ScoutTrack User's Guide

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What is ScoutTrack?

ScoutTrack is an Internet-based service that makes it easier for us to manage individual records and communicate important information within our Cub Scout Pack. It was designed specifically to use the power of the Internet to replace the tracking records in the Cub Scout rank handbooks as well as the spreadsheets and paper records typically kept by den leaders.

ScoutTrack provides us with the following benefits:

Achievement/Award Tracking

- You no longer have to give your den leader your son's Scout handbook at den meetings! ScoutTrack enables you to go online and mark the activities that your son has completed at home, at school and in other extra-curricular activities, and allows your den leader to see those entries immediately.

- Den Leaders can record those activities that have been completed at den and pack meetings/outings and you can see those immediately.

Communication

- Pack and Den Leaders can use ScoutTrack's e-mail capability to advise and remind you of upcoming events or other pertinent information.

- You can easily send e-mail messages to your Pack and/or Den Leaders without having to know all of their e-mail addresses.

- ScoutTrack includes a master calendar that will be maintained for all pack events, and allows leaders to send automated event reminders.

Membership Information

- All members contact information is stored in ScoutTrack and easily updated as needed. Privacy and security is maintained with your own user ID and password.

What are Scout parents supposed to do with ScoutTrack?

The parents' interaction with ScoutTrack is simple, but crucial to making this service a worthwhile tool for the Pack.

Parents are asked to log onto ScoutTrack (at www.scouttrack.com) on a regular basis to enter the achievements, electives or belt loop requirements that their sons have completed outside of the den – e.g., at school, church, or in other extra-curricular activities. This will give your den leaders an accurate, up-to-date record of each scout's progress without having to collect Scout handbooks. It will also ensure that your son receives all the awards and recognitions he is entitled to in a timely fashion.

How does one access ScoutTrack?

All members of the Pack will be sent a notification e-mail from the ScoutTrack that will provide you with a unique user ID and password. Once you have received this e-mail, simply follow the directions in the e-mail to log on. The first time you log on you will have a chance to change your user ID and password if you wish. You can also change your user ID and/or password anytime thereafter by clicking on the "Change your profile" link at the bottom left of the page, entering your desired changes and clicking "Save." If you forget or lose your user ID or password, simply let one of the pack leaders know and we'll have it re-sent.

Instructions for using ScoutTrack

Basic personal and contact information about each scout registered with the pack has already been entered into ScoutTrack. When you first log on, please review this information for completeness and accuracy.

Reviewing and Editing Your Scout's Information

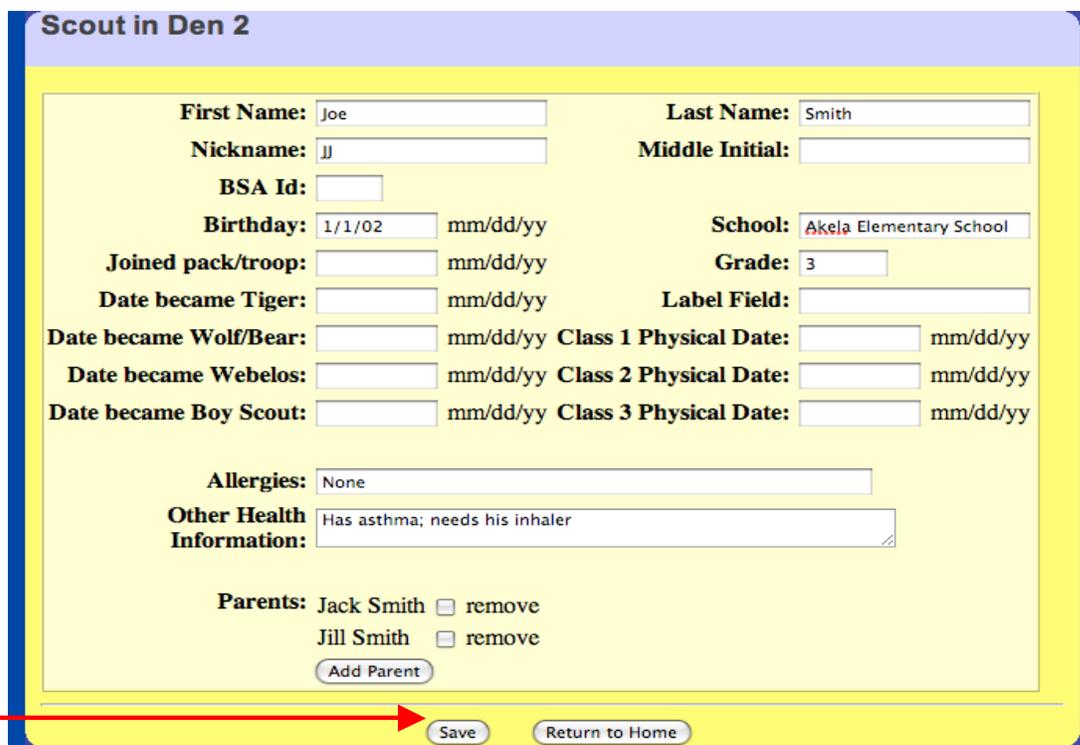In the "As a parent of [scout's name]" panel (see Figure. 1 below), click on "Change [scout's] membership record".

