

How Do I Record a Unit Activity Using Internet Advancement (IA)

Who Can Record Activities?

Unit Leadership – Unit Activities (Many Participants)

Unit Leaders, Unit Key 3, Unit Advancement Chairs and Key 3 Delegates are each invited to create and approve unit activities, each containing many participants. Reports are available for providing quick summaries of unit and individual progress over time.

For full access to enter activities for everyone in the unit and to approve activities, you must be the unit leader, Chartering Organization Representative or Committee Chair of your unit on your official roster (not just in Scoutbook.) If not one of these three, you will need to be designated in Organization Security Manager at my.scouting.org as a Key 3 Delegate or an Advancement Chair by someone holding one of the three positions above. For more on Organization Security Manager see: <https://help.scoutbook.com/knowledge-base/assigning-a-key-3-delegate-or-other-position-in-my-scouting/>

How Do I Include Registered Unit Adults And Youth In My Activity?

1. Click on the “Filter” in the upper right corner of your roster.
2. Check the “Adults” checkbox.
3. Click on the adult(s) that you’d like to include before creating your activity.

The screenshot shows the 'Internet Advancement Roster' page for Troop 497 Baylor University. The page includes a navigation sidebar on the left, a header with the user's name 'Welcome, Donovan', and a main content area. The main content area has tabs for 'Troop Roster', 'Pending Items' (12), and 'History'. Below the tabs is a search bar and an action bar with 'Run Report', 'Record Progress', and 'Show: All Roster'. A 'Show Members' section has checkboxes for 'Youths', 'Youths 18+', and 'Adults'. Below this is a table of members with checkboxes for selection. A 'SHOW RESULTS' button is at the bottom right of the table. Three numbered callouts are present: '1' points to the 'Import File' button, '2' points to the 'Adults' checkbox, and '3' points to the first checkbox in the member table.

Internet Advancement Roster

Welcome, Donovan

My Organization

Troop 497 Baylor University BOYS

Council: Longhorn Council

District: Indian Nations

Chartered Organization: Baylor University

Troop Roster Pending Items 12 History

Import File

Search by Name or Member ID

Run Report Record Progress Show: All Roster

Show Members

Youths

Youths 18+

Adults

SHOW RESULTS

<input checked="" type="checkbox"/>		Matthew	1139		
<input type="checkbox"/>		Matthew	7007	18	Eagle Scout
<input type="checkbox"/>		Cameron	8416	12	Scout
<input type="checkbox"/>		Jaysen	13912	14	Tenderfoot
<input type="checkbox"/>		Samuel	80061	14	Second Class

Total 65 Items (1 Selected)

1 2 3 4 5 6 7

10 / page

Recording An Activity For My Unit

1. Select each unit member who participated in the activity.
2. Click “Record Progress” from the action bar and then choose “Campout.”

Internet Advancement Roster

Welcome, Donovan

My Organization

Troop 497 Baylor University BOYS

Council: Longhorn Council
District: Indian Nations
Chartered Organization: Baylor University

Troop Roster Pending Items 12 History Import File

Search by Name or Member ID

<input type="checkbox"/>	Name ↑	Member ID	Age ↑	Last Rank App	Record Advancement
<input checked="" type="checkbox"/>	Matthew	244	13	Scout	Record Advancement
<input type="checkbox"/>	Alex	144	18	Eagle Scout	Service Hours
<input checked="" type="checkbox"/>	Kieran	36	12	Tenderfoot	Campouts
<input checked="" type="checkbox"/>	Landon	899	11	Tenderfoot	Hike
<input type="checkbox"/>	Matthew	007	18	Eagle Scout	
<input checked="" type="checkbox"/>	Cameron	416	12	Scout	
<input type="checkbox"/>	Jaysen	912	14	Tenderfoot	
<input type="checkbox"/>	Samuel	061	14	Second Class	
<input type="checkbox"/>	Leland	802	14	Tenderfoot	
<input type="checkbox"/>	Andrew	043	18	Eagle Scout	

Total 36 Items (4 Selected)

10 / page

Choose The Date

1. Use the calendar to select the activity **start** date.
2. Click **Create Activity**.

Internet Advancement Roster

Welcome, Donovan

Record Campout

0 participant days and 0 participant nights. 5 Total Registered Youths and Adults

Campout Information:

Apr 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

TODAY

+ CREATE NEW ACTIVITY

No existing activities on this date

Registered Youth:
4 of 4 to be Approved

- Landon
- Matthew
- Kieran
- Matthew

Registered Adults:
1 of 1 to be Approved

- Matthew

ADD PERSON

Name	ID	Age	Troop
Cameron	18416	12	Scout
Jaysen	13912	14	Tenderfoot
Samuel	0061	14	Second Class

Total 65 Items (5 Selected) 10 / page

Note this calendar in Internet Advancement is separate from the calendar in Scoutbook and does not interact with it.

