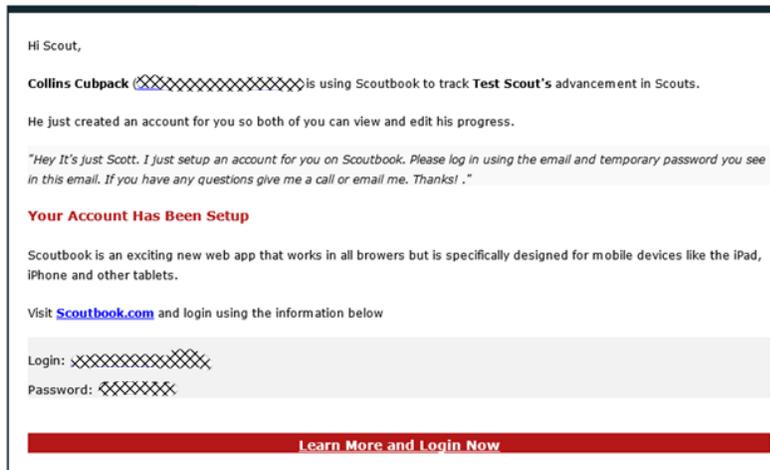# Scoutbook Tutorial for Parents

From the first knot tied to final hours of service performed, the Scouting experience is a journey like no other. Scoutbook ensures not a moment is missed - tracking advancement, milestone achievements and all the fun along the way. Click here to watch a video of how Scoutbook can improve your Scouting experience:

Logging in to Scoutbook for the first time

- You will receive an invitation email from your unit similar to the one below.

Hi Scout,

Collins Cubpack (XXXXXXXXXXXXXXXX)is using Scoutbook to track **Test Scout's** advancement in Scouts.

He just created an account for you so both of you can view and edit his progress.

"Hey It's just Scott. I just setup an account for you on Scoutbook. Please log in using the email and temporary password you see in this email. If you have any questions give me a call or email me. Thanks! ."

Your Account Has Been Setup

Scoutbook is an exciting new web app that works in all browers but is specifically designed for mobile devices like the iPad, iPhone and other tablets.

Visit **Scoutbook.com** and login using the information below

Login: XXXXXXXXXXXX
Password: XXXXXXX

Learn More and Login Now

If you did not get an invitation, email your den leader and we'll send you one

Click the "Learn More and Login Now" link. This will take you to the ScoutBook page.

Click the "Login" button to login to Scoutbook. Log in using the email and temporary password. If you misplaced the password given to you, click on Forgot password? At the bottom of the login prompt.

There are a few reasons why someone would not be able to login to Scoutbook.
1. Passwords are case sensitive. If your password is A13BD you need to enter it exactly like that. a13bd will not work.
2. Password has expired. Each time you are sent an invite in Scoutbook a new temporary password is sent via email to the user/parent. Any previous invites automatically expire when a new invite is sent.
If the parent finds three invites in their inbox they must use the most recent one in order to login successfully.
3. Your browser must accept cookies. Most browsers are setup to accept cookies. Scoutbook uses cookies to throughout the site. If the user has turned off cookies in their browser settings they will not be able to login.

You can always get back to this login page by going to the website: **scoutbook.com** You do not need a special app to access anything in Scoutbook.

