

SCOUTBOOK Quick Reference Guide



Scoutbook is the key tool to use to communicate, track progress, plan events, schedule meetings, and a host of other functions to manage the scouts in either the Pack and Den. Scoutbook can be a bit clunky and sometimes glitchy but overall, it is very good tool. There are two sides of Scoutbook that you can log into. The traditional scout book and then the Den Leader portion is you have access. I am only going to cover the Scoutbook traditional site, <https://www.scoutbook.com/mobile>, that all parents and leaders have access to.

In this guide, my goal is to show you how to do some of the basics in Scoutbook. There are many reports and other features that you can use depending on your role in the Pack. The best thing to do is to just jump in and get familiar with the navigating through various the various screens. If you are not tech savvy this guide is intended to make it easy to use this tool.

Navigation in Scoutbook is quite easy as there are many hot links that allow you to jump to different portions or step back to an earlier screen. Tips on navigation will be covered in section 9.

Key Things to do in Scoutbook:

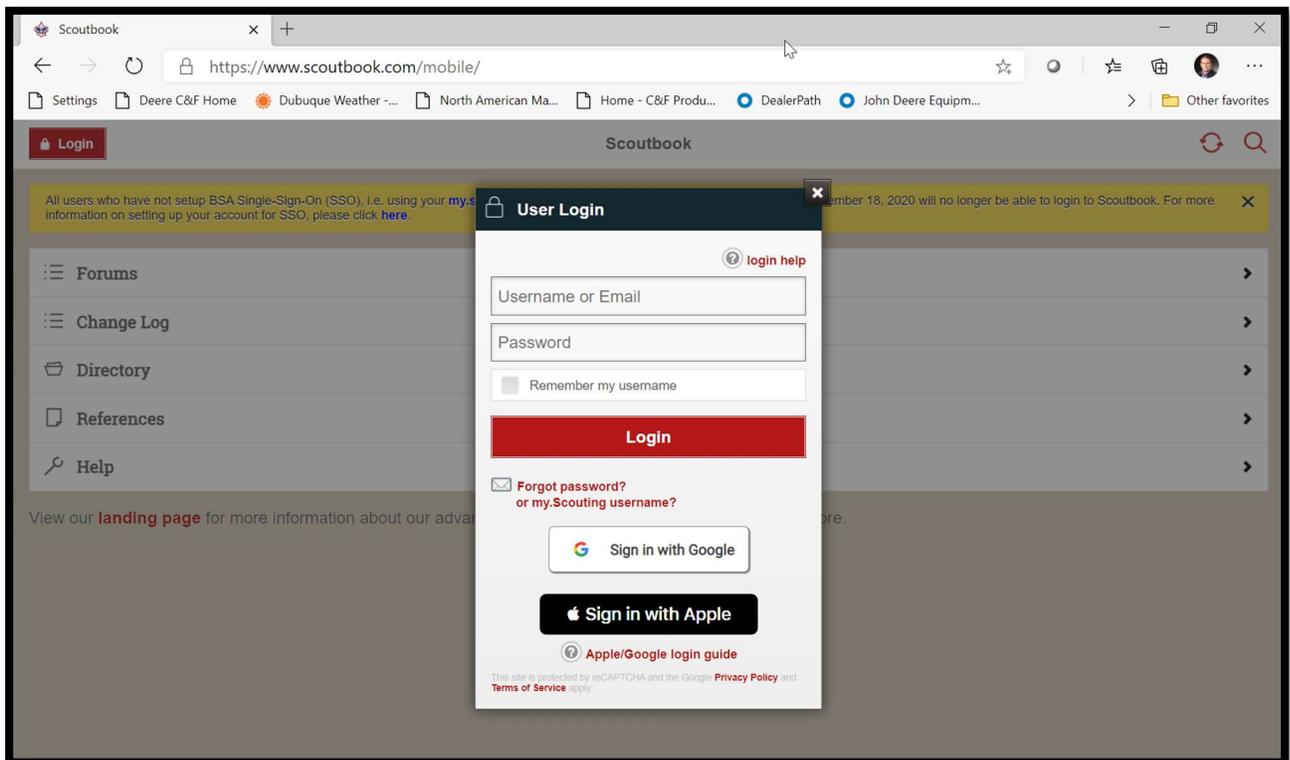
1. Log-in
2. My Dashboard
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1. Log-In – <https://www.scoutbook.com/mobile/>

