

Internet Applications Update

Internet Advancement



BOY SCOUTS OF AMERICA

Internet Applications Update



Internet Advancement

[Frequently Asked Questions](#)

Welcome and thank you for using Internet Advancement from the Boy Scouts of America. Internet Advancement allows you to enter youth advancements, awards, and merit badges and perform the following actions:

- Select members from your existing roster,
- Review, update, or add ranks, merit badges, and/or awards,
- Access an online Review Unit Roster feature and the Unit Advancement Summary,
- Print an Advancement Report with a Unit Awards Summary to assist in purchasing.

Before beginning Internet Advancement, collect all member information, including advancement records, award records, and merit badge applications with the appropriate signatures. To complete Internet Advancement, you must be connected to a printer to print the final report.

For assistance, you can consult the [help](#) for instructions on using Internet Advancement.

Advancement Reports

For the BSA Unit Advancement Report: [Advancement Forms](#).

Adobe Acrobat Reader

You will need Adobe Acrobat Reader to view the final print version of the advancement report. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here --> [First Time User](#)

To login, please click here --> [Returning User](#)




This site supports [Internet Explorer 5.5 or better](#) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.
©2005 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 1.0.0.



BOY SCOUTS OF AMERICA

Internet Applications Update



Internet Advancement

Stages: **1. Load Roster** 2. Update Member 3. Submit Report

[Load Roster](#)

[Frequently Asked Questions](#)

[Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |
Unit Expiration Date: 12-31-2008

[Unit Order Form](#)

There are three stages in the Internet Advancement process:

Stage 1 Load Roster	You load the unit information from the council or you may upload a unit advancement file for processing.
Stage 2 Update Member	You select the members you wish to update and insert new advancement information.
Stage 3 Submit Report	You submit your unit's advancement information to the council. Then print the Advancement Report Package with the Unit Awards Summary and the Advancement Update Summary.

You may leave the process and return later. Internet Advancement will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including youth advancement records and merit badge applications with appropriate signatures, before beginning this process. You must complete Internet Advancement on a computer connected to a printer. To upload an advancement file, you must first create the file from PackMaster or TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

To continue with Load Roster, click here--> [Continue](#)

©2005 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 1.0.0.

Internet Advancement has three stages; each is explained on this page.



BOY SCOUTS OF AMERICA

Internet Applications Update



The screenshot shows the 'Internet Advancement' web application interface. At the top left is a logo with two cyclists. The main title is 'Internet Advancement' with a small Scout logo. Below the title are three stages: '1. Load Roster' (highlighted in blue), '2. Update Member', and '3. Submit Report'. A 'Load Roster' button is visible under the first stage. On the right, there is a 'Frequently Asked Questions' link and a navigation bar with 'Home | Logout | Help |'. The main content area contains the following text:

To begin Internet Advancement you must first load your roster:

- [Load Roster](#) <-- Click here to load your roster with your advancement information from the council.
- [Upload Advancement File](#) <-- Click here if you are prepared to upload your unit advancement records from an advancement file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

The time required for Load Roster varies by unit size and it may take several minutes or more to complete this Stage.

©2005 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 1.0.0.

Load Roster offers two options to unit processors: Load the unit roster from council information; or, upload an advancement file from unit-management software, which matches against the council information.



BOY SCOUTS OF AMERICA

Internet Applications Update

Old Password:

New Password :

Confirm New Password :

Unit processors handle their own needs online, such as changing passwords and e-mail addresses.

Old E-mail :

New E-mail :

Confirm New E-mail :



Internet Applications Update

Unit Order Form

The **Unit Order Form** is used to enter quantities and obtain pricing. It is available so long as your unit is active. This feature does not connect to any Internet online ordering system. You may print your order as preferred and you may also save the order file for reference.

The process has four buttons with the following functions:

- **Previous** returns you to Internet Advancement;
- **Print Order List** provides a PDF listing of only those items with a quantity entered and extends the pricing with a subtotal;
- **Print Full List** provides a PDF listing of all items in the order form and, if quantities were entered, extends pricing and subtotal;
- **Reset Quantity** will reset all quantities entered in the order form to zero for a complete start over.

You can use the **Find** feature of your Internet browser to find any specific items by item number or name or to make a partial match. Use **CTRL F** while on the order page to activate Find and follow the directions provided.

