

SCOUTBOOK PLUS

A Den Leader's Field Guide to Advancement, Events & Communication



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WHAT WE'LL COVER

01

Your Den

Logging in, finding your den on the roster, and filtering it down.

02

Advancement

Status definitions, recording adventures for one Scout or the whole den, and approvals.

03

Calendar

Creating den events with reminders, RSVP, and attendance.

04

Messaging

Emailing (and texting) just your den's families.

BRING A LAPTOP Roster and den editing is desktop/laptop only right now — plan to do your Scoutbook work at a computer, not on your phone.

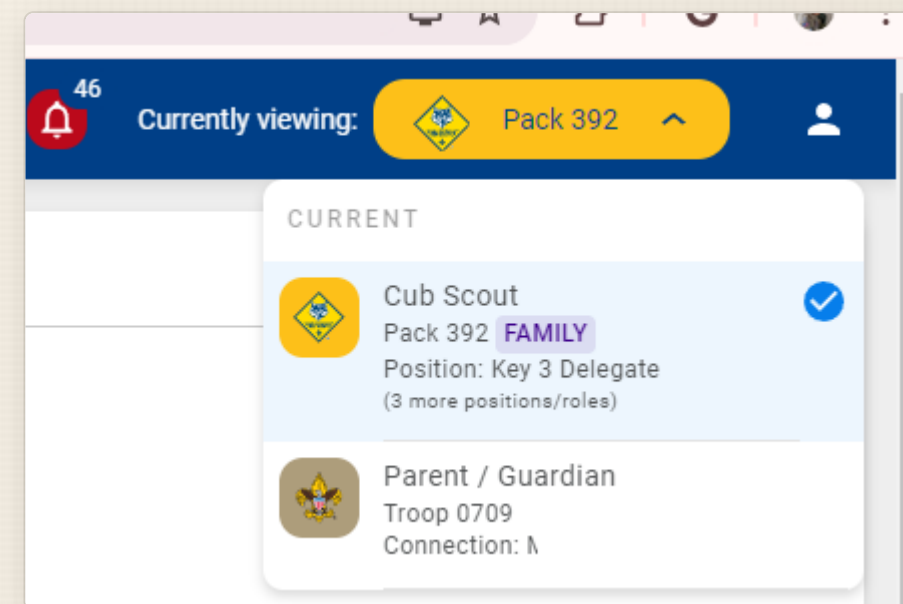
YOUR DEN

Logging in and finding your Scouts

LOGGING IN

advancements.scouting.org

- 1 Sign in with your **my.Scouting** username and password — the same account you use for YPT and registration.
- 2 Open the **Currently viewing** pulldown in the **top right**.
- 3 Select your **Pack leadership position**.



PICK THE POSITION YOU'RE WORKING AS

TIP If you hold more than one role or belong to more than one unit, that pulldown controls what you see. Wrong menu options? Check it first.

YOUR HOME BASE: THE ROSTER

Scoutbook Plus

Roster

55

Currently viewing: Pack 392

Roster

Pending Items

History

Transfer Member

Import File

Search by Name or Member ID

Add Individual

Add Den

Unit Quick Entry

Run Report 2

Record Progress

Show: Filtered

	Name	Member ID	Type	Age	Last Rank Approved	Den	Position	Renewal Status	Opt Out	Expiration Date
☐	Jordyn	1406	YOUTH	9	Bobcat	Bears 3	Bear Member	Current	☐	09/30/2024
☒	Samue	1368	YOUTH	8	Wolf	Bears 3	Bear Member	Current	☐	12/31/2024
☐	Samue	1488	YOUTH	11	Webelos	Webelos 1	Webelos Member	Current	☐	12/31/2024
☐	Isabell	1405	YOUTH	7	Lion	Tigers 5	Tiger Member	Current	☐	12/31/2024
☐	Noah C	1405	YOUTH	9	Wolf	Bears 3	Bear Member	Current	☐	12/31/2024
☐	Abram	1458	YOUTH	7	Tiger	Wolves 4	Wolf Member	Current	☐	12/31/2024
☐	Aldric t	1458	YOUTH	7	Tiger	Wolves 4	Wolf Member	Current	☐	12/31/2024
☐	Justin i	1450	YOUTH	8	Wolf	Bears 3	Bear Member	Current	☐	12/31/2024
☐	Alden I	1405	YOUTH	5		Lions 6	Lion Cub	Current	☐	08/31/2024
☐	Krithin	1393	YOUTH	9	Wolf	Webelos 2	Webelos Member	Current	☐	12/31/2024

