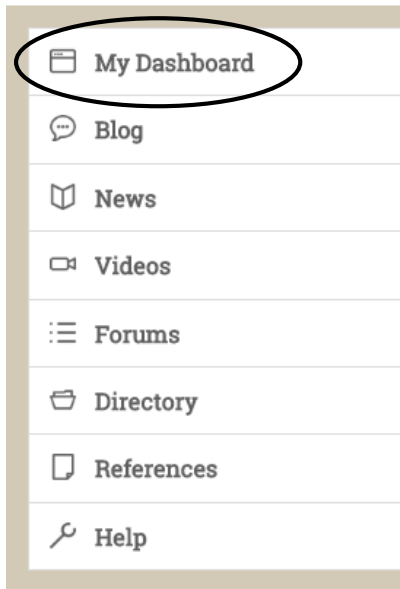
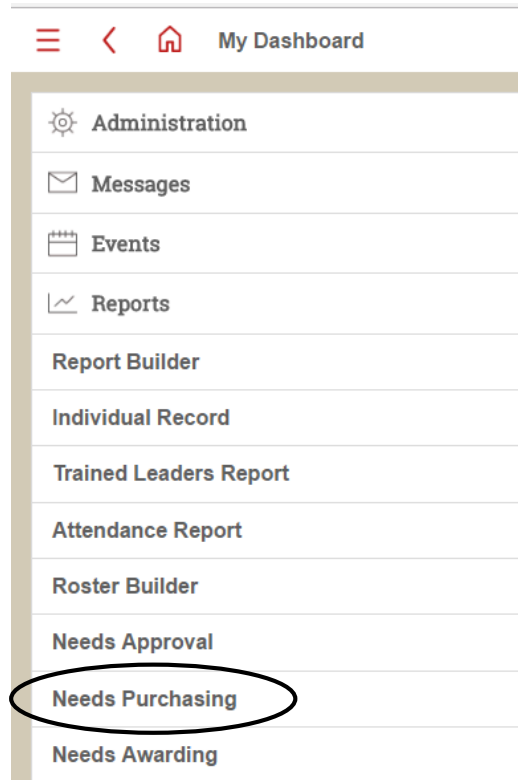


Scoutbook Export & Import in Internet Advancement

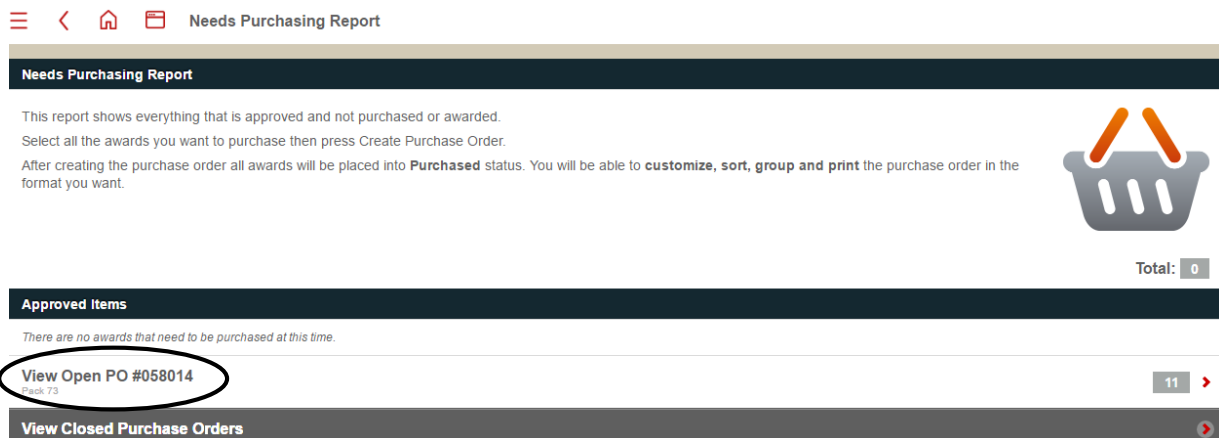
1. Login online at <https://www.scoutbook.com/>
2. Click My Dashboard



