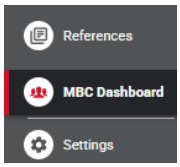
Scoutbook Plus Quick Guide for Merit Badge Counselors

Dashboard • Connecting to Scouts • Bulk Entry of Requirements

Log in: go to **scoutbook.scouting.org** with your my.scouting login. In the upper-right pull-down menu, select your council/district position (your **Merit Badge Counselor** position). It appears in Scoutbook within 24 hours of your council approving your registration and the completion of the registration process. Your approved badges are listed under **Profile › Merit Badges I'm Counseling**.

1 Access the MBC Dashboard



1. Log in and confirm your **MBC position** is selected (upper right).
2. Click **MBC Dashboard** in the left-hand menu.
3. Choose your view: **View by Youth** (Scouts and their badges) or **View by Merit Badge** (each badge, with its Scouts). The **To Approve** tab lists requirements/badges recorded but not yet approved.

2 Connect to Scouts

You must be connected (assigned) to a Scout for a badge before you can record anything. Get the Scout's **last name** and **BSA Member ID** (as registered).

One Scout:

1. MBC Dashboard › **Add Youth**.
2. Enter the Scout's last name and member ID, select the merit badge, and click **Save**.

Several Scouts:

1. MBC Dashboard › **Bulk Actions › Add Youths**, then click **+ Add youth entry**.
2. Enter last name, member ID, and badge. Repeat for each Scout, then click **Save**.

To disconnect: MBC Dashboard › **View by Merit Badge** › click the badge › click **Unassign** next to the Scout.

3 Record Completions & Approvals Using Bulk Entry (Quick Entry)

Use this to approve (sign-off) the same requirement(s) for many Scouts at once, such as after a class or group session.

- **Open:** MBC Dashboard › **Bulk Actions › Merit Badge Bulk Entry**.
- **Select:** choose the **merit badge and version**. Your connected Scouts appear on the left and the badge requirements on the right; select the Scouts and requirements you are signing off.
- **Sign off:** at the bottom of the page, enter the **completion date** and check the box indicating you signed the Scout(s) off, then click Apply.
- **If someone previously marked an item completed (but not approved):** anything recorded as completed but not approved shows on the **To Approve** tab of the dashboard. Check the items and approve them.
- **Individual changes:** click the badge name beside a Scout to open their badge page. Use **Quick Entry** to approve several requirements, or mark the entire badge **Merit Badge Counselor Approved**. **Print Blue Card** is in the upper right.

Good to know: After you approve a badge, the Scout's unit must still unit-approve it before the badge can be obtained at the Scout Shop. If you made a mistake: To undo an entry, open the Scout's badge page from the dashboard (by Scout), uncheck **Mark as Approved / Recorded**, then clear the date with the calendar icon and Save. Use **Reports › MB In-Progress – MBC View** to track your Scouts (updates can take a short while to appear). **Note**: MBCs will automatically be disconnected from a Scout if: the MB is expired from the list that the MBC is counseling, the youth is Counselor Approved or Leader Approved for the badge and two years have passed, or the MBC is no longer registered in the position.

Full guide: help.scoutbook.scouting.org › Scoutbook Plus Merit Badge Counselor Guide

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