Previous

Print Order List

Print Full List

Reset Quantity

Quantity	Item Number	Item Description	Price Each	Total Amount
0	00370	EMB RANK CS BOBCAT	1.39	0
0	00041	PIN PARENTS BOBCAT	1.09	0
0	17859	BEADS T/C TRACK YELLOW 25	1.29	0
0	17858	BEADS TIGER CUB BLACK 25P	1.29	0
0	17856	BEADS TIGER CUB ORANGE 25	1.29	0
0	17857	BEADS TIGER CUB WHITE 25P	1.29	0
0	80369	EMB RANK TIGER CUB	1.39	0
0	17860	KIT TIGER CUB RECOGNITION	8.49	0
0	00048	PIN PARENTS TIGER CUB	1.09	0
0	34220A	CERT PKT CS WOLF	0.10	0
0	00371	EMB RANK CS WOLF	1.39	0
0	00030	PIN PARENTS WOLF	1.09	0
0	00374	EMB RANK CS BEAR	1.39	0
0	00031	PIN PARENTS BEAR	1.09	0

Features such as the Unit Order Form allow units to complete priced-out orders to fax, e-mail, or deliver to Scout shops.

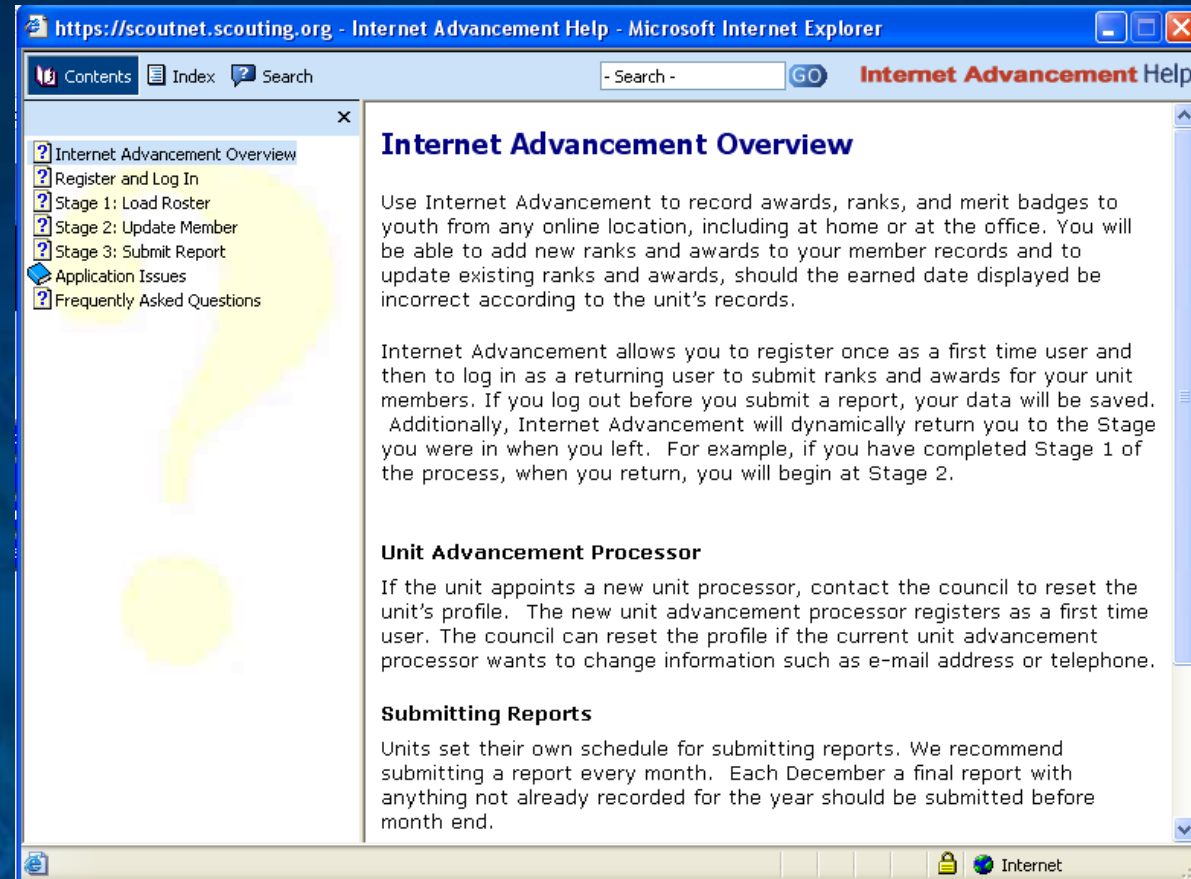
Prior form entries can be saved or deleted.