Enter Important Details

1. Activity Name
2. Activity Start & End Dates
3. Activity Location
4. Adjust default metrics as needed (Hours, Days, Nights, etc...)

Enter at least the **required fields**. Required fields are marked with an asterisk *

My Org: Record Campout

0 participant days and 0 participant nights. 5 Total Registered Youths and Adults

[Back to Project Selection](#)

Campout Information:

Campout Name*:

Campout Starts*:

Campout Ends*:

All Day Event

Start Time:

End Time:

Campout Location:

Location:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Campout Details:

Campout Description:

Basic Advanced

Use BASIC tab to record the same number of nights for each person

Youth:

Days Camped*:

Nights Camped*:

Frost Points:

Adult:

Days Camped*:

Nights Camped*:

Frost Points:

Registered Youth:

4 of 4 to be Approved

Registered Adults:

1 of 1 to be Approved

ADD PERSON







EXTRAS!


Not Everyone Stayed the Whole Time?

1. Click on the **Advanced** tab at the bottom of the activity details screen
2. Alter the numbers as desired for each participant.

Basic **Advanced**

Use Advanced tab to record a different number of miles for each person

Youth:	*Days	*Nights	* Frost Points
 Landon	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="0"/>
 Matthew	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="0"/>
 Kieran	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="0"/>
 Matthew	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="0"/>

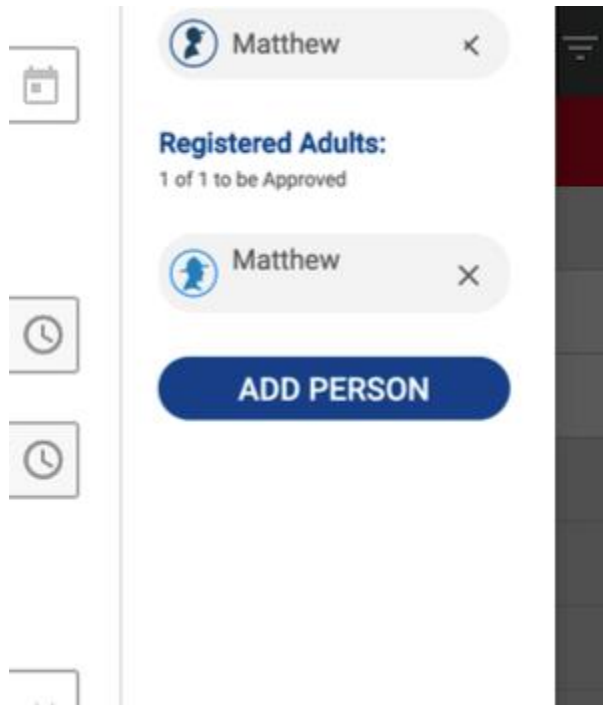
Adults:	*Days	*Nights	* Frost Points
 Matthew	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="0"/>

RECORD AND FINISH

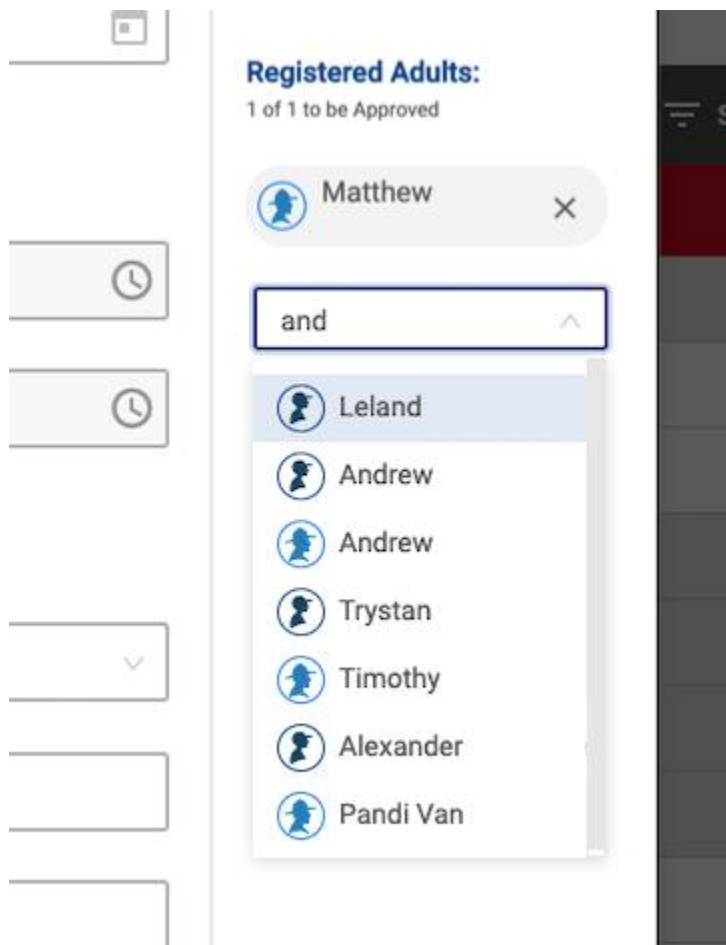
Forgot someone?

