



# Troop 957

# Introduction to Internet Advancement

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# Internet Advancement-Background

- **Proposal to allow better record keeping**
  - Some councils had data entry personnel in various systems
  - SHAC did no data entry and just counted numbers
    - 34403 forms stored at SHAC can be reviewed
- **Internet Advancement part of ScoutNET system**
  - Unified BSA wide program management database
- **T957 was beta tester for IA prior to 2005 rollout**
  - Has been optional for use (except Eagles) to now
- **Numerous recommendations made**
  - Multi-entry was only visible recommendation implemented



# Internet Advancement

- **Internet Rechartering also part of ScoutNET**
  - In use about five years... works well!
- **Internet Advancement mandatory January 1, 2011**
- **Ranks, merit badges, & special awards can be stored**
  - All current T957 member ranks and merit badges uplinked
  - Special awards are entered manually so no plan for that
- **Process from last BOR worked well**
  - There are some Catch 22's though dealing with 4403!



# Internet Advancement

- **BSA doing away with BOR Form (34403)**
  - IA form only prints when advancement entered so not available for BOR
  - Need signatures at BOR
  - Blank .pdf 34403 on the website to use at BOR

ADVANCEMENT REPORT (PACK, TROOP, TEAM, CREW, SHIP) BOY SCOUTS OF AMERICA						FOR COUNCIL SERVICE CENTER USE ONLY		
<input type="checkbox"/> Pack	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew	<input type="checkbox"/> Ship	No.	District		Report received
Leader			Address			Certificate issued		
City			State		Zip	Mailed or issued to		
Expiration date of unit			Date awards needed			Date mailed		
Date this report forwarded to council service center						Report posted		

1. Advancement procedures:  
 Packs: After Our Advancement Reports, No 35847, are received from den leaders, this form is completed for the entire pack.  
 Troops/Teams: All Boy Scouts or Varsity Scouts ready for advancement must appear personally before a board of review composed of at least three members. An advancement report must be sent to the council service center immediately following each board of review. This report must be signed by at least three members of the board of review, including its chairman.  
 Crews and Ships, Venturers and Sea Scouts should give their advancement applications to their Ashore or Skipper who, in turn, takes them to the crew or ship committee for approval, then prepares, signs, and forwards this advancement report to the council service center.  
 2. Only MEMBERS with unexpired membership certificates can be credited with advancement. Awards are not available to members of units whose charters have expired.  
 3. Fill in name and only one advancement award or merit badge on each line, but list all of one member's advancement consecutively.  
 4. Please attach applications for the Eagle Scout Award and the Venturing Gold, Silver, and Quartermaster awards to this report.  
 5. The pack, troop, team, crew, or ship advancement committee member should interview youth members who are not advancing. List these individuals' names on bottom of form.  
 6. No Boy Scout advancement may be earned by female Venturers or by a Boy Scout, Varsity Scout, or male Venturer or Sea Scout who has reached the age of 18.  
 7. Venturers may earn Venturing advancement through age 20.  
 8. Each merit badge counselor must be registered as a merit badge counselor with the BSA.

Internet Advancement is an online tool designed to assist unit leaders with recording ranks, merit badges, and awards, and reporting these entries to the council. It is completely user friendly and works from any internet-connected PC with Internet Explorer. To find out more about Internet Advancement, please contact your local council service center.

To: Council Advancement Committee For Boards of Review. Two additional signatures are required, plus the date the board of review was held.

I certify that the following record of advancement is correct and that it meets the standards and requirements of the Boy Scouts of America, and that merit badge counselors are registered adult members of the BSA.

Signed \_\_\_\_\_ Title \_\_\_\_\_

Name	Date Award Earned	Badge of Rank, Merit Badge, or Award	Name	Date Award Earned	Badge of Rank, Merit Badge, or Award
1.			19.		
2.			20.		
3.			21.		
4.			22.		
5.			23.		
6.			24.		
7.			25.		
8.			26.		
9.			27.		
10.			28.		
11.			29.		
12.			30.		
13.			31.		
14.			32.		
15.	Youth interviewed who are not advancing				
16.					
17.					
18.					