BOY SCOUTS OF AMERICA

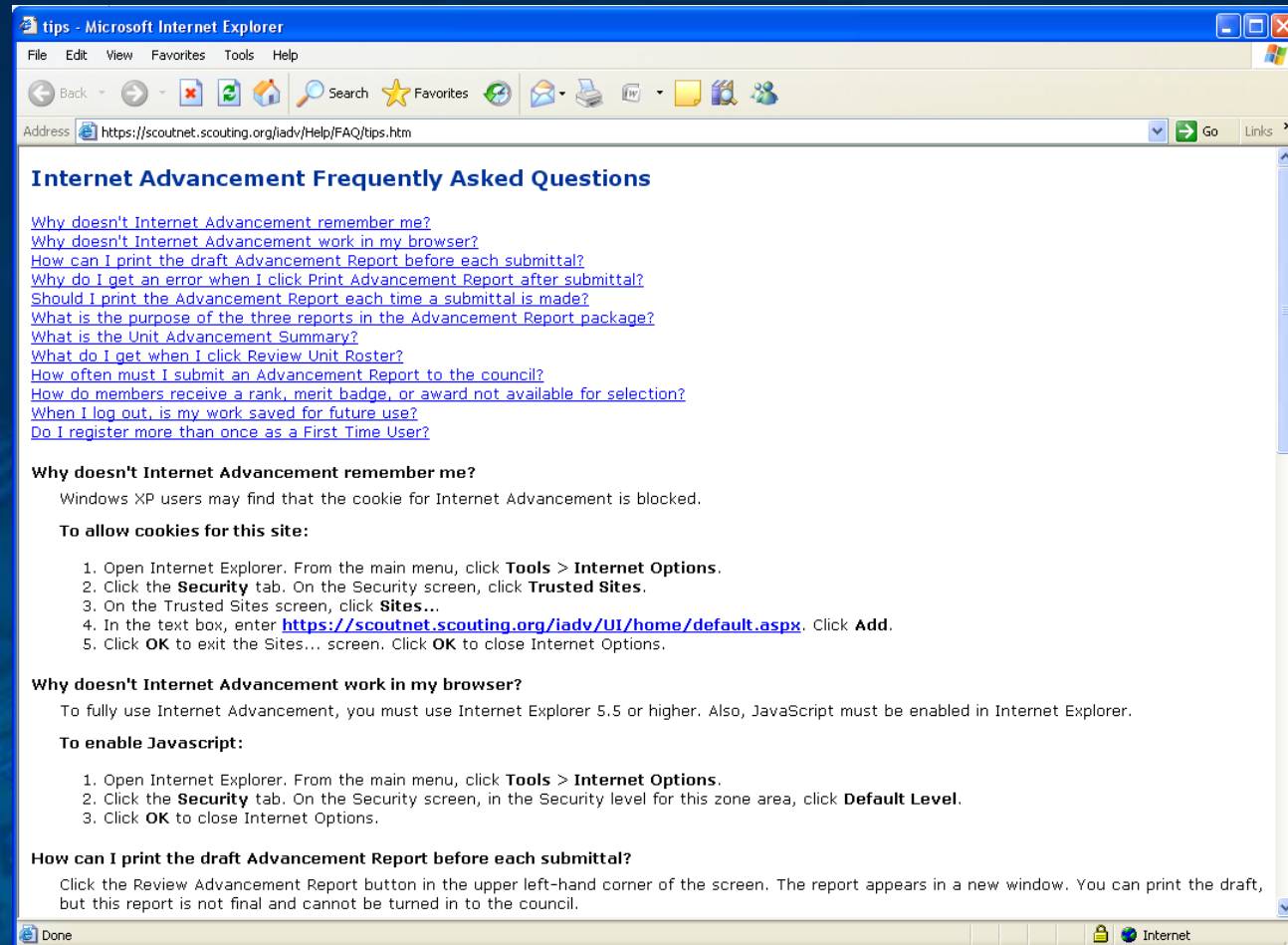
Internet Applications Update

Easy to use
Help
documents
assist the unit
processor with
understanding
how Internet
Advancement
works.



BOY SCOUTS OF AMERICA

Internet Applications Update



BOY SCOUTS OF AMERICA

A link to Frequently Asked Questions appears on each page.

