



ScoutTrack Users Guide

Cub Scout Pack 883

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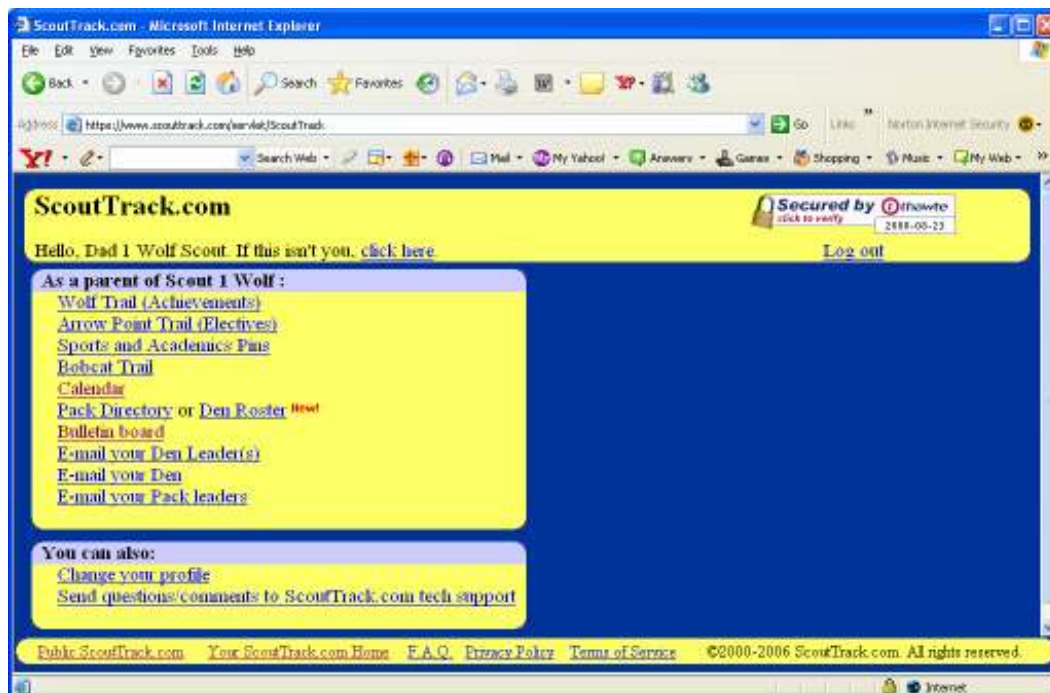
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1 Login to ScoutTrack

Enter the web site address of <https://www.scouttrack.com/servlet/ScoutTrack> into the browser address field and press the enter key.


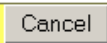
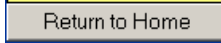




Type your user id and password on the web page and select the “Login” Button. You can check the “remember password on this computer” before you login in if you want the computer to login as you on this site every time from this computer.



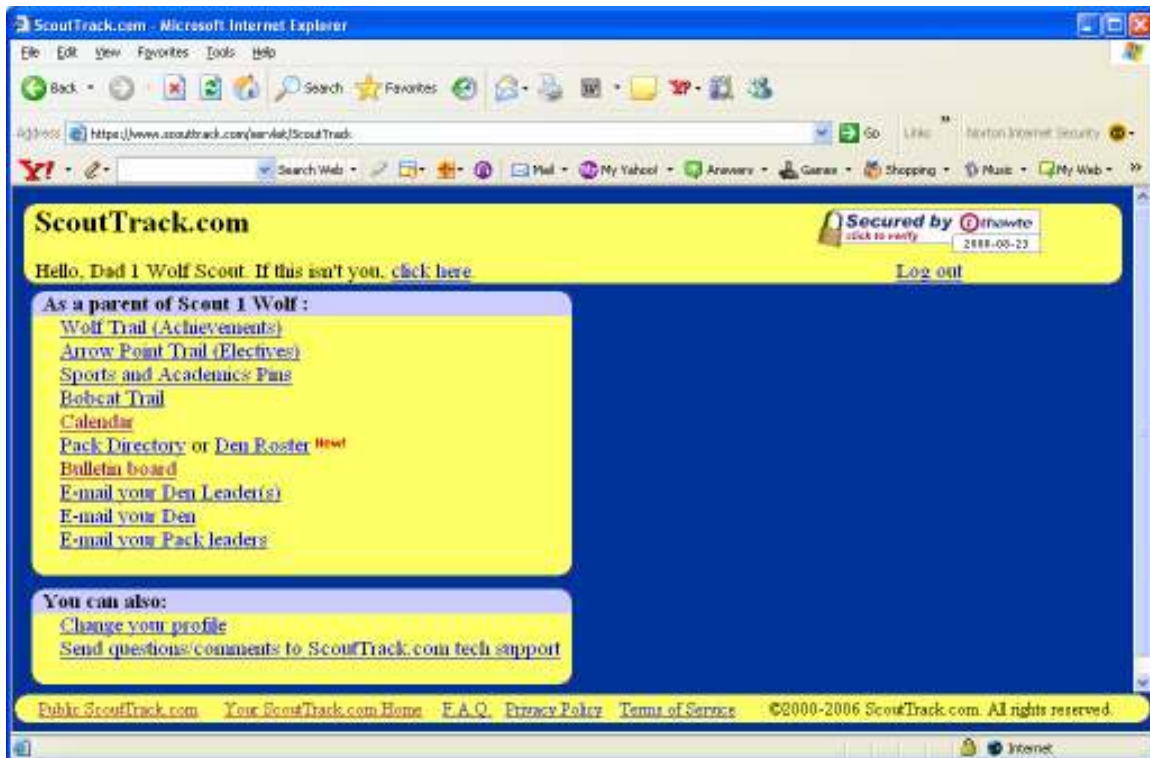
This page displays ScoutTrack Main Menu screen with the options and views that are available to you.

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Note: Use the navigation buttons (example:   ) on the individual web pages and avoid using the browser buttons (example: Back and Forward buttons  )

2 Manage Your User Profile

On the bottom of the ScoutTrack Main Menu screen is a link (“[Change your profile](#)”) to update your profile.



Selecting this link will load the ScoutTrack Change your Profile screen.

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On this screen you can update your personal information or change your password.

The screenshot shows a web browser window titled "ScoutTrack.com - Microsoft Internet Explorer". The address bar shows "https://www.scouttrack.com/ser/vet/ScoutTrack". The page content is a form titled "Change your Profile" with a yellow background. The form includes the following fields and options:

- *First name:** Dad
- Middle Initial:** [empty field]
- Nickname:** [empty field]
- *Last name:** T Wolf Scout
- Birthday:** [empty field] mm/dd/yy
- Home Address:** Same address: phone as Mom T Wolf Scout (dropdown menu)
- Street:** Street Address [empty field]
- *City:** Eureka
- *State:** Missouri (dropdown menu)
- ZIP:** [empty field]
- Home Phone:** 555-555-5555
- Work Phone:** [empty field]
- Cell Phone:** [empty field]
- Pager:** [empty field]
- Occupation:** [empty field]
- Employer:** [empty field]
- Work E-mail:** [empty field]
- Home E-mail:** [empty field]
- ☐ **keep private** (only leaders will be able to see it).

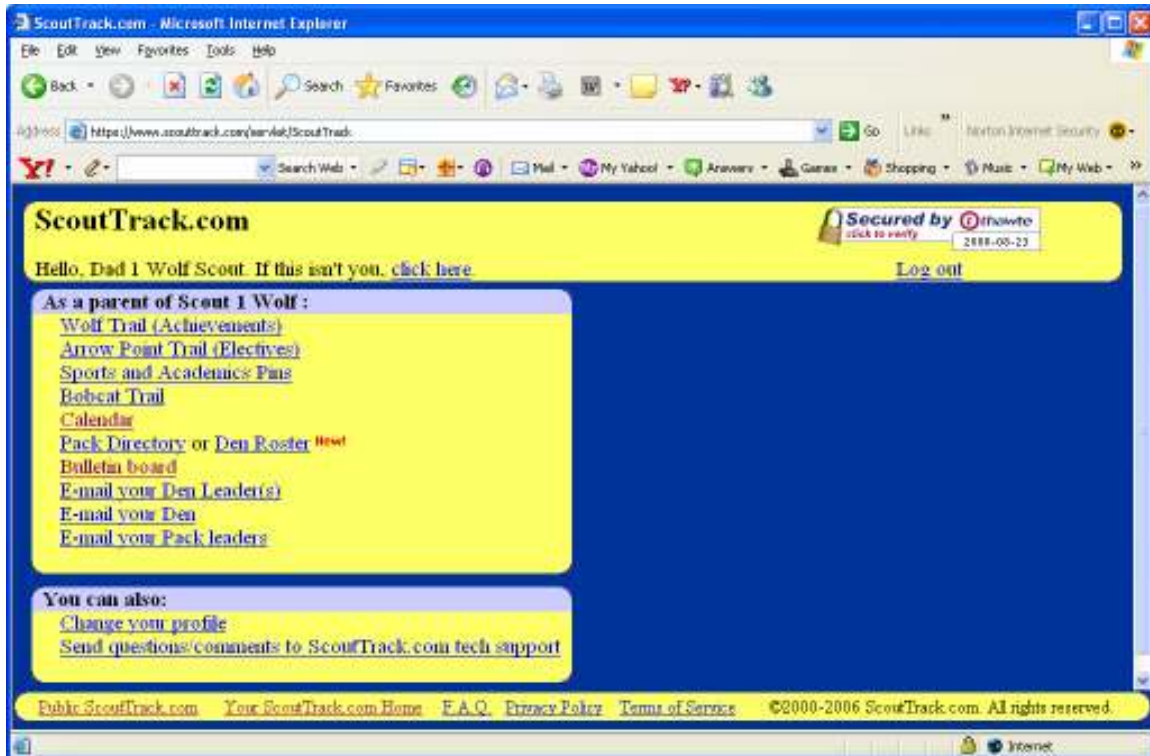
The footer of the page contains the following text: "Public ScoutTrack.com Your ScoutTrack.com Home F.A.Q. Privacy Policy Terms of Service ©2000-2006 ScoutTrack.com. All rights reserved." The browser status bar at the bottom shows "Done" and "Internet".

After you have completed your changes, remember to select the “Save” Button at the bottom of the screen or your updates will not be submitted.

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3 Log Out

Selecting the “Log out” link will end your ScoutTrack session.

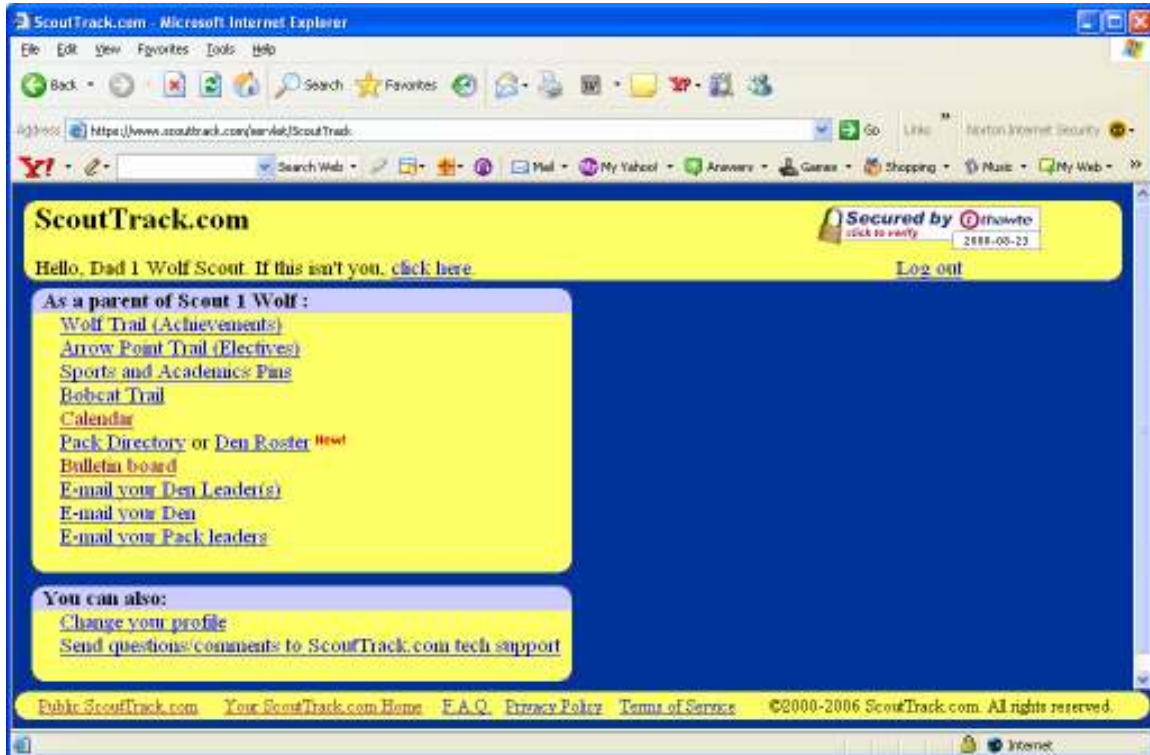


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4 Parent Section Options

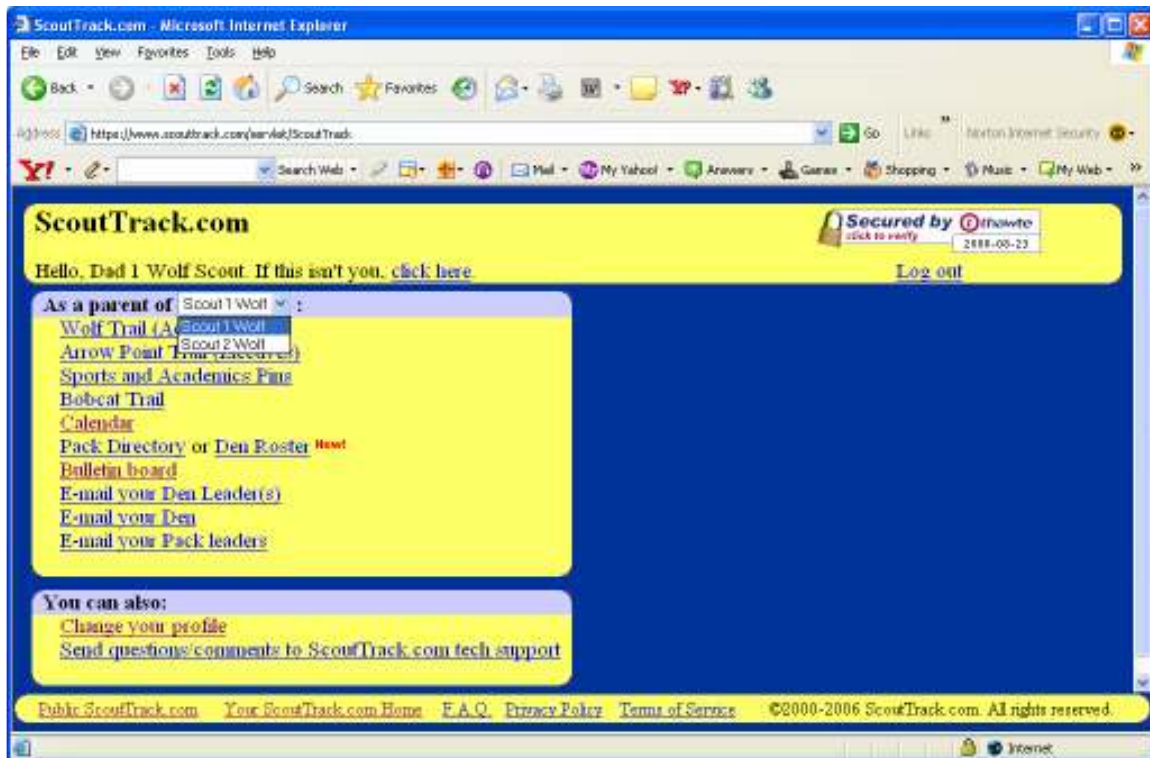
After you login to ScoutTrack, the ScoutTrack Main Menu screen will be displayed with the options and views that are available to you.