Logging into Scoutbook (SB), can sometimes be challenging if you get your password or login name wrong. If you can't get in, I recommend the following:

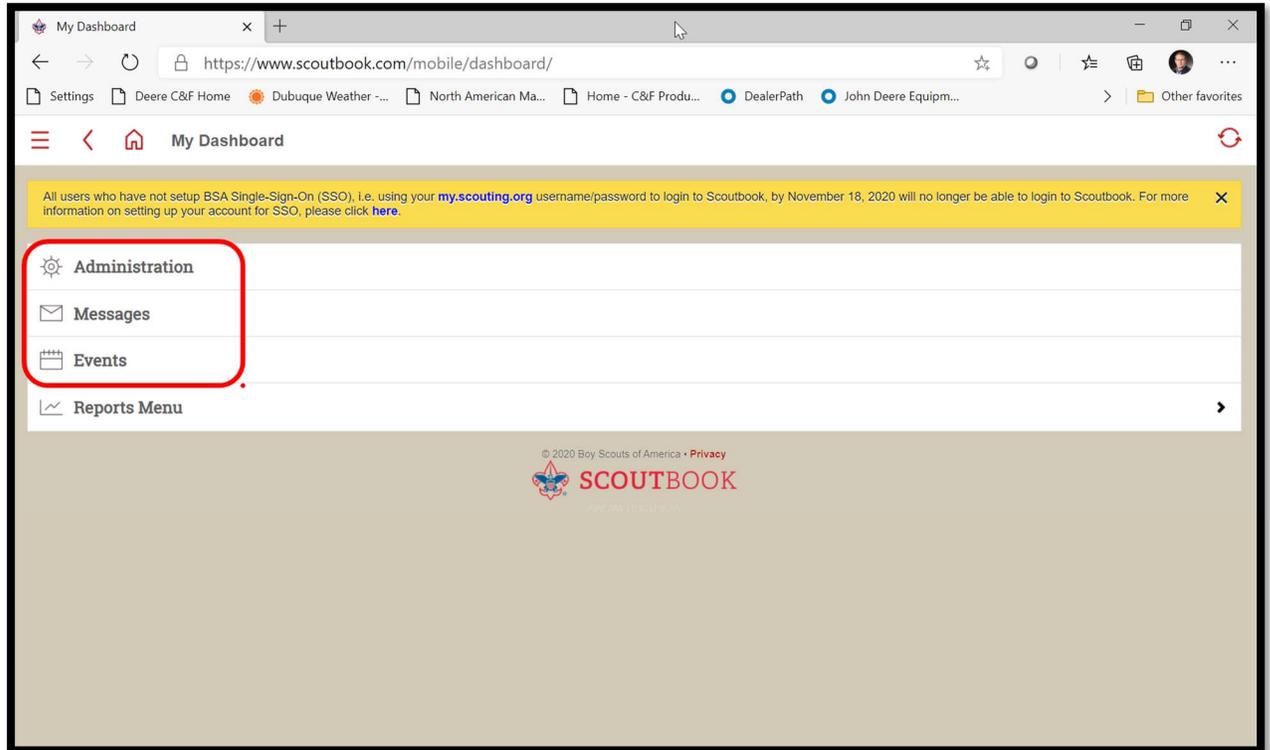
1. Don't use auto fill from your browser and always type everything in. Auto fill seems to screw up logging in from time to time so I don't use it anymore. If it works for you then keep using it and you have better luck than me.
2. If you are having log in trouble try using a different browser, If Chrome doesn't work then switch to Microsoft Edge or vice-a-versa.
3. Don't forget that you usually have to fill do a reCaptcha puzzle to prove you are not a robot, so be patient for that to come up. Sometimes this puzzle doesn't come up until you hit the "Login" button so be patient.
4. Sometimes after it auto logged me out due to inactivity, it won't let me log me back in the first time so I have had to try a second time and it worked – Be patient and try again.
5. Also if you are trying to login on week night when there are tons of Scout meetings all over the country, the system can be slow, so be patient.

