

Internet Advancement

You can make updates to your unit's records online via the Internet Advancement selection in your account at www.myscouting.org . If you have not done this before, you will need your numeric unit ID number to setup a unit account through your myscouting.org account. You can obtain this from the Scout Office. Though the system will print out reports for you to sign and take to the office, you can have these signed and then scan and fax them to the Scout Office (the web site has the phone number and surface mail address.)

Internet advancement will allow you to do the following items:

- 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.

When you select "Internet Advancement" from the left menu bar, a screen will come up describing the process, and let you either select "First Time User" (used to setup your unit advancement account) or "Returning User" (which is used on subsequent visits. To setup the unit account, you must have your unit ID number from the Scout Office.

Once the account is established, then each time you log in, you will need your unit ID number and the password that you established when you created the account. Once you enter the Internet Advancement, the following information is displayed which describes the process:

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

When you load your roster, you can either load what is in Scoutnet or what is in your own computer records if the program is recognized (which the system notes all of those accepted – i.e. advancement file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.) The load process may take one or two minutes to complete, so you need to wait until it is completed.

Once this is loaded, then you can make changes. This screen will also allow you to print membership cards or view previous advancement reports. It also has an order form that you can fill out and print to take to the Scout Office.

Once completed, then you proceed to the next step which is to submit the report. This updates the Scoutnet records and then will let you print a report to sign and submit to the office. Do the review report before you submit the updates, as it will not let you remove anything you enter (things may be removed by the Scout Office if needed.) It will allow you to modify the dates once you have submitted an advancement.

For board of reviews, you can have the BOR members sign an advancement form, and then attach that with your internet advancement for the signatures required for the BOR members.

Below are the FAQs that are posted on the Internet Advancement website:

Internet Advancement Frequently Asked Questions

Why doesn't Internet Advancement remember me?

Windows XP users may find that the cookie for Internet Advancement is blocked.

To allow cookies for this site:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Click the **Security** tab. On the Security screen, click **Trusted Sites**.
3. On the Trusted Sites screen, click **Sites...**
4. In the text box, enter
<https://scoutnet.scouting.org/iadv/UI/home/default.aspx>. Click **Add**.
5. Click **OK** to exit the Sites... screen. Click **OK** to close Internet Options.

Why doesn't Internet Advancement work in my browser?

To fully use Internet Advancement, you must use Internet Explorer 6.0 or higher. Also, JavaScript must be enabled in Internet Explorer.

To enable Javascript:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Click the **Security** tab. On the Security screen, in the Security level for this zone area, click **Default Level**.
3. Click **OK** to close Internet Options.

How can I print the draft Advancement Report before each submittal?

Click the Review Advancement Report button in the upper left-hand corner of the screen. The report appears in a new window. You can print the draft, but this report is not final and cannot be turned in to the council.

To print the report:

1. Right-click in the new window.
2. From the drop-down menu, click **Print**.
3. In the print dialog box, choose a printer. Click **Print**.

Why do I get an error when I click Print Advancement Report after submittal?

To view and print a submitted report, you must have Adobe Reader.

[Get Adobe Reader](#)

Should I print the Advancement Report each time a submittal is made?

Yes, the Advancement Report is to be printed in two copies, one for signature to be given to the council, and one for the unit files. The format of the draft version is different from the submitted version. Follow your council advancement procedures in handling the submitted report.

What is the purpose of the three reports in the Advancement Report package?

The **Advancement** Report lists each youth member that has new ranks, merit badges, and awards, if any.

The **Unit Awards** Summary lists the number of new ranks, merit badges, and awards by name.

The **Advancement Update** Summary lists any ranks, merit badges, and awards that were already in the member record but which were given a new date earned.

All pages of the unit Advancement Report must be given to the council. The Unit Awards Summary may be used to help create an Insignia Purchase Order for the unit.

What is the Unit Advancement Summary?

The Unit Advancement Summary lists all current members of the unit and shows any ranks, merit badges, and awards that are in each person record. Advancements that are in progress and have not yet been submitted will not be on the Unit Advancement Summary. Unit members who have not earned at least one rank in the program will also appear in a separate listing on this report.

What do I get when I click Review Unit Roster?

Clicking the Review Unit Roster button returns your **Unit Roster**, current to the date and time that you clicked Load Roster in Stage 1 of Internet Advancement. This is the council information and can only be changed by your council, except at the time of charter renewal. If a member is missing who should be registered, submit the approved application to the council. The next time you click Load Roster the roster will refresh with the most current information. You may view and print the unit roster.

How often must I submit an Advancement Report to the council?

You set the schedule. Internet Advancement will permit you to submit advancement as often as needed. It's recommended that you submit at least once per month and before the end of each month. You may time your submittal, however, to when you will need the advancement awards for presentation to your members. In the month of December, you are asked to submit all unit advancements not yet recorded before month end so that council statistics will be complete for that year.

How do members receive a rank, merit badge, or award not available for selection?

You can only select, according to unit type, the advancements that are appropriate for the members of your unit. If you have a member who has earned an item that is not on your pick list, you must submit this to the council on a paper Advancement Report (No. 34403B) and the council will enter it. The Advancement Forms link on the Welcome page has the Unit Advancement Report.

You cannot award in Internet Advancement any nominated awards, such as meritorious action awards, and awards controlled by other organizations, even if permitted for uniform wear.

When I log out, is my work saved for future use?

Yes, if you saved the insertions and updates that you made, your work will be there the next time you log in. You may log in again and continue until you are ready to submit.

Do I register more than once as a First Time User?

No, you register as first time user only once. After that, click the Returning User button and enter your Unit ID, provided by the council, and the password you created when you registered the first time. If you will not continue as the advancement processor for your unit, ask the council to reset your unit profile. This will permit your replacement to complete the First Time User registration process.