4.1 ScoutTrack Main Menu – Parent View



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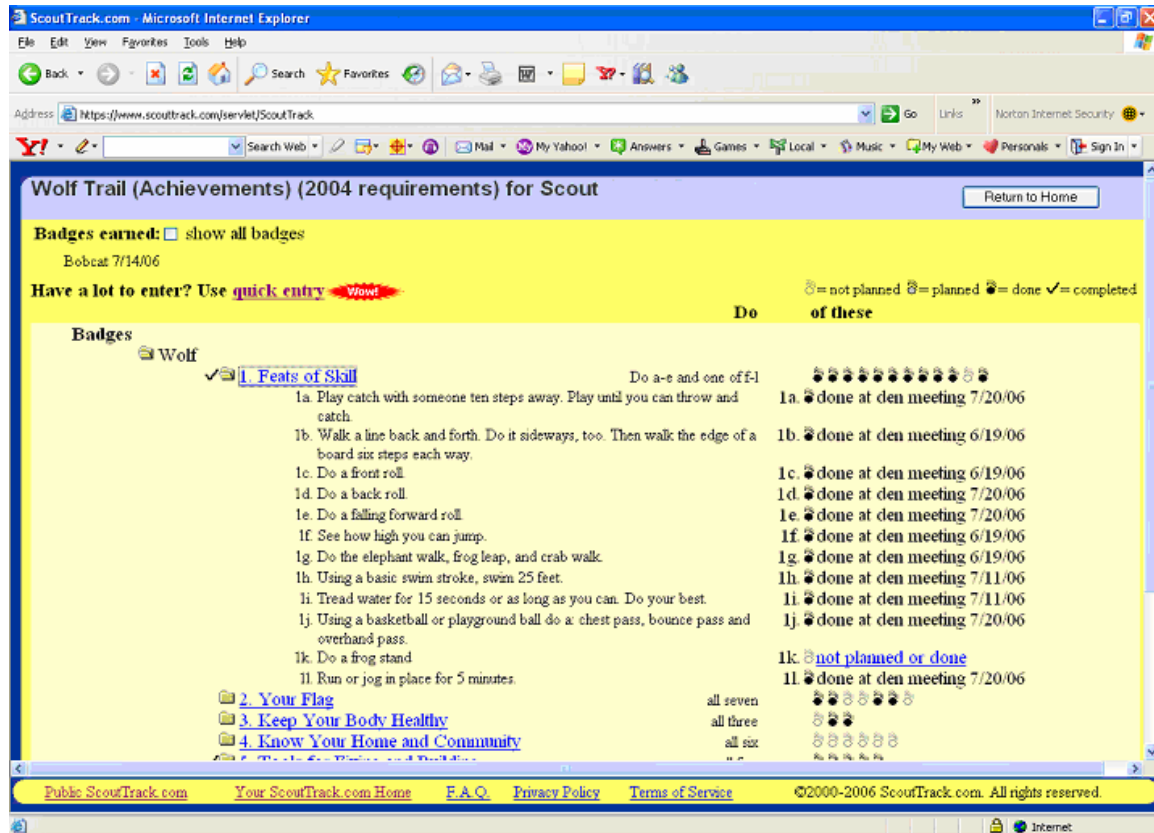
If you are the parent of more than one scout, then you can change which scout's view is displayed by selecting your son's name from the "As a parent of" list as shown in the next image.



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
4.2 Achievements, Electives, and Sports and Academics Pins

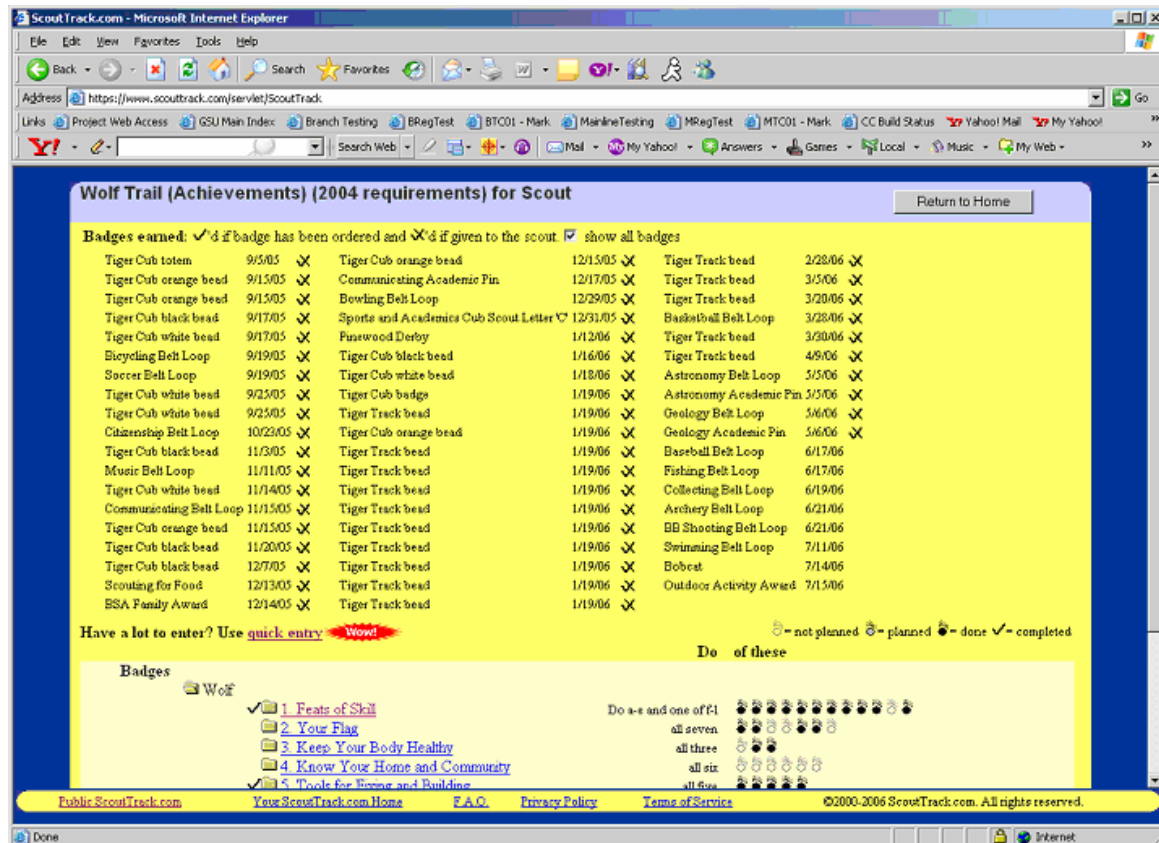
Selecting the Achievements, Electives or Sports and Academics Pins on the ScoutTrack Main Menu will load a screen as illustrated in the next picture for the scout listed in the “As a parent of” list.



Selecting an individual Achievement will display all of the requirements for that Achievement and the completion status for your scout. Selecting the individual requirement a second time will hide the individual requirements.

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Selecting the “Show all Badges” checkbox will change the display to show everything that has been earned. The line will have a  if the award has been ordered and have a  if the award has been given to the scout.



Unchecking the “Show all Badges” checkbox will hide the Badges earned section.

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Selecting the “quick entry” link on the web page will display all of the Achievements for your scout’s current rank. When an achievement is completed at a Den Meeting, the completion date is entered with suffix of “d”. This should be done only by the Den Leader. Future dates can be entered into the fields with a suffix of “p” (planned for at home) or a suffix of “pd” (planned for at a Den Meeting). Any Achievement with date and the “p” or “pd” suffixes can be displayed on the calendar.

Wolf Trail (Achievements) for Save Cancel

Hints: to quickly fill in the same date for many activities, enter the date in the first activity then click your mouse on the other activities that need the same date

Examples: 3/31/01 --> completed at home
 7/5h --> completed at home
 10/15/00pd --> planned in den meeting
 p --> planned sometime at home

1. Feats of Skill 1a. Play catch with some... 7/20/06d 1b. Walk a line back and... 6/19/06d 1c. Do a front roll 6/19/06d 1d. Do a back roll 7/20/06d 1e. Do a falling forward... 7/20/06d 1f. See how high you can... 6/19/06d 1g. Do the elephant walk... 6/19/06d 1h. Using a basic swim s... 7/11/06d 1i. Tread water for 15 s... 7/11/06d 1j. Using a basketball o... 7/20/06d 1k. Do a frog stand 1l. Run or jog in place ... 7/20/06d	2. Your Flag 2a. Give the Pledge of A... 6/19/06d 2b. Lead a flag ceremony... 6/19/06d 2c. Tell how to respect ... 2d. Learn about the flag... 2e. Learn how to raise a... 6/19/06d 2f. Participate in an ou... 6/19/06d 2g. With the help of ano...	3. Keep Your Body Healt... 3a. Make a chart and kee... 3b. Tell four ways to st... 7/20/06d 3c. Show what to do for ... 7/20/06d
4. Know Your Home and C... 4a. Make a list of phone... 4b. Tell what to do if s... 4c. Tell what to do if s... 4d. When you and your fa...	5. Tools for Fixing and... 5a. Point out and name s... 6/29/06d 5b. Show how to use plie... 6/29/06d 5c. Identify a Philips h... 6/29/06d 5d. Show how to use a ha... 6/29/06d	6. Start a Collection 6a. Complete the Charact... 6b. Make a collection of... 6/19/06d 6c. Show and explain you... 6/19/06d

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Note: Use the navigation buttons (example: Save Cancel Return to Home) on the individual web pages and avoid using the browser buttons (example: Back and Forward buttons Back).

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4.3 Calendar

Selecting the “Calendar” link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture for the scout listed in the “As a parent of” list. This is a monthly calendar view of all scouting events for the scout’s den and pack.



Selecting the “List format” button will present the same information in a list view instead of a calendar view.

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On the List View, selecting the “Month Format” Button will present the den and pack events in a monthly format again.

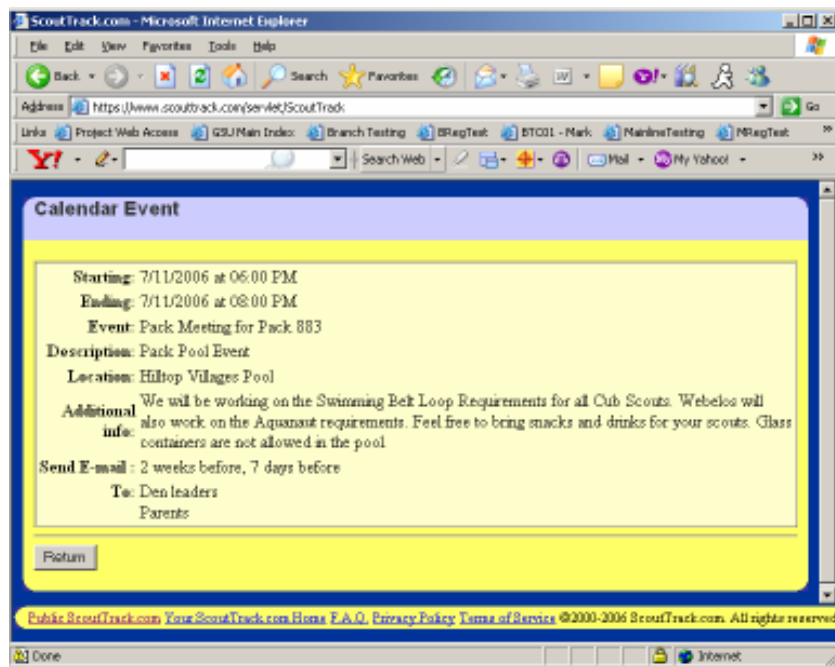
The screenshot shows a web browser window titled "ScoutTrack.com - Microsoft Internet Explorer". The address bar shows "https://www.scouttrack.com/servelet/ScoutTrack". The page displays a "Dad 1 Wolf Scout's Scouting Calendar" for August 2006. The calendar is organized into a table with columns for Date, Time, Location, and Additional Information. The events listed are:

Date	Time	Location	Additional Information
1st	7:00-8:30 PM	Manchester United Methodist Church	District Roundtable Mtg.
8th	6:30-7:30 PM	Blevins Cafeteria	Pack Meeting: Come and sign up to help! We will discuss many things important to the Pack! Den Leaders be sure someone from your den is there. We want to assign dens to each pack meeting. Bring your personal calendars! See you there!
14th	3:30-5:30 PM	Blevins	School Night: We will have a table in the front lobby area and will be recruiting new scouts. I will bring some handouts and visuals (old pinewood derby cars, crafts, etc.) This is a good opportunity to let parents know about School Night for Scouting. Please let me know if you can help out for part of the time!
16th			District Event: First Day of School!!!
19th	10:00 AM-8:00 PM	St. Charles Community Center	Community Event: Rock Show. Free to scouts and leaders in uniform. Read more about it below: All Ranks - If you talk to someone there that is a geologist and ask how they became one and what jobs geologist could have this would count for the Belt Loops and Pins - Geologist pin #12 Webelos - Webelos Geologist #8 Gem and Mineral Show The summer's hottest gemstone and mineral show is at the St. Charles Convention Center!! There will be exhibits in Homotherapy, as well as jewelry making. Also, Mr. Bob Morse will be displaying his

The footer of the page includes links for "Public ScoutTrack.com", "Your ScoutTrack.com Home", "F.A.Q.", "Privacy Policy", and "Terms of Service", along with a copyright notice: "©2000-2006 ScoutTrack.com. All rights reserved."