Internet Applications Update



The screenshot shows the 'Internet Advancement' web application interface. At the top left is a logo with two cyclists. The title 'Internet Advancement' is centered at the top. Below the title, there are three stages: '1. Load Roster', '2. Update Member', and '3. Submit Report'. The '2. Update Member' stage is currently active. A 'Select Members for Advancement' button is visible. On the left side, there are four buttons: 'Review Unit Roster', 'Unit Advancement Summary', 'Member Summary', and 'Review Advancement Report'. On the right side, there are three buttons: 'Start Over', 'Print Membership Cards', and 'Multiple Person Entry'. Below the buttons, there is a 'Next' button. At the bottom, there is a table header with columns: 'Ranks', 'Awards', 'Name', 'Street Address', 'Program', and 'Sex'. The text below the table header reads: 'Below is your current roster. To add ranks, merit badges, and awards to a youth member, click the appropriate button to the left of the member's name. Prompts will guide you if you enter incorrect information. When you are finished, click Next.'

Once the unit roster is loaded and displays unit members, **Select Members for Advancement** allows the entry of ranks, badges, and awards. Reports and other features are also available from this page.



Internet Applications Update

Rank	Date Earned mm/dd/yyyy
Bobcat	10/19/2006
Wolf	04/10/2008
Bear	
Webelos Award	
Arrow of Light	

**Member
Rank
Entry**

**Member
Badge
Entry**

Activity Badge	Date Earned mm/dd/yyyy
Aquonaut	07/28/2007
Artist	
Athlete	
Citizen	
Communicator	10/25/2007
Craftsman	
Engineer	



Internet Applications Update

Award	Date Earned mm/dd/yyyy
Bear Gold Arrow Point	<input type="text"/>
Bear Silver Arrow #1	<input type="text"/>
Bear Silver Arrow #2	<input type="text"/>
Bear Silver Arrow #3	<input type="text"/>
Bear Silver Arrow #4	<input type="text"/>
Bear Silver Arrow #5	<input type="text"/>
Bear Silver Arrow #6	<input type="text"/>

Member Award Entry

**Multiple Person
Entry permits
user to select a
badge or award
for multiple
youth
members.**

Step 1 - Select the Achievement

From this page, select the achievement type that you wish to award to members of your unit.

Awards

Activity Badges



BOY SCOUTS OF AMERICA

Internet Applications Update

Step 1 - Select the Achievement

From this page, select the Activity Badge that you wish to award to members of your unit.

Cancel

Next

Select	Activity Badge
<input type="radio"/>	Aquanaut
<input type="radio"/>	Artist
<input type="radio"/>	Athlete
<input type="radio"/>	Citizen
<input type="radio"/>	Communicator
<input type="radio"/>	Craftsman

Select the Achievement

Enter the Date Earned

Step 2 - Enter the Date Earned

Enter the date that you awarded the previously selected Activity Badge to members of your unit.

Cancel

Next

Activity Badge	Date Earned mm/dd/yyyy
Aquanaut	<input type="text" value="04/30/2008"/>