Updated 10/16/16

After login in, click "My Dashboard"
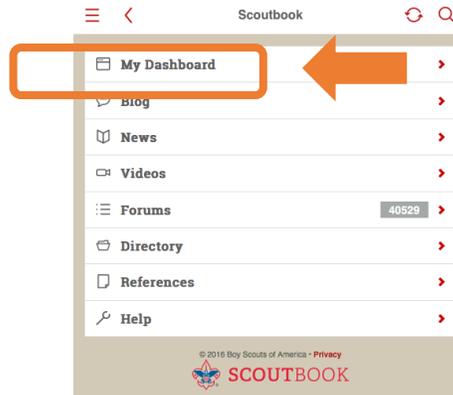
- Which will bring you to these options. Note the handy tips!
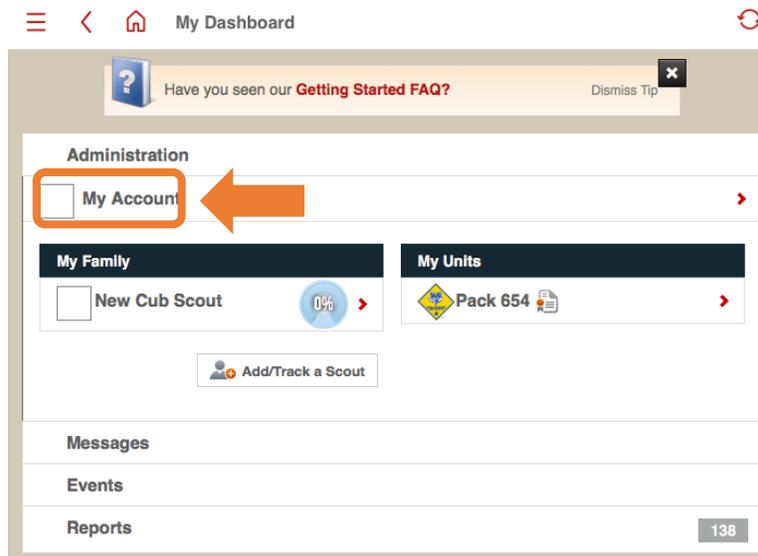
Next Change Your password

- Click the My Account link
- Click the "Password" link to set your password to something you can remember
- Add a photo by clicking on the photo icon to help your unit leaders start matching parent names to faces and scouts!

- Next, click edit profile and update the information you're comfortable sharing with your unit.
- This will be used on the roster with address, phone and e-mail contacts
- To activate text messaging, enter your cell phone number and select your cell service provider then click on Activate / Verify. You will receive a text message that says FRM:Scoutbook.com SUBJ: Here is your verification code XXXXX the XX's stand for the code you input into Scoutbook. Input that code into Scoutbook and your account will now be able to send and receive text messages.
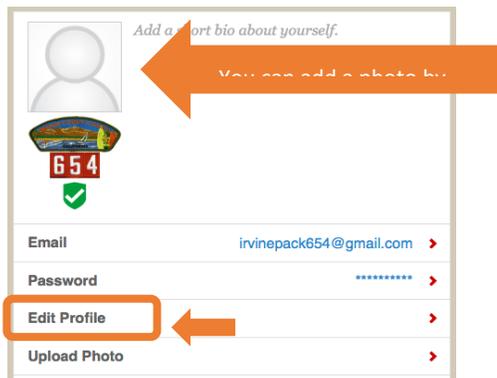
Viewing/Editing your son's profile

- Now click your son's name (note the examples are for a Cub Scout, but they will be similar for Boy Scouts) This will open his Scoutbook page where you can see his rank, advancements, and awards.
- Click the person outline to upload a photo of your scout.
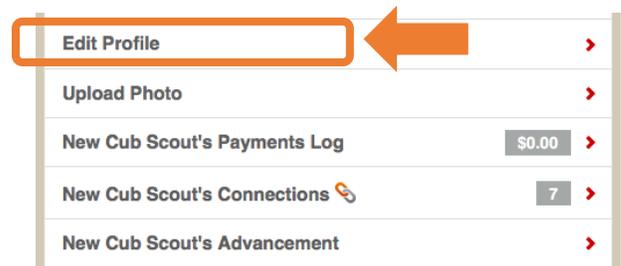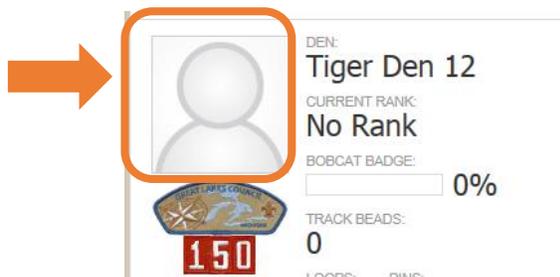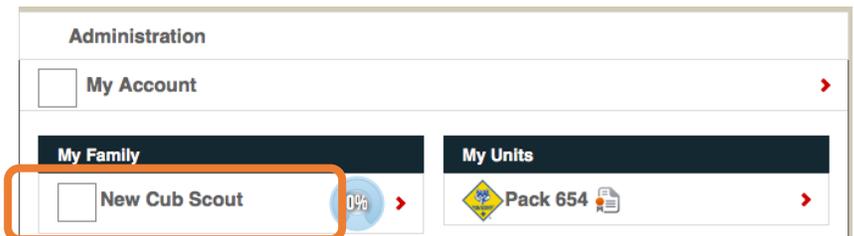
- As his parent, you have full control and can edit his profile. Please click on Edit Profile and verify the information is correct.