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Selecting any of the scouting activities from either the month or list format will display all of the details about the event.



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4.4 Pack Directory

Selecting the “Pack Directory” link from the ScoutTrack Main Menu will generate a complete list of all members of our Pack. The next picture illustrates the resulting report.

ScoutTrack.com - Microsoft Internet Explorer

https://www.scouttrack.com/serve/ScoutTrack

Y! Search Web

Search Web

Other formats: [PDF](#), [CSV](#)

Scout	Rank	Den
Scout 1	Wolf	Wolf 3
Scout 2	Wolf	Wolf 3
Scout 3	Wolf	Wolf 3

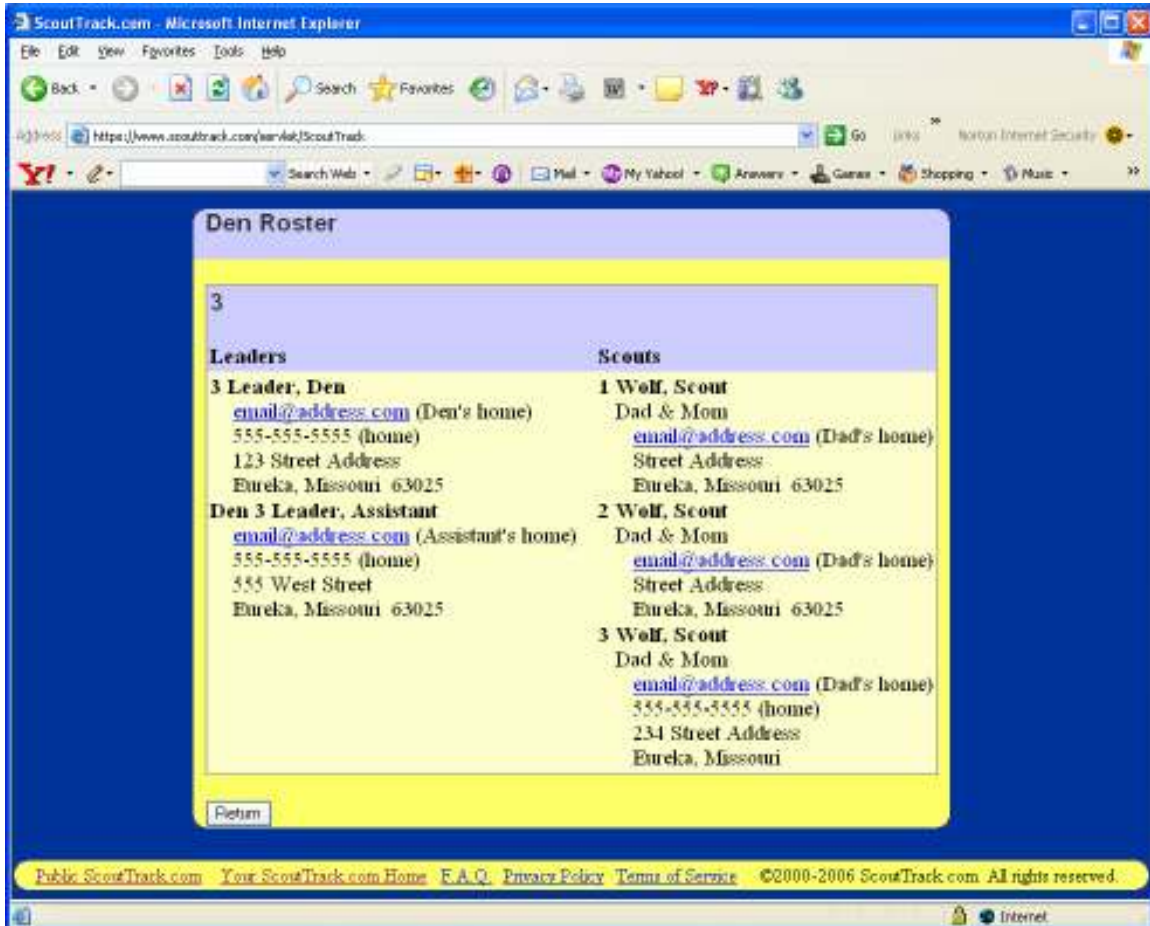
Public: ScoutTrack.com Your ScoutTrack.com Home F.A.Q. Privacy Policy Terms of Service ©2000-2006 ScoutTrack.com. All rights reserved.

Selecting the “PDF” link will create the Pack Directory in an Adobe PDF format. Selecting the “CSV” link will create a comma separated version of the Pack Directory. This format can be imported into Microsoft Excel. **Note:** I have found issues with both of these document formats.

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4.5 Den Roster

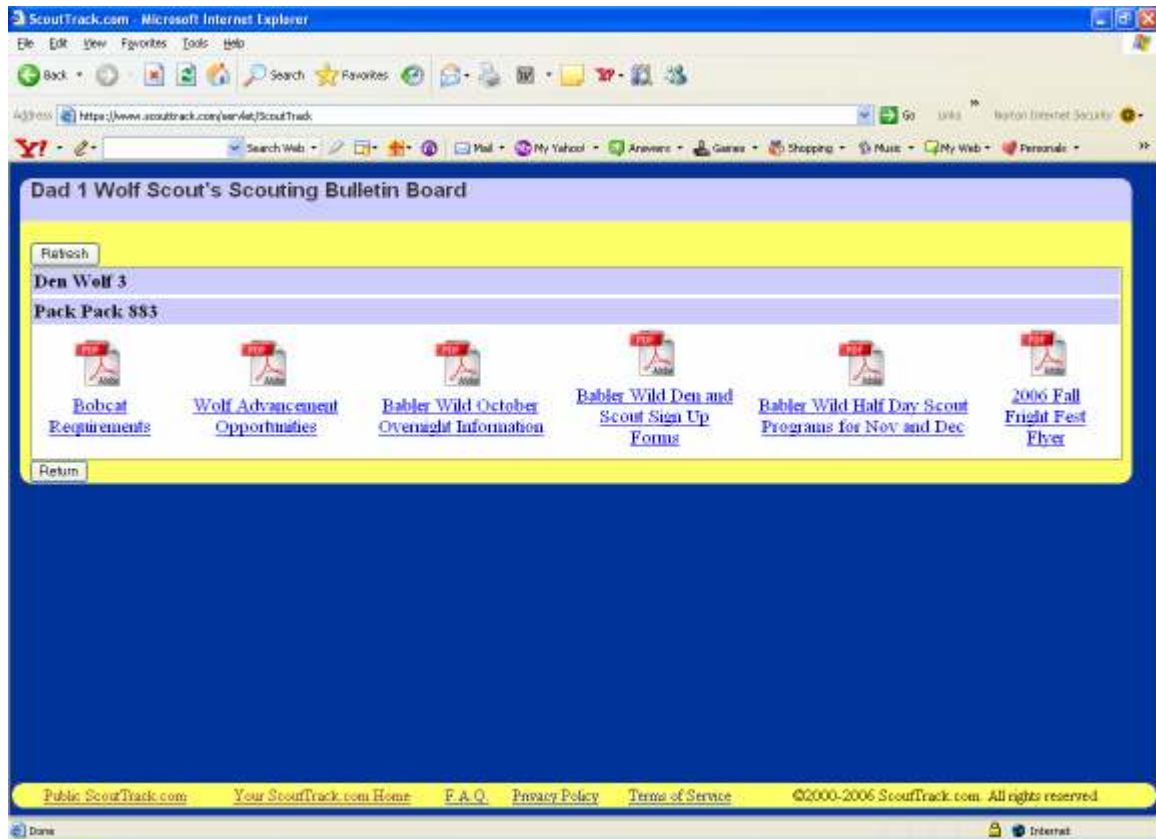
Selecting the “Den Roster” link from the ScoutTrack Main Menu will generate a complete list of all members of the den for the selected scout in the “As a Parent of “ list. The next picture illustrates the resulting report.



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4.6 Bulletin Board

Selecting the “Bulletin Board” link from the ScoutTrack Main Menu will display the Pack and Den Bulletin Board for the scout listed in the “As a parent of” list. The Bulletin Board is a place that the Den or Pack Leaders can upload files so that anyone in the Pack or specific Dens can open, print or download the files by selecting the file name or the image above the file name.



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4.7 Email Your Den Leader(s), Den, or Pack Leaders

Selecting an “Email ...” link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture. The “To:” List will contain either the Den Leaders, Den Members, or Pack Leaders depending upon which link was selected. Individuals can be removed from the “To:” List by unchecking the box before each person’s name.

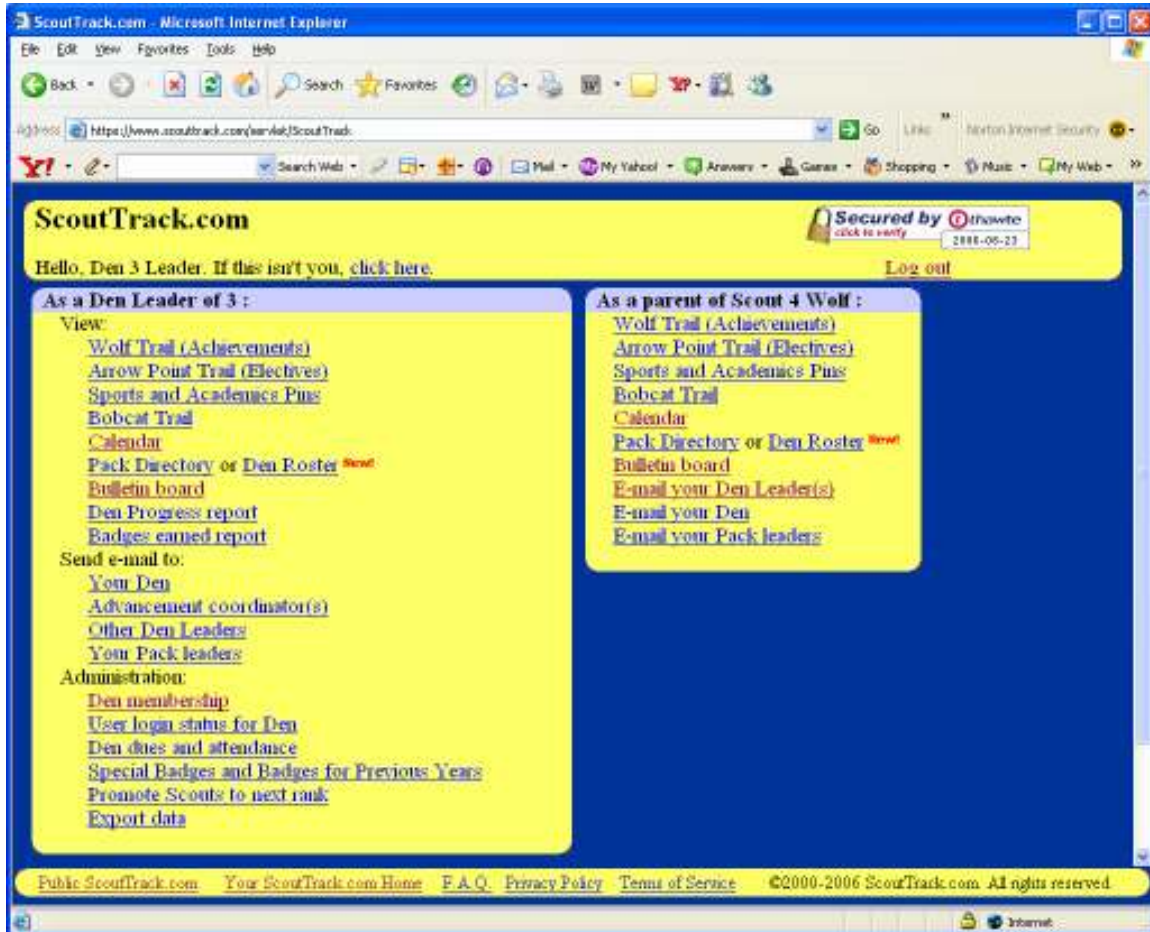
Enter the Subject and Message, then add any attachments and select the “Send message” Button to send the email.

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5 Den Leader Section Options

After you login to ScoutTrack, the ScoutTrack Main Menu screen will be displayed with the options and views that are available to you.