SKU 34403 Total different youth \_\_\_\_\_ Qualified for \_\_\_\_\_ awards

Forward white and yellow copies to council service center. Keep pink copy for unit files.

34403B 2009 Printing

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# Internet Advancement–BOR Procedure

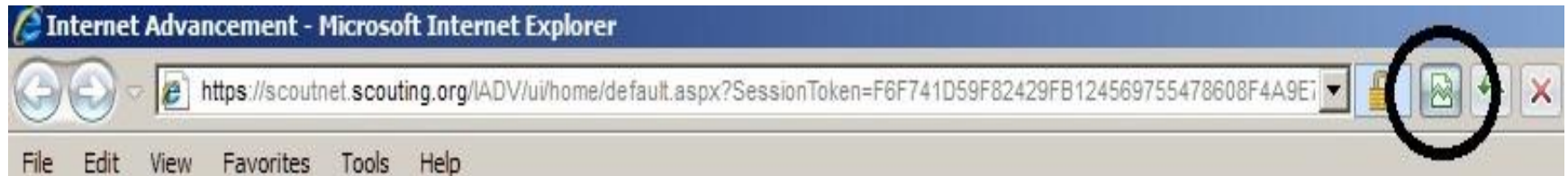
- **BOR and Advancement Chair Steps**

- Have either NCR 34403 or copies of form from website.
- Enter Scout's names. Have all BOR members sign as always
- When BOR complete, update TroopMaster with results
- Complete BSA Internet Advancement process
  - Be sure to save and print a copy of the IA version of 34403
- Advancement chair sign IA version of 34403.
- Copy signed IA version and BOR version of 34403
- Take originals to Scout Shop for awards
- Archive signed copies



# Internet Advancement – System

- **System Requirements for IA**
  - Windows XP with IE 7
  - Windows 7 with IE 8 running in compatibility mode



- Pop-up Blocker Disabled
  - IE Tools → Pop-up Blocker → Turn Off Pop-up Blocker
- Clear your internet cache
  - IE Tools → Internet Options → General Tab → Browsing History → Delete
- No other IE windows active
- Check printer for paper and ink (not kidding here...)





# Internet Advancement-Preparation

- Run TroopMaster and create an upload file
  - Reports → Awards/Advancement → Court of Honor / 4403
  - Select ScoutNET report
  - Run the report. Three copies are not needed.
  - TM will create ADVS0957.csv. Remember where TM saves it.
  - Don't open or view the file as it can be corrupted.

The screenshot shows the 'Court of Honor/4403' window with the following settings:

- Select Report:**
  - Court Of Honor
    - Include O/A recognition
    - Include special awards
    - Include training
    - Include service stars
    - Create tab delimited export file
  - Awards summary
    - Include award item numbers
  - Unit Advancement Report (4403)
    - 4403 Option
      - ScoutNET report
      - Paper report only
    - Print three copies
    - Double space
    - Print labels for MB/rank cards
    - Print award cards

- Sort CDH by:**
- Recipient
- Award
- Awards Card Settings:**
- [order award card paper](#)

Right side settings:

- Unit Level: Troop
- Unit Number: 0957
- Starting Date: 01/01/11
- Ending Date: 01/10/11
- Board Of Review Date: 01/30/11
- Date Awards Needed: 01/30/11
- Include scouts:  All Scouts
- Include adults:  Adult Leaders
- Awards to Include:**
  - Include Merit Badges
  - Include Rank Badges
  - Include MB Counselors Certification Worksheet
  - Include ALL awards earned during the specified starting/ending period, plus awards earned earlier than the starting date that have not been reported/presented.
  - Include ALL awards earned during the specified starting/ending period. Omit earlier awards regardless of reported/presented settings
  - Include ONLY awards earlier than the ending date that have not been reported/presented

Buttons: OK, Cancel, Help





# Internet Advancement – My Scouting

- Log in to My Scouting with your userid.
- At “Welcome to My Scouting”
  - Click on “Internet Advancement” – a new window will open

