

# ScoutTrack User's Guide

## What is ScoutTrack?

**ScoutTrack.com** is an Internet-based service that makes it easy to manage our Cub Scout Pack. It was designed specifically to use the power of the Internet to replace the tracking charts and trail records in the back of the Scout books as well as the spreadsheets and paper records typically kept by den leaders.

- You don't have to periodically give your leader your scout book! **ScoutTrack.com** enables you to go online and mark the activities that your scout has completed (or is planning to complete) and your leader immediately sees everything that scouts have completed at home.
- Den/Patrol leaders can mark which activities will be done (or are done already) in meetings and you see those immediately.
- You can easily send e-mail messages to your den/patrol or leader without having to know all their e-mail addresses -- **ScoutTrack.com** knows them for you!
- Scouts, Pack leaders, achievement/award coordinators and den/patrol leaders have additional capabilities customized for their role in the Pack.
- Security and privacy is maintained with your own userid and password.
- Parents can see all the activities for all their Cub Scouts in **ScoutTrack.com**

## Accessing ScoutTrack



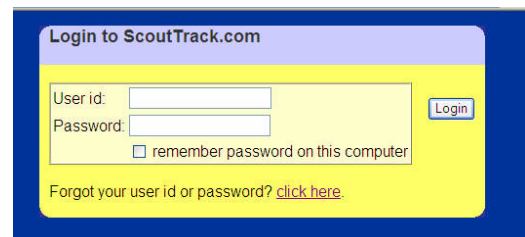
In order to gain access to ScoutTrack, go to [www.pack518.org](http://www.pack518.org) and look at the top left hand corner of the page for the Animal Footprints (as shown here to the left) THEN click on them. This will launch ScoutTrack. Alternatively, you can visit <https://www.scouttrack.com/servlet/ScoutTrack>.

## Logging On

Hopefully you have already been sent an email with your USERID and password. You will need these to log on to the secure web site.

If you have not received your USERID and PASSWORD yet, please send an email to [scouttrack@pack518.org](mailto:scouttrack@pack518.org) requesting a logon. In your email, please provide the following information:

- Your son's name & rank (i.e. Tiger, Wolf, etc)
- Your contact phone number
- Your email address

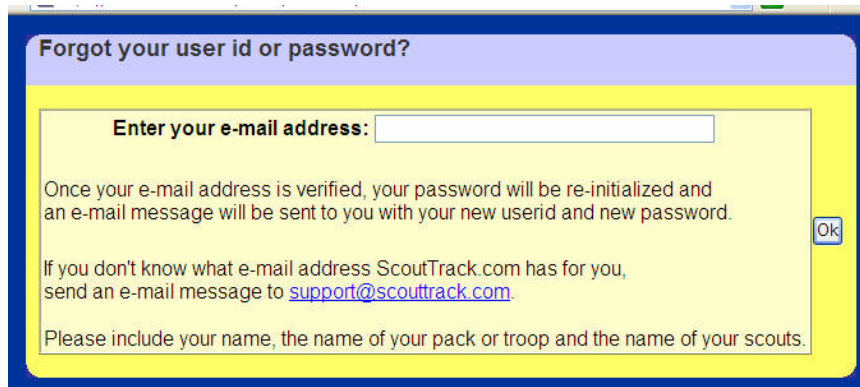


The ScoutTrack administrator will do their best to set you up and send you a notification message. This email will have your USERID and password. When you first logon, you will be prompted to change your password & please do so.

## Forgot Your Password? Don't Worry

On the log on page, there is a link to use if you forget your user id or password. Click it!

On the next page, enter your e-mail address, as registered with ScoutTrack. Once your e-mail address is verified, your password will be re-initialized and an e-mail message will be sent to you with your new userid and new password.



The screenshot shows a web form titled "Forgot your user id or password?". It features a yellow background with a blue border. At the top, the title is in a blue box. Below the title, there is a text input field labeled "Enter your e-mail address:". Underneath the input field, there is a paragraph of text: "Once your e-mail address is verified, your password will be re-initialized and an e-mail message will be sent to you with your new userid and new password." To the right of this paragraph is a small "Ok" button. Below this, there is another paragraph: "If you don't know what e-mail address ScoutTrack.com has for you, send an e-mail message to [support@scouttrack.com](mailto:support@scouttrack.com)." At the bottom, there is a final instruction: "Please include your name, the name of your pack or troop and the name of your scouts."

If you still need help, send an email message to [scouttrack@pack518.org](mailto:scouttrack@pack518.org). Please **DO NOT** send an email to [support@scouttrack.com](mailto:support@scouttrack.com)!

