Advancement Chair – Scoutbook

How to upload advancements to Internet Advancement.

Scoutbook

1. From your Pack page, scroll down to Pack Reports
2. Select Needs Purchasing Report
3. On the next page, under Approved Items, click the check box that says Select All
4. Scroll down to the bottom of the page and select Create Purchase Order
5. Click Yes to the question to confirm that you want to purchase these items
6. On the next page, review the items in the top of the screen for the Purchase Order
7. Scroll down to the five buttons near the bottom of the screen
8. Click the Advancement Report and print/save the PDF for your records
9. Click the ScoutNET File button, select Just New Stuff and save the file onto your computer
10. Click the Close Purchase Order

Internet Advancement

1. Now go to my.scouting.org and login
2. Click on the Home button, then select Legacy Web Tools, then Internet Advancement
3. Click on Returning user
4. Enter your login information
5. On the next screen, click Continue
6. On the next screen, click Upload Advancement File
7. Read the instructions on that page. Click on Choose File, and find the file from Scoutbook
8. Click Upload File
9. Check the report to make sure that all names were matched successfully
10. From the current roster page, click next
11. Click the Submit to Council button
12. Click the Print and save the Advancement Report button
13. Email the Advancement Report to the Scout Shop
14. Request funds identified on the Purchase Order be withdrawn from Pack 548 account by the Scout Shop
15. Request same amount of funds be deposited to Scout Shop to Pack Treasurer via email