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# Parent's Trail Guide to Scoutbook

Updated: 4/8/2024

**Welcome to Scoutbook!** This tool will help you, your scout, and your unit to keep track of all the amazing adventures and activities your scout does and achieves. This is a brief overview of how Scoutbook works.

If you registered your Scout online, you likely already have a login account (the same one you used to register your Scout.) If not, you will get an email from your unit inviting you to join [Scoutbook.scouting.org](http://Scoutbook.scouting.org) where you will log in with your email address and the temporary password from the invite.

Most of what you will do starts when you click **"My Dashboard."** You can think of this as the Trailhead for your Scoutbook—where all the other paths go, and where to come back to if you get lost.



**Quick Nav** (Home icon), **Go Back** (Back icon), **Go Home** (Home icon), **Refresh** (Refresh icon)

**Update your Profile here** (Arrow pointing to My Account)

**Your Scout's data here** (Arrow pointing to My Family)

**Your unit's home page(s)** (Arrow pointing to Pack/ Troop cards)

**Access to your unit's Calendar of events** (Arrow pointing to Events)

Your first trail stop is **your profile**. Be sure to keep your information updated!

**Your default unit** (What your left sleeve should look like) (Arrow pointing to unit logo)

**Change your password** (Arrow pointing to Password & Security)

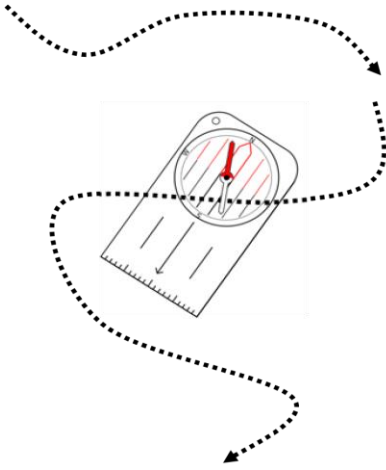
**Your activity logs** (Arrow pointing to My Activity Logs)

**Update Your Profile** and write a bio, add a pic of (Arrow pointing to Edit Profile)

**Check your positions** **NOTE**—This information comes from BSA as long as your BSA # is in your profile. (Arrow pointing to My Positions)

**View all Scouts you are connected to** (Arrow pointing to My Connections)

**Your BSA Council info** (Arrow pointing to Grand Canyon Council)



Your next trail stop is **editing your profile**.

**Data you need to update:**

- Your name, mailing address, phone numbers and if you want to receive texts  
*Your email address is your login ID. You can change that on your main profile page*
- Your swimming classification and when that was issued
- Your Annual health record date for the A/B and C forms
- Your Council and District
- Your member ID
- Talent Release—do you approve of your name/image used in BSA promotional material?
- Your Bio and Scouting experience.  
*Short and sweet note about yourself*

Now—lets check in on your scout.

From **“My Dashboard”** click a scout from the **“My Family”** section. This open’s the scout’s profile page. What you see here is depends on what access you have. We will assume you have edit profile and advancement rights for our trail.

The **Scout’s Profile page** is filled with lots of great information.

**Name, Den (Cubs), Photo, Rank, % completeto next rank, and Parents**

**OA membership is shown here (updated by the Admin/ Advancement in profile)**

**This is their le shoulder—including any leadership patch. The green check here shows their leadership role was approved by the unit.**

**Advancement towards ranks (including Adventures and Merit Badges) are here**

**Awards (BSA approved and not required for advancement) are listed here**

**Who is the scout connected to?**

**Update the scout’s profile and picture here**

**Update Awards, Advancement,**

**Unit membership and Payment logs**

**Update Leadership, camping, hiking, service hours, and training here (usually done by Advancement/Admin)**

**Run advancement reports**

**Scout's Profile Page Content:**

- Profile Summary: Name, Photo, Rank (Life Scout), Next Rank (68%), Merit Badges (23), Parents/Guardians.
- Advancement: Progress towards ranks and Merit Badges.
- Awards: BSA approved awards and Recruiter status.
- Management Menu:
  - Edit Profile
  - Edit Extended Information
  - Scout's Membership (957d)
  - Scout's Payments Log (\$0.00)
  - Scout's Connections (13)
  - Quick Entry
  - Scout's Advancement
  - Scout's Awards
  - Scout's Leadership
  - Scout's Training
  - Scout's Activity Logs
  - Reports
  - Pathway to Adventure

### Things to do on your Scout's page:

- Add a photo of the Scout to help leaders know who the Scout is
  - Add/update their profile information including
  - Name, address, phone numbers (these are for the Scout)
  - Their current school and grade
  - Approving their Talent Release
  - Add the date of when they joined Scouts BSA (if that date is blank or incorrect)
- Check their advancement and awards, inform the unit leaders as needed.
- Admin/Advancement chairs typically update
  - Swimming records
  - OA records

### Granting your Scout access to Scoutbook

Only a parent can give access to a Scout to Scoutbook. We recommend they get access to Scoutbook as a Boy Scout aged 13 or above.

The Scout needs their own email address to access the application.

The Parent accesses the Scouts "Edit Extended Information" screen and clicks the "Invite Scout to Connect" button.

The Scout will get an email with instructions on how to log in.

The Scout will need to log in once before anyone can send emails to them via Scoutbook. Parents are copied on all emails sent via Scoutbook.

### A Note on Advancement Checkmarks in Scoutbook

There are three kinds of colored checks for Advancement:

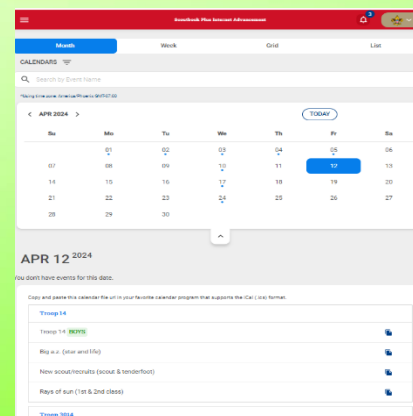
- **Green** check means the scout has checked a box saying they are ready to be tested - OR something is signed off in a book by a scout, but not recorded yet by Advancement.  
*Green is the **ONLY** check color a parent or scout should ever use on their own records.*
- **Blue** check means it has been approved and recorded by the unit Leadership.
- **Yellow** check means it has been awarded to the scout



### Last Trail Stop—Events

Use the calendar to keep up to date on

- Unit events (Pack, Troop, Crew, Patrol, Den, etc)
- RSVP and complete permission slips
- Sync with your personal calendar to keep the calendar at your fingertips!



<https://help.scoutbook.scouting.org/knowledge-base/parents-trail-guide-to-scoutbook/>