Roster

Calendar

Profile

Reports

Activity Logs

Forum

Scoutbook

Settings

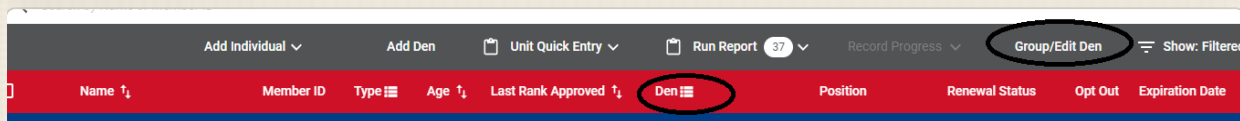
Scoutbook Plus

LEFT NAV: ROSTER, CALENDAR, REPORTS · TOOLBAR: UNIT QUICK ENTRY, RUN REPORT, SHOW: FILTERED

FINDING YOUR DEN ON THE ROSTER

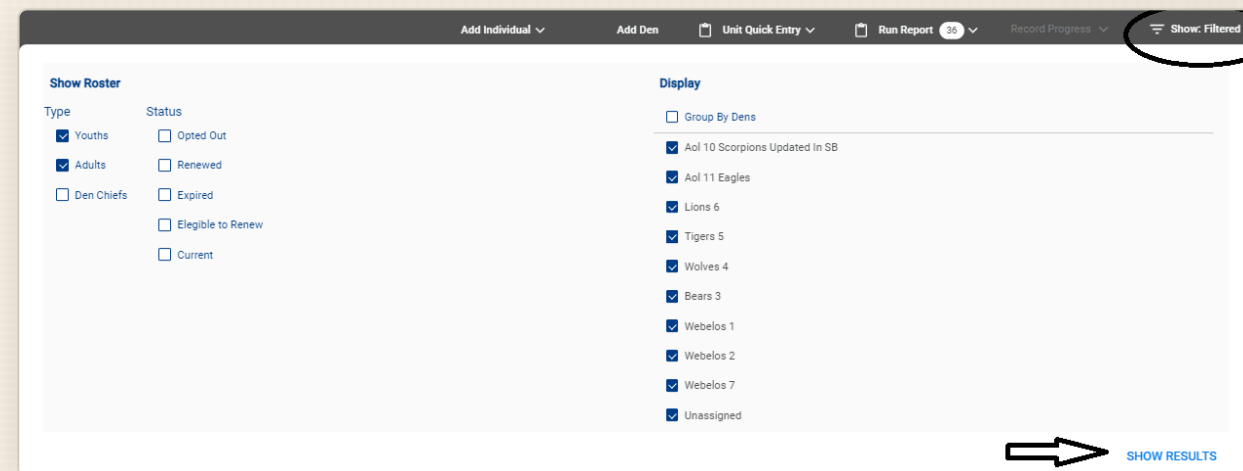
SHOW YOUR DENS

- 1 Go to the **Roster** page.
- 2 Click the **Den** column heading to toggle and display existing dens.



FILTER TO JUST YOUR DEN

- 1 Click **Show: Filtered** on the right of the toolbar.
- 2 Check your den, then **Show Results**.



HEADS UP Scouts must be **moved into a den** before advancement can be recorded. Missing a Scout? Ask your Cubmaster or Pack admin to move them.

ADVANCEMENT

Recording adventures and getting them approved

THE FOUR ADVANCEMENT STATUSES

STARTED

Work is in progress.

SCOUT, PARENT, OR LEADER



COMPLETED

Marked done by the Scout or a parent/leader on their behalf. **Still needs leader sign-off.**

SCOUT, PARENT, OR LEADER



APPROVED

A leader verified it. **This is the official “earned” status.**

REGISTERED LEADERS ONLY



AWARDED

Optional. The approved item was physically presented to the Scout.

LEADERS · OPTIONAL

- ▶ Parents who aren’t registered leaders—and Scouts themselves—can mark **Completed** but **cannot** mark **Approved**.
- ▶ Families can enter Completed items from Scoutbook or the **Scouting mobile app**.
- ▶ Marking an item **Awarded** removes it from open Purchase Orders — coordinate with whoever buys your pack’s loops and pins.

CHECKING A SCOUT'S PROGRESS

- 1 On the **Roster**, click the Scout's name.
- 2 Their profile shows every rank with a progress bar.
- 3 Click **View More** on the current rank to drill in.

