



INTERNET ADVANCEMENT IS AS EASY AS 1-2-3!

- 1) Unit advancement processor, using Internet Explorer, collects Scout name, date earned, and advancement or achievement completed. (Belt loops are not recorded)
- 2) GO to MAC-BSA.org, select either the Cub Scout or Boy Scout tab, choose advancement, then internet advancement.
 - a. **New Users:** Click the highlighted link that says “Get your Unit ID number”. The list is organized by district and then by unit. Find your unit and write down the Unit ID number. Go back to the website, and click Log-in. Select “First Time User” and follow the prompts.
 - b. **Returning Users:** Click Log-in and then select “Returning User”.
- 3) Enter in the advancements and achievements under each Scout, and be sure to click save before moving to another Scout. Submit the Report to Council online and then print the submitted report. You must provide an advancement copy to the council office (Scout Shop) when you purchase advancements (badges of rank and merit badges). Save a copy for your files.

Units should submit monthly reports before the end of each month, or more often if needed. In December, submit a report before the end of the month to update your unit and council statistics.

If you need a processor changed, have forgotten your password or have any other questions, contact Shaun Barrett at 402-514-3039 or shaun.barrett@scouting.org.