5.1 ScoutTrack Main Menu – Den Leader View



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5.2 Den Achievements, Electives, and Sports and Academics Pins

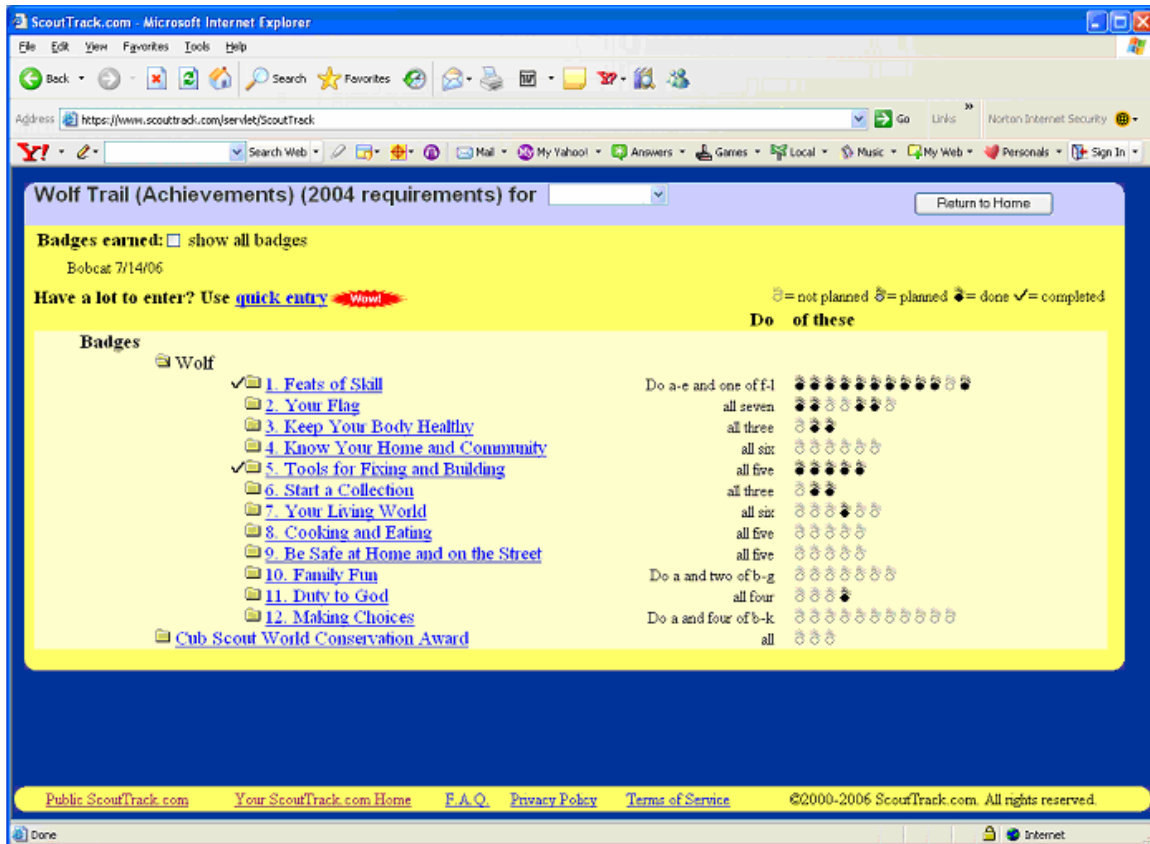
Selecting the Achievements, Electives or Sports and Academics Pins on the ScoutTrack Main Menu will load a screen as illustrated in the next picture for the Den options that the link was selected.



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
5.2.1 Individual Scout View

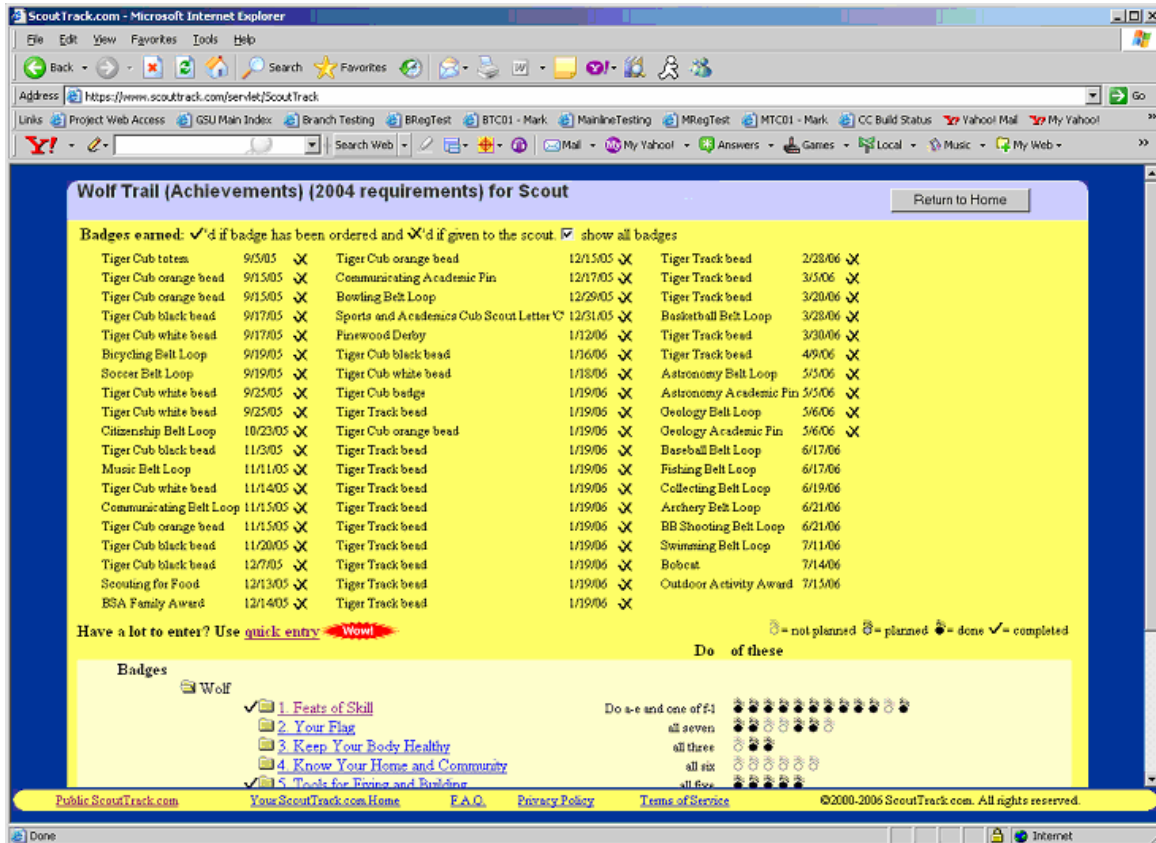
If you select an individual on the previous screen, then you will get just that scout's Achievements as shown here.



The “show all badges” check box is only available when a single scout is being displayed.

























































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Selecting the “Show all Badges” checkbox will change the display to show everything that has been earned. The line will have a  if the award has been ordered and have a  if the award has been given to the scout.



Wolf Trail (Achievements) (2004 requirements) for Scout [Return to Home](#)

Badges earned: ☒ if badge has been ordered and ☒ if given to the scout. ☒ show all badges

Tiger Cub totem	9/5/05		Tiger Cub orange bead	12/15/05		Tiger Track bead	2/28/06	
Tiger Cub orange bead	9/15/05		Communicating Academic Pin	12/17/05		Tiger Track bead	3/5/06	
Tiger Cub orange bead	9/15/05		Bowling Belt Loop	12/29/05		Tiger Track bead	3/20/06	
Tiger Cub black bead	9/17/05		Sports and Academics Cub Scout Letter	12/31/05		Basketball Belt Loop	3/28/06	
Tiger Cub white bead	9/17/05		Pinewood Derby	1/12/06		Tiger Track bead	3/30/06	
Bicycling Belt Loop	9/19/05		Tiger Cub black bead	1/16/06		Tiger Track bead	4/9/06	
Soccer Belt Loop	9/19/05		Tiger Cub white bead	1/18/06		Astronomy Belt Loop	5/5/06	
Tiger Cub white bead	9/25/05		Tiger Cub badge	1/19/06		Astronomy Academic Pin	5/5/06	
Tiger Cub white bead	9/25/05		Tiger Track bead	1/19/06		Geology Belt Loop	5/6/06	
Citizenship Belt Loop	10/23/05		Tiger Cub orange bead	1/19/06		Geology Academic Pin	5/6/06	
Tiger Cub black bead	11/3/05		Tiger Track bead	1/19/06		Baseball Belt Loop	6/17/06	
Music Belt Loop	11/11/05		Tiger Track bead	1/19/06		Fishing Belt Loop	6/17/06	
Tiger Cub white bead	11/14/05		Tiger Track bead	1/19/06		Collecting Belt Loop	6/19/06	
Communicating Belt Loop	11/15/05		Tiger Track bead	1/19/06		Archery Belt Loop	6/21/06	
Tiger Cub orange bead	11/15/05		Tiger Track bead	1/19/06		BB Shooting Belt Loop	6/21/06	
Tiger Cub black bead	11/20/05		Tiger Track bead	1/19/06		Swimming Belt Loop	7/11/06	
Tiger Cub black bead	12/7/05		Tiger Track bead	1/19/06		Bobcat	7/14/06	
Scouting for Food	12/13/05		Tiger Track bead	1/19/06		Outdoor Activity Award	7/15/06	
BSA Family Award	12/14/05		Tiger Track bead	1/19/06				

Have a lot to enter? Use [quick entry](#) **Wow!**

Do of these ☐ = not planned ☐ = planned ☒ = done ☒ = completed

Badges

☒ Wolf

☒ 1. Feats of Skill

☒ 2. Your Flag

☒ 3. Keep Your Body Healthy

☒ 4. Know Your Home and Community

☒ 5. Tracks for Fun and Building

Do one and one of f-1

all seven ☒ ☒ ☒ ☒ ☒ ☒ ☒

all three ☒ ☒ ☒

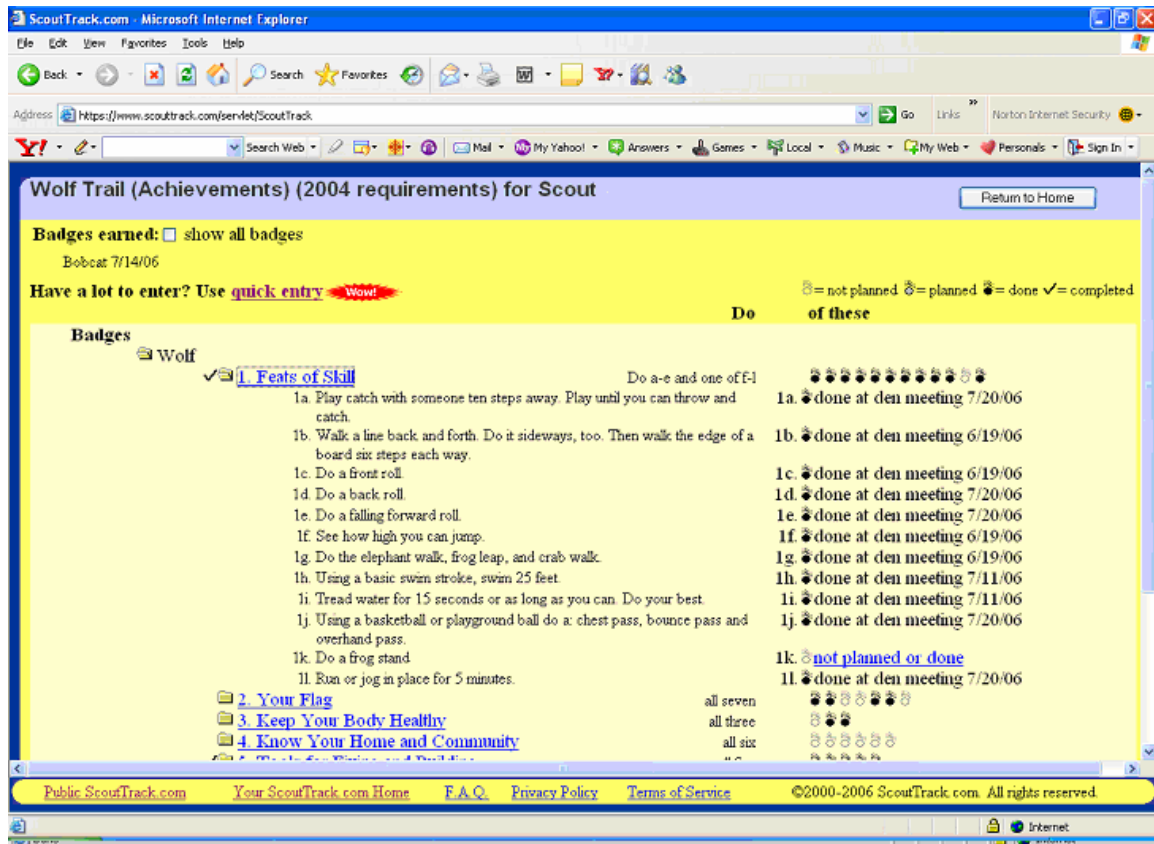
all six ☒ ☒ ☒ ☒ ☒ ☒

all five ☒ ☒ ☒ ☒ ☒

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Pack 883 ScoutTrack Users Guide

Selecting an individual Achievement will display all of the requirements for that Achievement and the completion status for your scout. Selecting the individual requirement a second time will hide the individual requirements.



Select the “quick entry” link on the web page will display all of the Achievements.

Pack 883 ScoutTrack Users Guide

When an achievement is completed at a Den Meeting, the completion date is entered with suffix of “d”. This should be done only by the Den Leader. Future dates can be entered into the fields with a suffix of “p” (planned for home) or a suffix of “pd” (planned for Den Meeting). Using the “p” or “pd” suffixes can be displayed on the calendar.

Wolf Trail (Achievements) for [Save] [Cancel]

Hints: to quickly fill in the same date for many activities, enter the date in the first activity then click your mouse on the other activities that need the same date

Examples: 3/31/01 --> completed at home
 7/5h --> completed at home
 10/15/00pd --> planned in den meeting
 p --> planned sometime at home

1. Feats of Skill 1a. Play catch with some... 7/20/06d 1b. Walk a line back and... 6/19/06d 1c. Do a front roll... 6/19/06d 1d. Do a back roll... 7/20/06d 1e. Do a falling forward... 7/20/06d 1f. See how high you can... 6/19/06d 1g. Do the elephant walk... 6/19/06d 1h. Using a basic swim s... 7/11/06d 1i. Tread water for 15 s... 7/11/06d 1j. Using a basketball o... 7/20/06d 1k. Do a frog stand... 1l. Run or jog in place ... 7/20/06d	2. Your Flag 2a. Give the Pledge of A... 6/19/06d 2b. Lead a flag ceremony... 6/19/06d 2c. Tell how to respect ... 2d. Learn about the flag ... 2e. Learn how to raise a... 6/19/06d 2f. Participate in an ou... 6/19/06d 2g. With the help of ano...	3. Keep Your Body Health... 3a. Make a chart and kee... 3b. Tell four ways to st... 7/20/06d 3c. Show what to do for ... 7/20/06d
4. Know Your Home and C... 4a. Make a list of phone... 4b. Tell what to do if s... 4c. Tell what to do if s... 4d. When you and your fa...	5. Tools for Fixing and... 5a. Point out and name s... 6/29/06d 5b. Show how to use p... 6/29/06d 5c. Identify a P... 6/29/06d 5d. Show how to use a ha... 6/29/06d	6. Start a Collection 6a. Complete the Charact... 6b. Make a collection of... 6/19/06d 6c. Show and explain you... 6/19/06d

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Note: Use the navigation buttons (example: [Save] [Cancel] [Return to Home]) on the individual web pages and avoid using the browser buttons (example: Back and Forward buttons [Back]).