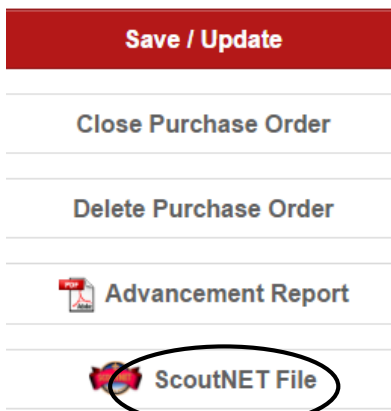
3. Click Needs Purchasing



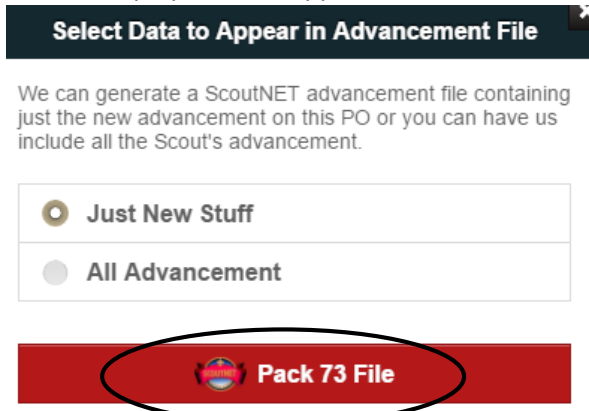
4. Click View Open PO



5. Click ScoutNET File



6. Pop up box will appear and click Pack # File to download file. Save download on computer.



Scoutbook Export & Import in Internet Advancement

7. Login online at <https://scoutnet.scouting.org/iadv/UI/home/default.aspx>
8. Click Upload Advancement File

Load Roster <-- Click here to load your roster with your advancement information from the council.

Upload Advancement File <-- Click here if you are prepared to upload your unit advancement records from an advancement file with a format using BSA proprietary specifications.

9. Choose File and then Upload File

Choose File No file chosen

Upload File Cancel Upload

10. Review any unmatched member records due to discrepancies of name or other personal information. Click OK to complete the process.

The following persons from the file upload operation were successfully matched to a member within your unit's roster. The achievements for these have been uploaded into the application as well:

Name

The following persons from the upload operation were not successfully matched to anyone within your unit's roster. The achievement for these records have not been uploaded to the application:

Name
No unmatched member record found

OK Print

11. Add any additional advancements or click Next

Next

Ranks	Awards	Name	Street Address	Program	Sex
Ranks	Awards			Lions	M
Ranks	Awards			Lions	M
Ranks	Awards			Lions	M

12. Click Submit to Council

From this page, you submit the Advancement Report to the council. You will also print your unit Advancement Report.

Warning: Once you submit to council, you cannot make changes through Internet Advancement.

To review your Advancement Report before submitting, click the [Review Advancement Report](#) link.

Previous To submit your report to the council, click here --> **Submit to Council**

13. Enter comments (optional) and then click Save.

Internet Advancement Survey

Please provide your comments on the use of Internet Advancement and how it may be improved. Click Save with or without comments to continue with your report submittal. Reset will clear any text you entered before you continue.

Total number of characters 0/1000

Reset **Save**

14. Process is now complete! Click Print Advancement Report to purchase items at Scout Shop.

Congratulations!

Your Advancement Report has been submitted successfully.

The advancement process is not complete until you complete the following:

1. Print the Advancement Report (which includes the Unit Award Summary).
2. Obtain the appropriate signature(s) for this Advancement Report.
3. Deliver the Advancement Report and your insignia purchase order to the council. Check with your council service center for the current stock numbers and prices and ordering procedures.

Thank you for using Internet Advancement from the Boy Scouts of America.

To print this Advancement Report, click here --> **Print Advancement Report**