Cancel

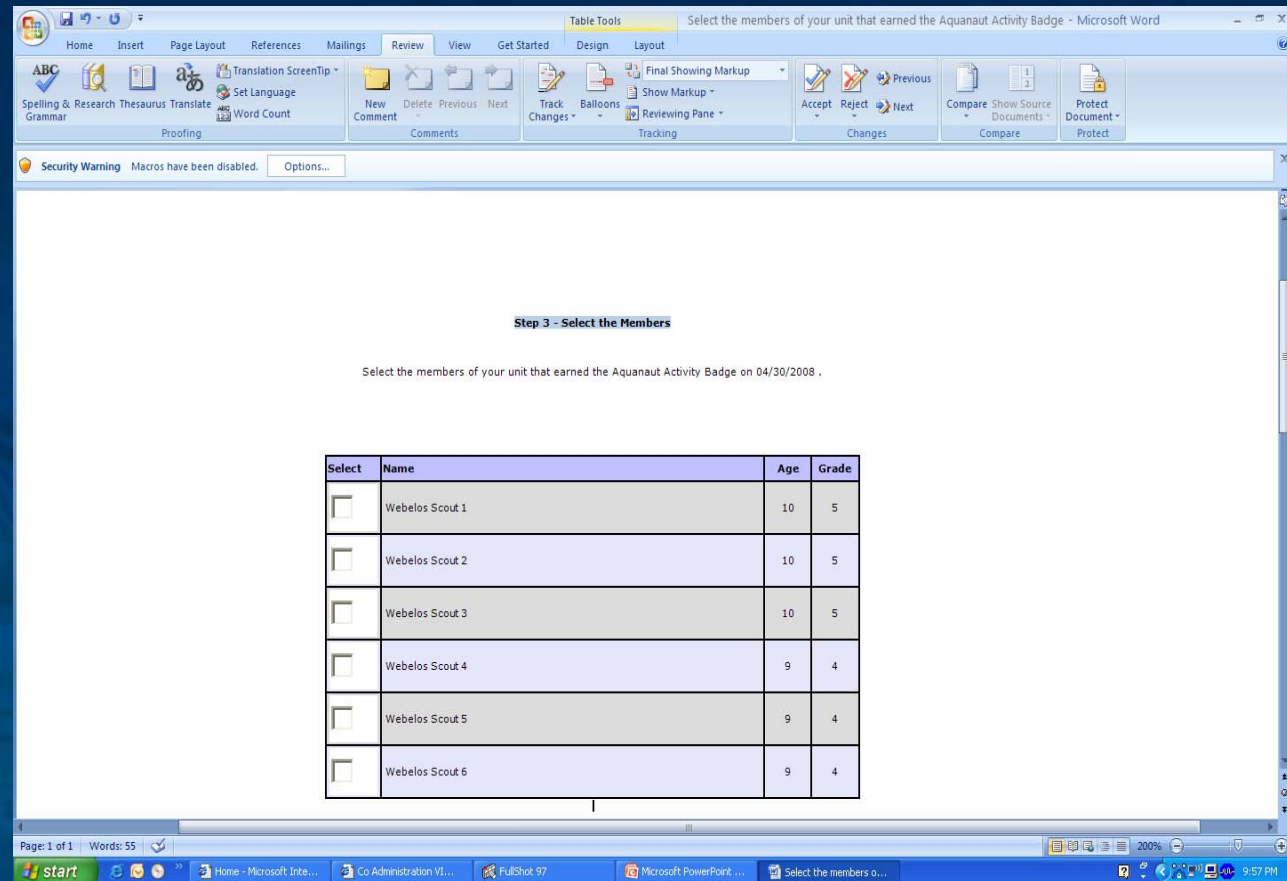
Next



BOY SCOUTS OF AMERICA

Internet Applications Update

Place a check mark in the box by the name of each member to receive the selected badge or award.



The screenshot shows a Microsoft Word document titled "Select the members of your unit that earned the Aquanaut Activity Badge". The document is in the "Review" tab, and the "Table Tools" ribbon is active. The document content includes a heading "Step 3 - Select the Members" and a sub-heading "Select the members of your unit that earned the Aquanaut Activity Badge on 04/30/2008." Below this is a table with four columns: "Select", "Name", "Age", and "Grade". The table contains six rows of data, each with a checkbox in the "Select" column and the name of a Webelos Scout in the "Name" column. The "Age" and "Grade" columns contain numerical values for each scout.

Select	Name	Age	Grade
<input type="checkbox"/>	Webelos Scout 1	10	5
<input type="checkbox"/>	Webelos Scout 2	10	5
<input type="checkbox"/>	Webelos Scout 3	10	5
<input type="checkbox"/>	Webelos Scout 4	9	4
<input type="checkbox"/>	Webelos Scout 5	9	4
<input type="checkbox"/>	Webelos Scout 6	9	4



Internet Applications Update

Step 1 - Select the Achievement

From this page, select the Merit Badge that you wish to award to members of your unit.

Cancel

Next

Select	Merit Badge
<input type="radio"/>	American Business
<input type="radio"/>	American Cultures
<input type="radio"/>	American Heritage
<input type="radio"/>	American Labor
<input type="radio"/>	Animal Science
<input type="radio"/>	Archaeology
<input type="radio"/>	Archery
<input type="radio"/>	Architecture
<input type="radio"/>	Art
<input type="radio"/>	Astronomy
<input type="radio"/>	Athletics
<input type="radio"/>	Auto Mechanics
<input type="radio"/>	Aviation
<input type="radio"/>	Backpacking
<input type="radio"/>	Basketry



Sample of Multiple Person Entry for Merit Badge selection

Internet Applications Update

Unit Roster

Report Date: 04/27/2008

Unit: Pack 3099

District: Freedom Trail

Unit Status: R

County: New Castle

Term: 12 months

Expire Date: 12/31/2008

Chartered Organization:

Executive Officer:

Boys' Life:

Units will obtain helpful reports from Internet Advancement, including the Unit Roster, which will list the adult and youth members from current ScoutNET data. The Unit Roster will include ScoutParents and the ScoutParents Unit Coordinator.