Pack 883 ScoutTrack Users Guide

5.2.2 Den View

Selecting the Achievement, Elective or Sports and Academics Pins from the ScoutTrack Main Menu will load a screen as illustrated in the next picture with the Den options that the link was selected.



Pack 883 ScoutTrack Users Guide

Selecting an individual Achievement will display all of the requirements for that Achievement and the completion status for your den. Selecting the individual requirement a second time will hide the individual requirements.

The screenshot shows the ScoutTrack website in a Microsoft Internet Explorer browser window. The address bar displays <https://www.scouttrack.com/servelet/ScoutTrack>. The page title is "Wolf Trail (Achievements) (2004 requirements) for". Below the title, there is a "Return to Home" button and a legend for achievement status: "not planned", "planned", "done", and "completed".

The main content area is titled "Badges" and lists several achievements for the "Wolf" pack. The first achievement, "1. Feats of Skill", is checked. It lists 11 requirements (1a through 1k) and their completion status. The status is indicated by a series of icons: a circle with a dot for "not planned", a circle with a horizontal line for "planned", a circle with a checkmark for "done", and a circle with a checkmark and a star for "completed".

Requirement	Status
1a. Play catch with someone ten steps away. Play until you can throw and catch.	done at den meeting 7/20/06
1b. Walk a line back and forth. Do it sideways, too. Then walk the edge of a board six steps each way.	done at den meeting 6/19/06
1c. Do a front roll.	done at den meeting 6/19/06
1d. Do a back roll.	done at den meeting 7/20/06
1e. Do a falling forward roll.	done at den meeting 7/20/06
1f. See how high you can jump.	done at den meeting 6/19/06
1g. Do the elephant walk, frog leap, and crab walk.	done at den meeting 6/19/06
1h. Using a basic swim stroke, swim 25 feet.	done at den meeting 7/11/06
1i. Tread water for 15 seconds or as long as you can. Do your best.	done at den meeting 7/11/06
1j. Using a basketball or playground ball do a: chest pass, bounce pass and overhand pass.	done at den meeting 7/20/06
1k. Do a frog stand.	not planned or done
1l. Run or jog in place for 5 minutes.	done at den meeting 7/20/06

Below the requirements, there are links to other achievements: "2. Your Flag", "3. Keep Your Body Healthy", "4. Know Your Home and Community", "5. Tools for Fixing and Building", "6. Start a Collection", "7. Your Living World", and "8. Cooking and Eating".

The footer of the page contains links to "Public ScoutTrack.com", "Your ScoutTrack.com Home", "FAQ", "Privacy Policy", and "Terms of Service". It also includes the copyright notice "©2000-2006 ScoutTrack.com. All rights reserved."

Pack 883 ScoutTrack Users Guide

Selecting the Den Number from the Achievement list and then the “quick entry” link will load a screen as illustrated in the next picture for the whole den. The is very useful if you have a significant number of Achievements to enter for multiple scouts in your den.

Wolf Trail (Achievements) for 3 [Save] [Cancel]

Hints: to quickly fill in the same date for many activities, enter the date in the first activity then click your mouse on the other activities that need the same date. **Examples:** 3/31/01 --> completed in den meeting
 7/5h --> completed at home
 10/15/00pd --> planned in den meeting
 p --> planned sometime in den meeting

To plan an activity for your den, enter the date followed by a 'p' (or just a 'p' if you are planning the activity for some unknown date in the future) in just one scout column -- ScoutTrack.com will then record it for the entire den.

	Scout 1.	Scout 2.	Scout 3.	Scout 4.
1a. Play catch with some...				
1b. Walk a line back and...				
1c. Do a front roll.				
1d. Do a back roll.				
1e. Do a falling forward...				
1f. See how high you can...				
1g. Do the elephant walk...				
1h. Using a basic swim s...				
1i. Tread water for 15 s...				
1j. Using a basketball o...				
1k. Do a frog stand				
1l. Run or jog in place ...				

	Scout 1.	Scout 2.	Scout 3.	Scout 4.
2a. Give the Pledge of A...				
2b. Lead a flag ceremony...				

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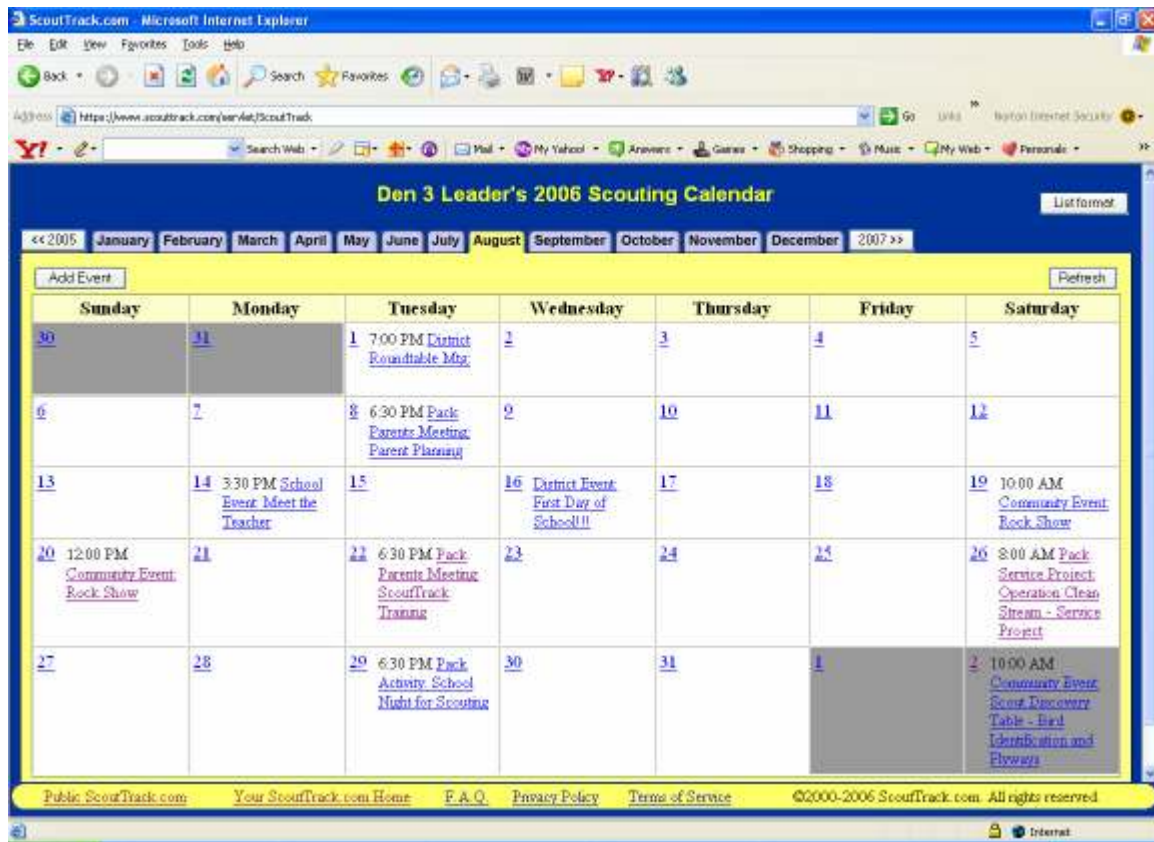
When an achievement is completed at a Den Meeting, the completion date is entered with suffix of “d”. This should be done only by the Den Leader. Future dates can be entered into the fields with a suffix of “p” (planned for home) or a suffix of “pd” (planned for Den Meeting). Using the “p” or “pd” suffixes can be displayed on the calendar.

Note: Use the navigation buttons (example: [Save] [Cancel] [Return to Home]) on the individual web pages and avoid using the browser buttons (example: Back and Forward buttons [Back] [Forward])

Pack 883 ScoutTrack Users Guide

5.3 Den Calendar

Selecting the “Calendar” link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture for the Den. This is a calendar view of all scouting events for the den and pack. Checking the “Show planned advancement activities” box will display any Achievement, Elective or Sports and Academic Pins on the Month Calendar View. Unchecking the “Show planned advancement activities” box will remove them from the view.



To add a new Den Activity, the Den Leader will select the date of the event. Selecting the “List Format” button on the “Month Format” view of the Calendar will present the same information in a list view instead of a calendar view.

Pack 883 ScoutTrack Users Guide

On the List View, selecting the “Month Format” Button will present the den and pack events in a monthly format again.

The screenshot shows a web browser window displaying the ScoutTrack website. The page title is "Den 3 Leader's Scouting Calendar". There is a button labeled "Month format" in the top right corner. Below the title, there is a section for "August 2006" with an "Add Event" button. The main content is a table with the following columns: "Date", "Time", "Activity", "Location", and "Additional Information".

Date	Time	Activity	Location	Additional Information
1st	7:00-8:30 PM	District Roundtable Mtg	Manchester United Methodist Church	
8th	6:30-7:30 PM	Pack Meeting	Blevins Cafeteria	Come and sign up to help! We will discuss many things important to the Pack! Den Leaders be sure someone from your den is there. We want to assign dens to each pack meeting. Bring your personal calendars! See you there!
14th	3:30-5:30 PM	School Event: Meet the Teacher	Blevins	We will have a table in the front lobby area and will be recruiting new scouts. I will bring some handouts and visuals (old pinewood derby cars, crafts, etc.) This is a good opportunity to let parents know about School Night for Scouting. Please let me know if you can help out for part of the time!
16th		District Event: First Day of School!!!		
19th	10:00 AM-8:00 PM	Community Event: Rock Show	St. Charles Community Center	Free to scouts and leaders in uniform. Read more about it below: All Ranks - If you talk to someone there that is a geologist and ask how they became one and what jobs geologist could have this would count for the Belt Loops and Pins - Geologist pin #12 Webelos - Webelos Geologist #8 Gem and Mineral Show The summer's hottest gemstone and mineral show is at the St. Charles Convention Center!! There will be exhibits in Homeltherany, as well as jewelry making. Also, Mr. Bob Morse will be displaying his

At the bottom of the page, there is a footer with links: "Public ScoutTrack.com", "Your ScoutTrack.com Home", "F.A.Q.", "Privacy Policy", "Terms of Service", and a copyright notice: "©2000-2006 ScoutTrack.com. All rights reserved."

On the List Format, the Den Leader must select the “Add Event” Button to create a new event. The Den Leader can select any of the existing Den Activities from either the month or list format, all of the details about the event will be displayed.

Pack 883 ScoutTrack Users Guide

This window would be used for entering or updating the information about the event. On this window the time, date, event type, event description, location can be set up. I usually use the Additional Info field to include details about the event. Email reminders are set up from this window. Each reminder can be set up to be sent to different groups.

The screenshot shows a web browser window titled "ScoutTrack.com - Microsoft Internet Explorer". The address bar shows "https://www.scouttrack.com/servlet/ScoutTrack". The browser's toolbar includes buttons for Back, Forward, Home, Search, Favorites, and a search bar. Below the toolbar, there are links for "Project Web Access", "GSU Main Index", "Branch Testing", "BRegTest", "STCD - Mark", "Mainline Testing", and "MRegTest".

The main content area displays the "Calendar Event" form. The form has a yellow background and a blue border. It contains the following fields and options:

- Starting:** August 15, 2005 at 10:00 AM
- Ending:** August 19, 2005 at 11:00 AM
- Event:** Den Activity for 11
- Description:** Bicycle Safety
- Location:** Kircher Park - Located on Williams Road nei
- Additional info:** We will be working on Achievement 9a and the bicycling belt loop. Bring your bikes and helmets for scouts and families. We will be meeting at a picnic table in the shade to talk about
- Options:**
 - ☐ track attendance
 - ☐ Collect dues: \$0
 - ☐ required for Perfect Attendance award
- Send e-mail reminder:** 1 weeks before, and then again 2 days before, and also ☒ now
- to:**
 - ☐ pack/troop leaders
 - ☐ advancement coordinators
 - ☒ den leaders/scoutmasters
 - ☒ parents
 - ☐ boy scouts

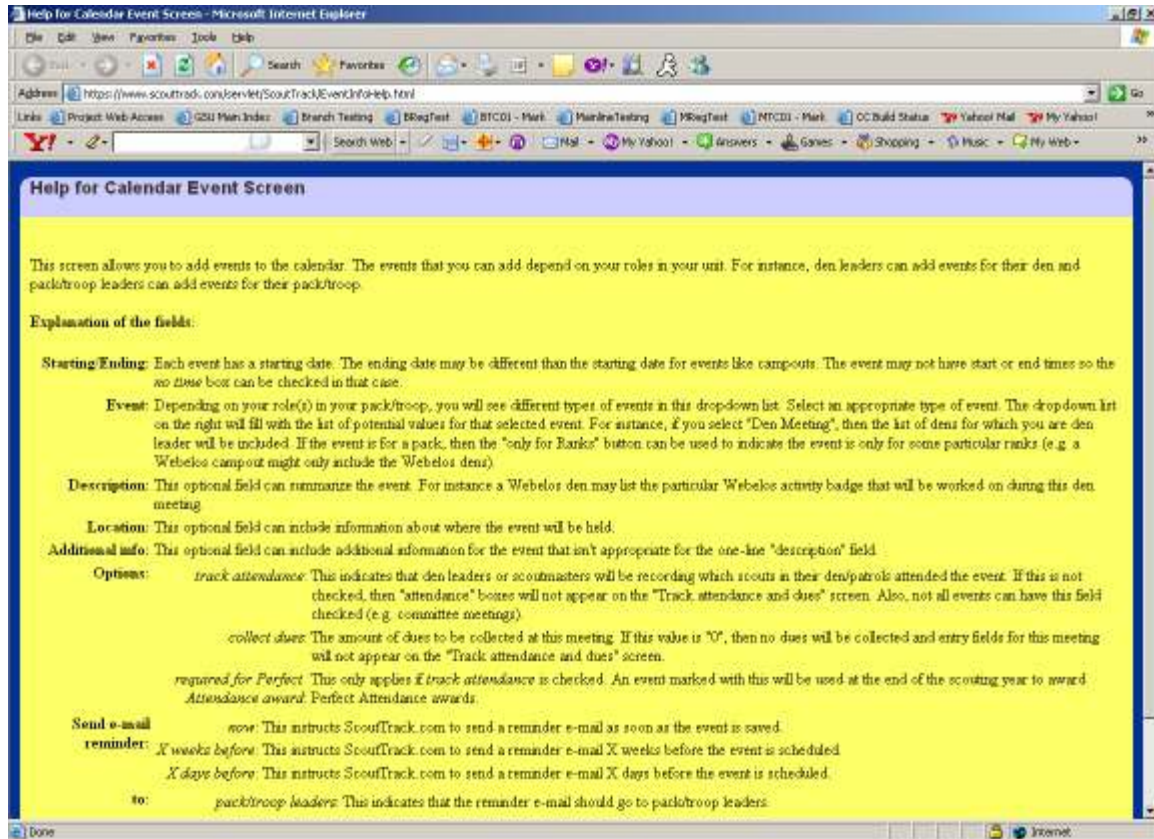
At the bottom of the form are three buttons: "Return", "Save and Return", and "Remove".