Your log in screen should look like this



2. My Dashboard Page

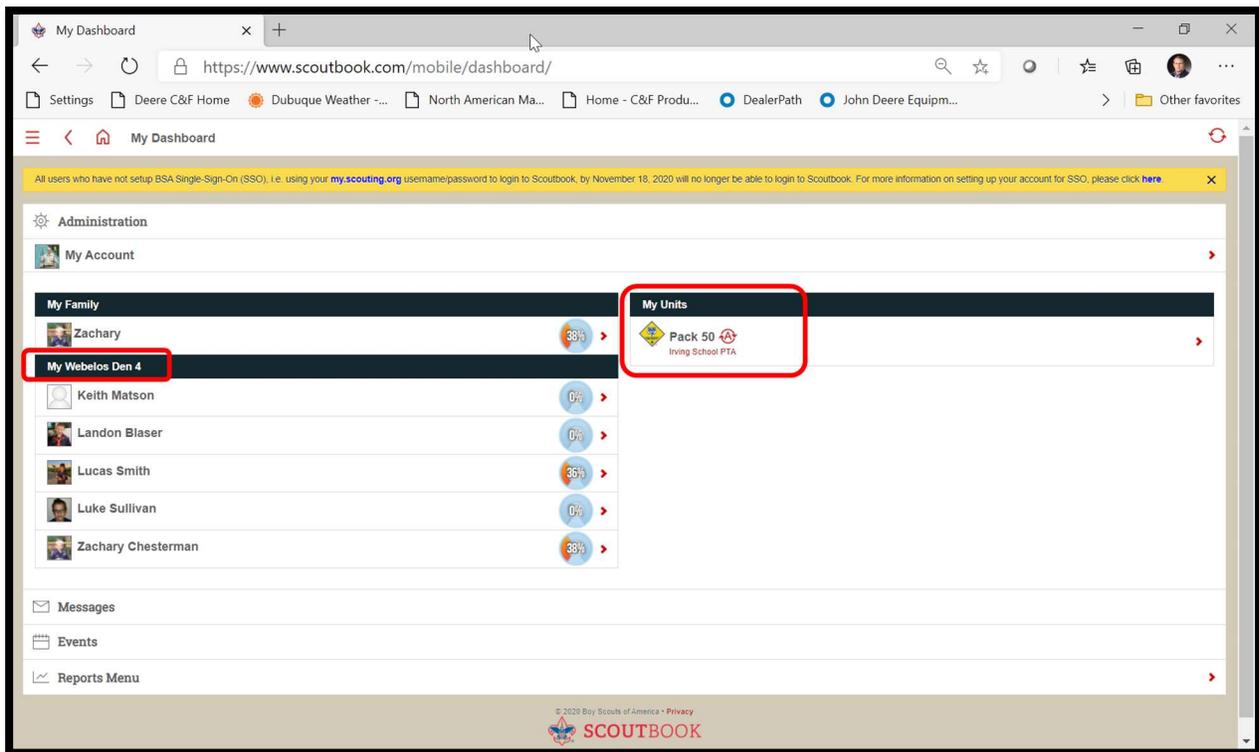
“My Dashboard” is your homebase in SB. It is right on top of the first menu after you log in. The key things that I use for 90% of what I need in SB are right at the top – Admin, Messages, and Events. You can get to messages and events from other menus but these will get you to them directly.



3. Administration Page

Admin is where you can see your scouts and the units that you have administrative rights over. If you are a parent/guardian and not a leader then you can only see the scouts that are your children under My Family. If you are a den leader then you can see all of the scouts that are in your den. If you have Pack Admin privileges that you can see anyone in the pack.

If you want to send messages or record awards for your den only, then click on the hot link for that unit as shown below for “My Webelos Den 4”. If I wanted to send a message to the whole Pack the I can click on Pack 5 and then select the “Messages” bar at the bottom of the page for the Pack or Den you selected.



4. Den Admin Page

Den Admin is where you can see the scouts in a Den. You can simply click on their name to get a menu of different options individual to each scout such as review their advancement or credit them with some requirements. You can see upcoming events for the Den.

