

P24

TO: All Unit Leaders
 FROM: Faith Denis (310) 839-9905 x201
 Customer Service Manager fdenis@bsa-la.org
 DATE: February 2010
 SUBJ: **Online Tour Permits and Advancement**

Crescent Bay District is asking that **ALL UNITS** start **NOW** to **LEARN** and **USE** the **ONLINE Tour Permit** and **ONLINE Advancement** features. We have had since September 2009 to input the auto information and adult training needed for Tour Permits. Please contact me if you need help with adult training. The learning curve for online advancement is easy. Please review each youth's history and enter missing rank dates and/or merit badges.

The following is the information you will need to access online Tour Permits and Advancement:

- be registered with BSA
- have your membership id number (located on unit rosters and id cards)
- council name: WLACC – Van Nuys #051
- unit number is a 4 digit number. i.e. Troop 55 is 0055, Pack 1 is 0001
- unit id number **Please ask your Unit Leader for this id number.**
- log on to www.myscouting.org to open an account
- proceed to MY PROFILE
- proceed to UNIT TOOLS to select Internet Advancement or Tour Permit

103017

NOTE: UNIT ID NUMBER AND PASSWORD needed to access confidential information for Internet Advancement. www.myscouting.org will ask for a second password. Remember to write down your unit's password.

First, the unit leader will need to decide who will have access to this **CONFIDENTIAL** information.

Tour Permits **NO UNIT ID NUMBER IS REQUIRED**

- Crescent Bay District suggests that one person be in charge of all the tour permits for the unit.
- This is helpful as one person will learn who is trained in Youth Protection, Hazardous Weather, and the other required trainings such as BALOO, Safety Afloat, Safe Swim, Climb On, etc.
- Crescent Bay District suggests that in September/October one person collect all of the car's make/model/ insurance and driver's license information of all the adults in each scout's household. This info is then entered into the online Tour Permit section which will save this information as a template.
- Tour Permits are checked 3x a day in our council.
- TRAINING will be verified using ScoutNet, our BSA software program. If you receive a denied notice via email due to training please contact the Crescent Bay District office. Minimum required training is Youth Protection (valid for 2 years) and Hazardous Weather (valid for 2 years).
- NO signatures will be needed for on-line Tour Permits!

Advancement Reports – Confidential Information

- unit leader should have unit's password to online unit advancement
- Crescent Bay District suggests that one person handles all of the unit's advancement records
- current roster of your unit available 24/7
- no need to input youth name as this program is roster based – just select youth name
- print report, get signatures, if applicable, and give to Eric at the Scout Store on National Blvd
- no rank patches, merit badges, awards, etc will be sold without an Advancement Report

Please contact us at the Westside Service Center if you have any questions.

Unit ID: 103017

WEB PAGE ADDRESS: WWW.MYSCOUTING.ORGInternet Advancement Overview

Use Internet Advancement to record awards, ranks, and merit badges to youth from any online location, including at home or at the office. You will be able to add new ranks and awards to your member records and to update existing ranks and awards, should the earned date displayed be incorrect according to the unit's records.

Internet Advancement allows you to register once as a first time user and then to log in as a returning user to submit ranks and awards for your unit members. If you log out before you submit a report, your data will be saved. Additionally, Internet Advancement will dynamically return you to the Stage you were in when you left.

For example, if you have completed Stage 1 of the process, when you return, you will begin at Stage 2.

Unit Advancement Processor

If the unit appoints a new unit processor, contact the council to reset the unit's profile. The new unit advancement processor registers as a first time user. The council can reset the profile if the current unit advancement processor wants to change information such as e-mail address or telephone.

Submitting Reports

Units set their own schedule for submitting reports. We recommend submitting a report every month. Each December a final report with anything not already recorded for the year should be submitted before month end.

What do users need, to use Internet Advancement?

Internet Advancement was designed to accommodate the widest variety of users without a need for specific training. The users of Internet Advancement should have a basic knowledge of Boy Scouts of America terminology and familiarity with a computer and the World Wide Web.

Internet Advancement will require that the user have access to a computer with a 56 KB or faster Internet connection and a browser that is IE 5.5 or greater. Faster connections are recommended. JavaScript must be enabled. Pop-up blockers should be disabled.

To enter advancements:

1. The unit eligible for Internet Advancement designates an adult member as the unit advancement processor.
2. The unit advancement processor gathers all the information needed for recording advancements.
3. With the advancement information at hand, the unit advancement processor navigates to Internet Advancement via the council Web site.
4. In Internet Advancement, the unit advancement processor registers/logs in to Internet Advancement and follows the intuitive process. In Internet Advancement, the unit advancement processor will do the following:

Stage 1: Load Roster

Load the unit information from the council

Stage 2: Update Member

Select the members you wish to update and insert new advancement information.

Stage 3: Submit Report

Submit your unit's advancement information to the council. Then print the Advancement Report packet that includes the Unit Awards Summary.

5. After double-checking the information, the unit advancement processor submits the file to the council and prints the advancement report package.
6. The appropriate people sign the advancement report, and the unit advancement processor or another unit adult sends the paperwork to the local council and obtains the insignia needed for youth members.