

How to submit Advancement Reports via



SCOUTBOOK

Log on to ScoutBook

Go to: My Dashboard: My Units: Select your Unit

Scroll Down and Select: Troop Reports: Needs Purchasing Report

Select the open Purchase Order

Scroll Down to the Settings Section:

On the bar that says " No Grouping"

Select the Drop Down Block and Select:
Group By Type

Settings

Control how this purchase order looks before you print. Be sure to hit Save when you're done.

Show:

- Show SKU #
- Show Prices
- Show Notes
- Organize by Den

No Grouping

Notes:

Scroll to the top of the page and select the PRINT button on the top right of the page.

This will give you a shopping list for your awards

For the paperwork that needs submitted to the Council Office

Scroll down and select ScoutNET File

Print the Advancement Form for the Council

Save / Update

Close Purchase Order

Delete Purchase Order

Advancement Report

ScoutNET File

PLEASE NOTE: Once you have purchased and awarded the advancements make sure that you close out the Purchase Order. If you do not, it will stay open and the next advancements you enter will add on to that PO. You may end up purchasing those advancements again.

Any questions regarding ScoutBook please call the National Help desk at 972-580-2489

French Creek Council, Boy Scouts of America
McGarvey Scout Service Center
1815 Robison Road West
Erie, PA 16509
814-868-5571
Fax: 814-866-7514