



# ScoutTrack.com

USERS GUIDE FOR DEN LEADERS

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*Cub Scout Pack 88 Pudong, Shanghai China*

*Chartered Organization: Concordia International School Shanghai*

<http://pack88pudong.ScoutLander.com>

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## About ScoutTrack.com

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ScoutTrack.com is an internet-based service that makes it easy to manage your Cub Scout pack, Boy Scout troop, Girl Scout troop or American Heritage Girls troop. It was designed specifically to use the power of the Internet to replace the tracking charts and trail records in the back of the scout books as well as the spreadsheets and paper records typically kept by den leaders.

- You don't have to periodically give your leader your scout book. ScoutTrack.com enables you to go online and mark the activities that your scout has completed (or is planning to complete) and your leader immediately sees everything that scouts have completed at home.
- Den/patrol leaders and scoutmasters can mark which activities will be done (or are done already) in meetings and you see those immediately.
- You can easily send email messages to your den/patrol or leader without having to know all their email addresses — ScoutTrack.com knows them for you!
- Scouts, pack leaders, scoutmasters, achievement/award coordinators and den/patrol leaders have additional capabilities customized for their role in the pack/troop.
- Boy Scouts can even login and plan/mark done activities (certain Boy Scout activities like scoutmaster conferences and board of reviews can only be marked complete by the scoutmaster or adult patrol leader).
- Security and privacy is maintained with your own userid and password.
- Parents can see all the activities for all their Cub Scouts and Boy Scouts in ScoutTrack.com — even boys that are members of different packs/troops (provided those packs/troops are using ScoutTrack.com).

## ScoutTrack Roles

The roles for a Cub Scout pack are:

- **Pack Leader** (i.e. the Cubmaster, committee chairperson, etc): Pack leaders can create dens, add scouts and their parents to those dens and setup which users are achievement coordinators and den leaders. Pack leaders can also send email to everyone in the pack.
- **Advancements Coordinator**: Advancements coordinators can run the "badges earned" report to get a consolidated view of which scouts earned which badges. They can then mark particular badges as ordered and/or distributed.
- **Den Leaders**: Den leaders can change their den (add scouts & parents to their den only). They can enter activities for their den. They can also enter home activities on behalf of the parents (in case there are some parents who don't have internet access).
- **Parents**: Parents can mark activities completed at home only. They can see the den plans but can't modify them.

Note that a person can (and typically does) have multiple roles in the pack or troop. For instance, den leaders are probably also parents. So in that case ScoutTrack.com will present both the den leader functions as well as the parent functions.





Since each user has their own ID/password, ScoutTrack.com can uniquely identify them and determine their role within the pack or troop. There are extensive checks throughout ScoutTrack.com to prevent unauthorized people from accessing and changing things they shouldn't change.

ScoutTrack.com is independent of the BSA, GSA and AHG. ScoutTrack is updated as those organizations change their programs. The ScoutTrack mission is to make it easier for the volunteers and parents to provide and experience the scouting program.

ScoutTrack makes communication easy. Share events via the calendar. Post important documents on the bulletin board. Set up automatic email reminders. Look up other users. ScoutTrack makes it easy to keep your pack or troop informed.

ScoutTrack is for everyone in your Pack or Troop. Other packages are for leaders only. Parents and scouts must manage activities on their own, and advancements coordinators must follow up with den leaders to gather badge updates. ScoutTrack provides special capabilities for leaders, as well as parents. ScoutTrack gets parents involved. Parents are empowered to get more involved when they can easily see and understand their scouts' progress. Parents can see what is planned in den meetings, so they avoid duplicating activities at home, and can update their scout's progress as activities are completed. ScoutTrack makes leader transition easy. Volunteers often change roles in the pack or troop. ScoutTrack makes it easy to change the roles for each user as their jobs change.

ScoutTrack saves everyone time. Say good-bye to collecting paper lists and generating advancement reports manually — ScoutTrack makes activity and badge tracking easy for parents, advancement coordinators and leaders alike.<sup>1</sup>

## Email Invitation from ScoutTrack.com

For New Den Leaders, you will receive an email invitation with instructions to access ScoutTrack.com with your UserID and Temporary Password.

Returning Parents and/or Den Leaders will use the same UserID and Password from the previous year. If you have forgotten your UserID or Password, follow the **Forgot Your Password?** steps.

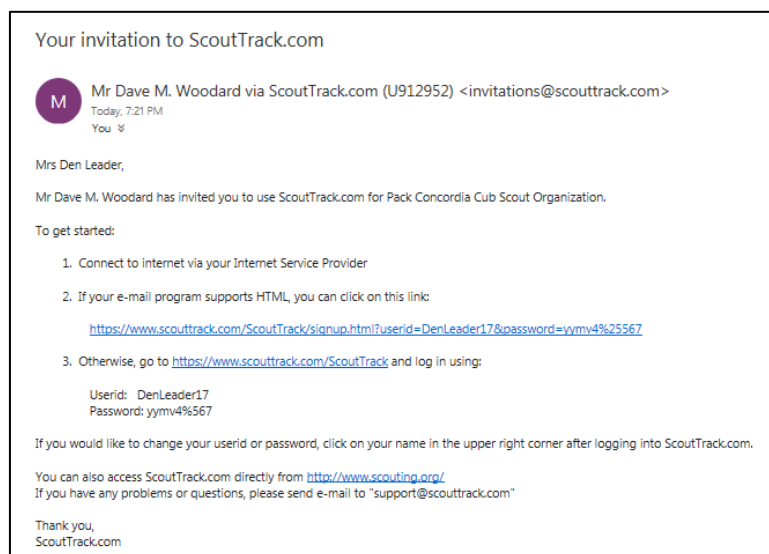


Figure 1 ScoutTrack.com Invitation Email

<sup>1</sup> Tom Hjellming, ScoutTrack Features, <https://www.scouttrack.com/features.html> (accessed 2-Sep-2017)





# ScoutTrack.com Welcome Screen

From the web browser, enter <https://www.scouttrack.com/> . Click on User Login in the upper right corner.

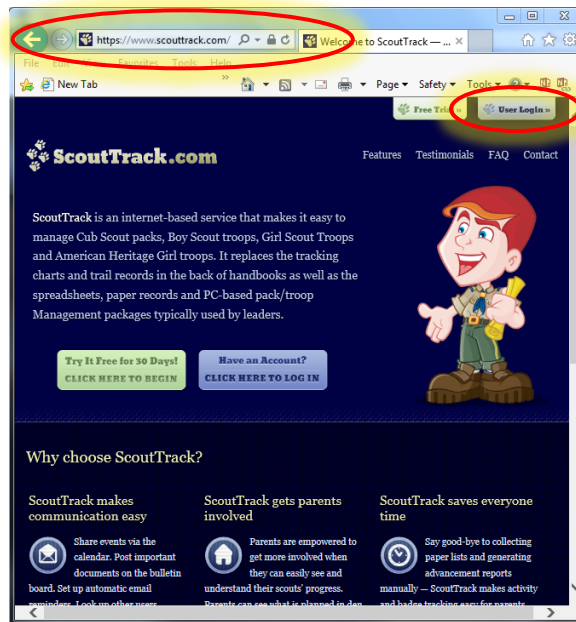


Figure 2 ScoutTrack Main Welcome Page

## ScoutTrack Login

Unlike spreadsheets or other standalone PC programs, ScoutTrack users can log in and share information from anywhere in the world — including the comfort of your home or the convenience of your office. Leaders and parents can be online at the same time viewing and updating records.

