



INTERNET ADVANCEMENT – Your New Best Friend!!

Internet Advancement is a year-round service offered by the National Council since 2005 and is similar to Internet Rechartering. **Units eligible for free advancements due to meeting their Friends of Scouting goals are requested to use Internet Advancement.** Troopmaster, Packmaster, and Scout Book software is compatible with Internet Advancement and uploads work VERY WELL!!

Internet Advancement will enable packs, troops, teams, and crews to:

- Report awards, rank advancements, and merit badges in the council's advancement database at any time of the year to youth member records.
- Produce valuable, up to date reports:
 - A **Unit Advancement Summary**, which shows ranks, merit badges, and awards in each person record for current members.
 - **UNIT ROSTER** with **MEMBERSHIP ID #'s** can be printed at any time. This roster will reflect the most current information from ScoutNET and member ID #'s needed for adult online training, such as Youth Protection training.
 - **Unit Awards Summary**, listing the number of new ranks, merit badges, and awards by name, which can be used as a convenient shopping list.
 - **Individual Member Record** report for an individual member or selected Scouts showing their ranks and awards.
 - **Advancement Update Summary**, which lists any ranks, merit badges, and awards that were already in the member record and were updated online
 - **Unit Advancement Report**, listing each youth member that has new ranks, merit badges, and awards. It is produced as the last step in the online process and is printed onto paper, a list of the board of review members noted, and turned in at the Scout Shop when awards are purchased. The council will then keep this document in the paper files as a backup to the electronic record.

Please Note: If council staff manually enters non-Internet Advancement reports, this may take several months for advancements to show up on a Scout's record.

Internet Advancement is located on www.My.Scouting.org, Legacy Tools and on the council website. The council website contains information for units on how to use Internet Advancement, how to log in, tutorial information, the Unit Orientation Power Point presentation, a link to an FAQ page, electronic versions of paper youth applications, an electronic version of paper adult leader application, an electronic version of the paper Unit Advancement Report, and a **big blue button** to access the service. This page is located at: www.northernstarbsa.org/Internet-Advancement

Customer Support issues will be handled through the resources on the website and the advancement@northernstarbsa.org address. Use this email address for submitting advancement reports via old electronic methods that you are not able to upload yourself, for soliciting assistance with the technical process, requesting **Unit ID #** information, and requesting reset of passwords and unit data. Any phone calls to the service centers should be handled by a council registrar:

- Mary Degel
(651-254-9155)
- Colleen Galloway
(651-254-9156)
- Catherine Irlle
(763-231-7256)

Upon request, the council is able to reset passwords for any units or reset the profile so that a new unit processor can register or an existing unit processor can update their email address.

Information available to units as part of this service will be real-time ScoutNet data. The data will not refresh during the time a unit processor is entering new advancements or updating records unless a report is **submitted and printed** or a “**Start Over**” procedure is activated. Lapsed units will not be able to enter data more recent than the date their most recent charter expired.

IMPORTANT HINTS:

1. If you are only loading a roster to view or print a unit roster or advancement summary, use the **START OVER BUTTON** before logging out. This will release the roster you loaded and allow you to load a **fresh roster** the next time you return to Internet Advancement.
2. If you have made any changes to Scout records, you need to **SUBMIT AND PRINT REPORT** in Stage 3 to send changes to the council and update the Scout(s) record. When you submit and print a report it automatically releases the roster you loaded and allows a **fresh roster** to be loaded the next time you return to Internet Advancement.
3. **You cannot DELETE an advancement record.** You can add dates to missing information or change a date that is shown. To DELETE an entry, email the council registrar the information to be deleted.
4. If you are using a third party software (Troopmaster, Packmaster, Scout Book, etc...), the **names and birth dates need to match EXACTLY!** ScoutNET will delete the upload file information for those Scouts when these items do not match exactly. Audit your software with the ScoutNET roster to see if changes need to be made. Notify the council if ScoutNET has incorrect data.
5. “**Multiple Person Entry**”. There is a feature in Internet Advancement that will allow a troop to choose a merit badge or award and multiple Scouts that earned it on the same date. It allows packs to choose Awards or Activity Badges and multiple Scouts that earned them on the same date.

National BSA Help Desk Phone Number: 972-580-2489

Beginning 1/1/16, the new council website has a SEARCH feature (magnifying glass) that should be used to connect to the Internet Advancement page.
Search for: “LOG ON TO INTERNET ADVANCEMENT”