The screenshot displays the Scoutbook Plus interface for a Youth Profile. The top navigation bar includes the Scoutbook Plus logo, a notification bell with 57 alerts, and a dropdown menu for 'Currently viewing: Pack 392'. The profile section on the left shows the Scout's name 'Sierra Wolf' and a placeholder for a photo. Below this is a section for 'Parents / Guardians' and 'Program Leadership'. The main content area is titled 'CUB SCOUT RANKS' and lists the following ranks with their progress:

- LION**: AWARDED, Completed 04-06-2021, 100% (View More)
- BOBCAT**: AWARDED, Completed 11-09-2021, 100% (View More)
- TIGER**: AWARDED, Completed 03-24-2022, 100% (View More)
- WOLF**: AWARDED, Completed 05-15-2023, 100% (View More)
- BEAR**: STARTED 0% (View More) - A blue arrow points to this 'View More' button.
- WEBELOS**: STARTED 0% (View More)
- ARROW OF LIGHT**: STARTED 0% (View More)

Below the ranks, the 'CURRENT ADVENTURES' section shows progress for various activities:

- Required (2024 Rank Version)**: Bobcat (Bear), Bear Habitat, Bear Strong, Paws for Action, Standing Tail, Fellowship. All are marked 'NOT STARTED'.
- Electives (2024 Rank Version)**: (Not fully visible)

On the right side of the profile, there are sections for 'Activity Logs' (Camping, Hiking, Service Hours) and 'Ranks' (Tiger, Wolf, Bear) with 'Previous', 'Last Approved', and 'Next' buttons. A 'Run Report' button is also present.

THE ARROW MARKS VIEW MORE ON THE CURRENT RANK

INSIDE A RANK

Profile > Bear Rank

Requirements Version 2024 (Current) *

Previous Wolf RANK Bear Next Webelos

APPROVED

Final Completion Date 05/12/2024

☒ Mark as Approved/Recorded

☐ Mark as Awarded

SAVE

Note: If calendar date is greyed out, please review advancement version expiration, tenure requirements, or if you are trying to select a future date.

1 Complete each of the six required adventures:

- Bobcat (Bear) NOT STARTED
- Bear Habitat NOT STARTED
- Bear Strong NOT STARTED
- Paws for Action NOT STARTED
- Standing Tail NOT STARTED
- Fellowship NOT STARTED

2 In addition to the six required adventures, complete at least 2 elective or special adventures of your den or family's choosing.

- A Bear Goes Fishing NOT STARTED
- Archery (Bear) NOT STARTED
- BB (Bears) NOT STARTED
- Balancing Bears NOT STARTED
- Baloo the Builder NOT STARTED
- Bears Afloat NOT STARTED
- Bears on Bikes NOT STARTED
- Champions for Nature (Bear) NOT STARTED
- Chef Tech NOT STARTED

THE SIX REQUIRED ADVENTURES ON TOP, ELECTIVES BELOW, EACH WITH ITS STATUS

WHOLE DEN AT ONCE? There's currently **no single "den at a glance"** progress view. Go Scout by Scout, or run [Reports](#) , [Advancements](#) , [History](#) , [Quick Report](#) .

ONE SCOUT: INDIVIDUAL QUICK ENTRY

Best for a Scout who did an adventure at home or made up a missed meeting.

- 1 Open the Scout's **adventure page**.
- 2 Click **Quick Entry** (top right).
- 3 Check requirements under **Complete** or **Approve** — Approve auto-checks Complete.
- 4 Enter the **date** and click **Save**.

TIP Leaders can also back-fill **previous ranks** — handy for transfers or work that was never recorded.

Quick Entry

×

Select all the requirements you want to complete/approve

Complete	Approve	Requirement Details
☐	☐	
☐	☐	1 Prepare for a one-mile walk by gathering the Cub Scout Six Essentials and weather appropriate clothing and shoes.
☐	☐	2 "Know Before You Go" Identify the location of your walk on a map and confirm your one-mile route.
☐	☐	3 "Choose the Right Path" Learn about the path and surrounding area you will be walking on.
☐	☐	4 "Trash your Trash" Make a plan for what you will do with your personal trash or trash you find along the trail.
☐	☐	5 "Leave What You Find" Take pictures along your walk or bring a sketch book to draw five things that you want to remember on your walk.
☐	☐	6 "Be Careful with Fire" Determine the fire danger rating along your path.
☐	☐	7 "Respect Wildlife" From a safe distance, identify as you look up, down, and around you, six signs of any mammals, birds, insects, reptiles.
☐	☐	8 "Be Kind to Other Visitors" Identify what you need to do as a den to be kind to others on the path.
☐	☐	9 With your den, pack, or family, go on your one-mile walk while practicing your Leave No Trace Principles for Kids. 0/200

Add Comment

Completion Date

📅

SAVE

THE WHOLE DEN: UNIT QUICK ENTRY

Your after-meeting workhorse: record one adventure for every Scout who was there.

