

## Internet Advancement Frequently Asked Questions

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### Why doesn't Internet Advancement remember me?

Windows XP users may find that the cookie for Internet Advancement is blocked.

#### To allow cookies for this site:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Click the **Security** tab. On the Security screen, click **Trusted Sites**.
3. On the Trusted Sites screen, click **Sites...**
4. In the text box, enter <https://scoutnet.scouting.org/iadv/UI/home/default.aspx>. Click **Add**.
5. Click **OK** to exit the Sites... screen. Click **OK** to close Internet Options.

### Why doesn't Internet Advancement work in my browser?

To fully use Internet Advancement, you must use Internet Explorer 6.0 or higher. Also, JavaScript must be enabled in Internet Explorer.

#### To enable Javascript:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Click the **Security** tab. On the Security screen, in the Security level for this zone area, click **Default Level**.
3. Click **OK** to close Internet Options.

### How can I print the draft Advancement Report before each submittal?

Click the Review Advancement Report button in the upper left-hand corner of the screen. The report appears in a new window. You can print the draft, but this report is not final and cannot be turned in to the council.

#### To print the report:

1. Right-click in the new window.
2. From the drop-down menu, click **Print**.
3. In the print dialog box, choose a printer. Click **Print**.

### Why do I get an error when I click Print Advancement Report after submittal?

To view and print a submitted report, you must have Adobe Reader.  
[Get Adobe Reader](#)

### **Should I print the Advancement Report each time a submittal is made?**

Yes, the Advancement Report is to be printed in two copies, one for signature to be given to the council, and one for the unit files. The format of the draft version is different from the submitted version. Follow your council advancement procedures in handling the submitted report.

### **What is the purpose of the three reports in the Advancement Report package?**

The **Advancement** Report lists each youth member that has new ranks, merit badges, and awards, if any.

The **Unit Awards** Summary lists the number of new ranks, merit badges, and awards by name.

The **Advancement Update** Summary lists any ranks, merit badges, and awards that were already in the member record but which were given a new date earned.

All pages of the unit Advancement Report must be given to the council. The Unit Awards Summary may be used to help create an Insignia Purchase Order for the unit.

### **What is the Unit Advancement Summary?**

The Unit Advancement Summary lists all current members of the unit and shows any ranks, merit badges, and awards that are in each person record. Advancements that are in progress and have not yet been submitted will not be on the Unit Advancement Summary. Unit members who have not earned at least one rank in the program will also appear in a separate listing on this report.

### **What do I get when I click Review Unit Roster?**

Clicking the Review Unit Roster button returns your **Unit Roster**, current to the date and time that you clicked Load Roster in Stage 1 of Internet Advancement. This is the council information and can only be changed by your council, except at the time of charter renewal. If a member is missing who should be registered, submit the approved application to the council. The next time you click Load Roster the roster will refresh with the most current information. You may view and print the unit roster.

### **How often must I submit an Advancement Report to the council?**

You set the schedule. Internet Advancement will permit you to submit advancement as often as needed. It's recommended that you submit at least once per month and before the end of each month. You may time your submittal, however, to when you will need the advancement awards for presentation to your members. In the month of December, you are asked to submit all unit advancements not yet recorded before month end so that council statistics will be complete for that year.

### **How do members receive a rank, merit badge, or award not available for selection?**

You can only select, according to unit type, the advancements that are appropriate for the members of your unit. If you have a member who has earned an item that is not on your pick list, you must submit this to the council on a paper Advancement Report (No. 34403B) and the council will enter it. The Advancement Forms link on the Welcome page has the Unit Advancement Report.

You cannot award in Internet Advancement any nominated awards, such as meritorious action awards, and awards controlled by other organizations, even if permitted for uniform wear.

**When I log out, is my work saved for future use?**

Yes, if you saved the insertions and updates that you made, your work will be there the next time you log in. You may log in again and continue until you are ready to submit.

**Do I register more than once as a First Time User?**

No, you register as first time user only once. After that, click the Returning User button and enter your Unit ID, provided by the council, and the password you created when you registered the first time. If you will not continue as the advancement processor for your unit, ask the council to reset your unit profile. This will permit your replacement to complete the First Time User registration process.