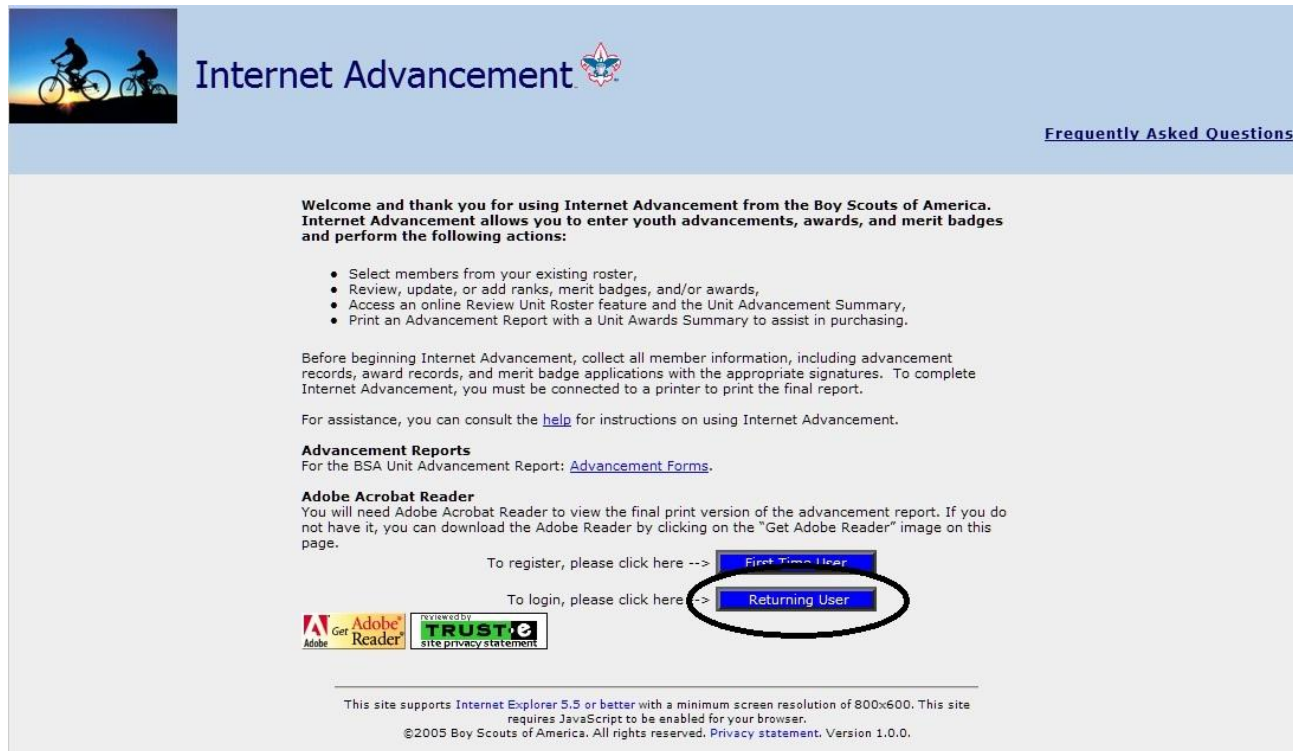
The screenshot shows the Boy Scouts of America website. At the top, there is the BSA logo and the text "BOY SCOUTS OF AMERICA". To the right, it says "SAM HOUSTON AREA COUNCIL TEXAS" and "Welcome counts View Full Profile". Below this is a search bar with "Search BSA" and a "SEARCH" button. A navigation bar contains links for Home, Scouting in Your Area, Donate, Shop, Sponsors, ScoutSource, Youth Protection, and MyScouting. Below the navigation bar is a menu with "My Profile", "Training", "Unit Tools", "Events", and "Community". The "My Profile" menu is expanded, showing options like "Update My Profile", "E-Learning", "Training Validation", "National Safety Council", "Internet Advancement" (circled in red), "Internet Rechartering", "Tour Permits", "BeAScout", "Event Registration", and "Scouting Community". The main content area has a "Welcome to MyScouting!" message and a "Youth Protection Training Notice" with a "Take Youth Protection Training" button. The notice includes instructions on how to take the training and a list of steps. To the right, there are sections for "FOLLOW" with social media icons and "DIGITAL MAGAZINE" with a thumbnail image.