The footer of the page contains the following text: "Public ScoutTrack.com Your ScoutTrack.com Home P.A.O. Privacy Policy Terms of Service ©2000-2006 ScoutTrack.com All rights reserved."

Selecting the "Help" link from the Calendar Event screen will display the Help for Calendar Event Screen.

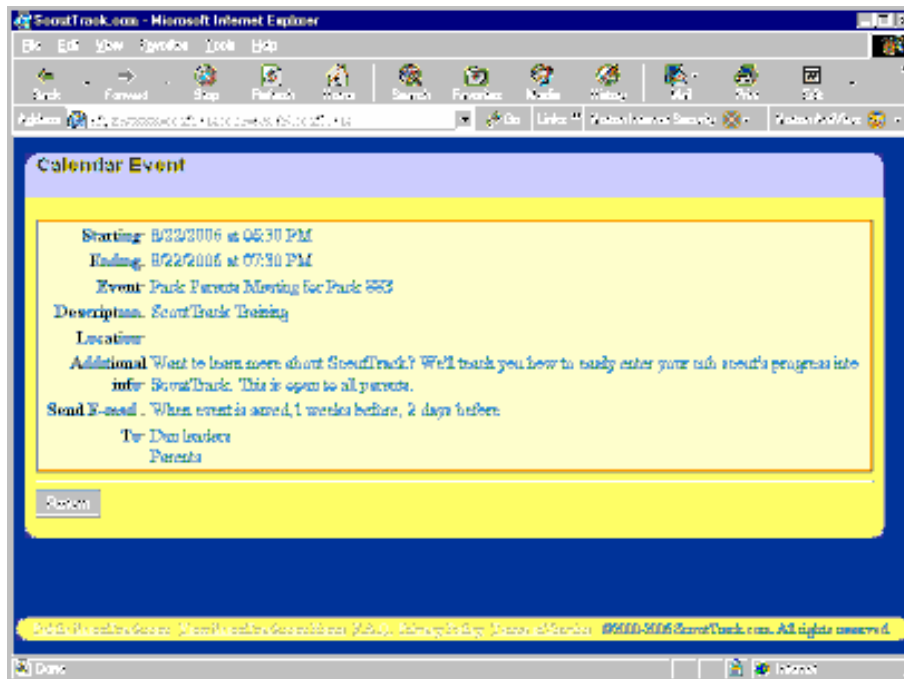
Pack 883 ScoutTrack Users Guide

This screen explains all of the fields for a Calendar Event and what each field does.



Pack 883 ScoutTrack Users Guide

If a Den Leader selects a Pack Activity from either the Month View or List View, then the resulting screen will display all of the details about the event. These fields will not be editable.



Pack 883 ScoutTrack Users Guide

5.4 Pack Directory

Selecting the “Pack Directory” link from the ScoutTrack Main Menu will generate a complete list of all members of our Pack. The next picture illustrates the resulting report

ScoutTrack.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address: https://www.scouttrack.com/service/ScoutTrack

Search Web Search Mail My Yahoo! Answers Games Shopping Music My Web

Pack 883 Directory

Other formats: [PDF](#) [CSV](#)

1 Wolf Scout, Dad & Mom

emad@address.com (Dad's home)
Street Address
Eureka, Missouri 63025

Scout	Rank	Den
Scout 1 Wolf	Wolf	3
Scout 2 Wolf	Wolf	3

3 Leader, Den

emad@address.com (Den's home)
555-555-5555 (home)
123 Street Address
Eureka, Missouri 63025

Scout	Rank	Den
-------	------	-----

3 Wolf Scout, Dad & Mom

emad@address.com (Dad's home)
555-555-5555 (home)
234 Street Address
Eureka, Missouri

Scout	Rank	Den
Scout 3 Wolf	Wolf	3

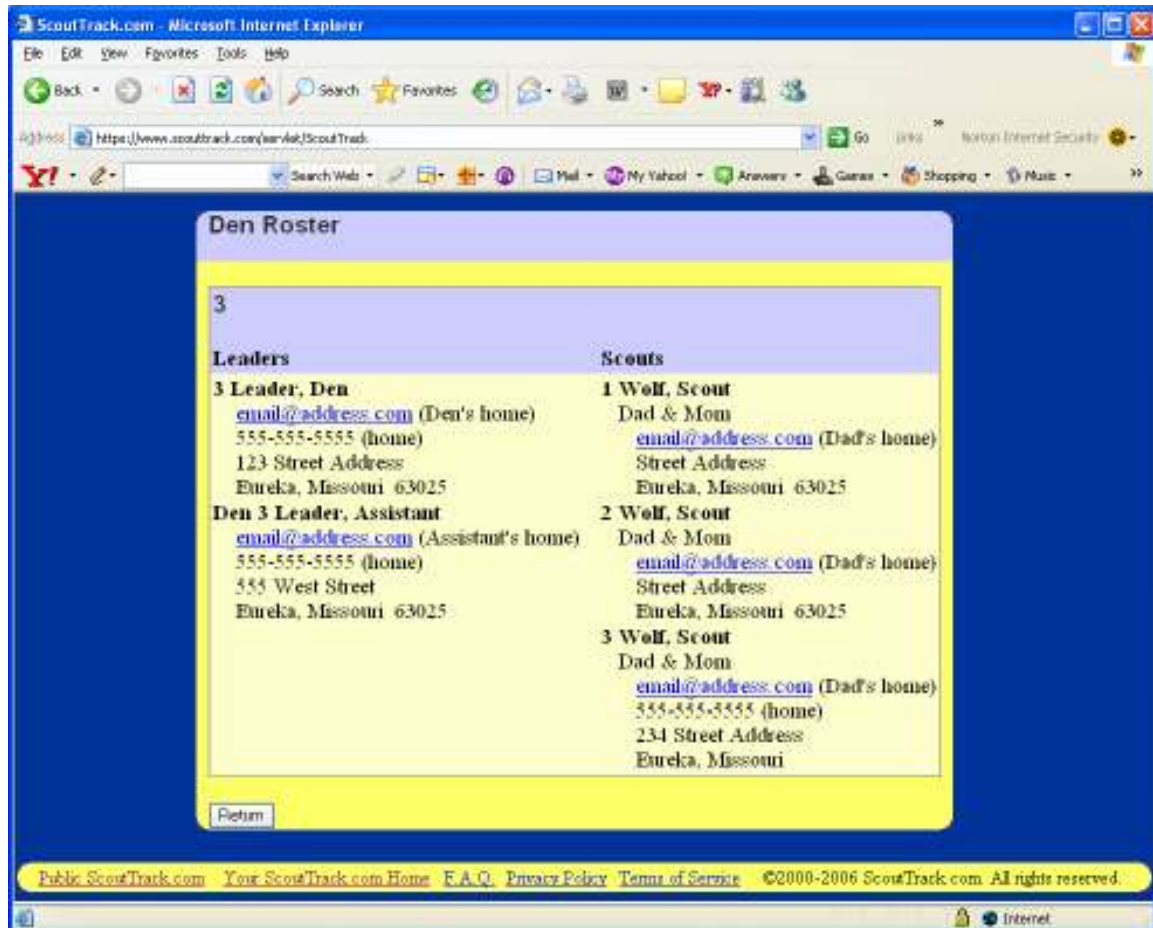
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Selecting the “PDF” link will create the Pack Directory in an Adobe PDF format. Selecting the “CSV” link will create a comma separated version of the Pack Directory. This format can be imported into Microsoft Excel. **Note:** I have found issues with both of these document formats.

Pack 883 ScoutTrack Users Guide

5.5 Den Roster

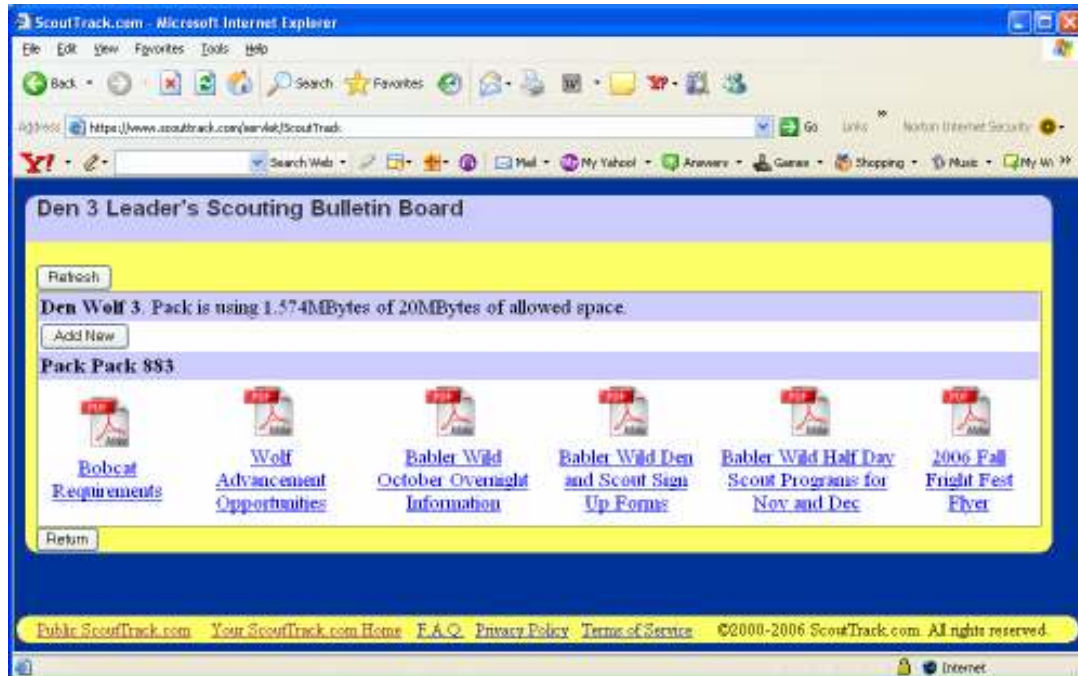
Selecting the “Den Roster” link from the ScoutTrack Main Menu will generate a complete list of all members of the den for the selected scout in the “As a Parent of “ list. The next picture illustrates the resulting report.



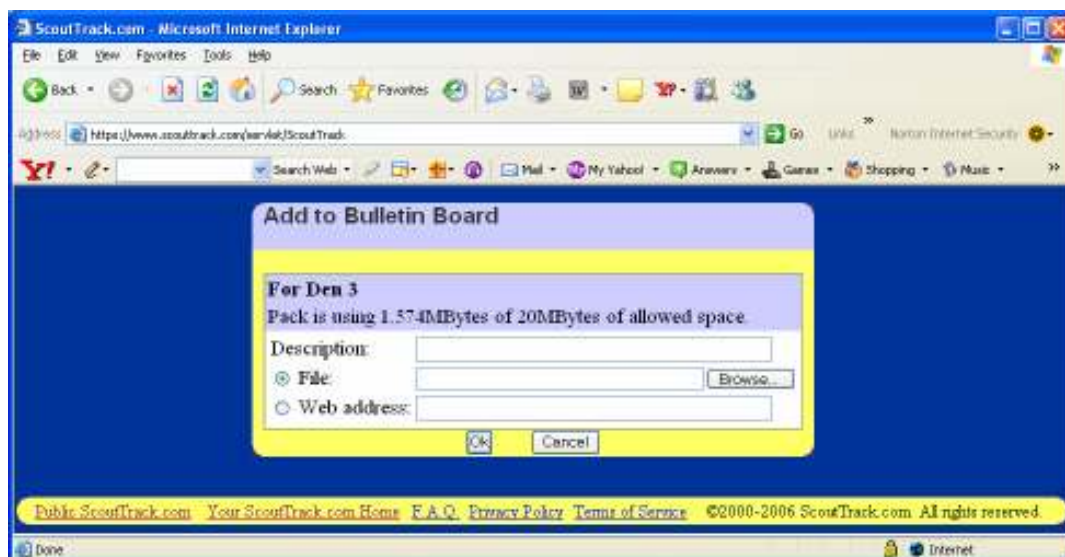
Pack 883 ScoutTrack Users Guide

5.6 Bulletin Board

Selecting the “Bulletin Board” link from the ScoutTrack Main Menu will display the Pack and Den Bulletin Board. The Bulletin Board is a place that the Den or Pack Leaders can upload files so that anyone in the Pack or specific Dens can open, print or download the files by selecting the file name or the image above the file name. To upload a new file, select the “Add New” Button.

