

Scoutbook Help & FAQs

1. How a Member of Key 3 gives Unit leaders admin access to Dens and Patrols and/or Unit admin access - Scoutbook recommends having at least 3 users set up as Unit Admins. If your unit only has one admin it would be wise to add at least another trusted adult as a second admin. To grant the Admin role to an existing adult in your Roster, an admin must click on their name from the roster to go to their adult account page. A list of positions and roles will appear for the user. You can add the Admin role by clicking the Add Position button and select Admin role. If you have a den or patrol subscription you can add the Den Admin or Patrol admin role.

2. How to change Unit Administrators - To remove the Admin role to an existing adult in your roster, just click on their name to go to their adult account page. A list of positions and roles will appear for the user. You can put an expiration date on the admin role, which will remove the permissions from the adult on the date of expiration.

3. Acquiring a Scoutbook Login for the Scout - Scouts can gain access to Scoutbook to review their advancements and view the unit calendar when they are 10 years old. To do so, they need a my.scouting.org account. You can create one for them by following the instructions below. Before you do so, make sure to get their Member ID from your unit leader. You will need that for the process. Go to my.scouting.org and be prompted to log in or create an account if you do not have an account. <https://help.scoutbook.scouting.org/wp-content/uploads/2019/04/Myst-Account-Setup-1.pdf> Once they have an account, they can login into Scoutbook.scouting.org with their My.Scouting credentials and look at their advancement.

4. Permissions in Scoutbook - [Granting Roles and Permissions in Scoutbook \(SB\) - Scoutbook Knowledge Base](#)

5. List of positions and the permissions they have. For example, who can edit the calendar. - [Granting Roles and Permissions in Scoutbook \(SB\) - Scoutbook Knowledge Base](#)

6. How to guide volunteers on inviting their children to connect with Scoutbook. - [How Do I Give My Scout Access to Their Account? - Scoutbook Knowledge Base](#)

7. Inviting parents to Scoutbook - [Setting up Parent Accounts - Scoutbook Knowledge Base](#)

8. How to add someone and not duplicate the person - Please refer to question #3. My.Scouting should return all possible duplicates.

9. How to give a leader access (keys) - Keys represent admin position. Please refer to question #1 in this document.

10. How to connect District Advancement Chairs with Merit Badge Counselor Access in Scoutbook - If advancement chairs would like to add badges to counselors, they will need to become a council administrator in Scoutbook. [Adding More than One Council Scoutbook Administrator - Scoutbook Knowledge Base](#) If they are looking to just download reports, they should go to My.Scouting [Merit Badge Counselor List for Councils and Districts \(myscouting\) - Scoutbook Knowledge Base](#)

11. Job aid to add/find a merit badge counselor - [Scoutbook Merit Badge Counselor Guide \(SB\) - Scoutbook Knowledge Base](#)

12. Walking leaders through the Needs Approving and Needs purchasing report - Needs Approving and Needs Purchasing is moving to Scoutbook Plus before the end of May. (Right now, it is only available for Beta units) Registrars (after searching and selecting a unit) and unit leaders can click the "Advancements" tab in Scoutbook Plus. There they will find the following tabs. To Record < To Approve < To Purchase < To Award < Awarded < History A help document is being developed, but the new flow is intuitive.

13. How to create a den/patrol and how to change them over each year (cub ranks) - [Introduction to Scoutbook Plus for Cub Scout Packs - Scoutbook Knowledge Base](#)

14. How to pull the Eagle Application filled out for a member - [Eagle Scout Rank Application from Scoutbook \(SB\) - Scoutbook Knowledge Base](#)

15. How to delete old Scoutbook accounts not linked to a registration) - Click on each person and click their membership. Add an expiration date. They will not automatically drop off in Scoutbook.

16. How to print Advancement reports - [Getting the Advancement Report or PO to Bring to Scout Shop from Scoutbook \(SB\)](#) - [Scoutbook Knowledge Base](#)