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# Internet Advancement

- Select “Returning User”
  - the Log In Window should come up.



The screenshot shows the 'Internet Advancement' website. At the top left is a small image of two people on bicycles. The title 'Internet Advancement' is followed by the BSA logo. A link for 'Frequently Asked Questions' is on the right. The main content area includes a welcome message, a list of actions (select members, review ranks, access roster, print reports), instructions on data collection, a help link, and sections for 'Advancement Reports' and 'Adobe Acrobat Reader'. Two buttons are visible: 'First Time User' and 'Returning User', with the latter circled in black. At the bottom, there are logos for Adobe Reader and TRUSTIO, and a footer with technical requirements and copyright information.

**Internet Advancement**

[Frequently Asked Questions](#)

Welcome and thank you for using Internet Advancement from the Boy Scouts of America. Internet Advancement allows you to enter youth advancements, awards, and merit badges and perform the following actions:

- Select members from your existing roster,
- Review, update, or add ranks, merit badges, and/or awards,
- Access an online Review Unit Roster feature and the Unit Advancement Summary,
- Print an Advancement Report with a Unit Awards Summary to assist in purchasing.

Before beginning Internet Advancement, collect all member information, including advancement records, award records, and merit badge applications with the appropriate signatures. To complete Internet Advancement, you must be connected to a printer to print the final report.



For assistance, you can consult the [help](#) for instructions on using Internet Advancement.

**Advancement Reports**  
For the BSA Unit Advancement Report: [Advancement Forms](#).

**Adobe Acrobat Reader**  
You will need Adobe Acrobat Reader to view the final print version of the advancement report. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here --> [First Time User](#)

To login, please click here --> [Returning User](#)


This site supports Internet Explorer 5.5 or better with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.  
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# Internet Advancement

- Enter Unit Id and Password
- Click “Log In”

Internet Advancement 

[Frequently Asked Questions](#)

**Log In as a Returning User**

Log in to use Internet Advancement.

Unit ID :

Password :

[Forgot password?](#)

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# Internet Advancement

- “Load Roster” will open.
- Select “Upload Advancement File”
  - be prepared to wait for a long time

Sam Houston Area Council: Troop 0957



## Internet Advancement

[Frequently Asked Questions](#)

Stages: **1. Load Roster** 2. Update Member 3. Submit Report

[Home](#) | [Logout](#) | [Help](#)

To begin Internet Advancement you must first load your roster:

**Load Roster** <-- Click here to load your roster with your advancement information from the council.

**Upload Advancement File** <-- Click here if you are prepared to upload your unit advancement records from an advancement file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

The time required for Load Roster varies by unit size and it may take several minutes or more to complete this Stage.

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# Internet Advancement

- “Upload Advancement File” will open
- Enter **ADVS0957.csv** path or use “Browse” to find it

Sam Houston Area Council: Troop 0957



## Internet Advancement

**Stages:** **1. Load Roster** 2. Update Member 3. Submit Report [Frequently Asked Questions](#)

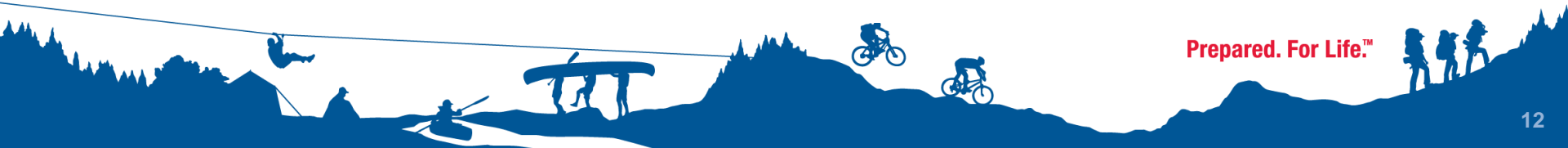
[Roster Review](#) | [Unit Advancement Summary](#) | [Review Advancement Report](#) | **Upload Advancement File** | [Home](#) | [Logout](#) | [Help](#)

Once you upload the advancement file, Internet Advancement will verify the file for approved version.