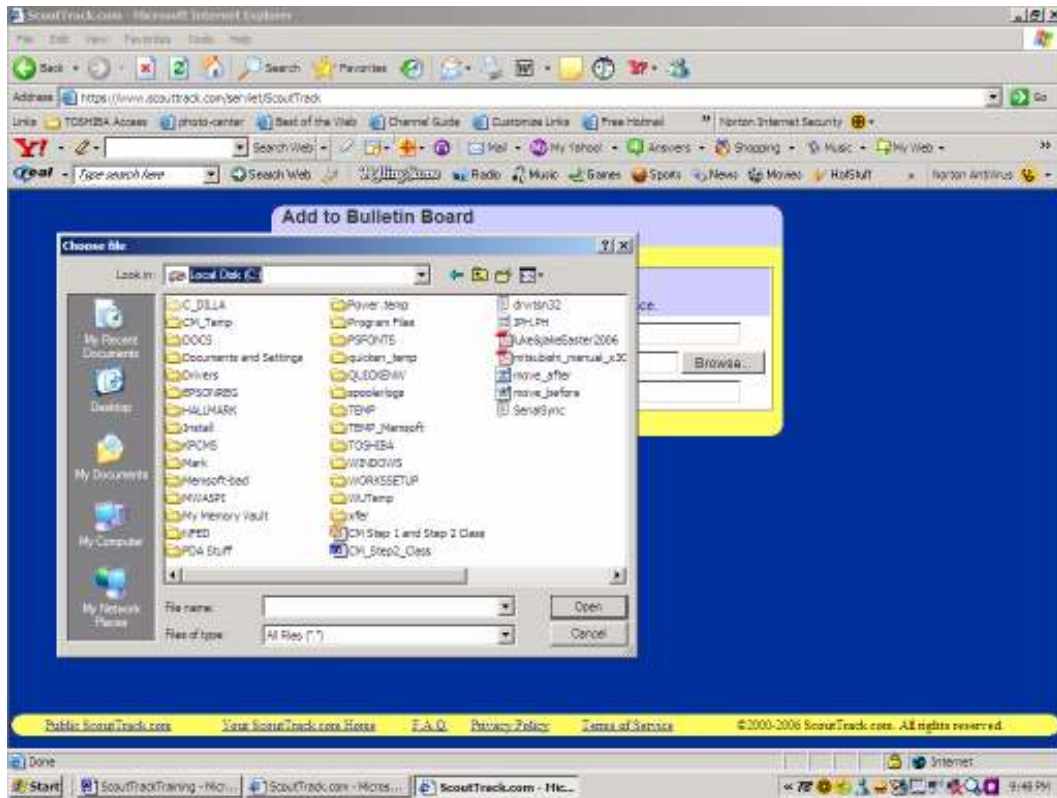


Enter a Description for the document and select the “Browse...” Button.



Pack 883 ScoutTrack Users Guide

On the next screen, navigate to the location of the file that you want to upload. Select the file and then select the “Open” Button.



Next select the “Ok” Button on the “Add to Bulletin Board” web page. This will begin the uploading process.

Pack 883 ScoutTrack Users Guide

5.7 Den Progress Report

Selecting the “Den Progress report” link from the ScoutTrack Main Menu will display the progress of the Den. The progress report can display Achievements, Electives, or Sports and Academics Pins. The drop down list provides the selection which accomplishments are displayed.

ScoutTrack.com - Microsoft Internet Explorer

Progress of Scouts in 3

Wolf Trail (Achievements)

☒ show details
☐ show dates

Leader(s): Den 3 Leader, Assistant Den 3 Leader

	Scout 1 Wolf	Scout 2 Wolf	Scout 3 Wolf	Scout 4 Wolf
1. Feats of Skill	✓			
2. Your Flag				
3. Keep Your Body Healthy				✓
4. Know Your Home and Community				
5. Tools for Fixing and Building				
6. Start a Collection				
7. Your Living World				
8. Cooking and Eating				
9. Be Safe at Home and on the Street				
10. Family Fun				
11. Duty to God				
12. Making Choices				

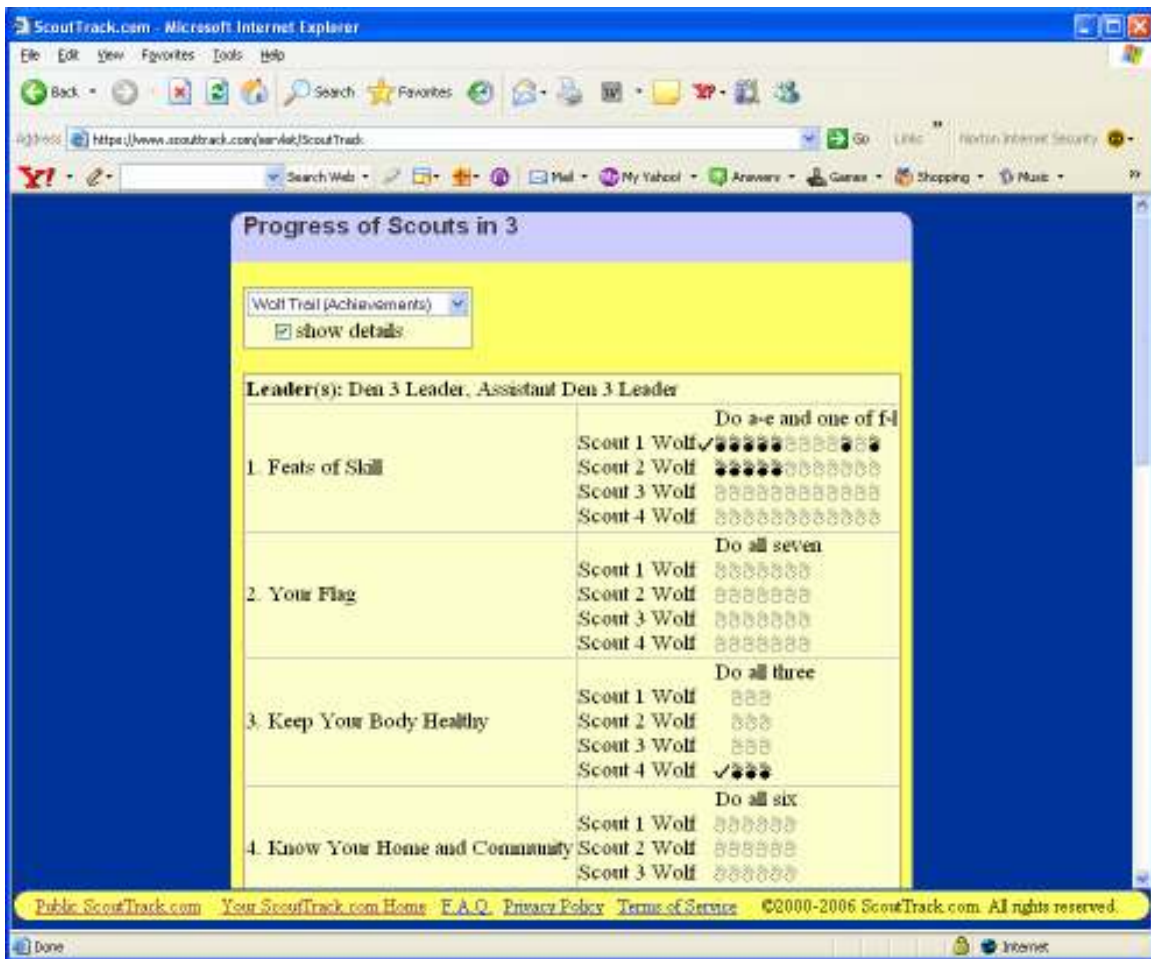
Return

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Selecting the “show details” checkbox will display each of the requirements for an Achievement, Elective, or Sports and Academics Pins.

Pack 883 ScoutTrack Users Guide

Unchecking the “show details” checkbox will display the summary view of the accomplishments.



Pack 883 ScoutTrack Users Guide

Selecting the “show dates” checkbox will display the date that each Achievement, Elective, or Sports and Academics Pins was completed. Unchecking the “show dates” checkbox will display the summary view of the accomplishments.

ScoutTrack.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address: <https://www.scouttrack.com/web/ScoutTrack>

Search Web Mail My Yahoo! Answers Games Shopping Music

Progress of Scouts in 3

Wolf Trail (Achievements)

☐ show details
☒ show dates

Leader(s): Den 3 Leader, Assistant Den 3 Leader

	Scout 1 Wolf	Scout 2 Wolf	Scout 3 Wolf	Scout 4 Wolf
1. Feats of Skill	8/10			
2. Your Flag				
3. Keep Your Body Healthy				8/5
4. Know Your Home and Community				
5. Tools for Fixing and Building				
6. Start a Collection				
7. Your Living World				
8. Cooking and Eating				
9. Be Safe at Home and on the Street				
10. Family Fun				
11. Duty to God				
12. Making Choices				

Return

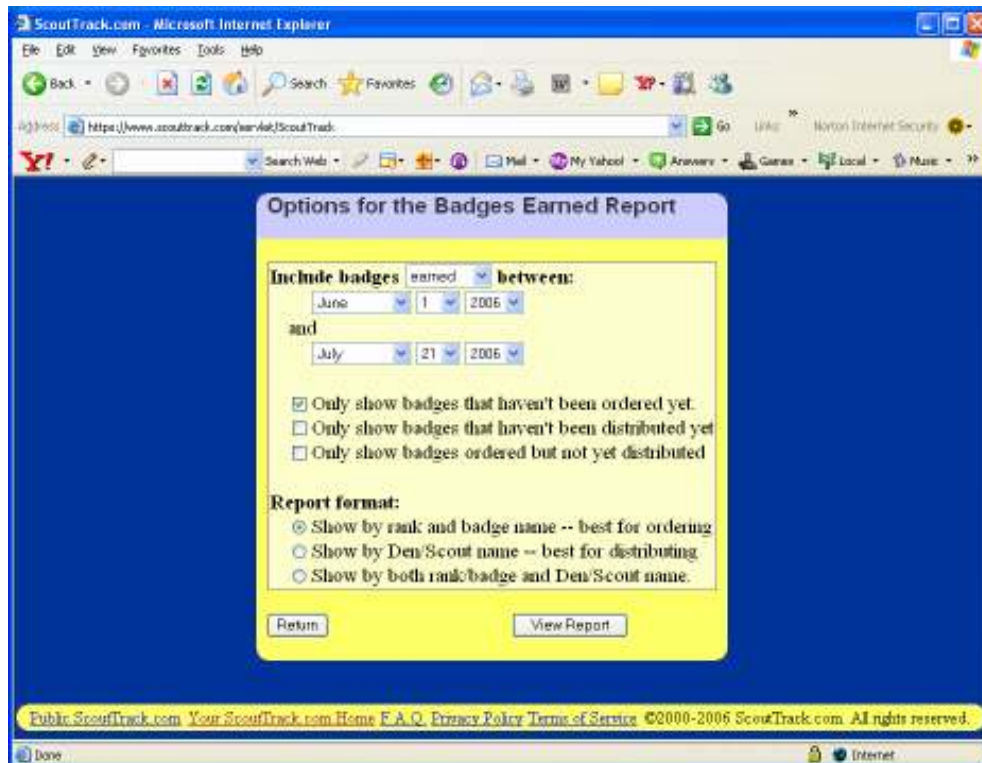
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Done Internet

Pack 883 ScoutTrack Users Guide

5.8 Badges Earned Report

Selecting the “Badges Earned report” link from the ScoutTrack Main Menu will display the “Options for the Badges Earned Report” screen for the Den.



The screenshot shows a Microsoft Internet Explorer browser window displaying the ScoutTrack website. The address bar shows the URL: <https://www.scouttrack.com/servelet/ScoutTrack>. The main content area features a yellow box titled "Options for the Badges Earned Report". Inside this box, there are several options for generating a report:

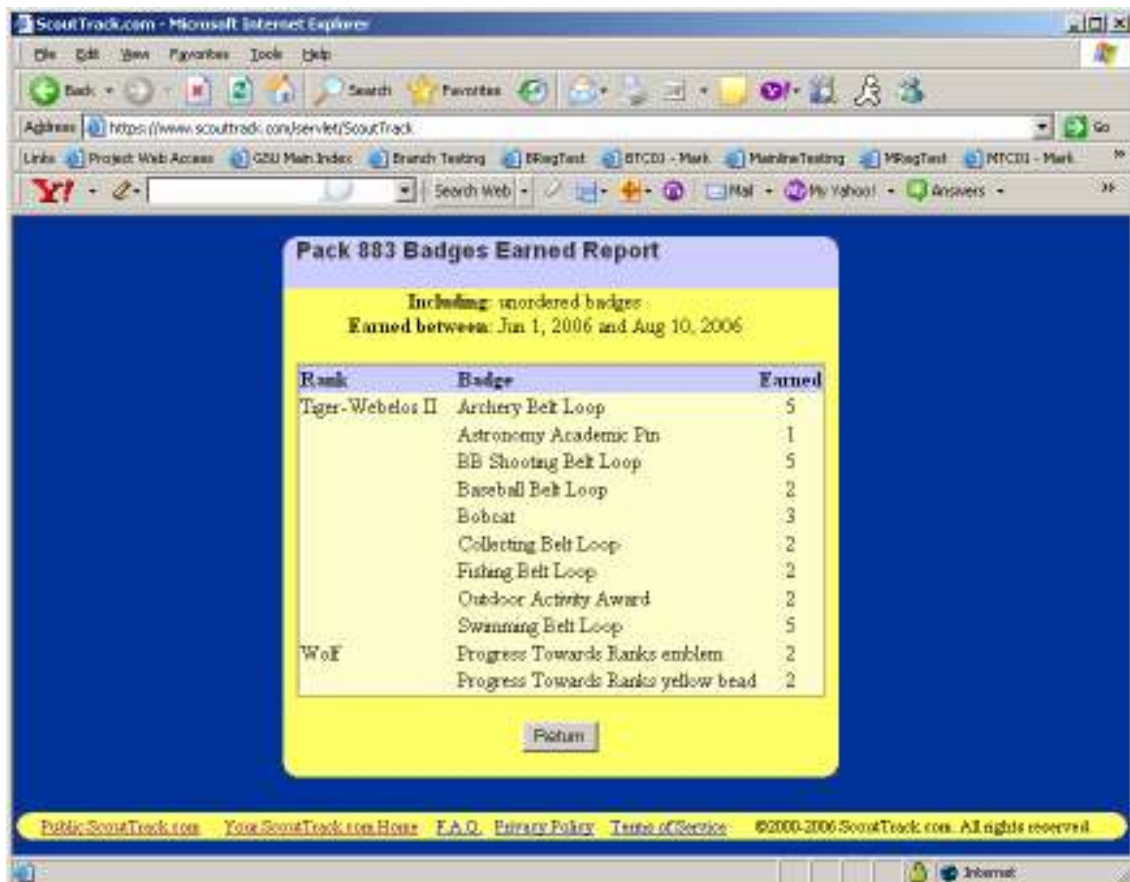
- Include badges:** A dropdown menu set to "earned".
- between:** Two date pickers. The first is set to "June 1 2005" and the second is set to "July 21 2005".
- and:** A label between the two date pickers.
- Only show badges that haven't been ordered yet:** A checked checkbox.
- Only show badges that haven't been distributed yet:** An unchecked checkbox.
- Only show badges ordered but not yet distributed:** An unchecked checkbox.
- Report format:** Three radio buttons:
 - ☒ Show by rank and badge name -- best for ordering
 - ☐ Show by Den/Scout name -- best for distributing
 - ☐ Show by both rank/badge and Den/Scout name.

