

**INTERNET ADVANCEMENT
HELP/GUIDELINES**

Welcome to internet advancement. A great way to keep your advancement records for your Cub Scout Pack, Boy Scout Troop and Venture Crew. If you have not started using this great record keeping system, please contact the Council Registrar to get the codes that you need to proceed. Only one person per unit can have a code.

This will also assist your unit in keeping track of the training that your adult leaders have taken as internet advancement will give you access to their membership numbers. You can't enter training records, but by following the information on the reverse side of this note, you can look up their information.

If your unit is using internet advancement and wishes to change to a new user to enter the data, you must submit the request for the change in writing or via e-mail, to your District Executive, who must approve the change. This can only be done at the Council Service Center. The unit will be notified in a return e-mail when this has been done. The new user will go into the system as a "First Time User" and enter their personal data.

To get to the internet advancement program go to the Minsi Trails website at www.minsitrails.com - "Quick Links", on top of the page and then "internet advancement." A full page of information comes up on the program. Look this over – if you have never used the program before please make sure to go through the tutorial so you/they understand the process.

Only one person in the unit should be responsible for entering the data. If you don't follow this guideline you will have many errors and your records will be a mess. At the discretion of the committee, others may have access, but should only be in the role to look up information and print reports. Any errors in data entry, except for dates, can only be changed by the Council Service Center and this also must be an e-mail or in writing request.

For Troops and Crews, internet advancement is the only way to go to keep records to make sure your Eagle candidates are on track. Missing merit badges and rank advancements are not the fault of the Scouts, unless they didn't earn them. TroopMaster records are not official records – only those submitted to the Council Service Center via internet advancement or by hard copy. Merit Badge orders must include the name of each counselor and they MUST be registered with the BSA and on the official Merit Badge list of the Minsi Trails Council. Those who are not Youth Protection Trained will be dropped from the list on 12/30/10.

View Training Courses Completed Online:

To view the training records for a registered leader in your unit, go to www.myscouting.org and log into your account. Under the Training tab, there is a new tool called Training Validation. Click on it and it will enable you to search by member number to see all of the training courses a leader has taken. It includes both online and classroom courses which have been recorded in ScoutNet. See diagram below.

BSA Training Validation

Training Search

- Youth Protection Training*
- All Training

* Only Youth Protection Training taken within the last 2 years will be shown.

Direct Search

Search by:

Member ID

Advanced Search

Search

Member ID numbers for all leaders in your unit can be obtained through Internet Advancement. If you need the code for your unit, email Chas Chase cchase@minsitrails.com

Once a new member has received his/her membership card which has their membership number on it, they need to update their online profile at www.myscouting.org so their online training will be linked to our ScoutNet records.

Leaders must take the Youth Protection Course which is specific for their program.

1. **Cub Scout and Boy Scout Leaders** take the Course under the Cub Scout, Boy Scout, or General tab. (See below)
2. **Venturing Leaders** must take the venturing version under the Venturing tab.
3. **If you are involved in more than one program, you must take both courses.**

Select one of the tabs below to view a list of all courses available in that category.

Cub Scout **Boy Scout** **Venturing** **General**

Minsi Trails Council: Troop 007



Internet Advancement

Frequently Asked Questions

Stages: 1. Load Roster

2. Update Member

3. Submit Report

Load Roster

| [Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |
Unit Expiration Date: 01-31-2011

[Unit Order Form](#)

There are three stages in the Internet Advancement process:

Stage 1 Load Roster	You load the unit information from the council or you may upload a unit advancement file for processing.
Stage 2 Update Member	You select the members you wish to update and insert new advancement information.
Stage 3 Submit Report	You submit your unit's advancement information to the council. Then print the Advancement Report Package with the Unit Awards Summary and the Advancement Update Summary.

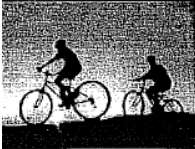
You may leave the process and return later. Internet Advancement will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including youth advancement records and merit badge applications with appropriate signatures, before beginning this process. You must complete Internet Advancement on a computer connected to a printer. To upload an advancement file, you must first create the file from PackMaster or TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

To continue with Load Roster, click here-->

[Continue](#)

Minsi Trails Council: Troop 007



Stage 1 Internet Advancement

Frequently Asked Questions

Stages: 1. **Load Roster**

2. Update Member

3. Submit Report

Load Roster

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To begin Internet Advancement you must first load your roster:

[Load Roster](#)

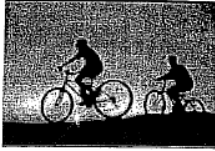
<-- Click here to load your roster with your advancement information from the council.


[Upload Advancement File](#)

<-- Click here if you are prepared to upload your unit advancement records from an advancement file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

The time required for Load Roster varies by unit size and it may take several minutes or more to complete this Stage.

Minsi Trails Council: Troop 007



Stage 2
Internet Advancement 

Stages: 1. Load Roster

2. Update Member

Frequently Asked Questions
3. Submit Report

Select Members for Advancement

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Will show adult + youth membership numbers.
Shows complete advancements for all members.
Individual advancement profile.

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-
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Below is your current roster.

To add ranks, merit badges, and awards to a youth member, click the appropriate button to the left of the member's name. Prompts will guide you if you enter incorrect information.

When you are finished, click **Next**.

Ranks	Merit Badges	Awards	Name	Street Address	Program	Sex
<input type="button" value="Ranks"/>	<input type="button" value="Merit Badges"/>	<input type="button" value="Awards"/>	James Smith	4732 York Dr	Boy Scouts	M



Stage 3
Internet Advancement 

Stages: 1. Load Roster

2. Update Member

Frequently Asked Questions
3. Submit Report

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-
-

Submit Report

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From this page, you submit the Advancement Report to the council. You will also print your unit Advancement Report.

Warning: Once you submit to council, you cannot make changes through Internet Advancement.

To review your Advancement Report before submitting, click the [Review Advancement Report](#) link.

To submit your report to the council, click here -->