Bookmark the webpage, <https://www.scouttrack.com/ScoutTrack/Login>. Type in your USER ID and PASSWORD, provided in the ScoutTrack Invitation email. Click Log in.

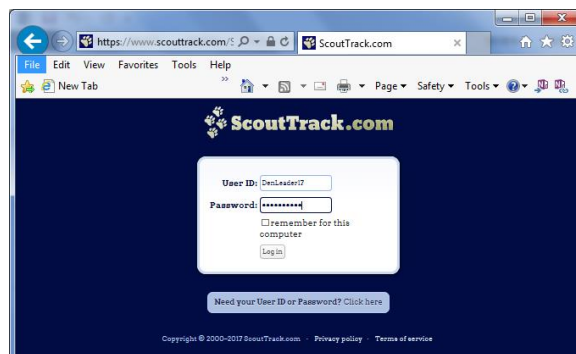


Figure 3 ScoutTrack Login

## Main Screen

The Main Screen for Den Leaders has three tabs:

- Tab 1: Calendar, displaying all Pack and Den meetings
- Tab 2: Den, which you are Assigned Den Leader (in this example: Loudest Roaring Tiger), and
- Tab 3: Scout, which is you son(s) name (in this example: Tiger Scout)



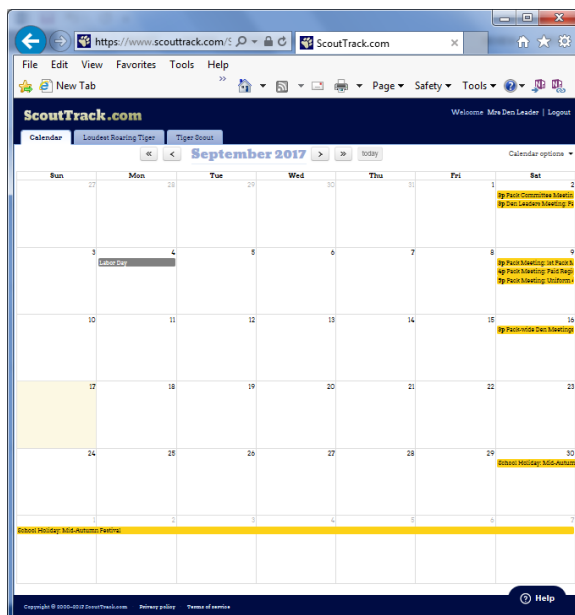


Figure 4 ScoutTrack Main Screen

## Update your ScoutTrack Profile

Keep your profile up to date. All the basic information can be edited and you can mark your information Private, which controls whether your address and phone numbers are visible only to Pack Leaders or to all adult members. It is not recommended to mark your information Private; however, each adult member can decide.

Click on Name (in this example: Mrs Den Leader) in the Upper Right corner. The My Profile input box will pop-up. Confirm that all profile information is correct. At a minimum, include: Title, Gender, First and Last Name, Birthday, BSA ID (from my.scouting.org), Home Address, Cell Phone, and Email Address.

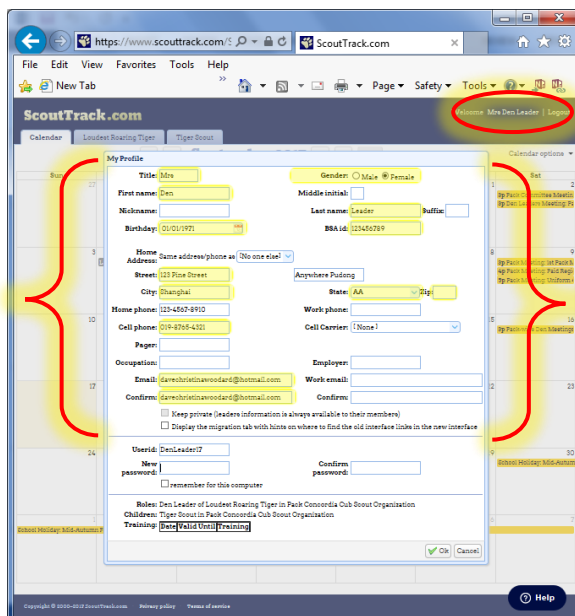


Figure 5 My Profile

## Change Your Password

First time users, logging in with the ScoutTrack Invitation Email temporary password, should first change the password. Click on Name (in this example: Mrs Den Leader) in the Upper Right corner. The My Profile





input box will pop-up. At the bottom, enter a New Password, and enter the password again to Confirm Password.

NOTE: Password cannot contain UserID. Password must contain at least 1 non-alphanumeric character: # \$ % ! @ \* ( )

For future reference, write down your new password. If you forget your UserID or Password, follow the **Forgot Your Password?** steps. Click Ok.

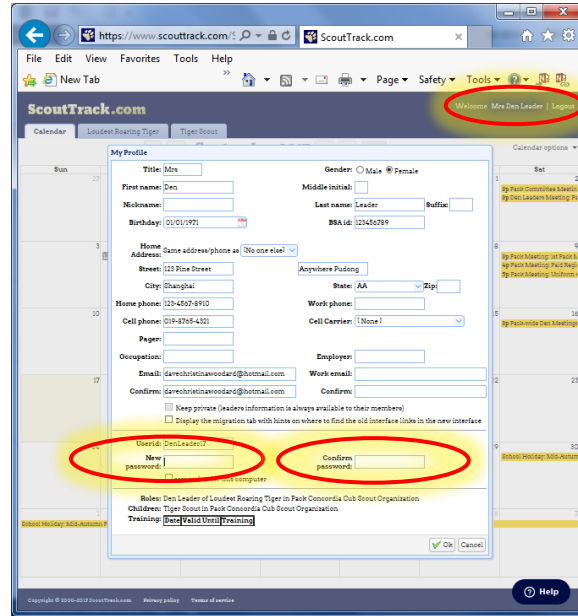


Figure 6 Change Password

### Forgot Your Password?

If you forget your UserID or Password, send a message to one of the ScoutTrack.com Pack Leaders to Reset your password. You will receive the following email with your UserID and Temporary Password. The next time you login to ScoutTrack, follow the **Change Your Password** steps.

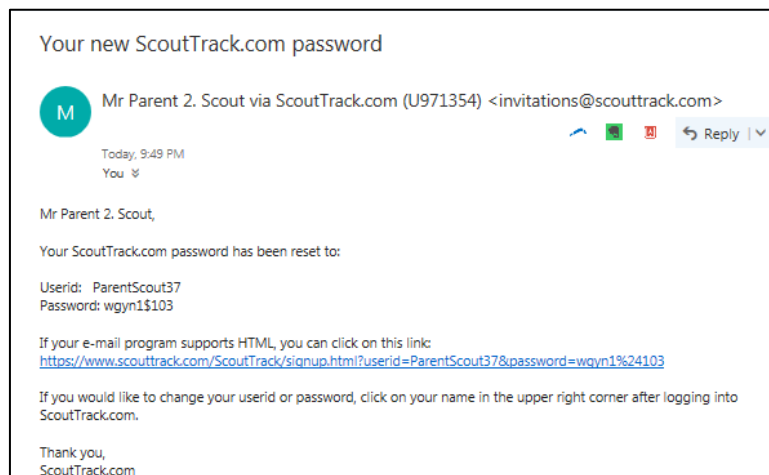


Figure 7 ScoutTrack Password Reset Email

Another option to retrieving your User ID and Password, is to click the **Need your UserID or Password?** link on the bottom of the User Login screen.