If you want to do advancement for multiple scouts in the den that passed the same requirements, this can be done quickly using the “Quick Entry” Feature shown below. I will, review Quick Entry in a separate section.

If you want to send a message only to your Den then you can select “Send Message” and only the scouts and leaders of the den will be sent the email.

The screenshot displays the Scoutbook Den Admin interface for Pack 50 Webelos Den 4. At the top, the browser address bar shows the URL: <https://www.scoutbook.com/mobile/dashboard/admin/denpatrol.asp?UnitID=2354&DenID>. The page header includes navigation icons and the text "Pack 50 Webelos Den 4". A yellow banner at the top provides information about BSA Single-Sign-On (SSO) requirements. The main content area is divided into several sections:

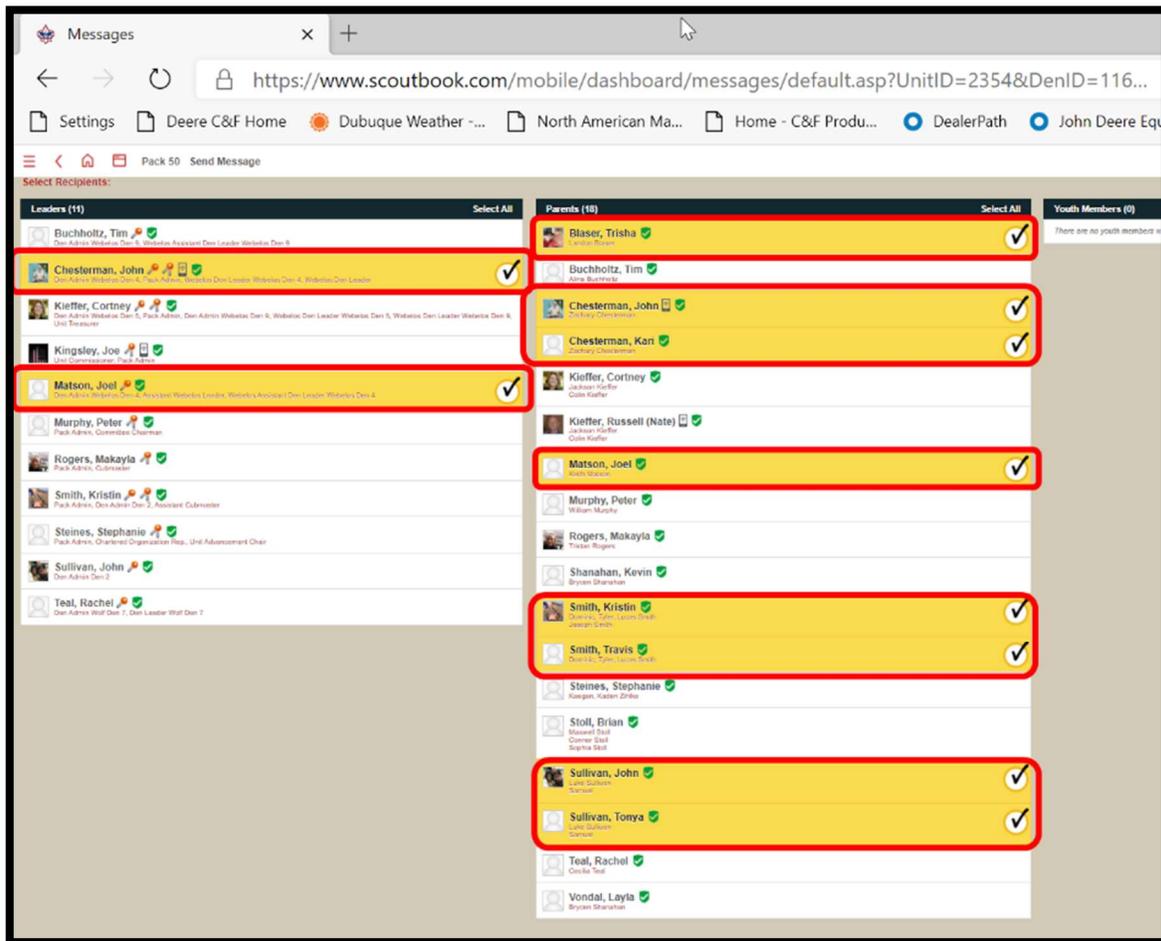
- Leaders (2):** Lists Joel Matson (Den Admin, Webelos Assistant Den Leader) and John Chesterman (Pack Admin, Den Admin, Pack Admin, Webelos Den Leader).
- Scouts (5):** Lists Keith Matson (Webelos), Landon Blaser (Webelos), Lucas Smith (Bear), Luke Sullivan (Webelos), and Zachary Chesterman (Webelos).
- Upcoming Events:** Lists three meetings: Webelos 2 Den Meeting (Mar 17, 2021, 6:30pm - 7pm), Webelos 2 Den Meeting (Dec 1, 2020, 6:30pm - 7pm), and Webelos 2 Den Meeting (Jan 8, 2021, 6:30pm - 7pm).
- Connections Manager:** Contains a red-bordered box around the "Send Message" and "Quick Entry" options.
- Den Reports, Print Roster, Edit Den:** Additional administrative options.