- 1 From the **Roster** toolbar, open **Unit Quick Entry**.
- 2 Choose **Enter Adventures**.

The screenshot shows the 'Roster' tab in the Scouting America system. A blue arrow points to the 'Unit Quick Entry' button in the top toolbar. A dropdown menu is open, showing options: 'Enter Adventures', 'Enter Health Record Dates', 'Enter Swimming Classification', and 'Enter School Information'. The main table lists five members with their details and den assignments.

Name	Member ID	Type	Age	Last Rank Approved	Position	Renewal Status	Opt Out	Expiration
Lukas C	140	YOUTH	9		Lion Cub	Current	☐	01/31/2025
Leah G	140	YOUTH	7	Bobcat	Tiger Member	Current	☐	08/31/2024
Frederi	140	YOUTH	8	Wolf 1	Wolf Member	Current	☐	09/30/2024
Lincoln	140	YOUTH	7	Bobcat	Tiger 1	Tiger Member	Current	08/31/2024
Janet T	137	YOUTH	9	Wolf	Bear 1	Bear Member	Current	08/31/2024

HEADS UP Unit Quick Entry only works for Scouts who are in the **correct den**. Missing someone? Check their den assignment.

UNIT QUICK ENTRY: RECORD & APPROVE

- 1 Select the **Rank**, **Adventure**, and **Version**, then **Apply**.
- 2 On the left, select the **Scouts** who did the work.
- 3 On the right, select the **requirements**.
- 4 Enter the **date**, check **Mark as Approved** (leaders only).
- 5 Click **Apply**.

Bulk Entry Adventures

Select a rank
 Tiger

Select an adventure
 Tiger Bites

Select a version
Current - 2024

APPLY

Advancement Information

☒ Highest Rank
☐ Advancement Version
☒ Not Eligible

Select a youth or 'all' to update rank requirements.
*Youth displayed are based on the active version associated with their profile. If a youth has earned the badge, data entered in unit quick entry will not override existing data. You can change the active version to enable viewing in unit quick entry and/or adjust dates for existing earned merit badges by navigating to the youth profile and selecting the merit badge, individually.

☐ Select All

☐ Leah C

Bobcat
v2016 ⓘ
Not Started

☐ Lincoln P

Bobcat
v2016 ⓘ
Not Started

NOT ELIGIBLE

☐ Lukas C

N/A
Not Started

☐ Frederick L

N/A
v2016 ⓘ
Not Started

☐ Jan

N/A
v2016 ⓘ
Not Started

☐ Wolf

N/A
v2016 ⓘ
Not Started

Adventure Requirements

☐ Select all

☐ 1 Identify the 5 different food groups.
☐ 2 With your den leader or Tiger adult partner, learn about the Outdoor Code.
☐ 3 With your den, pack, or family, take a walk outside spending for at least 20 minutes exploring the outdoors with your Cub Scout Six Essentials. While outside, identify things that you see with your Tiger adult partner that are natural and things that are manmade.
☐ 4 Practice methods that help you sleep.

Comment

Completion Date ⓘ
☐ Mark as Approved
APPLY

0/150

APPROVING WHAT FAMILIES SUBMIT

When parents mark work **Completed** at home, it waits for you.

- 1 Click the **Pending Items** tab above the Roster toolbar.
- 2 Review everything marked **Completed but not yet Approved**.
- 3 Click into the Scout to verify and approve.

Roster **Pending Items** History

Transfer Member Import File

Ranks 6 Adventures 7 Awards Activities Leadership Positions 1 Requirements

Search by Name or Member ID

Run Report 33 Approve Items Decline Items

Name ↑	Member ID	Item	Description ↑	Date ↑
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MAKE IT A HABIT Check Pending Items on a regular schedule (say, the night before each den meeting) so families see their Scout's work acknowledged quickly.

