

Internet Advancement

Utah National Parks Council

Boy Scouts of America

Internet **Advancement**

Internet Advancement is provided to allow units to directly record and manage records concerning ranks, merit badges, and awards with the Boy Scouts of America

Internet Advancement

Features

- Simple and intuitive interface
- Works from any Internet-connected PC (requires Microsoft Internet Explorer)
- Shows the latest rank, merit badge, and award options

Internet **Advancement**

Benefits to Scouting Units

- Immediate entry and validation of advancement records
- Prints a convenient advancement report for the council's and unit's records
- Access current unit roster and unit advancement history
- Eliminates need to stand in line at the Council Service Center to have advancements checked

Internet Advancement

Units will:

- Have one unit advancement processor register to use Internet Advancement
- Obtain a unit ID from the council
 - Same ID as Good Turn for America
- Enter ranks and awards appropriate to their unit type

Internet Advancement

Submitting Advancement Reports

- You set your own schedule
 - The council recommends submitting the report at least once per month, before the month end
 - The unit should submit one final report each December
 - Required before purchasing awards

Internet Advancement

Ranks, Awards, and Merit Badges

- Scout ranks, awards, and Merit Badges may be entered through Internet Advancement
 - Nominated awards, such as meritorious action awards, cannot be entered
 - Eagle Scout rank cannot be entered with Internet Advancement and must be completed through the council
 - Ranks must be added in sequence based on unit type and program

Internet Advancement

Initial page

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.

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Internet Advancement



Internet Advancement

[Frequently Asked Questions](#)

[Registration](#)

[Login](#)

To register for Internet Advancement, enter the unit ID number provided by your council, your unit type, and your four-digit unit number. If you do not have the unit ID, please contact your council.

Unit ID :

Unit type : Troop

Unit number :

Obtain the Unit ID from the council. This is required in order to continue.

Internet Advancement

Unit Advancement Processor Registration Information

Registration: Information and Password

LLesion

Please enter your contact information and create your password to complete the registration process.

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number : - - -

Each unit can only have one Advancement Processor. Enter the individual's information here.

Internet Advancement

Returning User Log In

Log In as a Returning User

Log in to use Internet Advancement.

Unit ID :

Password :

[Forgot password](#)

Use the same Unit ID as when you originally registered, along with the password specified at initial registration.

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Internet Advancement

Internet Advancement Overview

[Frequently Asked Questions](#)

Stages:

1. Load Roster

2. Update Member

3. Submit Report

Load Roster

[Home](#) | [Logout](#) | [Help](#) | [Password](#) |
Unit Expiration Date: 12-31-2006

Unit Order Form

Note that you can begin your work and return at a later time to finish.

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 me applications with appropriate signatures, before beginning this process. You must complete Internet Advan a computer connected to a printer. To upload an advancement file, you must first create the file from Pack TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

To continue with Load Roster, click here-->

Continue

Clicking this button will retrieve the current advancement and roster for your unit.

Internet Advancement

Load Roster Options

Load Roster

| Home | Logout | Help |

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.

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This option allows you to load your advancement records previously recorded in TroopMaster

statement. Version 1 0.0.

Internet Advancement

Entering Advancements

Select Members for Advancement

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

Review Unit Roster

Unit Advancement Summary

Review Advancement Report

Various reports are available here.

Print your own membership cards.

Start Over

Print Membership Cards

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**.

Next

Click these buttons to enter advancements.

Ranks	Merit Badges	Awards	Name	Street Address	Program
Ranks	Merit Badges	Awards	Britton <input type="text"/>	<input type="text"/>	LDS Boy Scouts
Ranks	Merit Badges	Awards	McKay <input type="text"/>		LDS Boy Scouts
Ranks	Merit Badges	Awards	Benjamin <input type="text"/>		LDS Boy Scouts

Internet Advancement

Select Members for Advancement

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**.

Ranks	Merit Badges	Awards	Name	Street Address	Program
Ranks	Merit Badges	Awards	Test Youth1	1111 Any Street	Boy Scouts
Ranks	Merit Badges	Awards	Test Youth2	1111 Any Street	Boy Scouts
Ranks	Merit Badges	Awards	Test Youth3	1111 Any Street	Boy Scouts
Ranks	Merit Badges	Awards	Test Youth4	1111 Any Street	Boy Scouts
Ranks	Merit Badges	Awards	Test Youth5	1111 Any Street	Boy Scouts
Ranks	Merit Badges	Awards	Test Youth6	1111 Any Street	Boy Scouts

Next

Once finished updating, click Next to proceed.

Simply click these buttons to enter advancement for each youth.