First click **Browse** to locate the advancement file for your unit in the dialog box. Click **Open** to place the file in the box. Then click **Upload File** to verify the file and to process your records. If you decide to stop the upload file processing, click **Cancel Upload** and you will go to Stage 2. Update Member.

Internet Advancement will match the members in your file with your registered youth members and exact member matches will be processed automatically. In Stage 2. Update Member click on Review Advancement Report to see the results of upload file processing. You may make other additions or changes as necessary before submitting this report. Please note that only rank and merit badge advancement will be accepted from an upload file.

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# Internet Advancement

- **Click on “Upload File”**
  - Be prepared to wait.
  - These are small files on the order of 4kB – 8kB and take about one minute per kB.
  - Large files have been harder to upload
    - Unknown why, possibly due to timeout issues with browsers
- **If you get a transmission error**
  - Write down the transmission error
  - Try the upload one more time from the beginning
  - If you still get an error message
    - Wait till later in the day
    - Send me the error message



# Internet Advancement

- If “Select Members for Advancement” appears, the upload worked. Make manual changes here if needed.
- Select “Next”.
  - Picture shows the “Start Over” button. If used all changes are cancelled.

Sam Houston Area Council: Troop 0957

## Internet Advancement

Stages: 1. Load Roster 2. Update Member 3. Submit Report

[Frequently Asked Questions](#)

[Home](#) | [Logout](#) | [Help](#)

[Review Unit Roster](#)  
[Unit Advancement Summary](#)  
[Member Summary](#)  
[Review Advancement Report](#)

**Select Members for Advancement**

[Start Over](#)  
[Print Membership Cards](#)  
[Multiple Person Entry](#)

Below is your current roster.

To add ranks, merit badges, and awards to a youth member, click the appropriate button to the left of the member's name. Prompts will guide you if you enter incorrect information.

When you are finished, click **Next**.

Ranks	Merit Badges	Awards	Name	Street Address	Program	Sex
Ranks	Merit Badges	Awards	Ayman Abouleish	4303 Evergreen Elm Ct.	Boy Scouts	M
Ranks	Merit Badges	Awards	Kareem Abouleish	4303 Evergreen Elm Ct.	Boy Scouts	M
Ranks	Merit Badges	Awards	Taylor Adam	4114 Oak Blossom Ct.	Boy Scouts	M
Ranks	Merit Badges	Awards	Marco Balletto	1246 Berkeley Lake Ln	Boy Scouts	M
Ranks	Merit Badges	Awards	Robert Beisert	15723 Diana Ln	Boy Scouts	M
Ranks	Merit Badges	Awards	Jared Bertsch	3907 Larkfield Ct.	Boy Scouts	M
Ranks	Merit Badges	Awards	Derek Bonner	15126 Blossom Bay Dr	Boy Scouts	M
Ranks	Merit Badges	Awards	Connor Brady	16311 Hazy Pines Ct.	Boy Scouts	M
Ranks	Merit Badges	Awards	John Brady	16311 Hazy Pines Ct.	Boy Scouts	M
Ranks	Merit Badges	Awards	Casen Bury	16402 Brookford Dr	Boy Scouts	M
Ranks	Merit Badges	Awards	Matthew Casso	16022 Manor Square Dr	Boy Scouts	M



# Internet Advancement

- “Submit Report” will come up.
- Press “Submit to Council”
  - You will get a pop-up warning, if you are ready, click “OK”.

Sam Houston Area Council: Troop 0957



## Internet Advancement

**Frequently Asked Questions**

Stages: **1. Load Roster** | **2. Update Member** | **3. Submit Report**

[Review Unit Roster](#) | [Unit Advancement Summary](#) | [Review Advancement Report](#) | [Submit Report](#) | [Home](#) | [Logout](#) | [Help](#) | [Unit Order Form](#)

From this page, you submit the Advancement Report to the council. You will also print your unit Advancement Report.