CALENDAR & EVENTS

Reminders, RSVPs, and attendance on autopilot

CREATING A DEN EVENT

- 1 **One-time setup:** set the unit's **time zone** under unit **Settings**.
- 2 Click **Calendar** in the left nav.
- 3 Click a date, then the **+** icon (or the general **+** and set the date yourself).
- 4 Choose which **calendar(s)** it appears on — e.g., both the Pack and your Den.

The screenshot displays the Scouting America calendar application. The main view is a month calendar for March 2024, showing various events color-coded by calendar. A blue '+' icon is visible in the top right corner of the calendar grid, indicating where to click to add a new event. To the right of the main calendar is a sidebar. The top part of the sidebar shows a smaller calendar for March 2024. Below that, it displays a detailed view for March 19, 2024, listing two events: 'Reminders email' starting at 09:20 AM and 'Tiger Den Meeting' starting at 12:10 PM. Each event entry includes a 'Starts' and 'Ends' time and an 'Edit Event' button.

MONTH VIEW · THE BLUE + IN THE TOP RIGHT ADDS AN EVENT

EVENT DETAILS THAT DO THE WORK

- ▶ **Description** is required and **visible to everyone**.
- ▶ **Notes / Agenda / Minutes** are admin-only — a good home for your meeting plan.
- ▶ **Permission slip**: optionally require the standard form.
- ▶ **Location**: add an address and map link.
- ▶ **Reminders**: up to **three**, sent automatically.
- ▶ **Attendees**: add your den, plus outside guests.

EVENT RECURRENCE

☐ Repeat Event

Recurrence Type

▼

End Date

10/27/2023

📅

PERMISSIONS SLIPS

☐ Required Permissions Slips

EVENT RSVP

☐ Event with RSVP

EVENT LOCATION

Location

Google Map URL

📍

EVENT REMINDERS

☒ Disable Reminders for this event

Quantity

1

Select a timespan

Hours before

▼

▲ The reminder will be set in the past Oct 27, 2023 @ 07:40 AM

+

ADD NEW REMINDER

COLLECTING RSVPS

AS THE LEADER

- ▶ Check **Event with RSVP** on the event.
- ▶ **Add attendees**, or RSVP won't work.

EVENT RSVP

☒ Event with RSVP

EVENT LOCATION

TRACK REPLIES

- ▶ Yes / No; non-responders show as **Maybe**.
- ▶ Got a reply by text? Use **Quick Entry RSVP**.

INVITEES / ATTENDEES

+ ADD

+ SELECT ALL

- DESELECT ALL

SUB UNITS (3)

Quick Entry RSVP

✓ RSVP Yes (0)

✗ RSVP No (0)

⚡ RSVP Maybe (1)

Add External Guest

FOR FAMILIES

- ▶ Open the event; use the **RSVP** dropdown.
- ▶ A Scout with a login can RSVP for **self and parents**.

⚡ MAYBE

INVITEES/ATTENDEES

Leaders (1)

⚡ William Nelson

Youths (0)

Parents/Guardians (0)

External Guest (0)

