Cub Scout Internet Advancement Tutorial

It is a requirement of BSA to enter all Advancements into the National Website Database for BSA. This Database is called "Scoutnet" or "Internet Advancement".

This Tutorial with help you enter your Pack's records.

Step 1: Login to website

https://scoutnet.scouting.org/iadv/UI/Login/Login.aspx

You will need your Unit ID:
You will need your password.

You can request this information here: -

If you have issues logging on, please contact your Unit Commissioner for assistance.

Step 2: Update Website
You will see Three Stages.

Stage 1: Load Roster
Select : "Continue" to Load Roster.
You have two choices:
"Load Roster" - To load advancements manually.
"Upload Advancement File" - To download your Units software advancement file from the software that your Unit uses. (i.e. PackMaster)
Note: The Upload Advancement File feature is not 100% accurate. You need to verify that all the Advancements actually got loaded correctly.
Follow directions for "Upload Advancement File" and then jump to "**Verify Data**".

For manual updates, select "Load Roster". This may take 5 minutes.

Stage 2: Update Members
Update Each Scout : Scouts are separated into two groups "Cub Scouts" and "Webelos". They are listed alphabetically.
You can add: "Ranks", "Activity Badges", "Awards" and "Belt Loops" for each Scout individually.
Example:
Select: "Rank" for a Scout.
Enter the date of rank next to the rank earned in the format "mm/dd/yyyy"
Note: Bobcat is required before other ranks.
Select: "Save".
You will get confirmation. Select: "OK".

Short cut for "Activity Badges", "Awards" and "Belt Loops" for multiple Scouts who earned one of these on the same day.
Select: "Multiple Person Entry" from the top right.
Select: "Activity Badges", "Awards" or "Belt Loops"
Select: "Continue"
Select Specific: "Activity Badges", "Awards" or "Belt Loops"

Select: "Next"
Enter: "mm/dd/yyyy"
Select: "Next"
Select: Scouts who earned this.
Select: "Save".
You will get confirmation. Select: "OK".

Verify Data: When you think you are finished with entering all "Ranks", "Activity Badges", "Awards" and "Belt Loops":
Select: "Review Advancement Report" from the top left.
Another window will open with a draft version of your advancement report.
If the report looks like it has errors or is missing achievements, then close report, **Update Each Scout** with an error and run report again.
If the report looks good,
Select: "Next"

Stage 3: Submit Report
Select: "Submit to Council". (At this point all achievements are loaded into the national database)
You will be given a confirmation message that you are submitting an advancement report to Council.
Select: "OK"
You will be given the option to "Print" the report.
Print two copies. One for Council and One for your records.

Special Notes:
1: Sometimes if you load changes and you do not submit to Council, these changes may be saved for a short while and you will login directly to stage 2.
2: You can always erase your changes prior to submitting to Council by selecting : "Start Over" on the top right.
3: If you find incorrect information for a Scout, you can always correct the date and re-submit to Council.

Step 3: Bring Report to Council to Purchase Awards
We request that you bring your Advancement report to Council when you purchase your awards.

Useful Reports (These are reports that you can select from the top left)
Review Unit Roster
This report gives you:
Unit Expiration Date
Chartered Organization: Name and Address
Executive Officer: Name and Address
Adult Members: Position, Name, Address, BSA ID, Phone, Youth Protection Date
Youth Members: Name, Address, BSA ID, Last Rank Submitted, Age, Grade, Phone

Unit Advancement Summary
This report gives you:
Name, Email and Phone of your Units Advancement Processor
Summary of every achievement that each Scout earned with the date earned.

Member Summary
This report gives you:
Name, Email and Phone of your Units Advancement Processor
Summary of every achievement that each "Selected" Scout earned with the date earned.

Review Advancement Report
This report gives you:
A detailed listing of all achievements entered, but not yet submitted to Council.

View Previous Advancement Reports
This report gives you:
Ability to pull previous advancement reports submitted to Council.