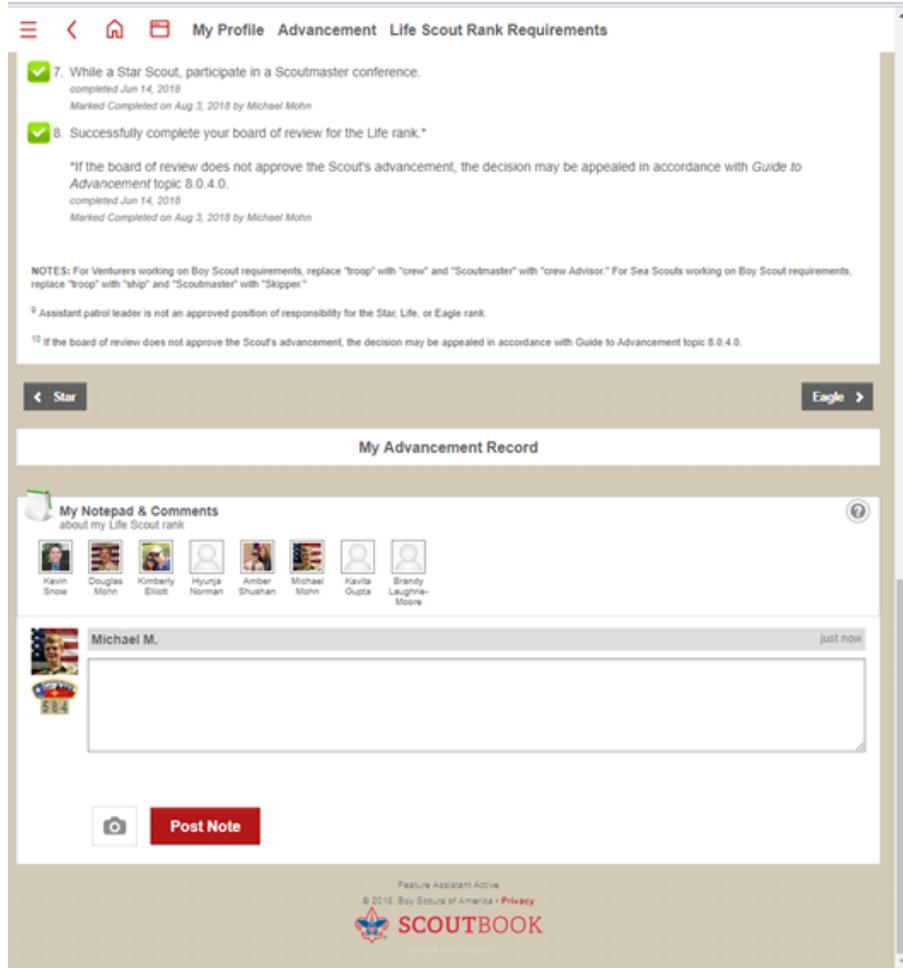
The screenshot shows the Scoutbook interface. At the top, a dark header reads "Second Class Requirement #2a". Below this, a text prompt asks to "Explain when it is appropriate to use a fire for cooking or other purposes and when it would not be appropriate to do so." A "Date Completed:" field contains "04/16/2016" with a calendar icon. Two red buttons, "Today" and "Save", are positioned below. A section titled "My Notepad & Comments" shows a list of user avatars: Kevin Snow, Douglas Mohn, Kimberly Elliott, Hyunja Norman, Amber Shushan, Michael Mohn, Kavita Gupta, and Brandy Laughrie-Moore. A comment from "Michael M." is visible, with a "Post Note" button and a camera icon below it. The bottom section, "Second Class Rank Requirements", lists four items with checkboxes: 1a, 1b, 1c, and 2a. Item 2a is checked and includes the text "completed Apr 16, 2016".

How to upload a photo of your handbook to Scoutbook to document your signoffs

Scroll to the bottom of the Advancement page for your rank.

The scout logs into Scoutbook using his own Scoutbook account, goes to the “My Advancement” page for his rank.

In this example the scout is completing his Life rank.



Note: Before you can enter a photo into Scoutbook, you must enter a short text note into the text field, like “Handbook photo and today’s date”. Scoutbook will not let you add just a photo.

