



## Upload Records from TroopMaster & PackMaster to Internet Advancement

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As you may know, BSA's Internet Advancement System is now being used by many of the local councils. The advancement/4403 report in both TroopMaster and PackMaster will produce a file that is compatible with this new system. **BSA's system will refer to our re-charter file as the UMS (Unit Management System) file.**

**IMPORTANT:** Prior to following these instructions, log onto Internet Advancement, load the roster from council and then print your unit roster. Make sure the first, last, and middle name are the same in Packmaster or Troopmaster as they are in Internet Advancement. Make any necessary changes in Packmaster or Troopmaster. The following steps may fail if this is not done.

To generate this file:

1. Generate your advancement report using the program the same way you would if you were going to submit your 4403 report directly to the council office. If you are using TroopMaster, you will use the Reports>Awards/Advancement>Court of Honor/4403 report. For PackMaster, use the Reports>Awards/Advancement>Pack/Den Awards Report/4403 option.
2. Select the 'ScoutNET Report' setting under the '4403 Option' block in the lower left.
3. Once you generate the report, TroopMaster/PackMaster will create a paper report and will also allow you to save the advancement file to disk. The file name will be "ADVxxxx.csv", where xxxx is your unit type/number.
4. When you have created this advancement file, processing the report using the Internet Advancement System is very easy.
  - a. Log into the Internet Advancement system.
  - b. Click "Continue" for the "1. Load Roster" step.
  - c. Select the "Upload Advancement File" option.
  - d. The system then displays a browse window so you can locate and select the desired file (ADVxxxx.csv). Follow the instructions on this page.
  - e. After the file has been uploaded, the processing will begin.
  - f. If you decide to stop the upload file processing, click Cancel Upload and you will go to Stage 2 - Update Member.
  - g. Internet Advancement will match the members in your file with your registered youth members and exact member matches will be processed automatically.
  - h. Stage 2 - Update Member: Click on Review Advancement Report to see the results of upload file processing. You may make other additions or changes as necessary before submitting this report.

NOTE: If you are using TroopMaster, both rank and merit badge advancement will be processed from this upload file. If you are using PackMaster, your scouts' rank badges will be processed from this upload file. BSA's Internet Advancement system is not currently set up to receive information on your Webelos Activity Badges, Compass Emblem/Points, or Arrow Points. Once they have added these capabilities to their system, you will be able to transfer this additional data for future advancement processing.

**Questions? Contact Scouter Services at 402-431-9272 or [MAC@scouting.org](mailto:MAC@scouting.org).**