## Now I am Logged On ... What's Next?

What you can do now is based on your role in the Pack. The roles for a Cub Scout Pack are:

- **Pack Leader** (i.e. the Cubmaster, committee chairperson, etc) - Pack leaders can create dens, add scouts and their parents to those dens and setup which users are achievement coordinators and den leaders. Pack leaders can also send e-mail to everyone in the pack.
- **Advancements Coordinator** - Advancements coordinators can run the "badges earned" report to get a consolidated view of which scouts earned which badges. They can then mark particular badges as ordered and/or distributed.
- **Den leaders** - Den leaders can change their den (add scouts & parents to their den only). They can enter activities for their den. They can also enter home activities on behalf of the parents (in case there are some parents who don't have Internet access).
- **Parents** - Parents can mark activities completed at home only. They can see the den plans but can't modify them

Note that a person can (and typically does) have multiple roles in the pack. For instance, den leaders are probably also parents. So in that case ScoutTrack.com will present both the den leader functions as well as the parent functions.

Since each user has their own userid/password, ScoutTrack.com can uniquely identify them and determine their role within the pack or troop. There are extensive checks throughout ScoutTrack.com to prevent unauthorized people from accessing and changing things they shouldn't change.

ScoutTrack is very intuitive and user-friendly. Please keep in mind that you should only enter data that is true and accurate. If you have any questions, just email [scouttrack@pack518.org](mailto:scouttrack@pack518.org) with you questions. Here is a suggested series of steps to follow ...

## **STEP ONE: Check Your Son's Membership Record**

This option is located in the "As A Parent of \_\_\_\_\_" panel of ScoutTrack and allows you to update your son's membership profile.

Make sure that you look at the information on file and make any corrections. Look especially at these fields:

- First Name & Last Name & Nickname
- Birthday
- School & Grade
- Allergies
- Other Relative Health Information

Don't worry about the other fields (ie. BSA ID, etc)

If another parent and/or guardian needs to be added, click the "Add parent", complete the form and SAVE. Be sure to include a valid email address for the new parent. This is used for all pack notifications.

Note: This information can ONLY be seen by the pack leadership.

**Do not click on REMOVE SCOUT link or you will permanently clear your son's advancement records, which cannot be recovered.**

## **STEP TWO: Update Your Profile**

This option is located in the "You Can Also" panel and allows you to update your contact information.

Please be sure to look at and update your contact information. Your email address and phone numbers are very important to our being able to communicate with you so make sure that they are correct. You can indicate multiple emails. All notifications will be sent to all emails addresses.

Remember to click SAVE to save your entries.

**If you would not like to be listed in the pack directory you can indicate so on that page.**

### STEP THREE: Pack & Den Rosters

This option is located in the “As A Parent of \_\_\_\_\_” pane and gives you easy access to the most current pack directory and den rosters. The pages are formatted so you can easily print them off. How convenient is that?

### STEP FOUR: Send an Email Message

This option is located in the “As A Parent of \_\_\_\_\_” panel and lets you easily send emails (with attachments) to your den leaders, your den, and/or your pack leaders. Don't want to copy everyone ... you can selectively choose the recipients and even copy yourself.

Please allow time for the formatting menu to load ... it can take a little time.

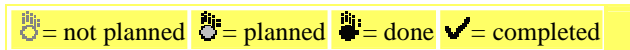
### STEP FIVE: Update Tracking

In the “As A Parent of \_\_\_\_\_” panel you have options to:

- Update Achievements
- Update Electives
- Update Sports & Academics (known as Belt Loops & Pins)

Select the appropriate link to view and/or update.

The initial page will show you what has been earned and awarded. Based on the link visited, it will also list all of the achievements, electives, or Sports & Academics belt loops/pins and your son's current status of completing each item. Status are:



To find out more about an achievement, elective or belt loop/pin, click on it.

To update your son's status for an item, you have two choices:

**Method One:** Click on the individual item. A very detailed description will be given. If you click on the status link, you can change the status of that item

**Method Two:** Click on the Quick Entry link. You can now update all items at one time without having to click on each one.

Examples of how to enter the dates:

- 3/31/01 Indicates that this was completed at home on 3/31/01
- P Indicates that this is NOT completed but planned to be completed at home by the parent.
- 6/1/01pd Indicates that this is planned to be completed in a den meeting.

**HINT:** To quickly fill in the same date for many activities, enter the date in the first activity then click your mouse on the other activities that need the same date.

## **STEP SIX: Check out the calendar**

Located in the “You Can Also” panel, this option allows you to view any den-related calendar entries. The pack will NOT use this calendar for the pack, district, and council-related events.

To view and/or download the latest Pack calendar, visit [www.pack518.org/Calendars.htm](http://www.pack518.org/Calendars.htm) on the pack’s web site.

## **STEP SEVEN: Enjoy this new tool & Send us your feedback**

Feedback, questions, ideas and suggestions can be emailed to us at [scouttrack@pack518.org](mailto:scouttrack@pack518.org).