Figure 8 Need your User ID or Password

Enter the email address, as registered with ScoutTrack. Click. Ok. Once your email address is verified, your password will be reinitialized and an email message will be sent to you with your UserID and new Password, similar to Figure 7. The next time you login to ScoutTrack, follow the *Change Your Password* steps.



Figure 9 Type in Email Address

## Training Record

The BSA requires proof of Youth Protection Training (YPT) through December of the following year for all Adult Leaders, even those who were previously registered with Pack 88.

Notify the Pack Training Coordinator, that you have completed mandatory Youth Protection Training online by sending the certificate of completion with Name, BSA ID, and Completion Date. The Pack Training Coordinator will update ScoutTrack records.

Only Pack Leaders can update training records for adult leaders.

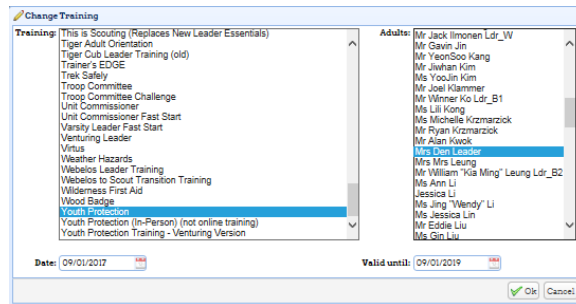


Figure 10 Training

## View Training History

To view your training history, click on your Name (in this example: Mrs Den Leader) in the Upper Right corner. The My Profile input box will pop-up. You can view your Training History at the bottom of the My Profile page.



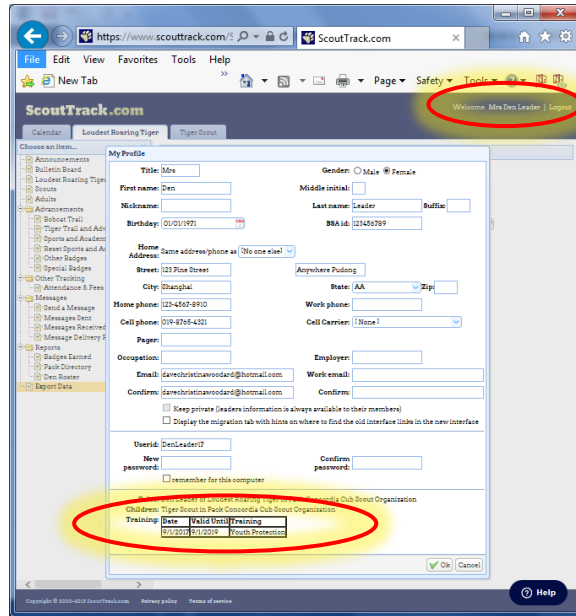


Figure 11 Training History

## Calendar

Use the calendar to view the pack events, which are posted by leaders. View private den/patrol/unit-specific events as they are added by leaders and set up automatic email event reminders to pack or den members.

Navigate month-to-month through the Pack Calendar using the single arrow buttons. Click on an event to see the event details.

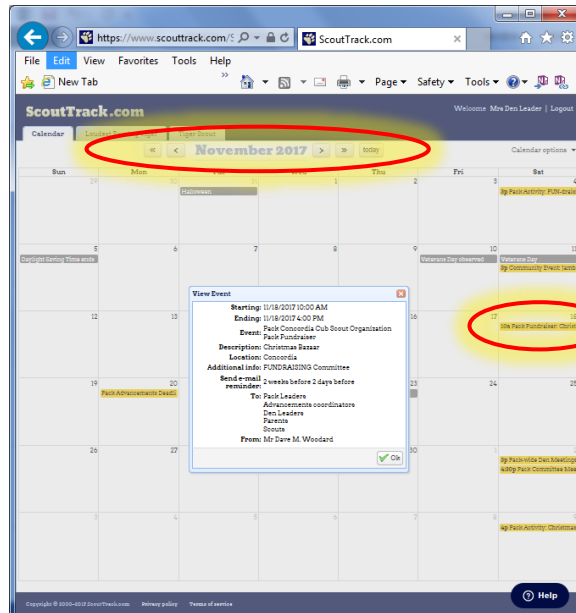


Figure 12 Pack Calendar





## Add a Den Event

Click on a calendar date, and the Add Event input box will open. Unselect 'All Day Event', and enter the Start/Finish times for the Event.

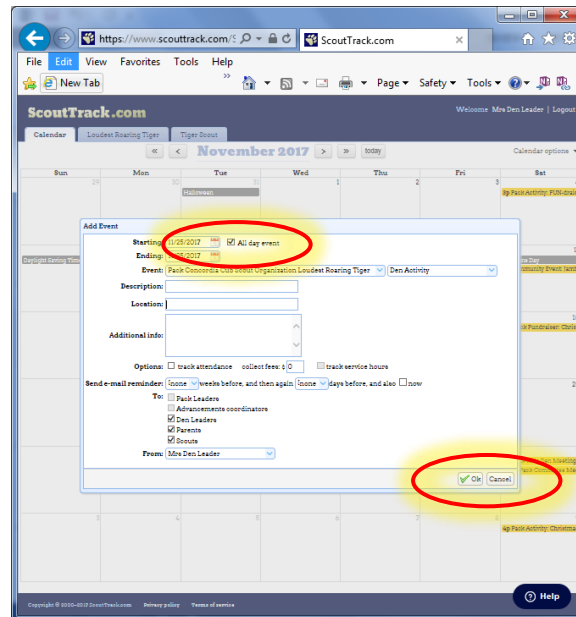


Figure 13 Add Calendar Event

Select the type of Event (Activity, Field Trip, Fundraiser, Meeting, etc.) from the drop down menu. Enter a Description, Location and Additional Information. Make sure to select Track Attendance for your Den Meeting or Activity. Select the e-mail reminder: # weeks and again # days before the event. Select who the email will be sent To: Den Leaders, Parents, Scouts. Click Ok.

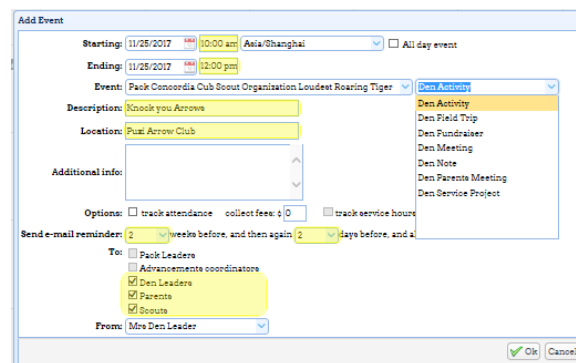


Figure 14 Add Calendar Event

## Den Tab

Select the Den Tab (in this example: Loudest Roaring Tiger). On the left hand side is the Menu of Items to choose from. The main portion of the screen, is the viewing window. The default menu item is Announcements, which will show important Announcements, Upcoming Events and Upcoming Scout Birthdays.



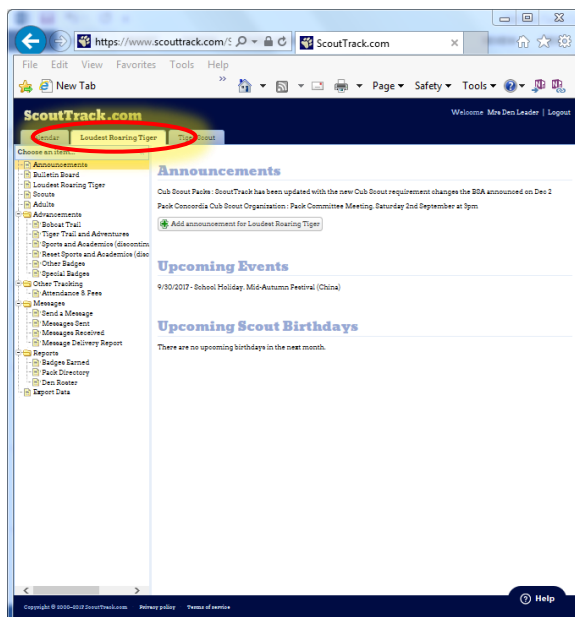


Figure 15 Den Announcements

## Bulletin Board

Leaders can post documents and links for the entire pack, or a specific den. Other users can access the documents and links, but cannot modify content.

