

Using Scoutbook to Record Activities and Service Projects and Give People Appropriate Permissions

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The Problems

- Activities added in advancement tools don't appear in Unit Metrics that are used to measure unit performance
- Scoutbook "connections" have changed and can be tailored to what people (including youth) need to be able to do

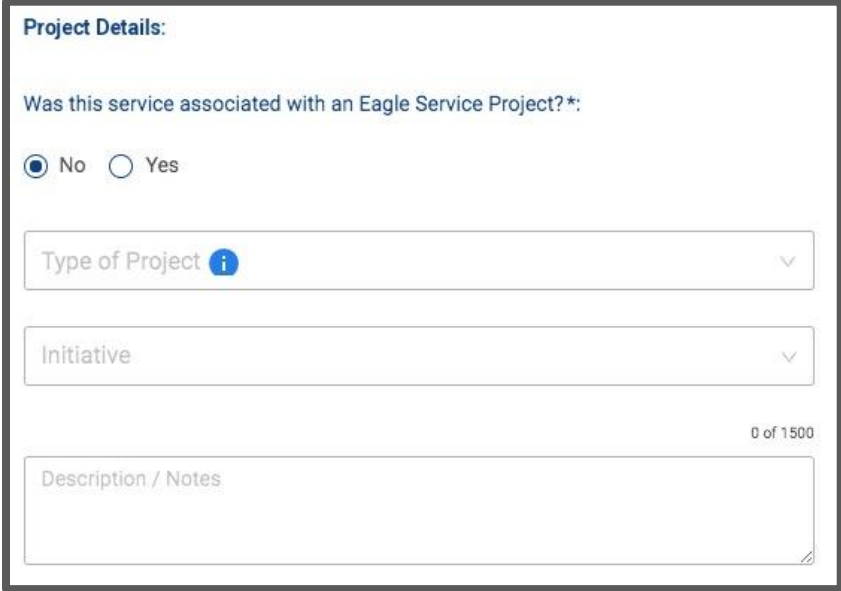
Adding Unit Activities (service, hiking, or camping) in Scoutbook Plus

- Open unit in **Scoutbook Plus**
(<https://advancements.scouting.org>)
- Choose **Activity Logs** from left sidebar
- Choose month to see what you have
- Choose **New Activity Log** to record activity
- Choose **type** of activity: **Camping**, **Hiking**, **Service**

- Suppose we choose **Camping**
- Choose start date and + **CREATE NEW ACTIVITY**
- Add ending date and times
- Add descriptive name and location
- At upper left use **ADD PERSON** or **SELECT ALL**
(Can choose **CLEAR ALL** if you choose poorly)
- At bottom, adjust **Group** and **Individual** participation
- At bottom **RECORD AND FINISH** (or X to start over)
- Check your work
- This is a great task for an Advancement Chair

- Suppose we choose **Service**

- Similar to **Camping** but Categories in Project Details



The screenshot shows a 'Project Details' form. At the top, it asks 'Was this service associated with an Eagle Service Project?*' with radio buttons for 'No' (selected) and 'Yes'. Below this are two dropdown menus: 'Type of Project' (with an information icon) and 'Initiative'. At the bottom is a large text area labeled 'Description / Notes' with a character count '0 of 1500' and a small icon in the bottom right corner.

- At bottom **RECORD AND FINISH** (or X to start over)
- Check your work

3-minute video about adding Scouting for Clean Waterways service project

Quick video of how to do it in Scoutbook

<https://www.youtube.com/watch?v=sWuzoOmpclU>

Scouting for Clean Waterways

<https://www.scouting.org/outdoor-programs/scouting-clean-waterways/>

Protecting Our Environment

Scouting for Clean Waterways helps to improve our lives and the environment through:



Permissions Information

Sheila shared in email

Link with more information and a video:

- [Scoutbook_Permissions.pdf](#)
- [the Scoutbook Plus permissions video](#)
(22 minutes)

Managing Permissions and Positions in Scoutbook Plus

- Open unit in **Scoutbook Plus**
(<https://advancements.scouting.org/permissionsManager>)
- Choose **Permissions Manager** from left sidebar
- **Permission Assignments** vs **Position Assignments**



- For each section **Apply Changes** as needed
- **Activity**, **Advancement**, **Calendar**, **Finance**,
Leadership, **Membership**, **Messaging**, **Unit**
- Youth may have some permissions
- Much of this depends of unit feature usage
- Key 3 discusses what works for unit

- Position Assignment
- Limits on who can change what

Permission Assignments

Position Assignment

REGISTERED POSITIONS

*Names **in red** are frozen based on their registration status. They must be renewed to assign or re-assign. Members will be automatically removed from roster after the lapsed period (two months after term expiration)

[KEY 3](#)

Chartered Organization Rep.
(1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT1 of 1

Committee Chair
(1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT1 of 1

Venturing Crew Advisor
(1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT1 of 1