**Warning:** Once you submit to council, you cannot make changes through Internet Advancement.

To review your Advancement Report before submitting, click the [Review Advancement Report](#) link.

[Previous](#) | To submit your report to the council, click here -> [Submit to Council](#)

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# Internet Advancement

- **Print the Advancement Report NOW!**
  - You can't come back to it later.

Sam Houston Area Council: Troop 0957



## Internet Advancement

**Stages:** [1. Load Roster](#) [2. Update Member](#) [3. Submit Report](#)

[Submit Report: Print Advancement Report](#)

[Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |  
Unit Expiration Date: 03-31-2011

[Unit Order Form](#)

**Congratulations!**

Your Advancement Report has been submitted successfully.

The advancement process is not complete until you complete the following:

1. Print the Advancement Report (which includes the Unit Award Summary).
2. Obtain the appropriate signature(s) for this Advancement Report.
3. Deliver the Advancement Report and your insignia purchase order to the council. Check with your council service center for the current stock numbers and prices and ordering procedures.

Thank you for using Internet Advancement from the Boy Scouts of America.

To print this Advancement Report, click here > [Print Advancement Report](#)

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# Internet Advancement

- The Internet Advancement report will be displayed
- In IE, go to File → Save
  - Remember where the file is saved
  - The saved file name will be *filename.aspx*
  - Rename the file
    - YYMMDD-T957-advancement.pdf
    - YY-year, MM-month, DD-day
  - This will keep it from being overwritten
- Log-off, you're finished

Internet Advancement - Advancement Report Package Page 1 of 9

Advancement Report  
Boy Scouts of America

Unit: Troop 0957  
Chartered Organization: Clear Lake Church of Christ  
District: Bayshore  
Council: Sam Houston Area Council  
Unit Expire Date: 03/31/2011

Processor: Chris Counts  
ccounts@swbell.net  
281-450-6499

Date Submitted: Jan 18 2011 9:01PM  
Date Award: Needed: \_\_\_\_\_

FOR COUNCIL SERVICE CENTER USE ONLY	
Report received	
Certificates issued	
Mailed or issued to	
Date mailed	
Record Posted	

1. Advancement procedures:  
Pack: Den Advancement Reports are received from each den and used to enter advancement for the entire pack.  
Troops/Teams: All Boy Scouts or Varsity Scouts ready for advancement must appear before a board of review composed of at least three members. The advancement report for each board of review must be signed by at least three members of the board, including its chairman.  
Crews/Ship: Venturers/Sea Scouts submit their advancement applications to their Advisor or Skipper who obtains the crew/ship committee approval. Attach applications for the Venturing Gold, Silver, and Quartermaster awards to this report.
2. Only MEMBERS with unexpired membership certificates can be credited with advancement. Awards are not available to members of units later than the expiration date of their charters.
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4. Venturers may earn Venturing advancement through age 20.
5. Each merit badge counselor must be registered as a merit badge counselor with the BSA.

To: Council Advancement Committee  
I certify that the following record of advancement is correct and that it meets the standards and requirements of the Boy Scouts of America, and that the merit badge counselors are registered adult members of the BSA.

For Board of Review: Two additional signatures are required, plus the date the board of review was held.

Signed	Title
_____	_____

Member Name	Date Earned	Rank, Merit Badge or Award
Jared A Bertuch	05/23/2009	First Class
Jared A Bertuch	07/31/2009	Rifle Shooting
Jared A Bertuch	07/31/2009	Orienteering
Derek K Bounner	07/31/2009	Rifle Shooting

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# Internet Advancement – Problems

- **If you do not get “Load Roster” when you log in**
  - Use “Start Over” button
  - “Load Roster” should appear screen
  - Refresh Internet Explorer and select “yes’ when asked if you want to resend the request.
  - You should get “Load Roster”
- **Other problems – don’t call SHAC**
  - They do not have any help desk people
  - Let me know and I will see if I can help.