From the menu items, select Bulletin Board. The Bulletin Board will contain uploaded documents, viewable for your Den and the Pack. Files can be uploaded to ScoutTrack using the Add file/link button; however, ScoutTrack allows only 20Mb of data storage for the Pack.

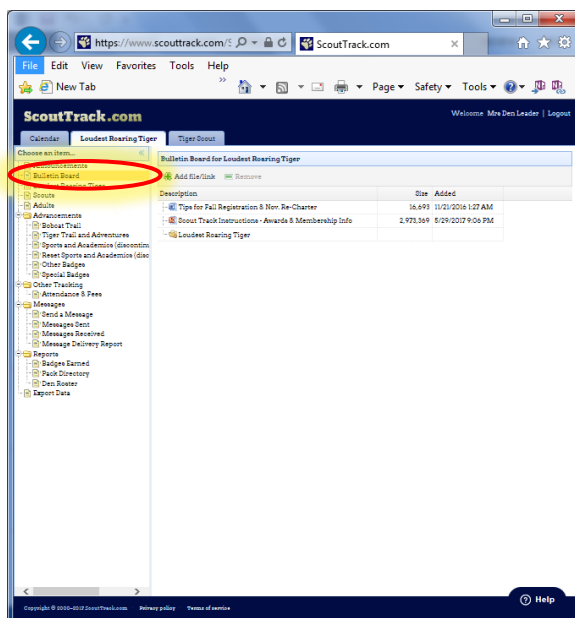


Figure 16 Bulletin Board

## Cub Scout Den

From the menu items, select the Den (in this example, Loudest Roaring Tiger). The viewing window shows the Name of the Den, the Rank of the Den (e.g. Tiger, Wolf, Bear, Webelo, AOL), and Den Leaders. The Membership Pack Leaders will add new active scouts or make scouts inactive. Although you can, do not delete scouts, instead notify the Membership Pack Leaders that a scout is no longer active in the den. In





addition, as a Den Leader, you can Remove the Den; however, only Pack Leaders should create or remove Dens within ScoutTrack.

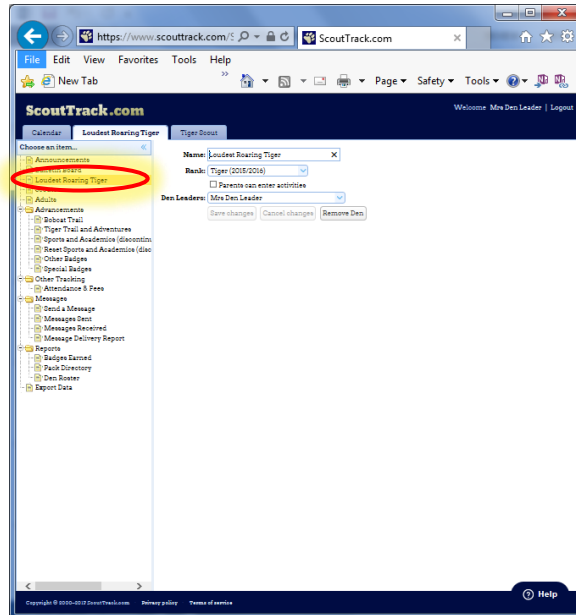


Figure 17 Den

## Scouts

As Den Leader, you can view all the scouts in the Den. Although Den Leaders can add new scouts, contact the Membership Pack Leaders to add new scouts to the Den.

From the menu items, select Scouts to view all Active Scouts in your Den. With the View Column Group drop down menu, you can view scout information in General, School, Dates, Medical, Emergency, Insurance, Doctor/Dentist, or Registration. To view or update one scout's personal profile, click the pencil icon to the left of the scout's name and the Edit Scout input box will pop-up.

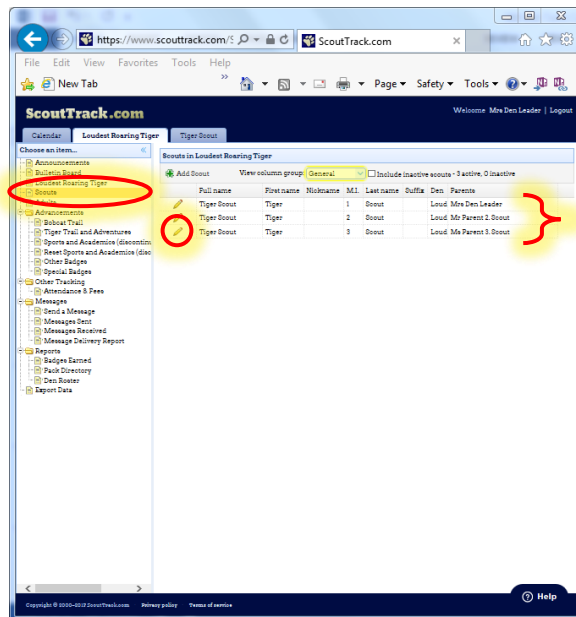


Figure 18 Scout Menu Item





## Adults

Den Leaders can view, add and update Adult profiles in ScoutTrack.

Select the Adult menu item to view all parents in the Den. With the View Column Group, you can view adult information in General, Address/Phone, Roles and Misc. To view or update an Adult profile, click on the pencil icon to the left of the Adult's name and the Edit Account input box will pop-up.

Den leaders can add parents, using the Add Adult icon and the Add Account for New User input box will pop-up. At a minimum, include: Title, Gender, First and Last Name, Birthday, Home Address, Cell Phone, Email Address, and at the bottom of the screen, select the parents' child(ren).

As Den Leader, you can also reset passwords for Parents; however, the parent should follow the **Forgot Your Password?** steps to reset their password.

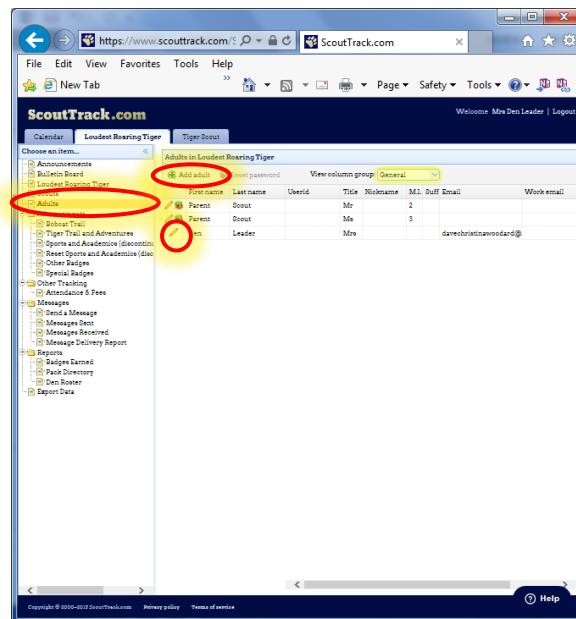


Figure 19 Adult Menu Item

## Advancements

ScoutTrack guides you through award & badge completion. Other pack/troop management packages just give you a screen to enter the date a certain badge was earned. ScoutTrack tracks and summarizes activities, and knows when all requirements have been met — automatically awarding the badge to the scout.