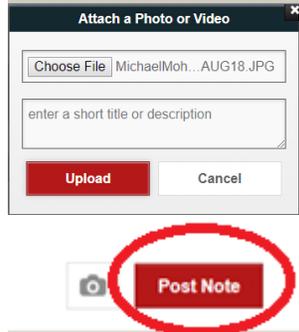
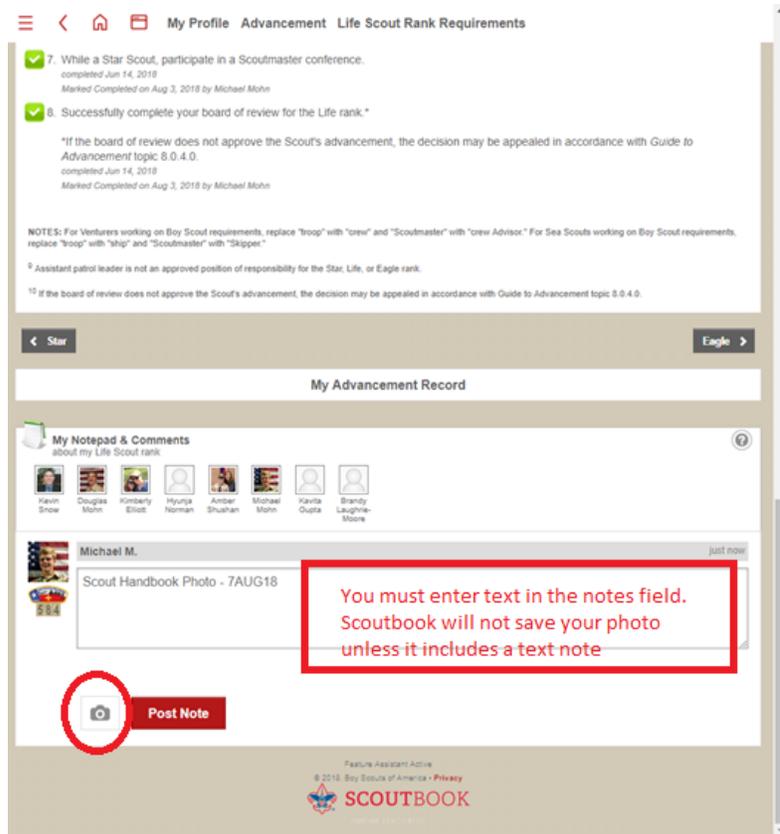
Scroll to the bottom of the advancement page and enter a brief text note like “Handbook Photo – 7AUG18”

Then, click on the camera icon and upload a photo or take a picture from your cell phone.

Clicking on the camera icon will let you attach a photo,

Don't forget to click “Post Note” on the advancement screen to save the save note.

When you are done, you now have a copy of your handbook page for your rank in Scoutbook for safekeeping and approvals documentation.



You can save updated photos whenever you want.

Service, Camping, and Hiking Logs – Only entered by the Advancement Coordinator

Only the advancement coordinator using information supplied by the service, camping, or hiking leader will enter this data into Scoutbook for each scout. Please do not manually enter this data into Scoutbook. Manually entered data will be deleted because it will interfere with the troop entered data.

Best Practice Tip: The back of the scout handbook provides pages for scouts to record camping, service, and hiking records while they wait for the official records to appear in Scoutbook.

Leadership Positions – Advancement Coordinator and Scoutmaster Only

When a scout completes a Position of Responsibility (PoR), he is responsible for getting his handbook signed at the "PoR Book Signing Party" held at the end of each leadership term.

To be consistent among all PoRs in Scoutbook, scouts should not enter leadership position information in Scoutbook. Instead, the advancement coordinator will work with the Scoutmaster will mark the completed and approved PoR data for all the scouts.

How to enter merit badges into Scoutbook?

Troop 584 uses the paper "Blue Card" method for tracking merit badges. A scout who wants to earn a merit badge outside of a BSA summer camp (or to complete a merit badge started at a BSA summer camp) should go to the advancement desk and receive a "blue card." The "blue card" permits them to start work on a merit badge. The blue card comes in three parts. One part is kept by the merit badge counselor, and the other two parts are turned into the merit badge coordinator's desk. If everything is properly signed, the merit badge coordinator will keep one copy and return one copy to the scout for his records.

With Scoutbook, you no longer need to submit the second and third part of the card back to the merit badge coordinator in person. You can now submit it digitally to Scoutbook by taking a picture of both sides and attaching the photos to your merit badge records in Scoutbook.

The following instructions teach a scout who has a signed blue card for a merit badge to submit it into Scoutbook.

