Getting Started

Welcome to Scoutbook!

Tip Remember you should never create separate login accounts for each unit. Scoutbook supports one login for all your roles and positions in Scouting. Each person should have their very own login to Scoutbook that should never be shared with others. Each person should have their own unique email address.

If your unit has never used Scoutbook before, one of your key 3 members, Key 3 Delegate, or Unit Advancement Chair (set in my.Scouting,) should log in and setup the permissions for the unit. The term Key 3 is a BSA term, not a Scoutbook term. It stands for the unit leader (Cub Master, Scoutmaster, Crew Advisor or Ship Skipper), the unit Committee Chairman and the Chartered Organization Representative.

How to log in for unit volunteers

If you have a my.Scouting account, you can go to http://scoutbook.com and login with your my.Scouting credentials. If the my.Scouting account is tied to a Member id, that will be matched with the appropriate Scoutbook unit and access is automatically provided to that unit upon login.

If you don't have a my.Scouting account, you would need to create one that is tied to your BSA membership ID[1]. Go to http://my.scouting.org to create an account. The My.Scouting account creation process discovers the BSA membership for you based on profile attribute matchup and allows you to create an account that links to your membership. Once the my.Scouting account is created, use this to login to http://scoutbook.com .

Login issues are usually resolved by resetting your password. On the Scoutbook login prompt select Forgot Password or MyScouting User Name? If you are still stuck, email Member Care at scoutbook.support@scouting.org or call at 972-580-2489 between 7 am – 7 pm CT, Monday - Friday.

After you log in if you click on Administration and My Dashboard, you will see the units you are a member of based upon your BSA membership number as registered in my.Scouting.

If you click on the unit and then click on the unit Roster you will see all the adults and Scouts currently registered in your unit.

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[1] Your BSA Member ID is located on your official unit roster. You can also call your local council and they can provide it.

If you need to assign the admin role to someone else who will be setting up your unit, skip to the *Setting up Adult Roles in Your Unit in Scoutbook* section.

Creating Dens / Patrols and Assigning Scouts

Scoutbook automatically brings in Scouts to your Scoutbook Roster who are registered in your unit by your council.   You will want to create Dens or Patrols in Scoutbook and assign Scouts to them. To do that from your Dashboard click on your pack or troop name. Then click on Add Den or Add Patrol and give it a name (e.g., Webelos 1, Wolf 2, Scorpion.) The word Den or Patrol will automatically be appended to the end of the name by the system. If you click on the name after creating the den or patrol you can edit the patrol and change the name if you wish. From there you can also add Scouts who are already on your Scoutbook roster by clicking on the Reassign Scout button and selecting the Scout or Scouts to add to the den or patrol.

For more information see our guide: **Managing Memberships - Adding-Removing and Moving Scouts Between Units-Dens-Patrols (PDF)**

Setting up Adult Roles in Your Unit in Scoutbook

You will next want to make sure the adult roles are setup properly for your unit. To assign an adult a role, go back to your Scoutbook unit roster. You can get there by going to the Dashboard and clicking on your unit then clicking on your unit Roster. (You can also get there by clicking on your unit name at the top of the page and then clicking on your unit Roster.) If you click on an adult you can assign them a leadership position by clicking on their name then clicking on Add Position/Role button in the lower right.

You can assign Den Leaders to their dens this way as well.

Adult leaders and committee members who are so defined in Scoutbook will be able to approve advancements if you give them Edit Advancement permission. They get that by default or you can change it with Set Permissions when you create the account. Later you can adjust permissions with Connection Manager in the Roster page.

We recommend that you give at least three adults the role of unit Admin.

Setting up Parents

You may associate one or more parent to a Scout. To do so, go to your unit Roster in Scoutbook, click on the Scout and click Add Parent.

You will want to give parents full control (Scoutbook will automatically give them irrevocable full control in the near future.) Parents who are only defined as a parent in

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Scoutbook can only complete advancements[2] (not approve them) even if you give them full control (recommended.) If you wish them to approve advancements you will need to give them some other unit position in Scoutbook.

For more information see our guide: **Setting Up Parent Accounts (PDF)**

Setting up Scouts

For instructions on how a Scout can be setup to view their records see the guide: **Scoutbook Account Setup for Parents - Inviting Scouts to Join (PDF)**

Where to Find More Help

Check out the Scoutbook User Guides and videos which are here: **bit.ly/scoutbook**

Did you know you can search our forums by keyword(s)? To access the forums, go here: https://www.scoutbook.com/mobile/forums/

If you are still stuck, email Member Care at scoutbook.support@scouting.org

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[2] Marking an advancement 'complete' in Scoutbook means simply that someone feels that the Scout has learned or completed the requirement. It hasn't been signed off yet. For an advancement to be signed off, it needs to be marked 'approved' and that can only be done by a leader or an admin.