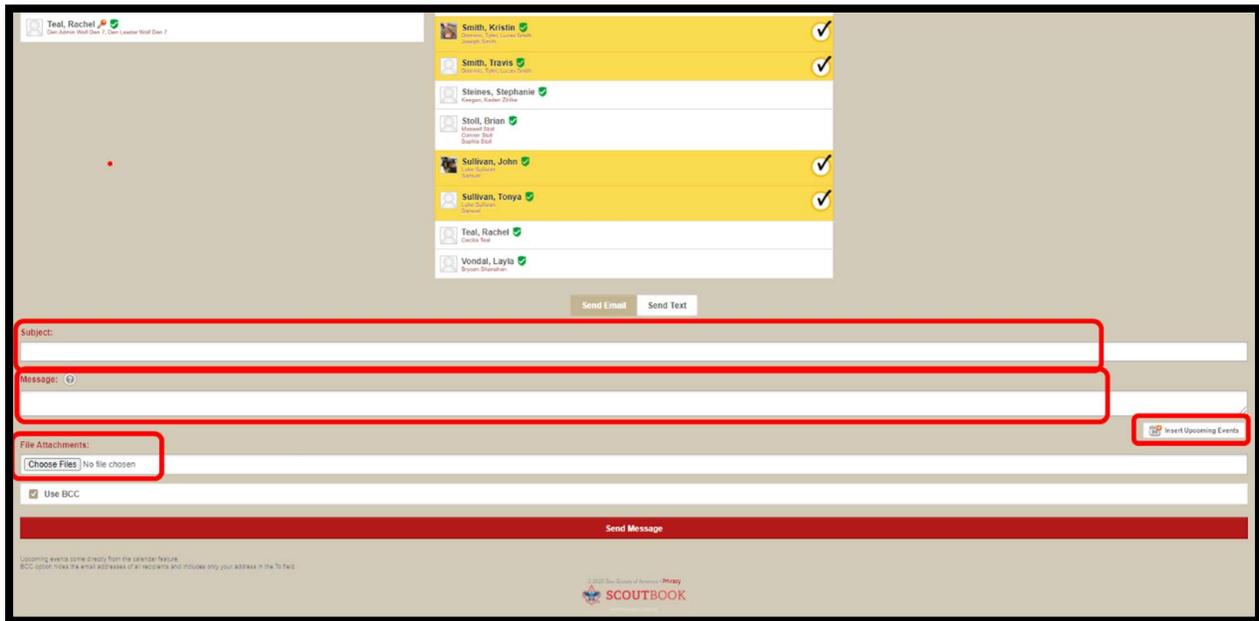
The Scoutbook logo and copyright information (© 2020 Boy Scouts of America - Privacy) are visible at the bottom right.

5. Messages Page

This is where you can send a message to others in the Pack. If you want it to go to the whole Pack, then it best to be in the Pack view and navigate to messages from there. If you want your Den only, then start the message from your Den's page in SB. If you just want to send a message to select members then go the message tab in your dashboard page and select form the leaders, parents, and scouts you want to send the message to.