BOY SCOUTS OF AMERICA

Internet Applications Update

Internet Advancement - Unit Advancement Summary

Page 1 of 6

Unit Advancement Summary Boy Scouts of America

This summary of youth member ranks, merit badges, and awards only shows those items that are currently in the member records for this unit. Advancement that has not yet been submitted to the council will not appear. When awards are submitted they will not appear immediately on this summary. Please log in as a Returning User at a later time.

Unit: Pack 3099

Chartered Organization: Presbyterian Church Of The
Covenant

District: Freedom Trail

Council:


Unit Expire Date: 12/31/2008

Unit Advancement Summary lists all youth members with advancement earned in the unit type and is updated each time the Load Roster process is completed.



BOY SCOUTS OF AMERICA

Internet Applications Update



Internet Advancement

[Frequently Asked Questions](#)

Stages: 1. Load Roster **2. Update Member** 3. Submit Report

Select Members for Advancement Summary Report

Below is your current roster.

You may select all members or individual members. To select all members check the box to the left of Member ID. If all members are selected, you may uncheck individual members to be excluded.

When selections are made, click **Print** to create the report. Click **Cancel** to stop this operation and return to the previous page.

The report that is displayed may be viewed, saved, and printed.

<input type="checkbox"/>	Member ID	Name	Address
--------------------------	-----------	------	---------

Individual member Advancement Summary Report may be printed for one member, all members, or selected members of unit. The selection for the report is made on this page.



Internet Applications Update

Webelos Scouts

Member Name

Date Earned

Rank

Harrison	11/15/2005	Bobcat
Harrison	05/02/2006	Wolf
Harrison	05/05/2007	Bear
Harrison	04/17/2008	Webelos Award

Member Name

Date Earned

Activity Badge

Harrison	07/28/2007	Aquanaut
Harrison	10/25/2007	Forester
Harrison	07/28/2007	Geologist
Harrison	10/25/2007	Outdoorsman

Member Name

Date Earned

Award

Harrison	05/06/2007	Bear Gold Arrow Point
Harrison	05/06/2007	Bear Silver Arrow #1
Harrison	05/07/2007	Bear Silver Arrow #2
Harrison	10/25/2007	CS Outdoor Activity Awd. - Webelos

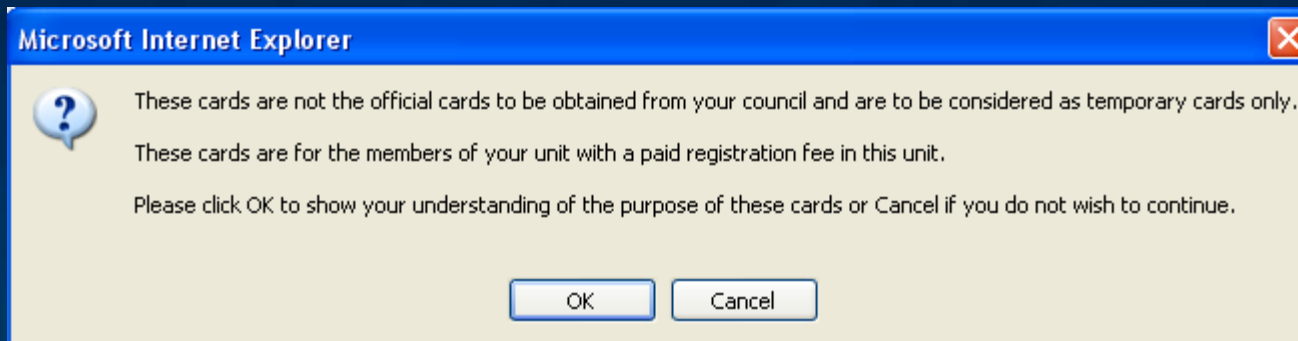
Total Ranks = 4 Total Badges = 4 Total Awards = 4

Each individual report lists ranks, badges, and awards with summary totals.