- PLEASE do NOT change his First / Middle / Last name or BSA ID number. These must match what you wrote on the official scout application. You are welcome to add a Nickname.

Marking Requirements Complete

- You can view the progress your son is making to rank in real time at any time you wish by logging into Scoutbook.
- Your scout's den or Boy Scout leader will record requirements completed. You will record completion of family requirements or those assigned as homework.
- Your scout's first homework is to complete requirement with you, reviewing the pamphlet "How to Protect your Children from Child Abuse" in their scout handbook. This is a Bob Cat or Scout Rank requirement
- When complete, click advancement, then Bobcat (or Scout for a Boy Scout)
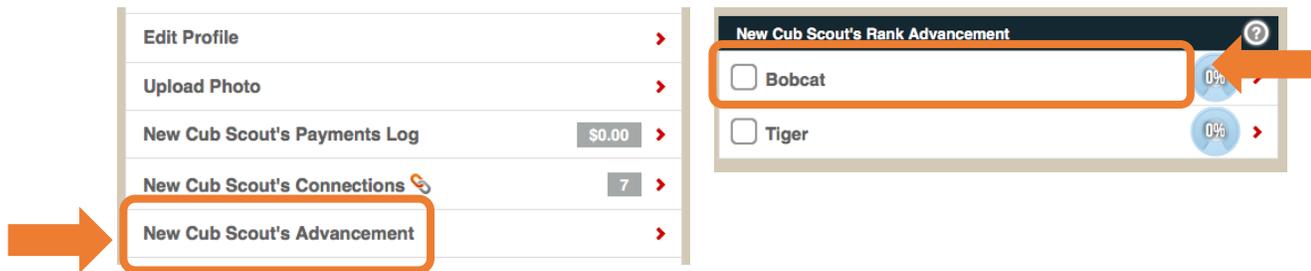
- Next, click #7 (#9 for a Boy Scout) Note all the requirements are listed.
- Parents enter the date the requirement was completed, and the Scout leader marks approved.
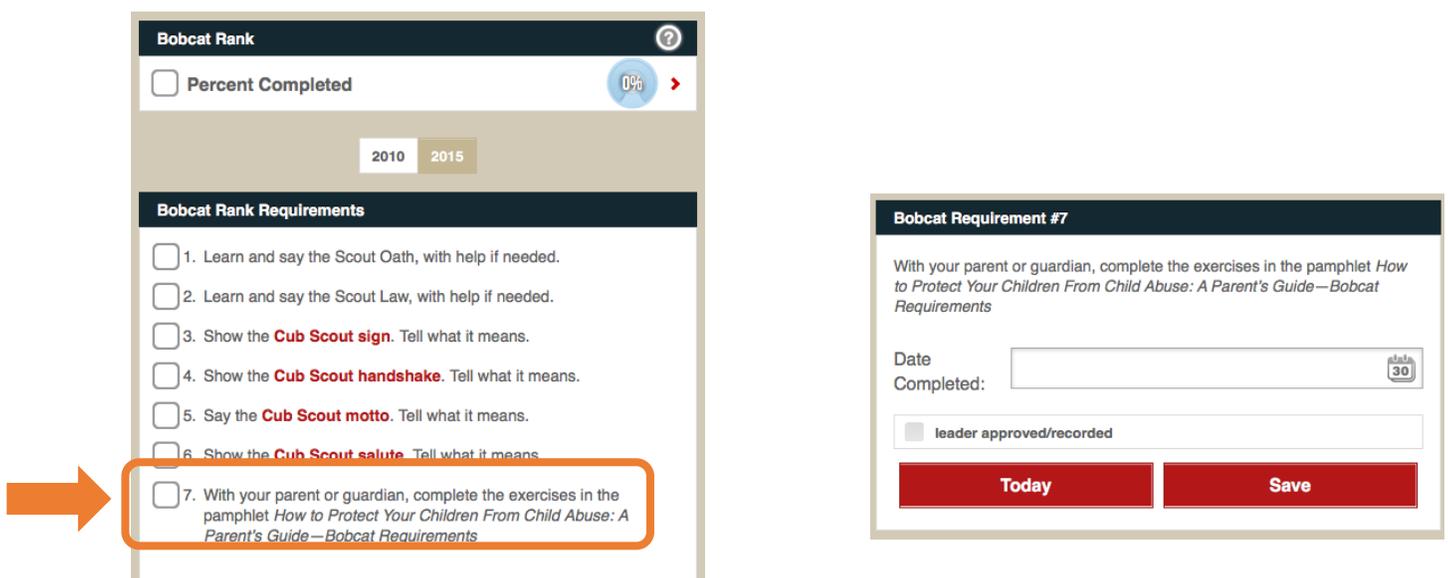
SCOUTbook is setup so that as a Scout matures, the Scout can be tracking their own Scouting experience but - especially at younger ages - the parent guides that experience.

