



For the LATEST VERSION of this document as well as many other Help Documents and Resources please visit the Scoutbook User Advisory Council's RESOURCE DIRECTORY at: [bit.ly/scoutbook](http://bit.ly/scoutbook) ...



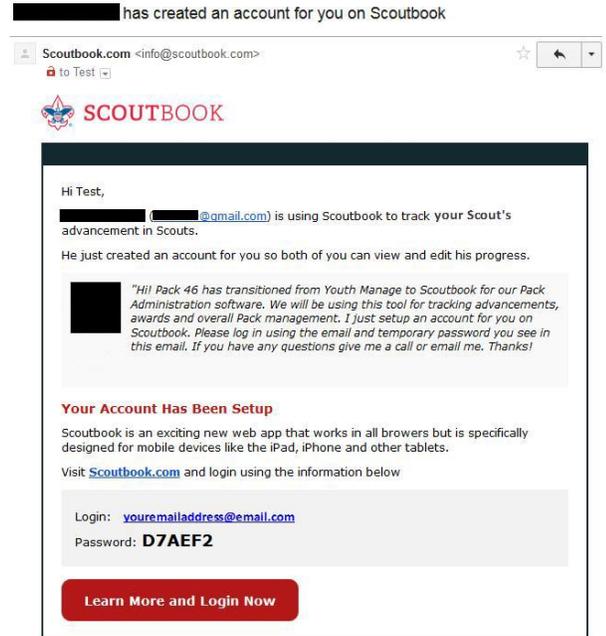
# Scoutbook Account Setup - Parents

These instructions will guide parents through the process of setting up your Scoutbook account and grant access to your Scout.

Scouts and Parents should not create their own accounts in Scoutbook, instead Parents will receive an invitation to join Scoutbook by the unit Scoutbook admin. A username and password have already been generated and will be listed in the invitation email.



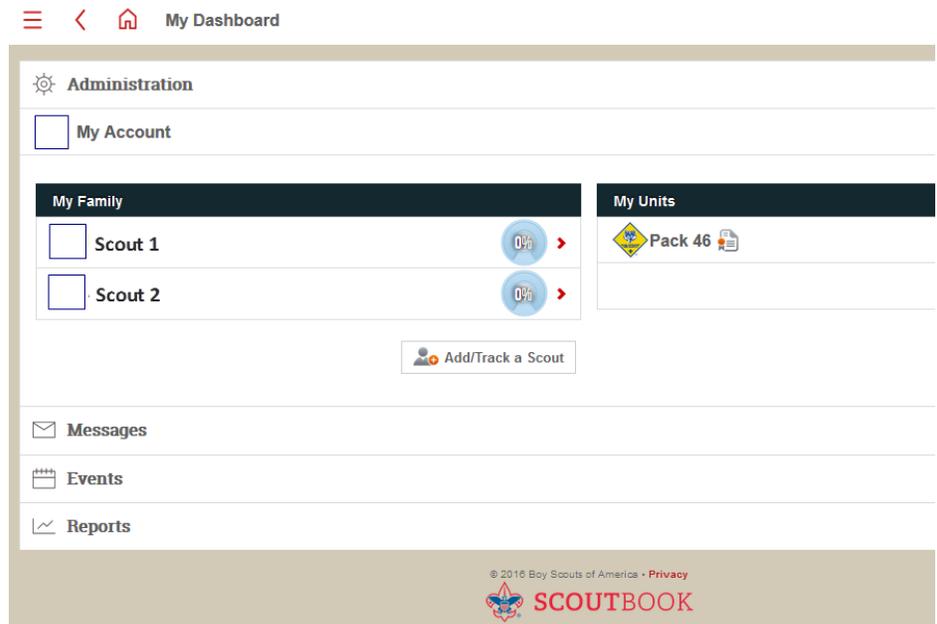
Click on the "Learn More and Login Now" button in the email to get to Scoutbook.com then click on "Login" at the upper right of the site.



After clicking login, the next page will have a User Login box. Enter the username and password included in your invitation email, and click "Login".

Once logged in, click "My Dashboard" to navigate to your main dashboard page. Here you will see buttons for "My Account" and a list of your Scouts under "My Family". The link to my Account allows you to update your demographic information, post an avatar picture, change your password, etc.

Clicking on the Scout's name will take you to their detail screen.



This and other similar Help Documents and Resources was compiled and provided by the Scoutbook User Advisory Council (SUAC) with the help of Scouting Volunteers and professionals across the Boy Scouts of America. The SUAC is comprised of volunteers and does not officially represent the professional opinion or views of the Boy Scouts of America.



For the LATEST VERSION of this document as well as many other Help Documents and Resources please visit the Scoutbook User Advisory Council's RESOURCE DIRECTORY at: [bit.ly/scoutbook](http://bit.ly/scoutbook) ...