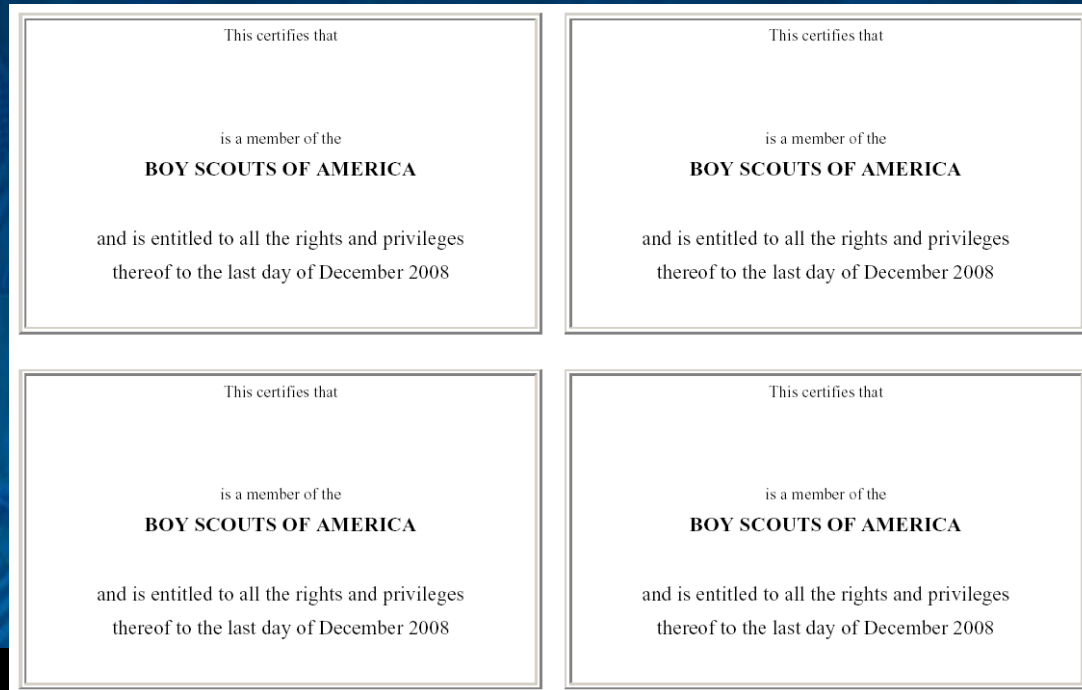


BOY SCOUTS OF AMERICA

Internet Applications Update



A feature of Internet Advancement allows the unit to obtain “temporary” membership cards with the member name, unit position, and member ID number.



Internet Applications Update

- Advancement Report
Boy Scouts of America

•
Unit: Pack 0000
Chartered Organization: (chartered organization name)
District: Happy Trail
Council:
Unit Expire Date: 12/31/2008

Processor: (processor name)
(e-mail address)
000-000=00000

Date Submitted:

Date Awards Needed: _____

DRAFT VERSION: This is a draft report only and cannot be used for unit advancement. You must Submit this file to obtain the final version of your unit Advancement Report.

- No new achievements were recorded for this unit during this session.

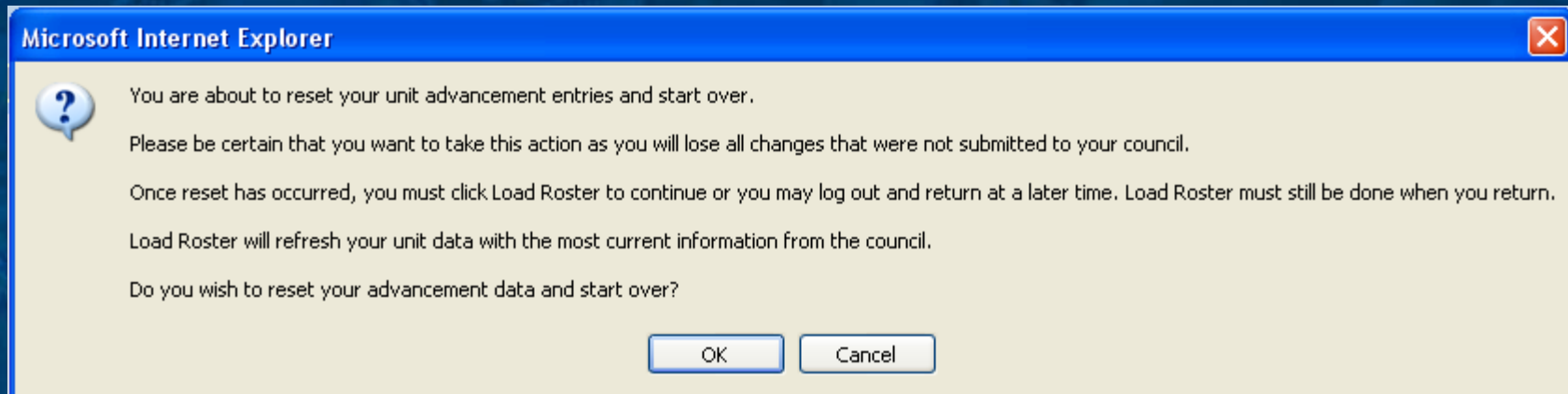
- Total different youth 0 Qualified for 0 rank(s)
- Total different youth 0 Qualified for 0 activity badge(s)
- Total different youth 0 Qualified for 0 award(s)

Before unit advancement is submitted, the unit processor views the entries in a draft version to confirm that selections made are correct.