The example below shows a message to only the Scouts and Parents of the Scouts in Webelos Den 4 that are highlighted in Yellow. I could easily add other leaders by clicking on them and they will get a check mark and turn yellow or take people off by clicking on them.





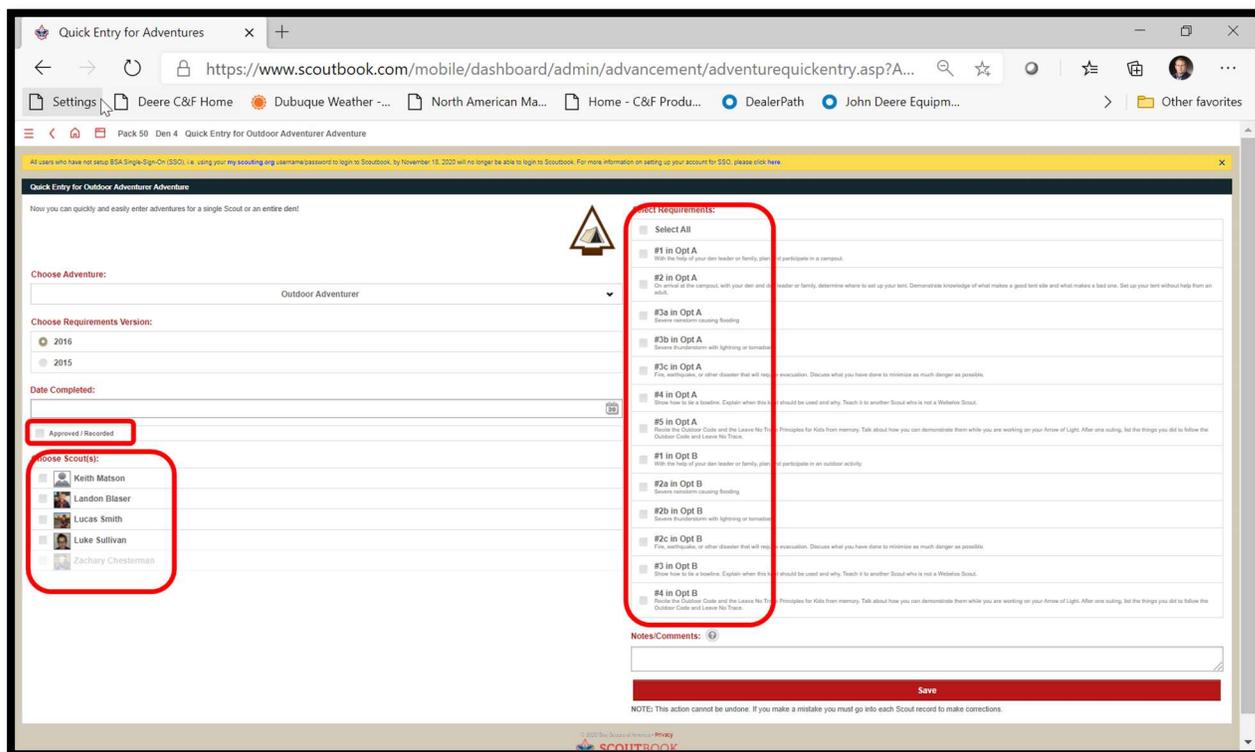
When drafting a message as shown below, you have the traditional Subject and Message space to say what you want to say. If you have something important to say, I would recommend in the subject line, using all CAPS to emphasize what's important such as "DATE CHANGE" as so many people read very quickly, so need something to get their attention if it is warranted for the message. A couple of handy features are attaching files and inserting Events as highlighted below.

In regards to inserting files: documents, pictures, etc.. be aware that one of the glitches I have encountered is that are not really fully uploaded and the attached file is empty when sent. I would highly recommend that when sending a file, check your own email to assure that you received the message correctly with the fully attached file. If it is not correct then quickly resend it.

6. Quick Entry Page

Quick Entry is the handy features that saves tons of time if you have credit the same requirement for many Scouts at the same time. I use Quick Entry even when updating requirements for even a single scout as it allows checking off multiple requirements and applying the same date. If you do not use quick entry you have to each requirement separately even though they may be on the same date.