### Bobcat Trail

Click on Bobcat Trail menu item. This shows all seven requirements ALL scouts must complete to earn their Bobcat Badge. Hover your cursor over each requirement and a popup box with the description for the requirement will display. Every scout must get their Bobcat before they can receive any other rank badge. As the scout is done with a requirement, simply click on the paw print, and enter the date of completion. When you go back to the advancement trail screen, you will see a paw on that number indicating it is done. Once all seven of these are completed, you will see a check mark next to Bobcat Badge.



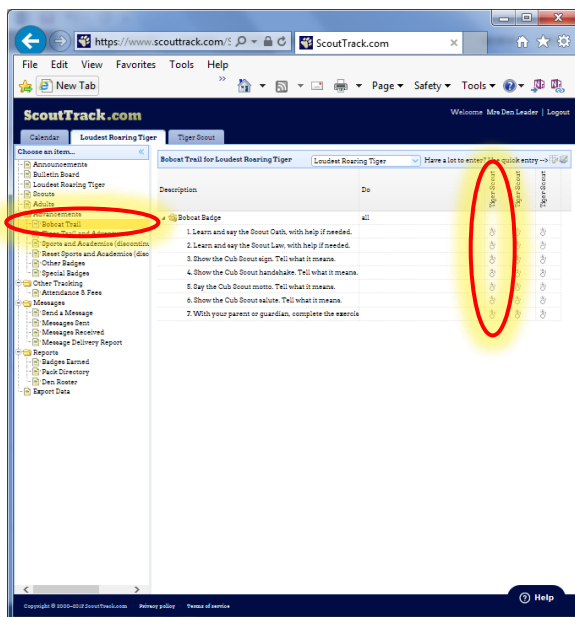


Figure 20 Bobcat Trail Requirements

Use the Quick Entry feature to enter multiple scout advancements at one time. This feature is useful for entering completed requirements of several scouts during a den meeting or activity.

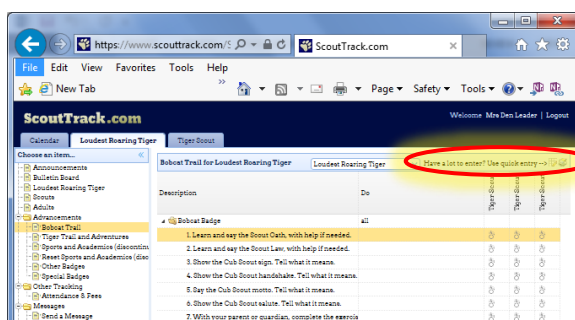


Figure 21 Quick Entry

The Quick Entry allows you to enter the completion date for any of the Scouts and Requirements.

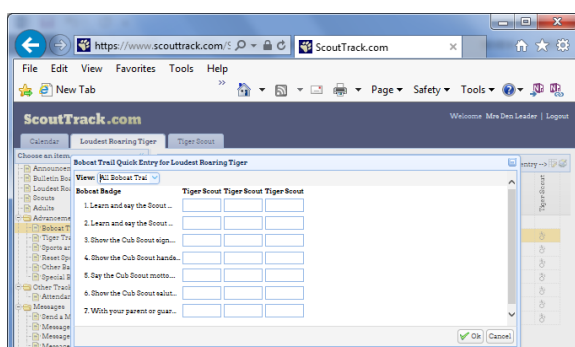


Figure 22 Quick Entry Input Box

Enter the completion date for the first achievement, then click the next entry box to copy the date just entered. It makes for fast and easy entry of the same date in multiple places. Click Ok when all requirements are updated.





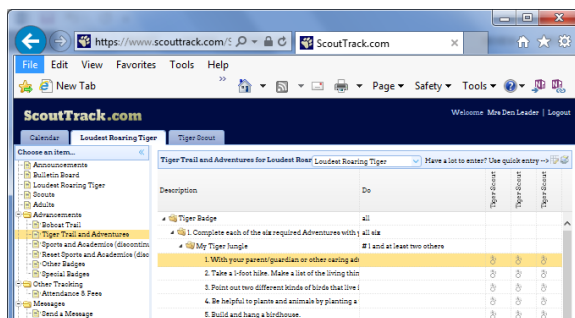


Figure 26 Adventure Trail

When the scout is done with a number, simply click on the paw print for that number. Enter the date completed. Click Ok.

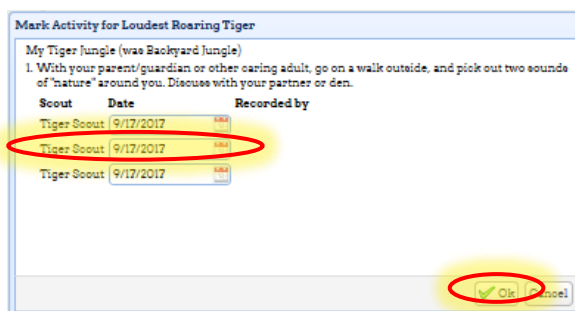


Figure 27 Mark Activity for Den

When you go back to the advancement trail screen, you will see a paw print on that number indicating it is done.

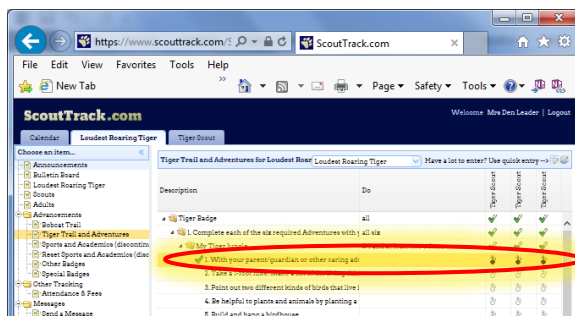


Figure 28 Updated Adventure Trail

Pack 88 conducts four advancement ceremonies throughout the season: Fall Campout, Christmas Banquet, Spring Campout, and Blue & Gold Banquet. The deadline for reporting new achievements and badges is two weeks prior to the Pack Advancement Ceremony. The deadlines are firm, as all awards must be ordered and shipped from South Korea, Japan or the United States. The advancement coordinator will run the advancement report and order achievements based on the report. Any achievements entered into ScoutTrack after that will not be awarded until the next advancement ceremony.

## Other Badges

In addition to the Bobcat and Den Advancement Trail, scouts can work on additional Merit Badges, such as, Emergency Preparedness, Outdoor Activity, World Conservation, Cyber Chip, Outdoor Ethics Awareness, Outdoor Ethics Action, or Shooting Sports. For a complete and up-to-date list of all Merit Badges, visit <http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/MeritBadges.aspx>.



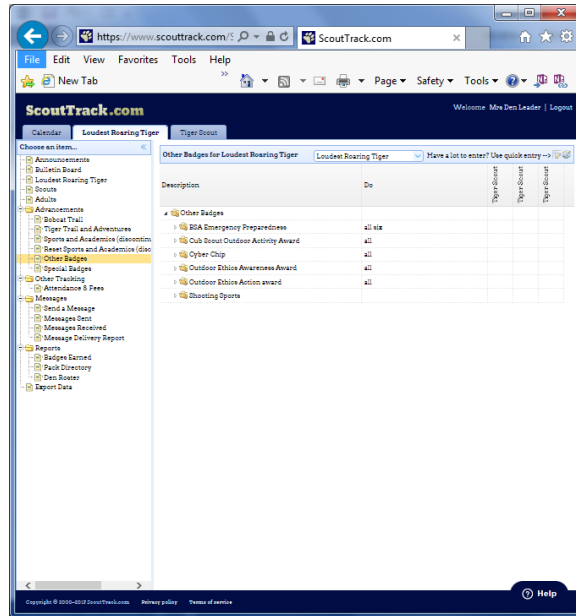


Figure 29 Other Badges

## Special Badges

Special Badges allows you to see what the scout has done in the past, what badges he has earned. It keeps a running list of each scout’s accomplishments.