As a Scout completes requirements, they are marked 'complete' (check with the appropriate leader in your unit as to who should be marking them complete.) Then the appropriate leader marks the requirement as 'approved.'   Once the requirement is approved, it is considered 'signed off.' More information on who signs off on different requirements is located in the Scout handbooks.

Parents who are also leaders – before approving advancement should confirm the approval policies of your unit.
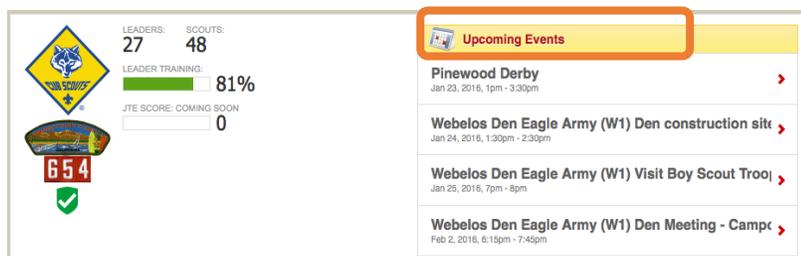
Viewing Pack or Troop Information

Next, click your unit link
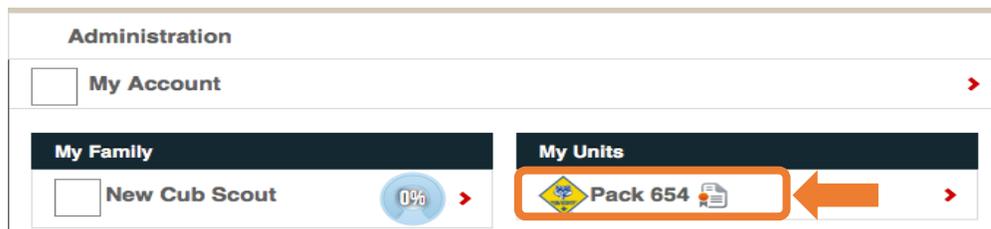
On this page you will see unit information, Upcoming events and a list of Dens or Patrols.

Click Upcoming Events to access the full calendar.

In the Calendar, you can click the gear icon to set which den or patrol calendars are shown.
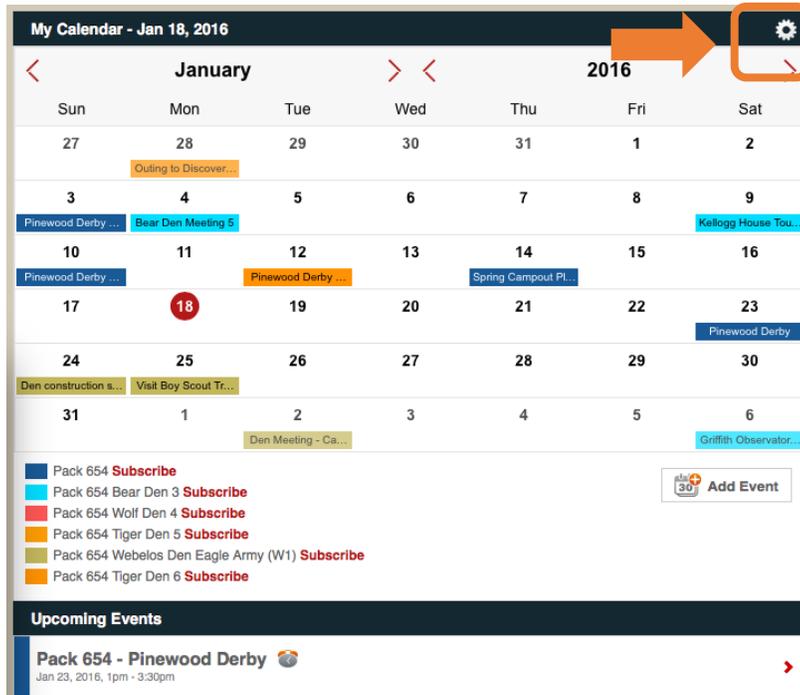
If you would like to add the calendar to Google Calendar or another calendar you have that supports the iCal protocol, **click on Subscribe** next to the calendar name at the bottom of the calendar. You will receive instructions similar to the one on the right here. For more information on how to embed the calendar, contact the other calendaring software provider.

