



Scout Track Parent Guide

Pack 24 has recently switched to a new, web-based method of tracking advancement -- ScoutTrack -- which has the following features:

- Internet based
- Additional visibility to scout's progress
- Visibility into den leader's plans for earning achievements in den meetings
- Leaders will have additional time to focus on delivering quality programs for your scouts
- Email Capability

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Login into the system

1. Go to the ScoutTrack website

Option 1: Log in via Pack website	Option 2: Type in web address
www.topangacubscouts.org (look for ScoutTrack Tab)	www.scouttrack.com \ScoutTrack

2. Log into the system using the user id and password distributed to you by one of the leaders and click the Login button.

click here.'"/>

Login to ScoutTrack.com

User id:

Password:

remember password on this computer

Need your user id or password? [click here.](#)

Main Menu

After logging into ScoutTrack, you will see a menu labeled "As a parent of <Your Scout Name>". If you have multiple scouts in the Pack, you will have a pull down option so that you can select each of your scouts.

Depending on the rank of your scout, you will see rank specific menu items. In this example, we are using a Bear scout, so we are viewing the Bear Trail.

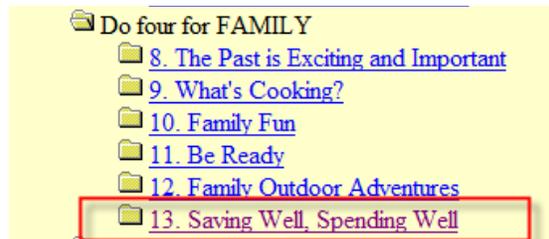


Achievements \ Arrow Point Trail \ Sports and Academic Pins (Belt Loops)

You will use the Achievements, Arrow Point (Electives), or Sports and Academic Pins link to view your scout's current progress and to enter the dates when a requirement(s) is completed at home.

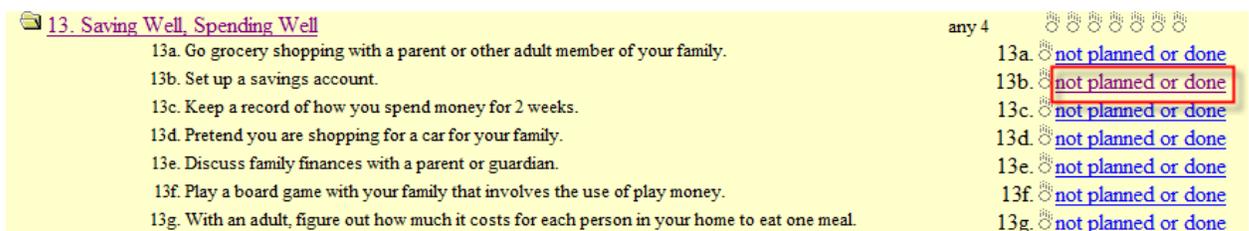
The example below is for entering\viewing achievements. The steps are identical for the Arrow Point (Electives) and Sports and Academic Belt Loops.

1. Click on Achievements link
2. Option 1 – Single Achievement
 - a. Click on particular Achievement (in example below, clicked on “13. Saving Well, Spending Well”)



After clicking on the link, the folder will expand to show all requirements for that achievement.

- b. Click on link – “not planned or done”



- c. Click on “Completed on:” radio button and enter date

- d. Click Save button. It will return you to the Achievement screen showing that the requirement is complete

- e. If your den leader has planned for the achievements to be earned in a den meeting, the screen will show that the particular achievement will be planned at a den meeting on a particular date.

3. Option 2 – Using Quick Entry (Multiple Achievements)

- a. Click the “quick entry” link

Have a lot to enter? Use [quick entry](#)

- b. Find the first achievement requirement and enter date

13. Saving Well, Spendin...	Peter L.
13a. Go grocery shopping ...	
13b. Set up a savings acc...	5/20/10
13c. Keep a record of how...	7/10/10
13d. Pretend you are shop...	
13e. Discuss family finan...	
13f. Play a board game wi...	
13g. With an adult, figur...	

- c. Click on all other requirements that were completed on the same date and it will auto-fill the date.

13. Saving Well, Spendin...	Peter L.
13a. Go grocery shopping ...	
13b. Set up a savings acc...	5/20/10
13c. Keep a record of how...	7/10/2010
13d. Pretend you are shop...	
13e. Discuss family finan...	7/10/2010
13f. Play a board game wi...	7/10/2010
13g. With an adult, figur...	

- d. Click Save button at the bottom of the screen. This will save the record and return you to the achievements screen. The screen shot below, since this achievement only required 4 of the requirements to be completed, it is now showing that Peter has completed this achievement (symbolized by the check mark to the left of the achievement folder).

✓ 13. Saving Well, Spending Well	any 4	👤👤👤👤👤
13a. Go grocery shopping with a parent or other adult member of your family.		13a. 🕒 not planned or done
13b. Set up a savings account.		13b. 🕒 done at home 5/20/10
13c. Keep a record of how you spend money for 2 weeks.		13c. 🕒 done at home 7/10/10
13d. Pretend you are shopping for a car for your family.		13d. 🕒 not planned or done
13e. Discuss family finances with a parent or guardian.		13e. 🕒 done at home 7/10/10
13f. Play a board game with your family that involves the use of play money.		13f. 🕒 done at home 7/10/10
13g. With an adult, figure out how much it costs for each person in your home to eat one meal.		13g. 🕒 not planned or done

Change your Profile

You can also:

- [View your Calendar](#)
- [View your Bulletin board](#)
- [Change your profile](#)
- [Send questions/comments to ScoutTrack.com tech support](#)

- a. View\Edit your name
- b. Address

- c. Phone Numbers
- d. Email Address
- e. User name
- f. Password

Sending Email



- a. Three different options
 - i. Den Leaders – your den leader and assistant den leader
 - ii. Den – all parents within your den
 - iii. Pack Leaders – the entire pack leadership
- b. With each option, you can pick and choose the audience