The example below shows the Outdoor Adventurer Webelos required adventure. On the left you can select the scouts that you want to check off the requirement for. On the right you click off the requirements fulfilled. If they did the whole thing, then simply click the “Select All” at the top. Also if you are a leader you can also hit the “Approved/Recorded” at the same time.



7. My Calendar Page

This page shows all the things that are going in a nice calendar format. You can easily see if there are conflicts or events on the same date as shown on the 17th of NOV below. You can click on any of these events to open them up. At the bottom are the soonest upcoming events and can be clicked into there too.

The screenshot shows a web browser window displaying the Scoutbook mobile dashboard calendar. The browser address bar shows the URL: <https://www.scoutbook.com/mobile/dashboard/calen...>. The page title is "My Calendar". A yellow banner at the top contains a message about BSA Single-Sign-On (SSO) login requirements. The main content is a calendar for November 2020. The calendar grid shows events for various dates. A red box highlights the events for November 17th: "Meeting 2: Paws on the Path 2 of 3", "Bears Den Meeting: Bear Picnic Basket", and "Webelos 2 Den Meeting". Below the calendar is a legend for event colors and a "Hide DLE Events" button. At the bottom, the "Upcoming Events" section is highlighted with a red box, listing two events: "Pack 50 Wolf Den 7 - Meeting 3: Paws on the Path 2 of 3" and "Pack 50 Bear Den 6 - Bears Den Meeting: Bear Picnic Basket".

Su	Mo	Tu	We	Th	Fr	Sa
1 Popcorn Pick-Up - Sunday Afternoon 1-...	2	3 Meeting 2: Paws on the Path 1 of 3 Bears Den Meeting: Paws for Action Webelos 2 Den Meeting	4	5	6	7
8	9	10 November Pack Meeting	11	12	13	14
15 Tree Planting with Troop 51 - UPDATED	16	17 Meeting 2: Paws on the Path 2 of 3 Bears Den Meeting: Bear Picnic Basket Webelos 2 Den Meeting	18	19	20	21
22	23	24	25	26	27	28
29	30	1 Meeting 4: Paws on the Path 3 of 3 Webelos 2 Den Meeting	2	3	4	5
6	7	8 December Pack Meeting	9	10	11	12

Upcoming Events

- Pack 50 Wolf Den 7 - Meeting 3: Paws on the Path 2 of 3
Nov 17, 2020, 6:30pm - 7:30pm
- Pack 50 Bear Den 6 - Bears Den Meeting: Bear Picnic Basket
Nov 17, 2020, 6:30pm - 7:30pm

8. Scheduling an Event

When you schedule or “Add Event” I recommend you start this in the upper left corner for the “Calendar: and then sequentially work your way down the left side and then back over to the right. If you go back and change, the “Calendar” setting from Pack to a Den then everything will reset to the last Den event that was scheduled for that event. What is nice is that the system auto-fills most of the sections from the last event that you scheduled for the unit.

A few things that I have highlighted below are RSVP’s. If you have an event where you need to know who is coming and need a count, such as service project, hike, or meal then please put please RSVP in the title as many parents are pretty poor about responding.

Also shown below is the “Invitees” where you can change who is invited.

Also hidden away is the “Reminder” feature that conveniently sends as many reminders as you want automatically. Always error on the side of overcommunicating that under-communicating with multiple reminders.

The screenshot shows the Scoutbook mobile dashboard for scheduling an event. The page is titled "Event" and displays a form for event details. The form includes fields for Calendar (Pack 50), Event Type (Pack Meeting), Name (November Pack Meeting), Location (Zoom - https://us02web.zoom.us/j/86206151318), Start (11/16/2020 06:30 PM), and End (11/16/2020 07:30 PM). There are also sections for Plan for Excellence, Planned Advancement, and Scheduled Reminders. The Invitees section shows a list of 33 invitees. The RSVP and Permission Slips Req. options are highlighted with red boxes. The Manage Reminders button is also highlighted with a red box.