As a parent of Joe Smith :
Bobcat Trail
Bear Trail (Achievements)
Arrow Point Trail (Electives)
Sports and Academics Pins
Change Joe's membership record
Pack Directory or Den Roster
E-mail your Den Leader(s)
E-mail your Den
E-mail your Pack leaders

Figure 1

You will then go to a new screen as shown in Figure 2.

Scout in Den 2

First Name: Joe   Last Name: Smith
Nickname: JJ   Middle Initial:
BSA Id:
Birthday: 1/1/02 mm/dd/yy   School: Akela Elementary School
Joined pack/troop: mm/dd/yy   Grade: 3
Date became Tiger: mm/dd/yy   Label Field:
Date became Wolf/Bear: mm/dd/yy Class 1 Physical Date: mm/dd/yy
Date became Webelos: mm/dd/yy Class 2 Physical Date: mm/dd/yy
Date became Boy Scout: mm/dd/yy Class 3 Physical Date: mm/dd/yy

Allergies: None
Other Health Information: Has asthma; needs his inhaler

Parents: Jack Smith ☐ remove
Jill Smith ☐ remove
(Add Parent)

(Save)   (Return to Home)

Figure 2

Make any necessary changes to name, birth date, school, grade, allergies, and other critical health information. Don't worry about the rest. Click on "Save" button when done.

Note: Personal information can ONLY be seen by the pack leadership.

Reviewing and Editing Your Personal Information

In the "You can also" panel at the bottom left corner of your Home page (see Figure. 3), click on "Change your profile" and make any additions or corrections needed. Your e-mail address and phone numbers are very important to our being able to communicate with you, so make sure that they are correct. You can enter multiple e-mail addresses, but note that notifications will be sent to all e-mail addresses entered.
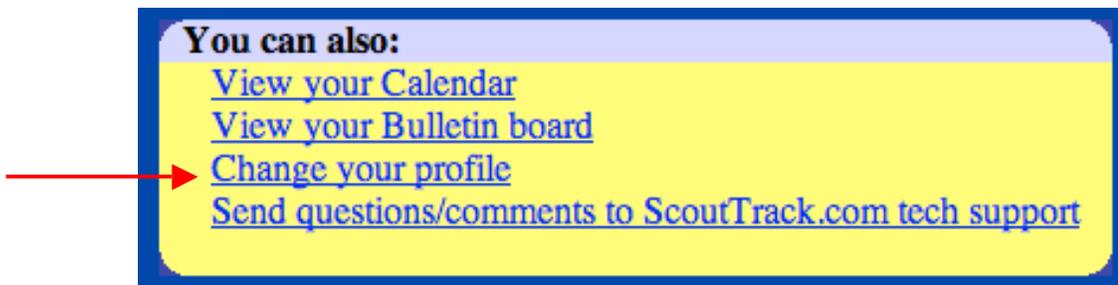

Figure 3

Remember to click "Save" at the bottom of the panel to save your entries.

Recording Your Son's Achievements, etc.

In the "As a parent of [scout's name]" panel, simply click on the link for what you wish to update -- e.g., Achievements, Electives or Sports & Academic Belt Loops & Pins (see Figure 1, above). You will be taken to a new window like the one shown in Figure 4.

