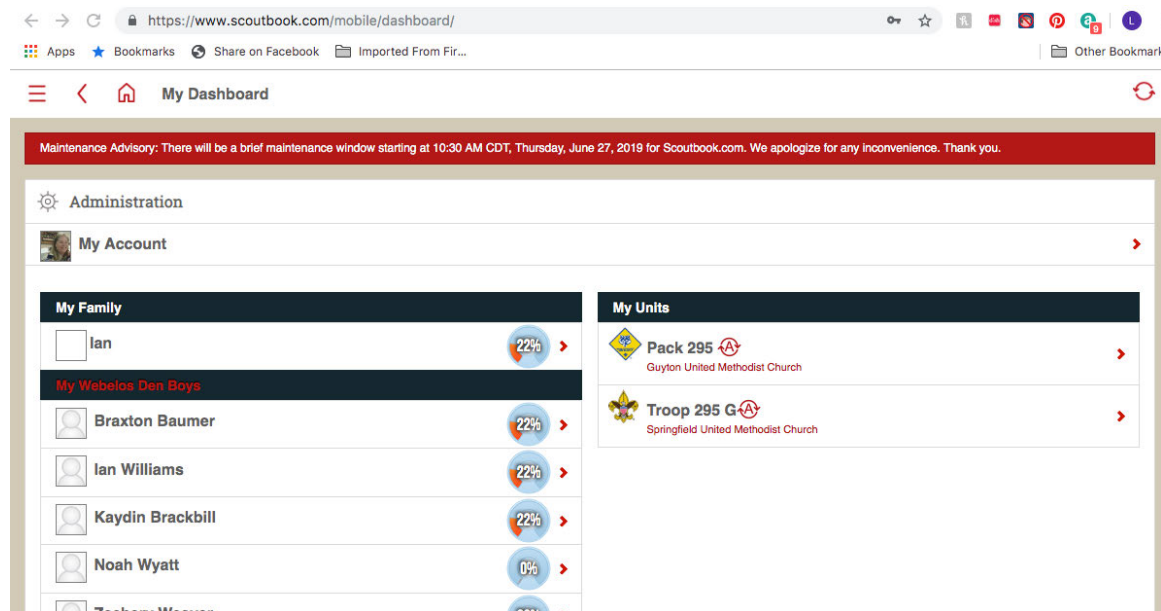# Pack 486 Advancement: Using Scoutbook

We use Scoutbook for Advancement tracking. This allows for each den leader to track their own adventures and advancement completions.
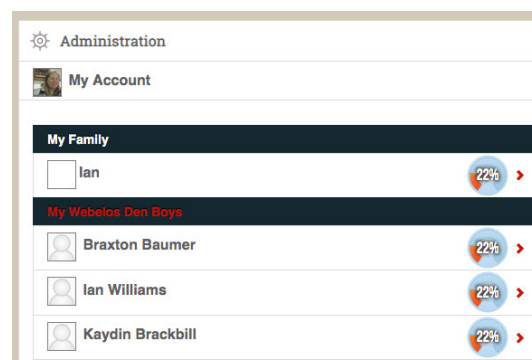
Advancements will be due Wednesday by noon the week prior to that month's Tuesday pack meeting. The Advancement Chair will run the purchase report from inside Scoutbook to send to council each month. All rank advancements will need to be recorded, as this will replace the report that gets filled out in person at the council office for rank patches to be issued.

**Adding Advancements for your Cubs**
1. When you log in to Scoutbook and see your Dashboard, you should see your den and the Cubs that are assigned to your den.



2. Select one of your Cubs to start adding advancement requirements

3. Scroll down and look for the Cub's name and "Advancement"

**Upload Photo**

**Braxton's Membership**

**Braxton's Payments Log**

**Braxton's Connections** 🔗

**Braxton's Advancement**

**Braxton's Awards**

**Braxton's Leadership**

4. Click the current year's rank

| | | |
|---|---|---|
| ☑ **Bear**<br>*Marked Completed on Feb 1, 2019 by BSA Administrator*<br>*Leader Approved on Feb 1, 2019 by BSA Administrator*<br>*Marked Awarded on May 17, 2019* | 1/5/19 | › |
| ☐ Webelos | 22% | › |

5. Select the items that the Cub has earned, complete all the fields and make sure that "leader approved" has been checked and saved.

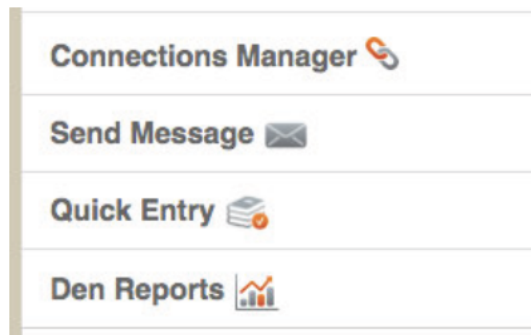| Braxton's Cub Scout Advancement Record | | |
|---|---|---|
| This report is the **official BSA Individual Cub Scout Record** (PDF) automatically filled out for you | | |
| **Elective Adventures (20)** | | |
| ☐ Adventures in Science | | › |
| ☑ **Aquanaut**<br>*Marked Completed on Jun 9, 2019 by Lisa Scarbrough*<br>*Leader Approved on Jun 9, 2019 by Lisa Scarbrough* | 6/2/19 | › |
| ☐ Art Explosion | | › |
| ☐ Aware and Care | | › |
| ☐ Build It | | › |

**Den Quick Entry**

To update the same adventures being earned by more than one Cub at the same time:
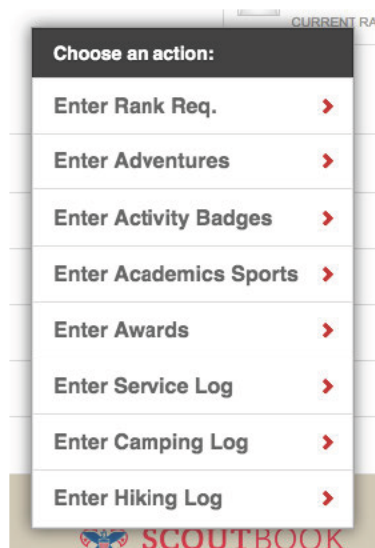
1. From "My Dashboard" click your den name (should be in red)



2. On the next page, scroll down to "quick entry"



3. Select the item you want to enter from the popup menu

4. Select which Adventure or Award



5. On the next screen, enter the date, check the box for "Approved/Recorded," and put check marks by each of the Cubs you want to award (any Cubs who have already earned the adventure/award will have their name greyed out)



6. Click the red "save" button on the bottom right hand of the screen