

# NORTHEAST GEORGIA COUNCIL INTERNET ADVANCEMENT

## HOW DOES MY UNIT GET STARTED ? ( NEGA WILL MAKE IT AVAILABLE TO ALL UNITS ON OCT 1, 2012 )

- (1) Your unit leader (ie) - Cubmaster, Scoutmaster or Crew Advisor should contact the NEGA Council Advancement Chairman, Ed Foster, at [efoster5@windstream.net](mailto:efoster5@windstream.net) to request your units ID number and the link to internet advancement which you will need to log in. Do not contact the service centers or your DE to obtain these.
  - (A) The unit leader must provide the name and email address of the person in the unit that will be the "advancement processor" for the unit.
    - (1) The unit leader and advancement processor will be emailed the units ID number and the link to internet advancement within 4 days.
- (2) Your units advancement processor can then sign into internet advancement and create a password at which time they will have to create a "user profile" which will print on all reports and will be logged into Scoutnet each time advancements are entered.
  - (A) This maintains a record in Scoutnet as to who entered the data and when. This information can be accessed by the council thru "administrative access" if any issues arise.
    - (1) "Sharing" of the password is not recommended as the registered unit processor is responsible for all entry's made into internet advancement if an issue arises.
    - (2) "Lost" passwords will need to be recovered by the unit thru internet advancement, the council will assist if needed, contact the council advancement chairman
- (3) Units should enter advancements on a regular basis (monthly) to keep the scouts records up to date and to avoid having to enter large amounts of data at any one time.
- (4) Internet advancement will walk you thru the steps needed to enter your advancements and awards

## WHAT CAN WE EXPECT AS FAR AS PROBLEMS AND HOW DO WE HANDLE THEM ?

- (1) Internet Advancement will only currently work with Internet Explorer, we have no idea when national will change it to accept other browsers, word is no time in the near future.
- (2) You can not find a scout on your roster in internet advancement (Scoutnet)
  - (A) This will be a common issue as it is already with our old system of entering data at the service centers. First you should look for the scout listed under a different name (ie) "Tommy" is really Thomas in Scoutnet "Bill" is really William etc. As you find these you should change your units records to reflect the name the scout is registered under in Scoutnet to prevent possible future issues with his records.
- (3) The scout does not appear in internet advancement under a different name as mentioned above, he is not in the data base at all
  - (A) We expect this to also be common as we currently have this issue quite often due to membership applications not being turned in and / or lost due to transfers between units and crossovers.
    - (1) The way to correct this is as follows :
      - (A) The unit should first verify that it did turn in the membership or transfer application along with the required fees. We often find the membership or transfer application is in the committee chairman's or unit leaders files. Or in the case of crossovers we find that the Pack assumes the Troop is handling the paperwork and the Troop assumes the Pack is handling the paperwork and neither one does so the scout does not get transferred into the correct unit in Scoutnet. The unit the scout is transferring into should always process the paperwork to ensure his membership is transferred into their unit.
      - (B) After the unit has verified that the membership application was turned in they should contact their District Executive to assist in trying to locate the missing membership application. If the application can not be located a new application, with the appropriate fees, must be submitted to get the scout registered.

- (4) Other reasons a scout may not appear on your roster in internet advancement
- (A) The scout is a "new" scout and his membership has not yet been entered into Scoutnet
    - (1) "New" scouts (those that have recently joined a unit thru a roundup etc) You can expect it to take up to 8 weeks for a new scout to get entered into Scoutnet and show up on your internet advancement roster. This is common due to the number of new scouts recruited at roundups and the sheer volume of scouts to enter.
      - (A) You will need to add the scouts name and advancements on the advancement report you print from Scoutnet so you can purchase the badges for him. Once he shows up on your roster in Scoutnet you will need to "catch up" his advancement records. If after 8 weeks he is still not on your roster you will need to follow up with your District Executive to ensure his application has not become lost in the "black hole" somewhere.
    - (2) Crossovers and membership transfers between units should appear on your unit roster on internet advancement within 4 weeks of the paperwork being turned in. If they do not you will need to contact your District Executive to follow up and find out which "black hole" his paperwork fell in. Add their name and advancements to the advancement report you print from internet advancement and catch him up once he shows up on your roster.

Note to the above : it is best to provide a copy of the units copy of the membership application to your District Executive to assist in trying to locate the missing membership application. If the existing application can not be located a new application, with the appropriate fees, must be submitted to get the scout registered.

Also it should be noted that scouts that are crossovers or transfers between units will remain on his "old" units roster in internet advancement until recharter at which time they are dropped from their "old" unit.

5. Misc Info :

- (A) Internet advancement can directly import advancements from the following software programs : Troopmaster, Packmaster, Rank-N-File, Scoutmate and Scoutsoft. Other software programs are not currently supported by internet advancement. There are step by step instructions on how to do this in your software program.
- (B) Once you log into internet advancement you can take up to 7 days to complete your session. If you do not complete it within 7 days the records will default back to what they were before you started your session.
- (C) Downloading your units roster from internet advancement so you can begin entering advancements can be rather lengthy. Our pilot units found at times it took up to 10 minutes for it to download. ( Don't ask us why, we don't know, its just the way it is so lets not waste time debating it.)
- (D) Take time to review your completed advancement report before hitting the submit button to be sure you did not miss anyone and it all got entered correctly. Our pilot units have found cases where some entries did not take.
- (E) If you discover a scouts address or other non advancement information is incorrect in internet advancement you should notify your District Executive so it can be corrected. If you find incorrect advancement information contact your District Advancement Chairman. Most dates on advancements can be changed by your units advancement processor if they are found to be incorrect according to your units records.
  - (1) If dates are changed in internet advancement it will generate a report indicating when and by whom they were changed. This report must be turned into one of the service centers to be placed in your units file

- (F) Once you have completed entering your advancements and have reviewed the advancement report click the submit button. This enters your advancements into Scoutnet and will generate a advancement report from Scoutnet along with a shopping list of badges to buy. Print these reports, obtain the required signatures on the advancement report and turn it into the service center in order to be able to purchase your advancements, it is important that you print and turn in this report. The report is placed in your units file for future reference if needed.

The Scoutnet advancement report looks different from the old paper reports we have filled out for so many years. This is important in that it is easily recognized and the lets the service center employees know the advancements have already been entered via internet advancement and they do not have to enter the data, they need only to file the report in your units file.

- (G) When entering advancements manually you may credit multiple scouts with the same advancement, merit badge, belt loop etc by clicking on the upper right "multiple person entry" and selecting the names of those that have earned the advancement. This will credit all of them with the advancement and with the same "date earned" date. This is helpful when entering summer camp, advance-a-rama and Cub activities in which multiple scouts earn the same advancement on the same date.

- (H) When uploading directly from one of the supported software programs Scoutnet will provide a report of scouts who it did not find in Scoutnet. You will need to follow up as indicated in numbers 2,3 & 4 above, and enter their advancements on the report so you can purchase the badges while you sort out what has happened. Once they show up on your internet advancement roster you will have to "catch them up" on their advancements.