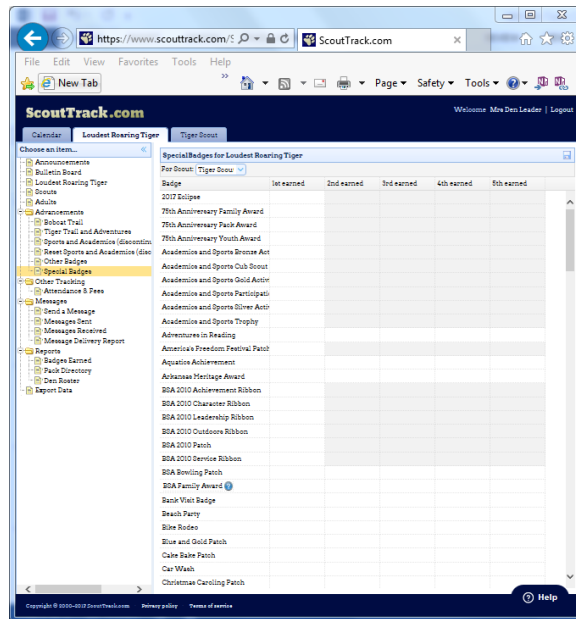


Figure 30 Special Badges

## Other Tracking

ScoutTrack can be used to track a scouts career in scouting, as well as, Training for Den Leaders, Attendance & Fees, and Service Year Pins. As Den Leader, you can track attendance and fees for all Pack and Den Meetings, which have been entered into the Pack Calendar.





## Attendance

Use this section to track Den attendance, but it is a Den Leader decision. All of the Pack Meetings and Pack-wide Den Meetings are entered into the Pack Calendar, so you can track attendance for each event. Den Leaders can add Den Meetings or Activities to the Calendar, using the **Add a Den Event** steps and then track attendance.

From the By Event drop down menu, select the Pack or Den Meeting. For each attending scout, click under the Attended column and Yes will appear. Click the Save button in the Upper Right corner.

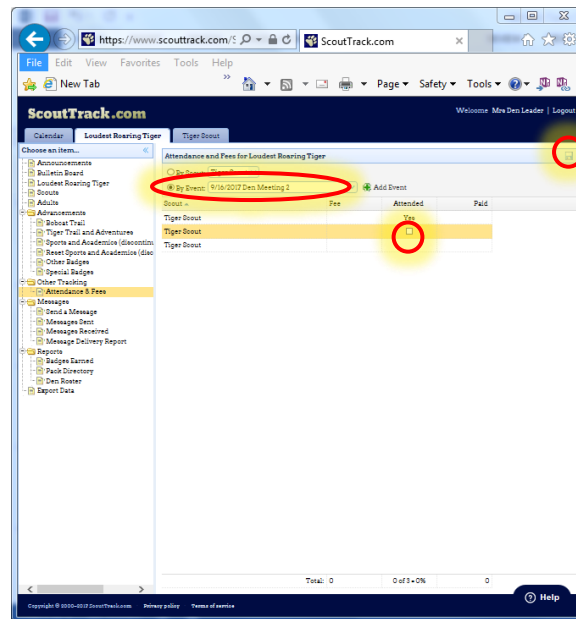


Figure 31 Attendance

## Messages

You can send out emails to the Den, Den Leaders, or the Pack Leaders.

### Send a Message

If you need to email den leaders or parents in your den, then click the drop down menu, expand the Den, everyone in your den shows up. Notice there are check boxes next to everyone's name. Select the ones you want to email and leave the rest unchecked. Note that (no email), appears next to a name in the event there is no email address associated with the Adult Account.

Click the CC: yourself to send a copy of the email to yourself; however, this is not required as Scout Track does retain sent emails for later viewing. Enter a Subject and fill in the message. Send an attachment, at the bottom is a Browse button you use to search for that document. Click the Add Another button and search for the attachment, if you have more than one document to attach. Click Send Message. You will receive a notice that your email was sent and will list any attachments.

ScoutTrack is also setup with a Text Messaging feature; however, Pack 88 uses WeChat to text message the Dens, Den Leaders, and Pack Leaders. Do not enter information into the Text Message box.



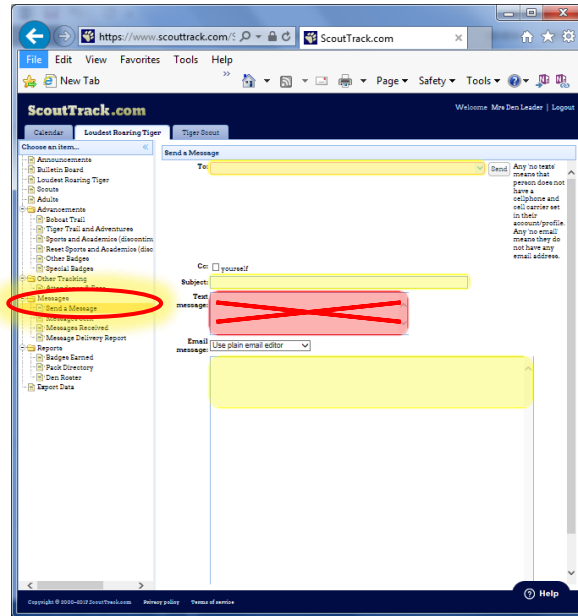


Figure 32 Send A Message

## Reports

Advancement Coordinators can view list of badges earned for entire pack/troop, award special badges, mark badges *ordered* or *distributed* to manage purchasing processing, promote cub scouts to next rank/level, and synchronize data directly with the BSA's Internet Advancements system and get an official BSA Advancement report.

### Badges Earned

The Den Leader can filter earned advancements by scout. From the Include Badges drop down menu, select Earned, expand the date search To/From window, and uncheck Not Ordered, Not Distributed, and Ordered but not Distributed to see all Earned Badges. Click Search.

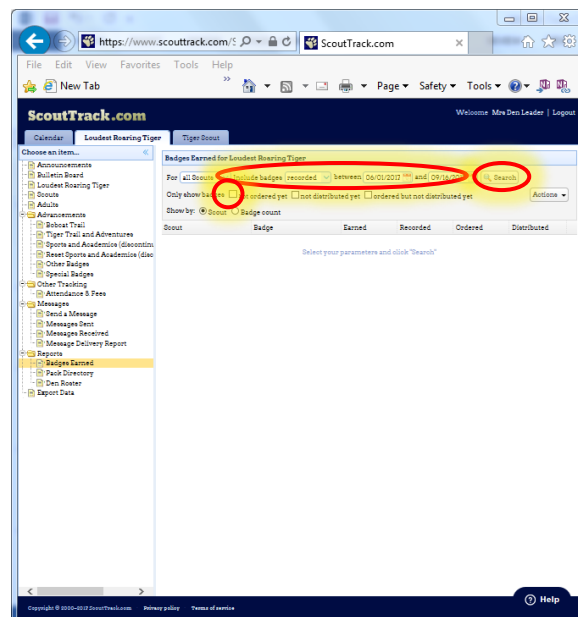


Figure 33 Badges Earned







## Export Data

When a scout is leaving the Pack, the Cubmaster or Membership Chair exports that scout's information so if he joins another Pack, then he does not lose his accomplishments. Using this does not delete the Scout from Scout Track. Select All Scouts, Check All Data to Export, include To/From Attendance Dates, and Change the FileName, if desire. Click Export Data.