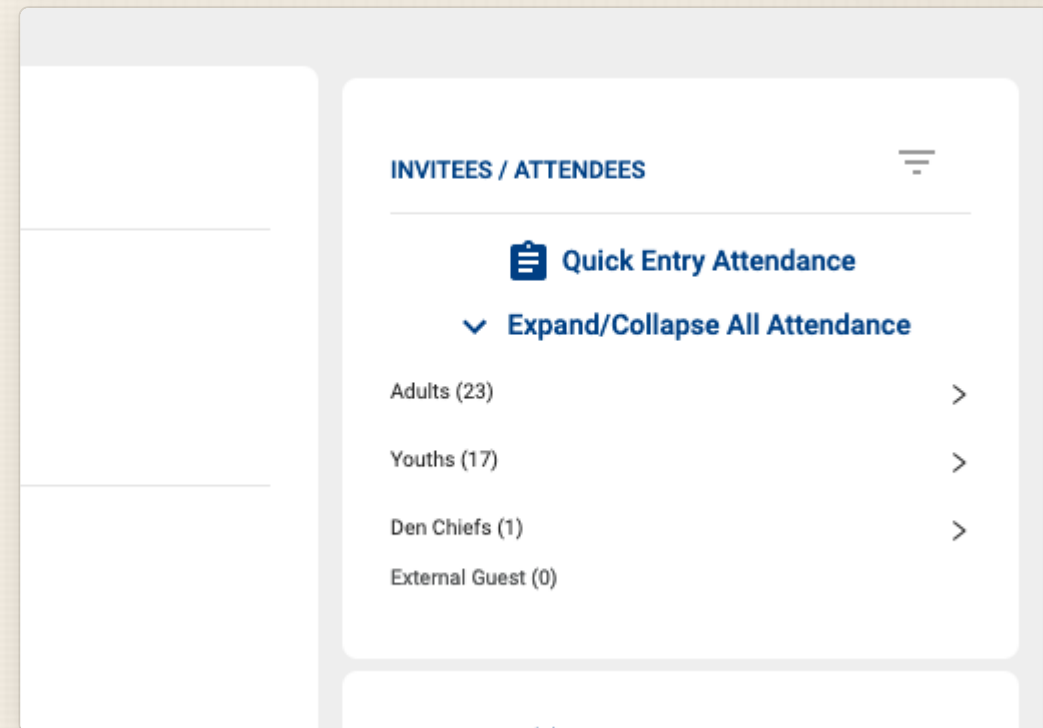
RSVP Report

YOUR CALL Scoutbook RSVP is optional. Decide with your pack whether to use it, then tell families where to reply.

AFTER THE EVENT: ATTENDANCE

- ▶ After the event, invitees automatically become “**attended.**”
- ▶ Edit the list like you edited invitees: **remove no-shows**, add **walk-ins**.
- ▶ Accurate attendance shows exactly **who needs a make-up**.

PAIR IT UP Clean up attendance, then run **Unit Quick Entry** for the Scouts who were there. Same five minutes, both records done.



MESSAGING

Reaching just your den's families

EMAILING YOUR DEN

- 1 Click **Messaging** in the left menu.
- 2 Click into **your Den** to message only that group, or **Select All** for everyone.
- 3 Write in the **WYSIWYG editor**: bold, lists, and links work as-is (no BBCode like legacy Scoutbook).
- 4 Send.

TEXTING Works only for members whose profile has a **mobile number**, **carrier**, and the **opt-in box** checked. Ask families to set it up at the first meeting.

New Message

New Email

Recipients
RECIPIENTS (0)

All emails will be displayed when getting the email

BCC Recipients
BCC RECIPIENTS (0)

No emails will be displayed when getting the email, but the Email sender address will be displayed in the From Field

Subject
ADD FILES

B I U
List Bulleted List Numbered List
Link
Reply Reply All

Write Message

Scouts! In keeping with Youth Protection's no one-on-one contact rule, please remember to CC your parents/guardians or two adult leaders when communicating electronically.

Adults! In keeping with Youth Protection's no one-on-one contact rule, please remember to CC any Scouting youth's parents/guardians or another adult leader if you include a Scouting youth in a reply.

☒ Include Safeguarding Youth Notice in youth messages

PUTTING IT TOGETHER: A DEN LEADER’S RHYTHM

WHEN	IN SCOUTBOOK PLUS
Start of year	Confirm every Scout is in your den ; save your roster filter; ask families to set up the Scouting app and text opt-in.
Each month	Put the month’s meetings on the Den calendar with reminders (and RSVP, if you use it); send one organized message covering Den and Pack activities.
Before a meeting	Check RSVPs and nudge the “Maybes”; clear the Pending Items tab.
After a meeting	Fix attendance , then Unit Quick Entry › Approved for what you covered.
Before Pack meeting	Hand your Advancement Chair an up-to-date den so awards can be ordered.

RESOURCES

- ▶ These slides as a PDF: [Scoutbook-Plus-for-Den-Leaders.pdf](#)
- ▶ Scoutbook Plus login: [advancements.scouting.org](#)
- ▶ Scoutbook Knowledge Base: [help.scoutbook.scouting.org](#)
- ▶ [Introduction to Scoutbook Plus for Cub Scout Packs](#): dens, Quick Entry, Pending Items, Messaging
- ▶ [Started, Completed, Approved, Awarded](#): status definitions
- ▶ [Using Scoutbook Plus Calendar](#): events, RSVP, attendance
- ▶ [Formatting Messages](#)
- ▶ **Scouting Forums, Scoutbook category:** [discussions.scouting.org/c/scoutbook/28](#) for troubleshooting and known issues

Screenshots courtesy of the Scoutbook Knowledge Base, Scouting America. Scoutbook Plus changes often; screens may differ from what you see today.

QUESTIONS & DISCUSSION

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