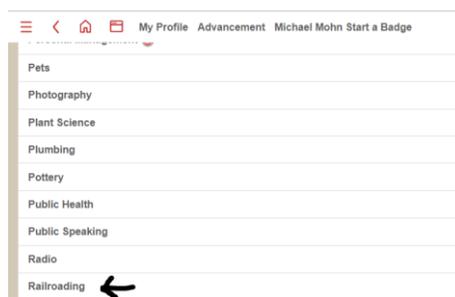
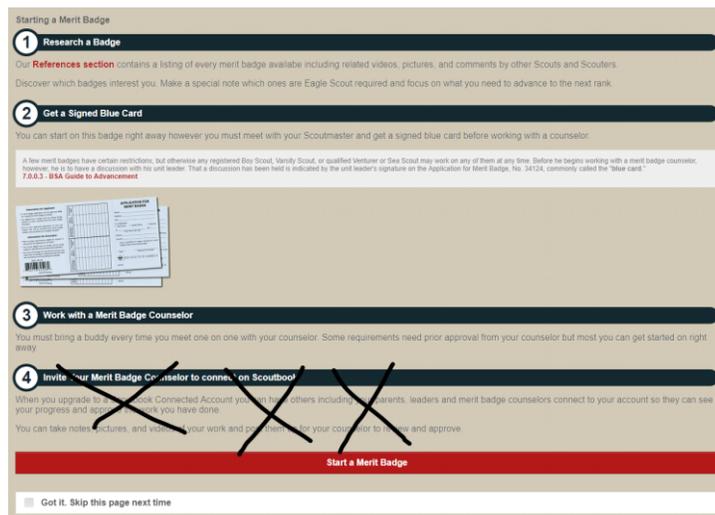
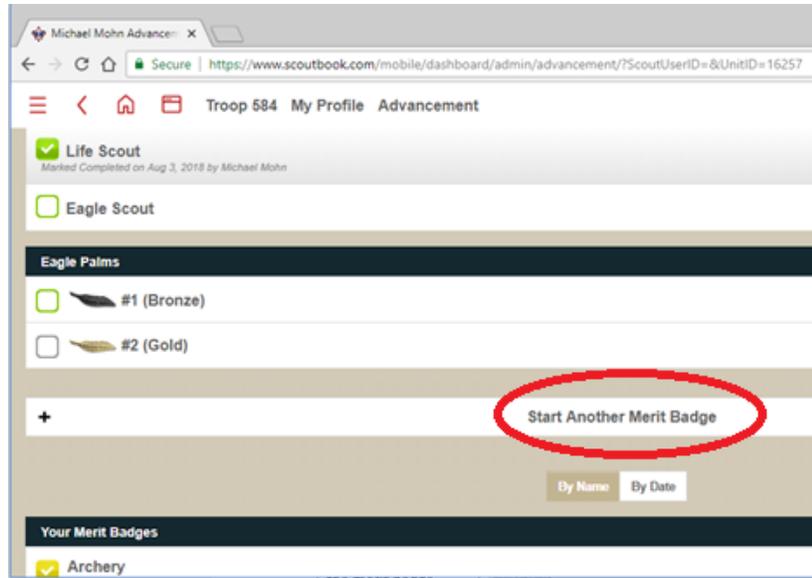
Go to the bottom of your “My Advancements” page where the Merit Badges are located in Scoutbook.

Since you do not already have this merit badge, you will need to select **“Start Another Merit Badge”** before it will appear in your list.

The first time you use the merit badge feature in Scoutbook, you will see a guide to the blue card method. Step 4 (asking merit badge counselors to sign in and approve merit badges online) is not used in Troop 584. To avoid confusion of using multiple systems for signoffs, Troop 584 will continue to only use and accept signed blue cards.

Click on “Start a Merit Badge” to continue.

Select the merit badge you have completed. In this example, we are adding “Railroading”.



Please mark the merit badge complete and the troop's merit badge coordinator will mark it approved when she receives a copy of your blue card (in the next step).

In the comments field for your merit badge comment field, enter the name of your merit badge counselor.

Use the photo icon to upload a picture of the front and back of the blue card.

Don't forget to post the note after uploading the photos.

My Profile Advancement Railroading MB Requirements

Legend:

- Prerequisite Required or Optional Requirement
- Not Started
- Started
- Completed
- Leader Approved/Recorded
- Awarded

The official source for this page is:
2017 Boy Scout™ Requirements Book

My Notepad & Comments
about my Railroading MB

Michael M.

Enter the merit badge counselor's name here.

Post Note

APPLICATION FOR MERIT BADGE
Name: Shikhar Gupta
Address:
City:
Troop: Troop TX SHEV
Counselor: S.H.A.C.
I have discussed this merit badge with the Scout and recommended it to the merit badge counselor.
Mr. Kevin [Name]
BOY SCOUTS OF AMERICA

RAILROADING
Troop: Troop TX SHEV
PO Box 369
Rosenberg, TX 77471
281-633-2840

APPLICANT'S RECORD
Name: Shikhar Gupta
I've given the full completed application to the
Railroading
Counselor on 7/22/18
Troop Leader
Checked and recorded
Date: _____
Certificate and badge presented: _____
Applicant will turn in this portion to his unit leader for record posting.
NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.

Post Note

The merit badge blue card has now been successfully loaded.

Please inform the merit badge coordinator at the next scout meeting that you have uploaded a signed blue card to Scoutbook.

You can also notify the merit badge coordinator by sending an email to meritbadge@bsatroop584.com

☰ < 🏠 📅 Troop 584 Ninjas Shikhar G. Advancement Railroading MB Rec

✓ Leader Approved/Recorded
✓ Awarded

 The official source for this page is:
2017 Boy Scout™ Requirements Book

 **Notepad & Comments (2)**
about Shikhar's Railroading MB

 Kevin Snow	 Douglas Mohn	 Kimberly Elliott	 Hyunja Norman	 Amber Shushan	 Shikhar Gupta	 Kavita Gupta
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 **Shikhar G.**
Pictures of blue card