Next

Internet Advancement

Record Youth Ranks

Cancel

Reset

Save

Youth Ranks for Test Youth3

Rank	Date Earned mm/dd/yyyy
Scout	
Tenderfoot	07/19/2002
Second Class	05/15/2003
First Class	05/20/2004
Star	04/06/2005
Life	11/22/2005
Eagle	
Bronze Palm	
Gold Palm	
Silver Palm	
Eagle + 20 Merit Badges	
Eagle + 25 Merit Badges	
Eagle + 30 Merit Badges	
Eagle + 35 Merit Badges	
Eagle + 40 Merit Badges	
Eagle + 45 Merit Badges	
Eagle + 50 Merit Badges	

Cancel

Reset

Save

Make sure you enter dates in as required. The system will automatically check for eligibility.

Internet Advancement

Record Youth Ranks

| H:

A First Class Rank must have been earned and held for 4 months before you can earn the Star Rank.

Cancel

Reset

Save

Youth Ranks for Test Youth4

Rank	Date Earned mm/dd/yyyy
Scout	
Tenderfoot	03/01/2005
Second Class	03/01/2005
First Class	09/01/2005
Star	12/01/2005
Life	
Eagle	
Bronze Palm	
Gold Palm	
Silver Palm	
Eagle + 20 Merit Badges	
Eagle + 25 Merit Badges	
Eagle + 30 Merit Badges	
Eagle + 35 Merit Badges	
Eagle + 40 Merit Badges	
Eagle + 45 Merit Badges	
Eagle + 50 Merit Badges	

An example of a validation check. This was received because the Star rank advancement is not a minimum of four months after the First Class rank date.

Cancel

Reset

Save

Internet Advancement

Record Youth Merit Badges

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

Record Youth Merit Badges (A-C) | Home | Logout

Cancel | A-C | D-K | L-R | S-Z | Eagle | Reset | Save

Youth Merit Badges (A-C) for Test Youth0

Award	Date Earned mm/dd/yyyy
American Business	<input type="text"/>
American Cultures	<input type="text"/>
American Heritage	<input type="text"/>
American Labor	<input type="text"/>
Animal Science	<input type="text"/>
Archaeology	<input type="text"/>
Archery	07/15/2002
Architecture	<input type="text"/>
Cooking	<input type="text"/>
Crime Prevention	<input type="text"/>
Cycling*	<input type="text"/>

*Eagle Required

Cancel | A-C | D-K | L-R | S-Z | Eagle | Reset | Save

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Merit Badges are organized into groups alphabetically. Click the appropriate group to update.

Internet Advancement

Record Eagle Required Youth Merit Badges

Record Youth Merit Badges (Eagle Required)

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

Cancel

A-C

D-K

L-R

S-Z

Eagle

Reset

Save

Youth Merit Badges (Eagle Required) for Test Youth0

Award	Date Earned mm/dd/yyyy
Camping*	07/15/2005
Citizenship in the Community*	07/19/2004
Citizenship in the Nation*	09/02/2005
Citizenship in the world*	
Communications*	
Cycling*	
Emergency Preparedness*	07/16/2004
Environmental Science*	07/13/2001
Family Life*	04/26/2004
First Aid*	07/18/2003
Hiking*	03/15/2005
Lifesaving*	08/18/2004
Personal Fitness*	07/15/2002
Personal Management*	04/10/2005
Swimming*	07/12/2004

*Eagle Required

Cancel

A-C

D-K

L-R

S-Z

Eagle

Reset

Save

An alternative way to enter required Merit Badges. You can use/view either method.

Internet Advancement

Record Youth Awards

Cancel

Reset

Save

Youth Awards for Test Youth3

Award	Date Earned mm/dd/yyyy
B. S. A. Lifeguard	
Boardsailing B. S. A.	
Den Chief Service Award	02/08/2006
Em. Preparedness BSA - Sect. / Var.	05/15/2005
Fifty-Miler Award	
Firem'n Chit	06/22/2003
Historic Trails Award	
Interpreter Strip	
Kayaking BSA (Youth)	
Leave No Trace (Youth-BS/Vent.)	
Mile Swim	07/15/2005
Paul Bunyan Woodsman	
SCUBA BSA (Youth)	
Snorkeling B. S. A.	
Totin' Chip	06/22/2003
World Conservation Award (Boy Scout	

Many awards
can also be
entered. Simply
type in the date
earned.

Cancel

Reset

Save

Internet Advancement

Submit Advancement Report page

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

Final step of the process.

Review Unit Roster
Unit Advancement Summary
Review Advancement Report

Submit Report

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**

Before submitting, you may want to review the advancement report to ensure correctness.

Once ready, click here to immediately update the information in the BSA database.

Home | Logout

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Internet Advancement

Print Advancement Report

[Submit Report: Print Advancement Report](#)

[Home](#) | [Logout](#) | [Help](#) | [Pa](#)
Unit Expiration Date: 02-21

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](#)

You **must** print out the Advancement report, collect signatures, and submit the original to the Council. You also use this report to pick up the earned awards at the Scout Shop.