Bear Trail (Achievements) (2004 requirements) for Scout Joe "JJ" Smith [Return to Home]

Have a lot to enter? Use quick entry 〉〉〉 **Wow!**   = not planned   = planned   = done ✓ = completed

	Do	of these
🗔 Bear (Bobcat must be recorded)		
🗁 Do one for GOD		
🗀 1. Ways we Worship	both	☖ ☖
🗀 2. Emblems of Faith	1	☖
🗁 Do three for COUNTRY		
🗀 3. What Makes America Special	a, j + 2	☖ ☖ ☖ ☖ ☖ ☖ ☖ ☖ ☖
🗀 4. Tall Tales	all 3	☖ ☖ ☖
🗀 5. Sharing Your World with Wildlife	any 4	☖ ☖ ☖ ☖
🗀 6. Take Care of Your Planet	any 3	☖ ☖ ☖ ☖ ☖ ☖
🗀 7. Law Enforcement Is a Big Job	all 6	☖ ☖ ☖ ☖ ☖ ☖
🗁 Do four for FAMILY		
🗀 8. The Past is Exciting and Important	g and any two	☖ ☖ ☖ ☖ ☖ ☖ ☖
🗀 9. What's Cooking?	any 4	☖ ☖ ☖ ☖ ☖ ☖
🗀 10. Family Fun	both	☖ ☖
🗀 11. Be Ready	a-e and g	☖ ☖ ☖ ☖ ☖ ☖ ☖
🗀 12. Family Outdoor Adventures	any 3	☖ ☖ ☖ ☖
🗀 13. Saving Well, Spending Well	any 4	☖ ☖ ☖ ☖ ☖ ☖
🗁 Do four for SELF		
🗀 14. Ride Right	a + 3	☖ ☖ ☖ ☖ ☖
🗀 15. Games, Games, Games!	any 2	☖ ☖ ☖
🗀 16. Building Muscles	all 3	☖ ☖ ☖
🗀 17. Information, Please	a + 3	☖ ☖ ☖ ☖ ☖
🗀 18. Jot It Down	h + any 4	☖ ☖ ☖ ☖ ☖ ☖ ☖
🗀 19. Shavings and Chips	all 4	☖ ☖ ☖
🗀 20. Sawdust and Nails	all 3	☖ ☖ ☖
🗀 21. Build a Model		☖ ☖ ☖ ☖ ☖ ☖

OR

Figure 4

You can then click on an individual item to update each one separately, or you can click on the "Quick Entry" link and enter all of the items at one time. (See Figure 4.)

(Note: Den Leaders will not independently verify that the scout's activities entered by his parents have been completed, but will instead rely on Scout's Honor.)

Other Tools

You can check out the pack and den Calendar by clicking on the appropriate link in the "You can also" panel at the bottom left corner of the Home page. (See Figure 5.)
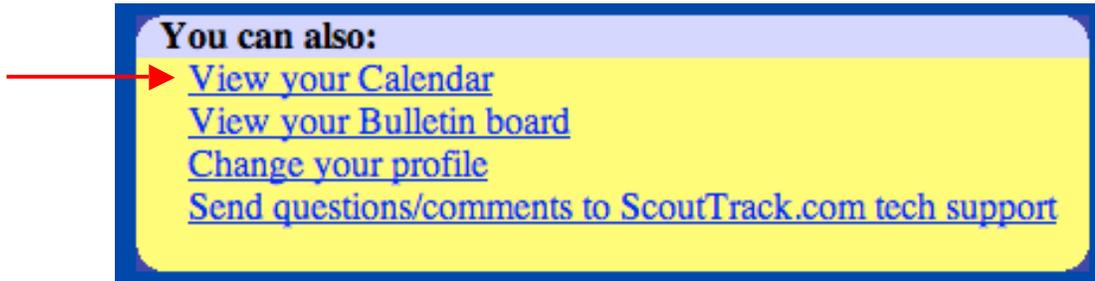

Figure 5

Also, you can view the Pack Directory and Den Roster or send an e-mail to den leaders, pack leaders, or other members of your den by clicking on the appropriate links in the "As a parent of [scout's name]" panel. (See Figure 6.)

Figure 6

Further Questions?

If you have questions about how to use ScoutTrack, look at the website FAQs, explore and experiment, or e-mail one of your scout leaders.