# Instructor Guide for Unit Orientation

**Subject:** Internet Advancement for Units
**Audience:** Unit Personnel and/or Council/District Volunteers

**Location:** _____

**Date:** _____

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| **Objectives** | • Explain the benefits of using the new Internet Advancement system.<br>• Show how to access the site.<br>• Show how to log on and how to receive the unit ID.<br>• Explain how to use the Help and the Frequently Asked Questions.<br>• Explain the new online advancement entry process.<br>• Explain the paperwork process and available reports. |
| **Equipment Needed** | If possible, conduct your training from a PC or laptop with a projector. You can play the Internet Advancement PowerPoint for the audience. The slides referred to in this document are from the PowerPoint presentation located at www.crossroadsbsa.org/advancement/internet/. |
| **Handouts** | Hand out council instructions for use of Internet Advancement, including the following information:<br><br>To make Internet Advancement effective for your council, evaluate how your council currently records and tracks advancements. For example, if a council has been recording rank advancements through Record Achievements to individual records, there will be very few gaps that the units will need to fill in when they start using Internet Advancement. If a council has not been recording rank advancements individually, then units need to know this and be ready to fill in the blanks. Let your units know how much information they will need to gather before they can use Internet Advancement. |

**Agenda**

I. Opening Remarks
- This is a brand-new process.
- This is the council's preferred way of recording unit advancement.
- Review other options available to units, including submitting paper advancement reports for advancement or awards that cannot be recorded online and uploading files created by unit-management software (Troopmaster, Scoutmate, Rank N' File, and ScoutSoft).

II. Benefits
- Explain how easy it is to use.
- Explain that advancement reporting will improve because:
  - The unit is responsible for approving its youth member advancements.
  - The unit starts with ScoutNET data and then updates it.
  - No one has to decipher another person's handwriting.
  - You can make corrections to the data anytime before submitting.
  - BSA rank advancement rules are enforced.

III. The Process
- Receive the unit ID from the council (the council determines the best way to distribute the unit ID numbers).
- Go to the council's Web site, find the Internet Advancement page, and click on the Help link to review this resource. Also review the council's instructions.
- You must use Microsoft Internet Explorer browser. You can access the Internet with AOL, but you must open Internet Explorer browser to view the Web page correctly.
- Click on the Internet Advancement link as a first-time user, and then log on with the unit ID, unit type, and **four-digit** unit number. Explain that the advancement processor will continue using the unit ID and user-selected password in the future as a returning user.
- Click the Frequently Asked Questions link and view the file.
- After log on, the system will use the information from ScoutNET.
- When the unit completes the process, it submits the file. This submittal process updates the youth member records for the unit within ScoutNET and the council information.
- The unit prints the Advancement Report and acquires the appropriate signatures. The signature(s) verify the approval for the advancements reported. Follow the council's instructions to turn in the Advancement Report and purchase award insignia.

# Instructor Guide for Unit Orientation, Continued

**Agenda**
(continued)

IV. How It Works
Show the PowerPoint presentation to describe how the advancement processor will update a member's awards, ranks, and merit badges, make a submittal, and print the advancement report.

V.  Council Schedule and Support
Share the council's schedule for unit submittals and provide other information, for example:
- Units should submit reports monthly, before the end of each month, as needed.
- Units must submit anything not yet reported before December 31 each year.
- The council accepts advancement reports, as needed, for awards that can't be made online.
- The council accepts advancement upload files from unit-management software, as needed.
- The council has an implementation plan.
- Information on contact person(s) at council for support questions.

VI. Questions