It's easy to add additional participants right from the Activity Details screen.

1. Click **Add Person**.



2. Type a few letter's of the person's first name and select them from the list.



Choosing the Perfect Location

1. Click on the location field to see **Local Scouting Facilities**.

Campout Location:

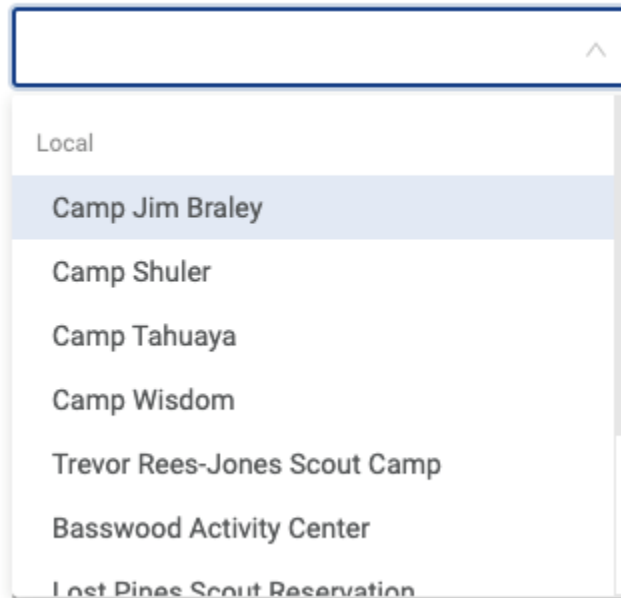
Location

Address Line 1

Address Line 2

City

State



A screenshot of a web form's location selection dropdown menu. The dropdown is open, showing a list of local scouting facilities. The first item, "Camp Jim Braley", is highlighted in blue. Other items include "Camp Shuler", "Camp Tahuaya", "Camp Wisdom", "Trevor Rees-Jones Scout Camp", "Basswood Activity Center", and "Lost Pines Scout Reservation". The dropdown is positioned over the "Location" field of the form.

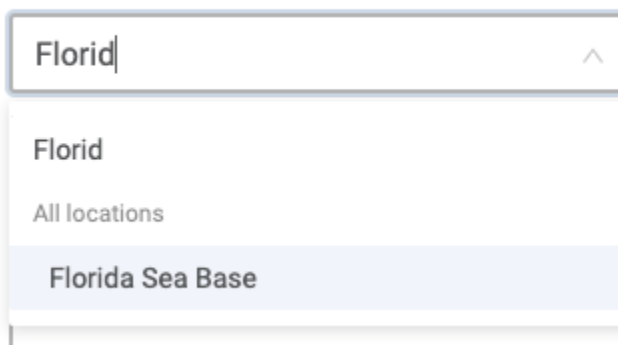
2. Start typing the first word of a **Far-Away Scouting Property** and choose it from the list.

Campout Location:

Location

Address Line 1

Address Line 2



A screenshot of a web form's location selection dropdown menu. The dropdown is open, showing a list of far-away scouting properties. The first item, "Florida", is highlighted in blue. Other items include "All locations" and "Florida Sea Base". The dropdown is positioned over the "Location" field of the form, which contains the text "Florid".

3. Type the complete name of **Any Activity Location**.

Campout Location:

Location

Yellowstone National Park



Address Line 1

Yellowstone National Park

Address Line 2

Address Line 2