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Internet Advancement

Advancement Report Package for signature and turn in to council

Advancement Report Boy Scouts of America

Unit: Troop 0001
Chartered Organization: Liberty Community Group
Committee
District: Penns Woods
Council: Susquehanna Council
Unit Expire Date: 02/28/2006

Processor: Test Troop
ttroop@netbsa.org
972-580-2000

Date Submitted: Feb 22 2006 4:32PM

Date Awards Needed: _____

FOR COUNCIL SERVICE CENTER USE ONLY

Report received

Certificates issued

Mailed or issued to

Date mailed

Record Posted

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.

Internet Advancement

Other Reports Available

Unit Roster

The Unit Roster is the current roster of adult leaders and youth members. The information is current from the time the unit advancement processor clicks the Load Roster button.

Unit Advancement Summary

The Unit Advancement Summary is the history of ranks, merit badges, and awards, appropriate to the unit type, recorded for the current members of the unit.

Membership Cards

Temporary BSA Membership Cards can also be viewed and printed.

Internet Advancement

Help for Unit Advancement Processors

- Frequently Asked Questions
 - Link appears on banner at top right of each page in Internet Advancement and displays the current FAQ for unit users.
- Internet Advancement Help
 - Help link on each page
- E-mail Support from the Council
 - Use the link on the website
 - advancement@utahscouts.net

Internet Advancement

Upcoming Features for November 2007

- Merit Badge Multiple Entry
- Update Member
- Updated Help screens
- Warning message if Internet Advancement is not available
- Units that have no advancement entered online will be prompted to refresh with new load roster

Internet Advancement

Merit Badge multiple person entry

- Available to troop, team, crew, and ship for eligible youth members
- The selected Merit Badge is awarded to one or more members at the same time
- The selected Merit Badge uses the same date earned for all members (changes must be made to appropriate records individually)

Internet Advancement



Internet Advancement



[Frequently Asked Questions](#)

Stages:

1. Load Roster

2. Update Member

3. Submit Report

Step 1 - Select the Merit Badge

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

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 checked="" type="radio"/>	Archaeology
<input type="radio"/>	Archery
<input type="radio"/>	Architecture

Internet Advancement

Step 2 - Enter the Date Earned

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

Cancel

Next

Merit Badge	Date Earned mm/dd/yyyy
Archaeology	<input type="text" value="07/19/2006"/>

Cancel

Next

Internet Advancement



Internet Advancement

[Frequently Asked Questions](#)

Stages:

1. Load Roster

2. Update Member

3. Submit Report

Step 3 - Select the Members

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

Select the members of your unit that earned the Archaeology Merit Badge on 07/19/2006 .

Cancel

Save

Select	Name	Age	Grade
<input checked="" type="checkbox"/>	Derek Cluff	11	6
<input type="checkbox"/>	Sean E Haines	14	9
<input checked="" type="checkbox"/>	Matison Henry Johnson	12	7
<input type="checkbox"/>	Dillin W Koeckritz	14	9
<input checked="" type="checkbox"/>	Kamden D Lee	12	7
<input type="checkbox"/>	Craig A McIntyre	12	7
<input checked="" type="checkbox"/>	Steven A Moore	13	8
<input type="checkbox"/>	Aaron J Paul	14	9

Internet Advancement

Update Member

- Change E-Mail is a new feature and the link will follow Change Password
- Units will be able to update/change an e-mail address without having to contact the council to reset the profile

Internet Advancement

Old E-mail :

New E-mail :

Confirm New E-mail :

The user must know their registered e-mail address; enter the new e-mail address, and confirm the entry by entering it again.

Internet Advancement

Common Problems

- A Scout's name does not appear in the list!
 - The Scout must be registered for this unit.
- I can't enter an award date for my Cub Scout.
 - Make sure that a date for Bobcat rank is entered first – this is required for Cub Scouts

Internet Advancement

Common Problems (cont)

- My Webelos Scout is listed under Cub Scouts
 - This is a display problem and has to do with the yearly registration
- When I try to log in the first time, it says that someone has already registered
 - Only 1 person can be registered for a unit

Internet Advancement

Common Problems (cont)

- I am the new Advancement person – the previous person is no longer around and I don't have the password!
 - Contact Advancement and they can reset the account for you
- When I try to load roster, I get a message about a “duplicate primary key”?!
 - Contact Advancement to get this fixed

Internet Advancement

TroopMaster

- Information entered in TroopMaster can be uploaded directly
 - Initially populate TroopMaster with all of your unit's information and advancement (get file from Council)
 - When ready to upload new advancements, run report 4403 (Reports | Awards)

Internet Advancement

What should I do now?

1. Appoint the unit advancement processor

The unit advancement processor will then:

2. Obtain the unit ID from the council
3. Go to the council Web site and enter Internet Advancement
4. Review instructions, Help, and FAQ
5. Register as a new user
6. Review current Unit Advancement Summary
7. Gather youth advancement records and begin entry