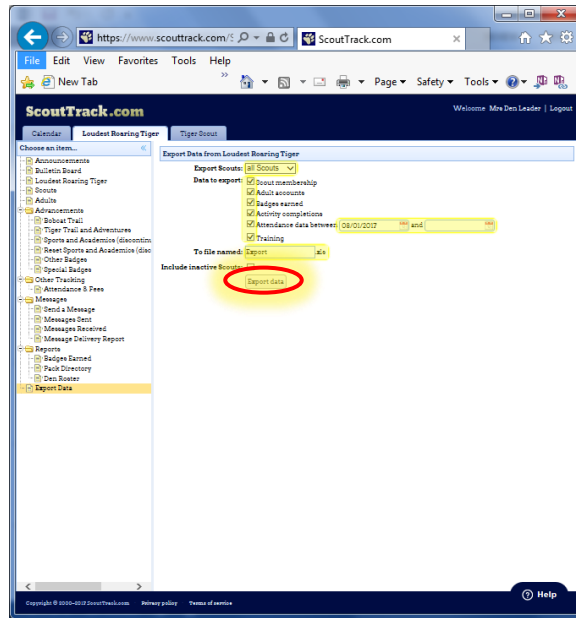


Figure 36 Export Data

You will be prompted to Open or Save the Export Data. From the Save drop down, select Save As and select a location on your PC's hard drive.

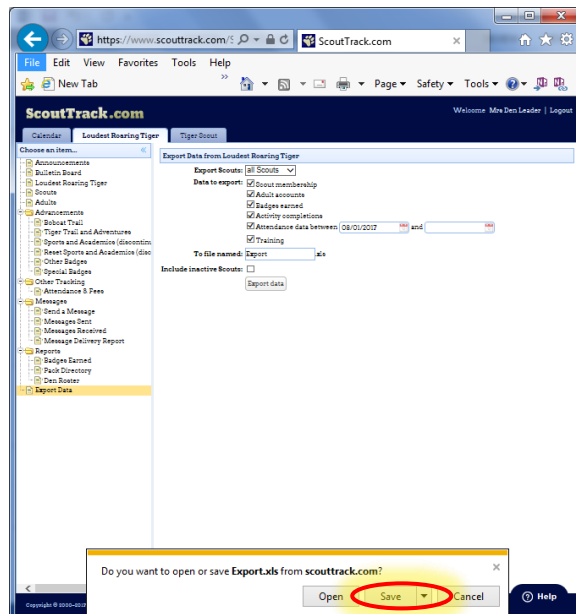


Figure 37 Save Export Data via ScoutTrack

Microsoft Excel will open the file, with a worksheet tab for each of the Data Exports.



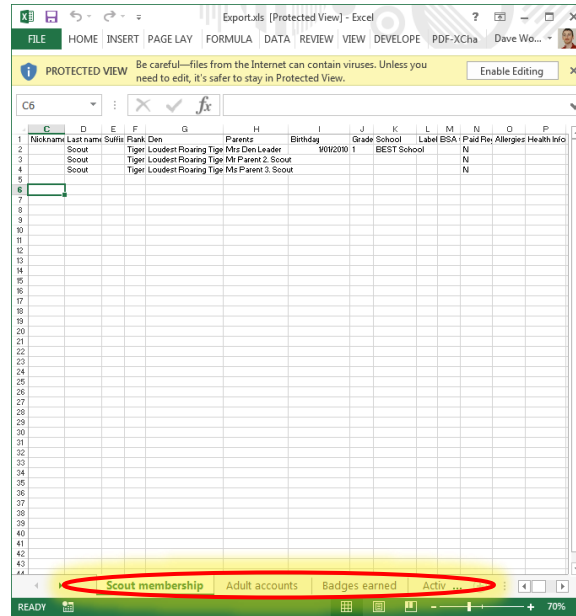


Figure 38 Data Export to Microsoft Excel

## Scout Tab

The Scout Tab(s) is similar to the Den Tab, but is specific to your scout. You will have one scout tab for each one of your children in the Pack. The default menu item is Announcements, which will show important Announcements, Upcoming Events and Upcoming Scout Birthdays.

## Bulletin Board

Leaders can post documents and links for the entire pack, or a specific den. Other users can access the documents and links, but cannot modify content.

From the menu items, select Bulletin Board. The Bulletin Board will contain uploaded documents, viewable for your sons Den and the Pack.

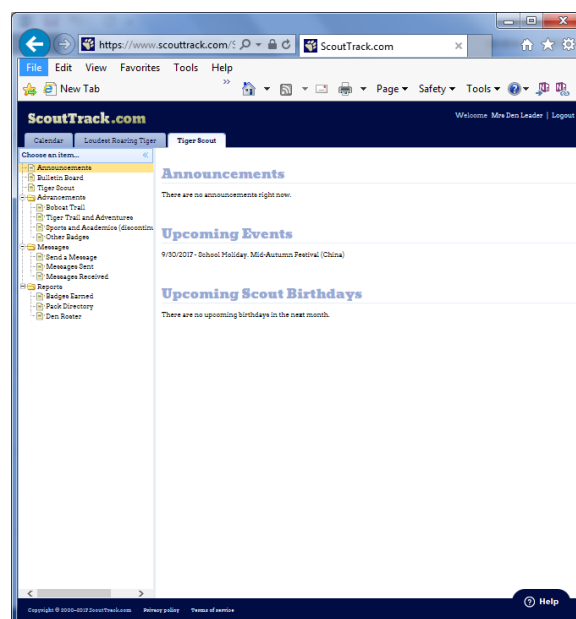


Figure 39 Scout



## Cub Scout

From the menu items, select the Scout (in this example, Tiger Scout). Review your scout's profile, verify Birthday, School and Grade Level. Update the Emergency Contacts and Health Information. Click Save Changes at the bottom of the screen.

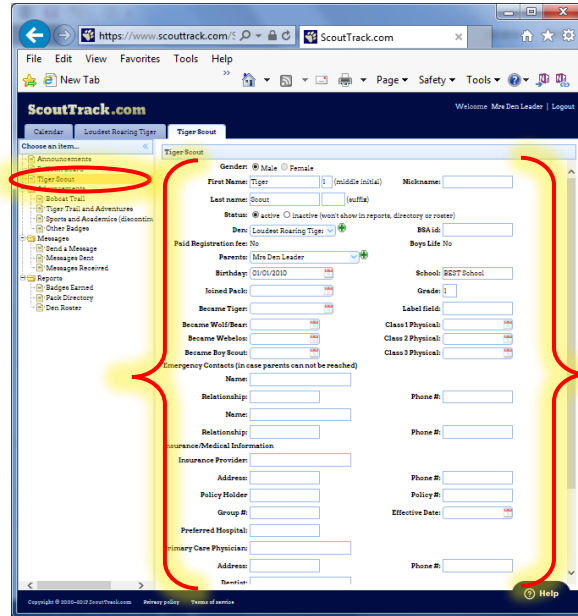


Figure 40 Scout Profile

## Advancements

ScoutTrack guides you through award & badge completion. ScoutTrack tracks and summarizes activities, and knows when all requirements have been met — automatically awarding the badge to the scout.

