Quapaw Area Council

Internet Advancement Guidebook

Key Concepts

Internet Advancement can be used to record awards, ranks, and merit badges to youth from any online location, including at home or at the office. You will be able to add new ranks and awards to your member records and to update existing ranks and awards, should the earned date displayed be incorrect according to the unit's records.

Your unit must appoint someone as your Unit Advancement Processor (UAP). The UAP will be the person responsible for accessing the Internet Advancement System and entering new advancement information. In order to be able to access the system, you will need your Unit ID number. The Internet Advancement ID Number is the same as your Good Turn for America ID number (although both systems share the same ID number, both systems are independent of each other). Your Internet Advancement Number **IS NOT** the same as your Internet Rechartering ID number.

Should your UAP change to a different person, or the contact information for your current UAP change, your profile must be rest by the Council. Please contact the Council Registrar at 501-664-4780 extension 230 and request your Internet Advancement profile to be reset.

Internet Advancement allows you to register once as a first time user and then to log in as a returning user to submit ranks and awards for your unit members. If you log out before you submit a report, your data will be saved. Additionally, Internet Advancement will dynamically return you to the Stage you were in when you left. For example, if you have completed Stage 1 of the process, when you return, you will begin at Stage 2.

Units will submit Advancement Reports on their own schedule. It is recommended that units submit reports monthly.

Units MUST submit a final report each December to get credit for any advancement in that calendar year. Advancement occurring in one calendar year but not entered until the next WILL BE SHOWN in the next year.

Internet Advancement will require that the user have access to a computer with a 56 KB or faster Internet connection and a browser that is IE 5.5 or greater. Faster connections are recommended. JavaScript must be enabled. Pop-up blockers should be disabled.

If you serve as a UAP for more than one unit, you will need to log-in as a First Time user the first time you access the unit's Internet Advancement profile. The system will not recognize you as a returning user if you have not registered in an individual unit's profile.

Please read and familiarize yourself with the instructions on the following pages as well as the help topics provided by the Internet Advancement system.

Instructions for Using Internet Advancement

1. Log-into the System

You can access the Internet Advancement System through the Council website, http://www.quapawbsa.org. Please follow the appropriate links.

2. Load Roster

Load the unit information from Council or upload an unit advancement file for processing.

You MUST click Load Roster each time you log-in. This ensures your most current roster is loaded and you can see the records of all unit members.

If you are using Unit Management Software (UMS), you can upload your latest report directly into the system at the Load Roster stage. Please follow the instructions provided in the Help file.

3. Update Member

There are 3 options you can do at this point:

1. Record Youth Ranks
2. Record Youth Merit Badges
3. Record Youth Awards

When recording youth ranks, select the appropriate rank from the drop-down list and enter the date of the award.

+++Important+++

The date must be entered in the mm/dd/yyyy format.

Dates entered must be in the same month or previous months. It is not permissible to enter dates in future months.

Youth members must be currently registered to receive ranks.

If your unit is lapsed (your recharter has not been processed past your expiration date), you will only be able to enter dates prior to your expiration date. **Advancement CAN NOT occur when your unit is lapsed.**

If for some reason the rank you want is not in the drop-down list, please submit a paper advancement report to the Council.

When entering Merit Badge information, the same guidelines apply as do for recording rank (date format, no future month dates, currently registered, no Merit badges if unit is lapsed).

When entering Youth Awards, the same guidelines apply. In addition, you cannot award any nominated awards, such as the meritorious action awards, and awards controlled by other organizations, even if permitted for uniform wear.

4. Submit Report

When you submit your report electronically, the Scoutnet system owned and operated by the BSA is updated immediately.

*****Special Notice*****
You must still submit a paper copy of your advancement report, with the appropriate signatures, to the Council Office.

Paper copies of all advancement reports should be submitted:

In Person	**Mail**	**Fax**
3220 Cantrell Rd. Little Rock, AR 72202	Quapaw Area Council Attention: Advancement Report 3220 Cantrell Rd. Little Rock, AR 72202	501-664-4785 Attention: Advancement Report

Please submit your paper copy of the advancement report as soon as possible following electronic submission. This allows the Council staff to cross check the updated information in Scoutnet against the written reports.

*****Special Note*****

Once you submit a date for an advancement, the Internet Advancement system **WILL NOT** let you change the date – even in future Internet Advancement reports. In other words, once you submit a date, the only way it can be changed is through the Council.

For example: John Doe, Jr. earned his Tiger Cub Award on January 13, 2007. In completing the advancement report, you inadvertently type the date in as January 31, 2007. You did not catch your mistake until after you submitted the report. In order for the correct date to be entered into the Scoutnet system, you must contact the Council Office and request they change to date to the proper one.

5. Ordering Advancements

The Internet Advancement system automatically generates an order form for purchasing advancements.

It is your responsibility to submit your order to the Little Rock Scout Shop <u>SEPARATELY</u> from the paper copy you submit to the Council Office.

The Quapaw Area Council staff will not forward any forms/orders to the Little Rock Scout Shop.

If you would like to place an order for the advancements you submitted, you must submit a **<u>separate</u>** copy of your advancement report to the Little Rock Scout Shop. This copy of your advancement report can be submitted in person, by mail, or by fax (501-663-0129).

If you choose to submit your order by fax or mail, you must include the following:

** - Printed copy of your advancement report

** - Name, address, and daytime phone number of person placing order

** - Shipping Address (if different from above).
Please note, all orders will be shipped via UPS, and UPS will not deliver to a Post Office Box.

** - Method of payment (credit card, unit account, etc…)

<u>Please note, all shipping charges are the responsibility of the unit, and **ARE NOT** covered by the Pacesetter program. **The approximate minimum shipping charge is $6 per order.**</u>