Internet Applications Update

Internet Advancement permits a unit processor to “Start Over” with a new Load Roster, which refreshes the member information. Advancements not yet submitted will not be saved unless you submit before you start over.



Internet Applications Update



Internet Advancement

Stages: [1. Load Roster](#) [2. Update Member](#) [3. Submit Report](#)

[Review Unit Roster](#)
[Unit Advancement Summary](#)
[Review Advancement Report](#)

[Submit Report](#)

[Home](#) | [Logout](#) | [Help](#) | [Unit Order Form](#)

[Frequently Asked Questions](#)

From this page, you submit the Advancement Report to the council. You will also print your unit Advancement Report.

Warning: Once you submit to council, you cannot make changes through Internet Advancement.

To review your Advancement Report before submitting, click the [Review Advancement Report](#) link.

[Previous](#) To submit your report to the council, click here --> [Submit to Council](#)

©2005 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 1.0.0.

Submit Report reminds the user to review the draft Advancement Report.



BOY SCOUTS OF AMERICA

Internet Applications Update



Internet Advancement

Stages:

1. Load Roster

2. Update Member

3. Submit Report

[Frequently Asked Questions](#)

[Home](#) | [Logout](#) | [Help](#) |

Internet Advancement Survey

Please provide your comments on the use of Internet Advancement and how it may be improved. Click Save with or without comments to continue with your report submittal. Reset will clear any text you entered before you continue.

This is a test advancement survey comment.

Total number of characters 42/1000

Reset

Save

©2005 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 1.0.0.

For each new advancement report submitted, the user is offered the option to complete survey comments; the saved comments are made available to the council.



BOY SCOUTS OF AMERICA

Internet Applications Update



Internet Advancement

Stages:

1. Load Roster

2. Update Member

3. Submit Report

Submit Report: Print Advancement Report

[Frequently Asked Questions](#)

[Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |
Unit Expiration Date: 12-31-2008

[Unit Order Form](#)

Congratulations!

Your Advancement Report has been submitted successfully.

The advancement process is not complete until you complete the following:

1. Print the Advancement Report (which includes the Unit Award Summary).
2. Obtain the appropriate signature(s) for this Advancement Report.
3. Deliver the Advancement Report and your insignia purchase order to the council. Check with your council service center for the current stock numbers and prices and ordering procedures.

Thank you for using Internet Advancement from the Boy Scouts of America.

To print this Advancement Report, click here --> [Print Advancement Report](#)

©2005 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 1.0.0.

Once the Advancement Report is submitted, the unit processor prints the report. The report is in PDF format and can be saved for the unit's record.



BOY SCOUTS OF AMERICA

Internet Applications Update

1. Advancement procedures:
Packs: Den Advancement Reports are received from each den and used to enter advancement for the entire pack.
Troops/Teams: All Boy Scouts or Varsity Scouts ready for advancement must appear before a board of review composed of at least three members. The advancement report for each board of review must be signed by at least three members of the board, including its chairman.
Crews/Ships: Venturers/Sea Scouts submit their advancement applications to their Advisor or Skipper who obtains the crew/ship committee approval. Attach applications for the Venturing Gold, Silver, and Quartermaster awards to this report.
2. Only MEMBERS with unexpired membership certificates can be credited with advancement. Awards are not available to members of units later than the expiration date of their charters.
3. No Boy Scout advancement may be earned by female Venturers or by a Boy Scout, Varsity Scout, or male Venturer who has reached the age of 18.
4. Venturers may earn Venturing advancement through age 20.
5. Each merit badge counselor must be registered as a merit badge counselor with the BSA.

To: Council Advancement Committee

I certify that the following record of advancement is correct and that it meets the standards and requirements of the Boy Scouts of America, and that the merit badge counselors are registered adult members of the BSA.

Signed

For Boards of Review: Two additional signatures are required, plus the date the board of review was held.

Title

Board of Review Date

Member Name Date Earned Rank, Merit Badge or Award

Advancement Report lists procedures and provides for certifying signatures and Board of Review date, if applicable, and lists each member's advancement.