NOTE THE FOLLOWING INSTRUCTIONS MAY VARY DEPENDING ON 3RD PARTY APP and may change over time:

Clicking subscribe provides the URL you need to insert into the 3rd party app. There is a separate one for the pack or troop and each den or patrol. Once added to the 3rd party app, events in Scoutbook will automatically be added to your calendar on the 3rd party app.

GOOGLE:
-On your computer, open Google Calendar.

-On the left side, find "Other calendars" and click the down arrow. Select Add by URL.
-Enter the calendar's address in the field provided. The address needs to be an ICAL link.
-Click Add calendar. The calendar will appear on the left side under "Other calendars." Note: It might take up to 24 hours for changes to show in your Google Calendar.

iOS CALENDAR:
-Go to Settings> Mail, Contacts and Calendars.
-Click "Add Account."
-Select Other > Add Subscribed Calendar.
-Paste the iCal link in the "Server" prompt; click "Next."
Hit Save (No user name or password required). Pack or den events added in the future will automatically be added to your calendar on your iOS device.

MACINTOSH:
-In Calendar, choose File > New Calendar Subscription.
-Enter the calendar's web address, and then click Subscribe.
-Enter a name for the calendar in the Name field and choose a color from the adjacent pop-up menu.
-To view a subscription calendar in Calendar on your Mac and on devices with iOS 5 or later without resubscribing to it, choose your iCloud account.
-To update your copy of the calendar when changes to it are published, choose the update frequency from the "Auto-refresh" pop-up menu.
-Click OK.

Some of the other things you can access on Scoutbook include:

Pack or Troop Roster
The Pack or Troop Roster will let you see the names of the Leaders and Committee members as well as a list of all the scouts in the unit (first names only).

Pack or Troop Forum
Is a private forum for unit discussions. There are also global forums where you can ask for advice from other scout parents and leaders not in your unit.

Send Message
Send Message will let you send an email to any leader or parent in the unit. It also allows the sending of texts. (to send Text messages, make sure you have verified your cell phone inside your edit profile page.)

Setting up an Account Your Scout Can Use
If you wish to have your son have his own account you log in and go to the Edit the Scout's profile. At the bottom of the page there is the link to add the Scout. The Parent enters the Scout's email address and invite's

the Scout. The Scout gets an email with account info. The Scout accepts the invite and can now log in. Scouts who have done this will show up on the Messaging list.

Here are the steps:

1. Log into your own account on ScoutBook
2. 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' your invitation and choose a password.
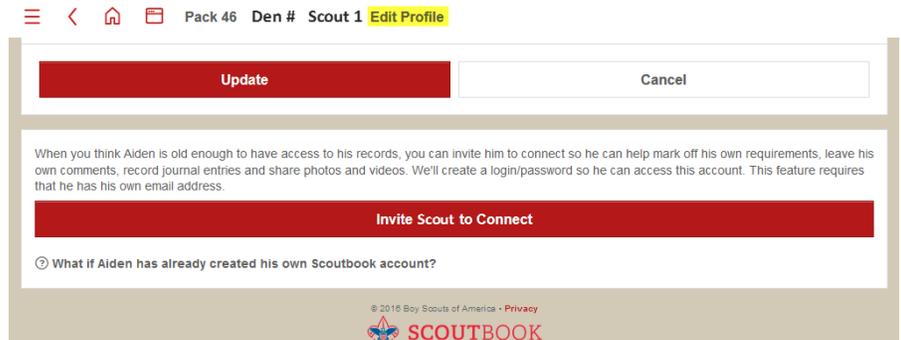
The Leaders will never have access to the Scout's email address or cell phone numbers. Additionally, the parents/guardians will be copied automatically on any messages / texts to the Scouts.

Text activation is done by a Scout himself once he has an account. Text activation is in the Edit Profile just like it is for an Adult.