You can update their contact information, view their advancements, change their avatar, and more.

Scout 1

YOUR CONNECTION PERMISSIONS WITH AIDEN:  
 View Advancement  Edit Profile  View Profile

DEN: Webelos Den  
 CURRENT RANK: Wolf  
 WEBELOS BADGE: 0%  
 ADVENTURES: 0  
 PARENTS / GUARDIANS:  
 Scout Parent 1   
 Scout Parent 2

Please Note: If you would like to add other family members to your Scout's Connections, please contact your Den Leader

Advancement

Awards

Edit Profile ← This is where you can edit your Scout's information

- Edit Profile
- Upload Photo
- Demo's Payments Log
- Demo's Connections
- Demo's Advancement
- Demo's Awards
- Demo's Leadership
- Demo's Training
- Demo's Service Log
- Demo's Camping Log
- Demo's Hiking Log
- Reports

his and other similar Help Documents and Resources was compiled and provided by the Scoutbook User Advisory Council (SUAC) with the help of Scouting Volunteers and professionals across the Boy Scouts of America. The SUAC is comprised of volunteers and does not officially represent the professional opinion or views of the Boy Scouts of America.



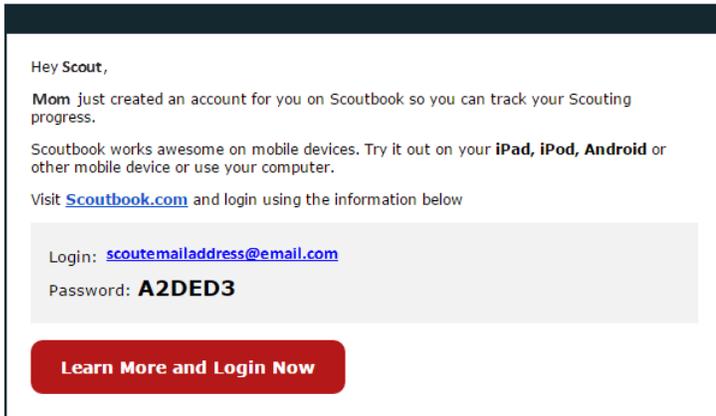
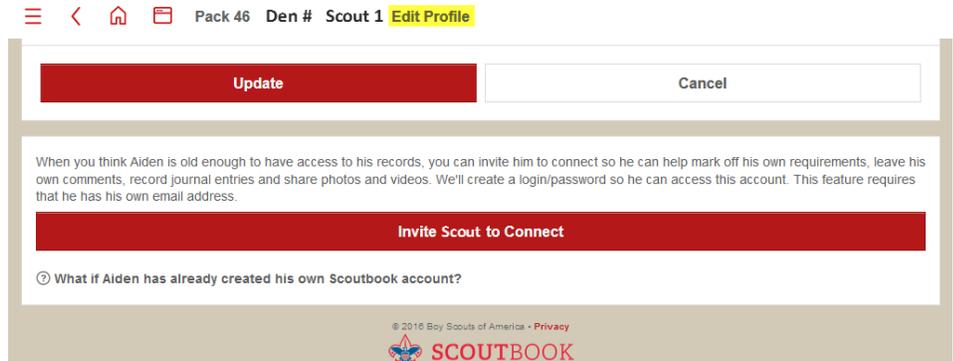
For the LATEST VERSION of this document as well as many other Help Documents and Resources please visit the Scoutbook User Advisory Council's RESOURCE DIRECTORY at: [bit.ly/scoutbook](http://bit.ly/scoutbook) ...



## GRANDING YOUR SCOUT ACCESS TO SCOUTBOOK

Only parents can grant access for Scouts to view their Scoutbook record. From your Scout's edit profile link on the Scout's page, scroll to the bottom of the page and click "Invite to Connect" and enter the Scout's email address.

The Scout will receive an email invite similar to the invite parents receive including their username and password.



## TROUBLESHOOTING FOR UNIT ADMINISTRATORS

If the parent doesn't have the Invite Scout to Connect button, go to My Dashboard => Messages => Send Message and check to see if the Scout is listed there, if so they have already been invited and have accepted the invite. If they forgot their password, they can click on Forgot Password? On the login screen to receive another password.

If you do not see the Scout listed in messaging. Look at the Scout's main page. Do you see a parent listed? If so, click on the parent and make sure they have Full Control turned on (showing Red on slide switch). And as always, check the Scout has a Green Shield with a white check in it. It should be below the Unit number. If not, go to Edit Profile on the Scout's page and Approve the Scout (at the bottom of the page.)

This and other similar Help Documents and Resources was compiled and provided by the Scoutbook User Advisory Council (SUAC) with the help of Scouting Volunteers and professionals across the Boy Scouts of America. The SUAC is comprised of volunteers and does not officially represent the professional opinion or views of the Boy Scouts of America.