## Bobcat Trail

Click on Bobcat Trail menu item. This shows all seven requirements your scout must complete to earn their Bobcat Badge. Hover your cursor over each requirement and a popup box with the description for the requirement will display. Every scout must get their Bobcat before they can receive any other rank badge. As the scout is done with a requirement, simply click on the paw print, and enter the date of completion. When you go back to the advancement trail screen, you will see a paw on that number indicating it is done. Once all seven of these are completed, you will see a check mark next to Bobcat Badge.



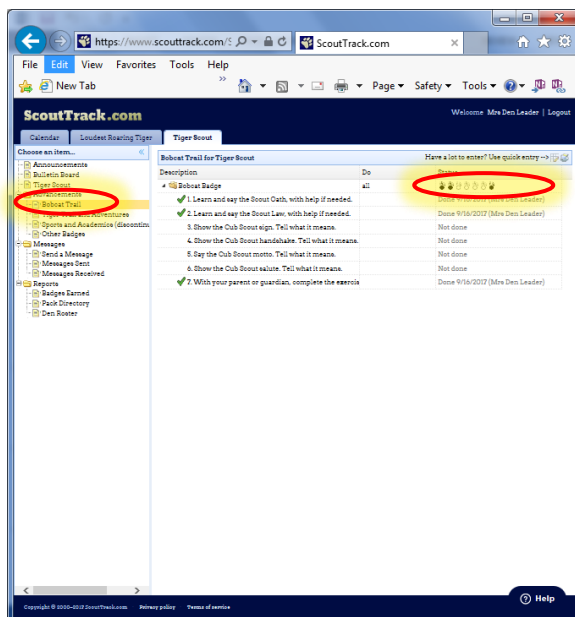


Figure 41 Bobcat Trail

## Trail and Adventures

Scout Track shows which parts of the section are required and how many other options must be complete for the section, just like your scout's handbook. For example, the My Tiger Jungle requires numbers 1, and at least two others. So, requirement 1 has to be complete, then the scout can choose any 2 from the remainder of that section.

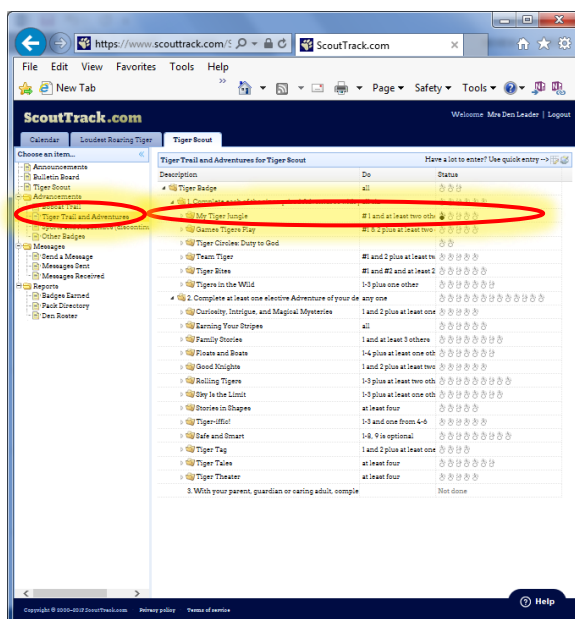


Figure 42 Advancement Trail

Advancement updates can be entered one at a time for your scout.

## Other Badges

In addition to the Bobcat and Den Advancement Trail, scouts can work on additional Merit Badges, such as, Emergency Preparedness, Outdoor Activity, World Conservation, Cyber Chip, Outdoor Ethics Awareness, Outdoor Ethics Action, or Shooting Sports. For a complete and up-to-date list of all Merit Badges, visit <http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/MeritBadges.aspx>.



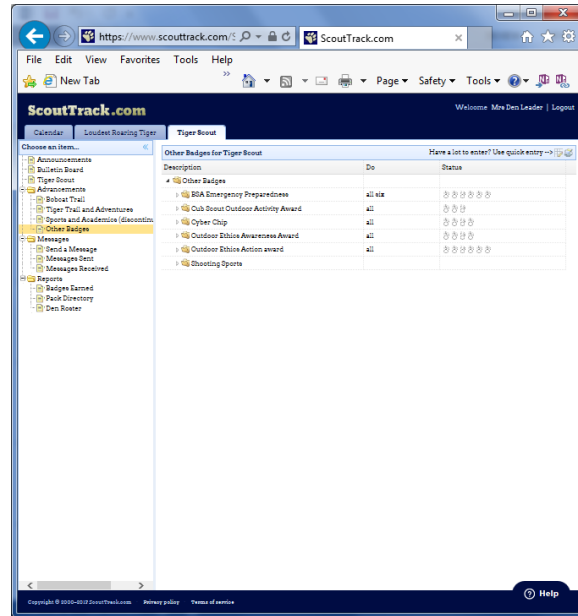


Figure 43 Other Badges

## Send a Message

If you need to email den leaders or parents in your den, then click the drop down menu, expand the Den, everyone in your den shows up. Notice there are check boxes next to everyone's name. Select the ones you want to email and leave the rest unchecked. Note that (no email), appears next to a name in the event there is no email address associated with the Adult Account.

Click the CC: yourself to send a copy of the email to yourself; however, this is not required as Scout Track does retain sent emails for later viewing. Enter a Subject and fill in the message. Send an attachment, at the bottom is a Browse button you use to search for that document. Click the Add Another button and search for the attachment, if you have more than one document to attach. Click Send Message. You will receive a notice that your email was sent and will list any attachments.

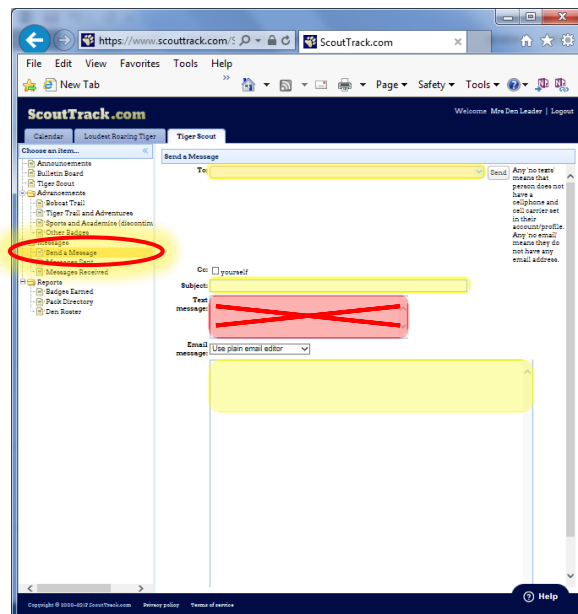


Figure 44 Send Message





ScoutTrack is also setup with a Text Messaging feature; however, Pack 88 uses WeChat to text message the Dens, Den Leaders, and Pack Leaders. Do not enter information into the Text Message box.

## Reports

Advancement Coordinators can view list of badges earned for entire pack/troop, award special badges, mark badges *ordered* or *distributed* to manage purchasing processing, promote cub scouts to next rank/level, and synchronize data directly with the BSA's Internet Advancements system and get an official BSA Advancement report.

## Pack Directory

The Pack Directory and Roster is private and confidential information only to be used for Pack business. No other use is allowed without explicit permission from the Pack committee. You can look at the Pack Directory to find contact information, such as address, phone number, and email. The directory will list the Adults' child(ren), as well as, the Adult Roles in the Pack.

## Den Roster

The Den Roster is the same as the Pack Directory, but has been filtered to show just your sons Den (in this example: Loudest Roaring Tiger). The left side lists the Den Leaders and right side lists the Scouts.