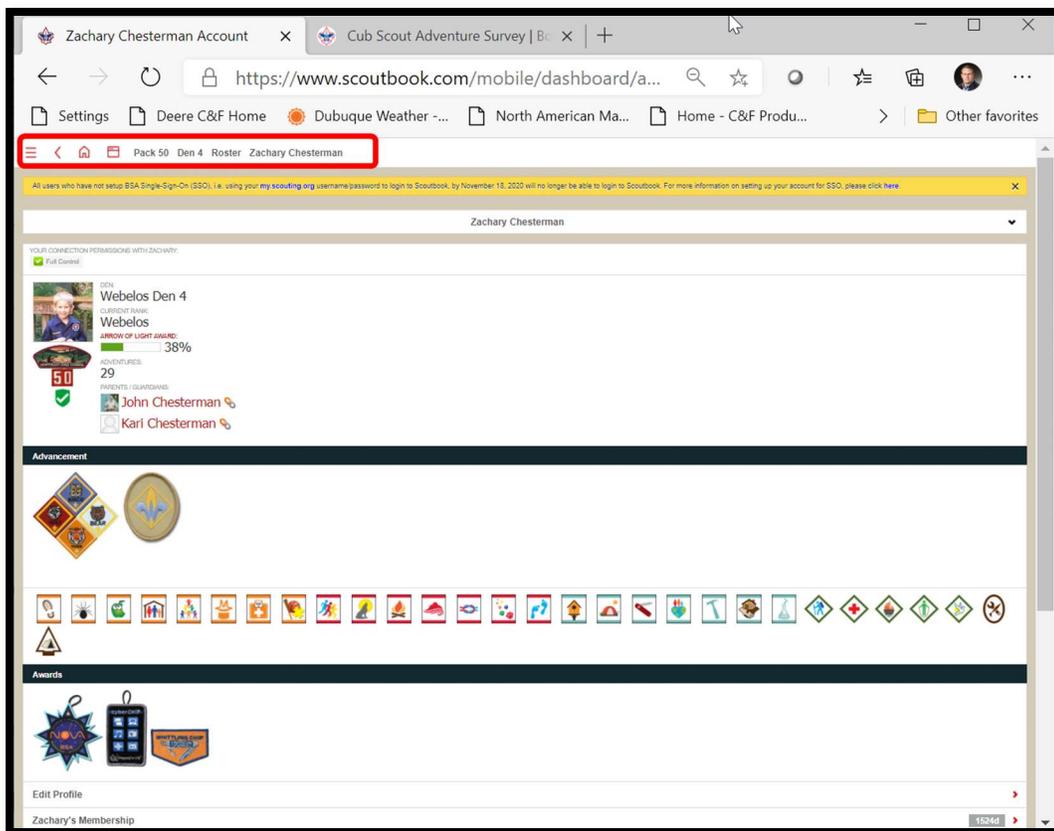
9. Navigation Shortcuts

There are many ways to get around Scoutbook. It is possible click down through a unit to a menu for a specific scout but then you want to get some quickly besides hitting the back button 20 times.

Below you can see the options in the red box:

1. The three bars on the left allow you quickly navigate to some recently places or log out.
2. Next is a simple back arrow to back up to the last screen.
3. You can jump back to the “Pack”, “Den4”, “Roster”. To jump to other members of the pack quickly, you can click on the white name bar with “Zachary Chesterman” and you will get a pull down menu that you can jump to other scouts or leaders.

If you get lost simply click on the house symbol next to the back arrow it will jump you back to your starting “Dashboard” page.



10. Other Tips

1. If you need to take someone off the roster, go into their membership tab and “End Date” with the date they went inactive. Don’t delete them since if they get back in, then they basically have to be added from zero and their history is lost.
2. If a Scout needs to be added, let the office input their application and they will auto-populate to the pack and then they can be added to the pack. This will avoid double entries.
3. If an email needs to be changed, only the parent can change their own email in their profile. Leaders cannot.
4. If a parent gets locked out, send an email to the council and they can reset their login for them to get back in.

I hope this was helpful. If you have any questions, or found something that could be added or updated, shoot me a text or email. 563-581-1411 or ChestermanJohnM@JohnDeere.com

Thanks for your service to Scouting – John Chesterman