At the bottom of the yellow box are two buttons: "Return" and "View Report". Below the yellow box, there is a footer bar with links: [Public ScoutTrack.com](#), [Your ScoutTrack.com Home](#), [F.A.Q.](#), [Privacy Policy](#), [Terms of Service](#), and copyright information: ©2000-2006 ScoutTrack.com. All rights reserved.

Several report options are selectable. Selecting the “earned” option from the list, next enter the start and end dates, select the “Only show badges that haven’t been ordered yet” checkbox and “Show by rank and badge name” radio button. Now select the “View Report” Button.

Pack 883 ScoutTrack Users Guide

The following report will be displayed showing each badge for your den that has been earned and the quantity for each badge.

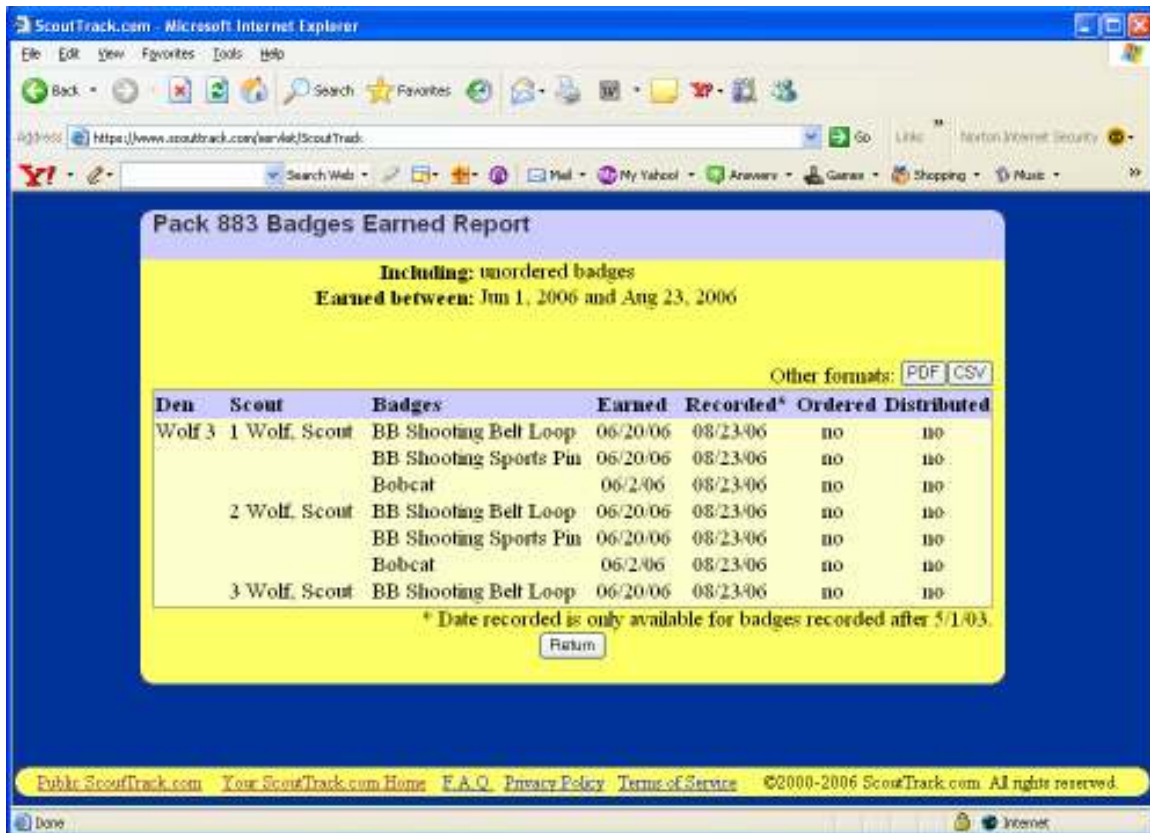


The screenshot shows a web browser window titled 'ScoutTrack.com - Microsoft Internet Explorer'. The address bar shows 'https://www.scouttrack.com/service/ScoutTrack'. The page displays a report titled 'Pack 883 Badges Earned Report' with a yellow background. The report includes the text 'Including: unordered badges' and 'Earned between: Jun 1, 2006 and Aug 10, 2006'. A table lists the badges earned, categorized by rank: Tiger-Webelos II and Wolf. The table has three columns: Rank, Badge, and Earned. The badges listed are Archery Belt Loop (5), Astronomy Academic Pin (1), BB Shooting Belt Loop (5), Baseball Belt Loop (2), Bobcat (3), Collecting Belt Loop (2), Fishing Belt Loop (2), Outdoor Activity Award (2), Swimming Belt Loop (5), Progress Towards Ranks emblem (2), and Progress Towards Ranks yellow bead (2). A 'Print' button is located below the table. At the bottom of the page, there is a footer with links: 'Public ScoutTrack.com', 'Your ScoutTrack.com Home', 'FAQ', 'Privacy Policy', 'Terms of Service', and a copyright notice: '©2000-2006 ScoutTrack.com. All rights reserved.'

Rank	Badge	Earned
Tiger-Webelos II	Archery Belt Loop	5
	Astronomy Academic Pin	1
	BB Shooting Belt Loop	5
	Baseball Belt Loop	2
	Bobcat	3
	Collecting Belt Loop	2
	Fishing Belt Loop	2
	Outdoor Activity Award	2
	Swimming Belt Loop	5
Wolf	Progress Towards Ranks emblem	2
	Progress Towards Ranks yellow bead	2

Pack 883 ScoutTrack Users Guide

This time on the “Options for the Badges Earned Report” screen for the Den, select the “Show by Den/Scout name” option and select the “View Report” Button. This provides a report that can be used for distributing the awards.



Pack 883 Badges Earned Report

Including: unordered badges
Earned between: Jun 1, 2006 and Aug 23, 2006

Other formats: [PDF](#) [CSV](#)

Den	Scout	Badges	Earned	Recorded*	Ordered	Distributed
Wolf 3	1 Wolf Scout	BB Shooting Belt Loop	06/20/06	08/23/06	no	no
		BB Shooting Sports Pin	06/20/06	08/23/06	no	no
		Bobcat	06/2/06	08/23/06	no	no
	2 Wolf Scout	BB Shooting Belt Loop	06/20/06	08/23/06	no	no
		BB Shooting Sports Pin	06/20/06	08/23/06	no	no
		Bobcat	06/2/06	08/23/06	no	no
3 Wolf Scout		BB Shooting Belt Loop	06/20/06	08/23/06	no	no

* Date recorded is only available for badges recorded after 5/1/03.

[Return](#)

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Selecting the “PDF” button will create the Badges Earned Report in an Adobe PDF format. Selecting the “CSV” button will create a comma separated version of the Badges Earned Report. This format can be imported into Microsoft Excel.

Pack 883 ScoutTrack Users Guide

5.9 Email Your Den, Other Den Leader(s), Advancement Coordinators, or Pack Leaders

Selecting an “Email ...” link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture. The “To:” List will contain either the Den Leaders, Advancement Coordinator, Den Members, or Pack Leaders depending upon which link was selected. Individuals can be removed from the “To:” List by unchecking the box before each person’s name.

ScoutTrack.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address: <https://www.scouttrack.com/servelet/ScoutTrack> Go

Search Web Mail My Yahoo! Answers Games Shopping Music

Send an e-mail message to the Den Leaders of 3

To: ☒ Den 3 Leader
☒ Assistant Den 3 Leader

Cc: ☒ yourself

Subject:

Message:

Rich text editor toolbar

Style

Format

Font

Size

Attachments:

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Enter the Subject and Message, then add any attachments and select the “Send message” Button to send the email.

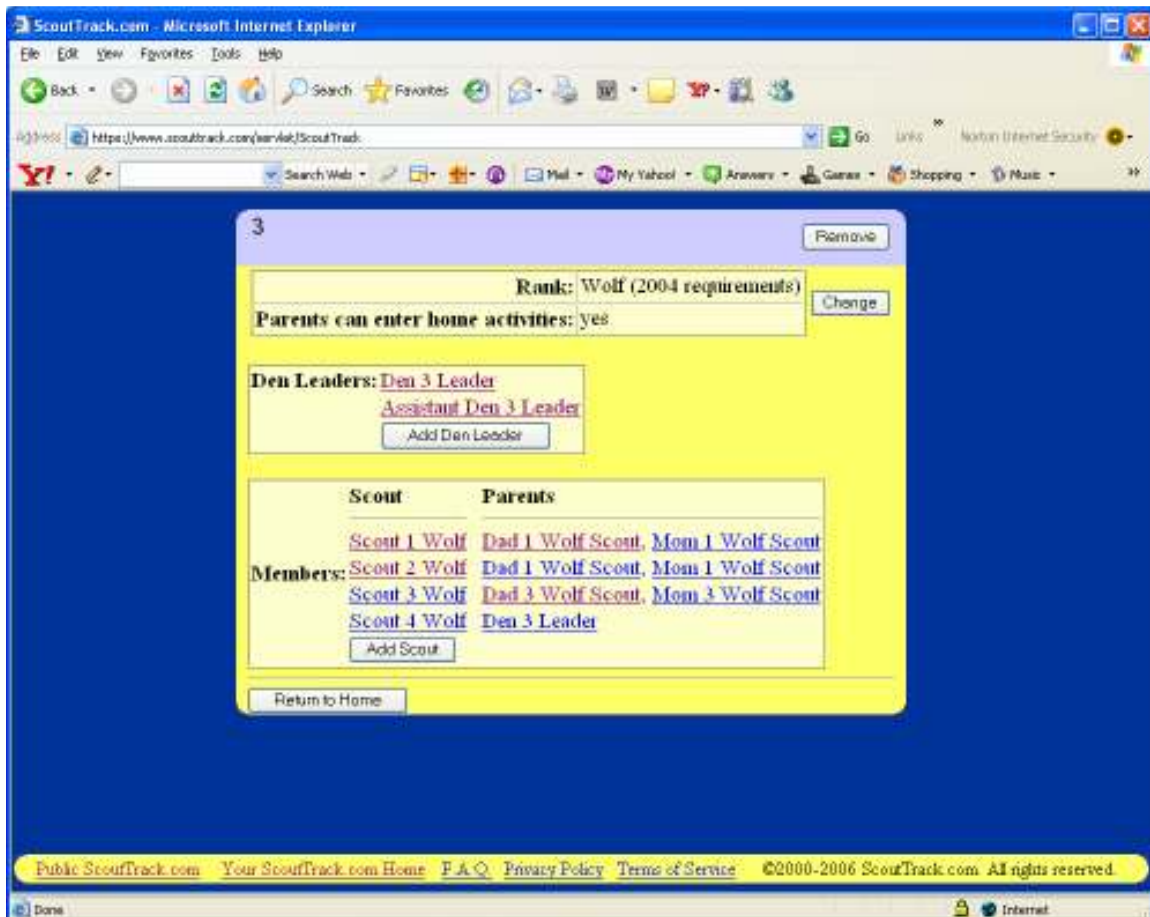
Pack 883 ScoutTrack Users Guide

5.10 Den Administration

Several options are available for Den Administration. Most of these are maintained by the Pack.

5.10.1 Den Membership

Selecting the “Den Membership” link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture

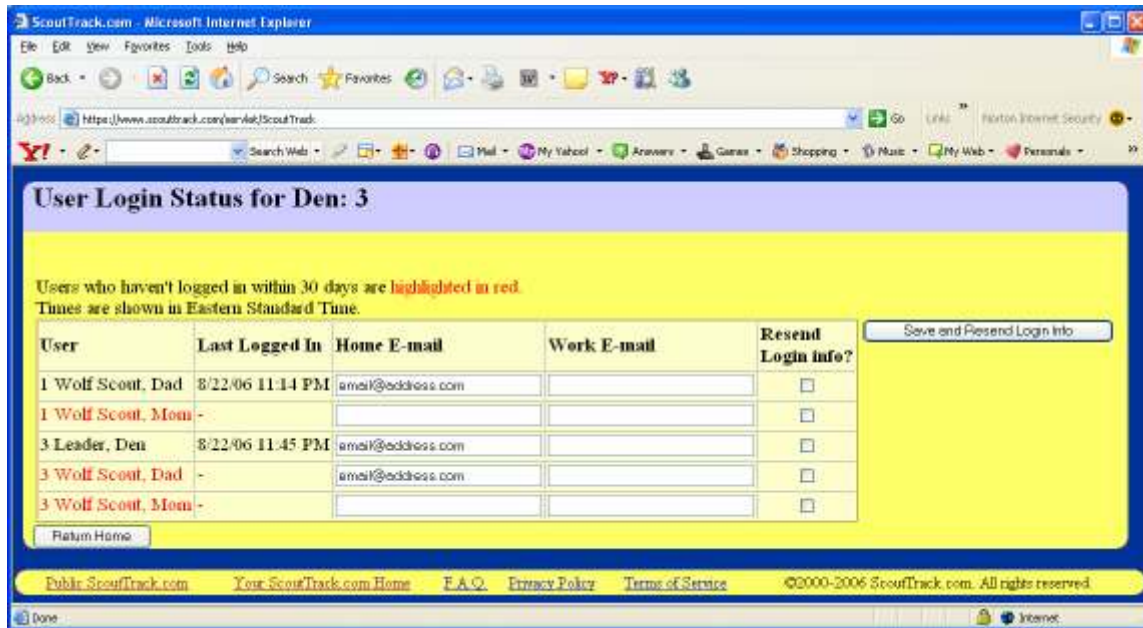


This screen displays the Den leaders, Den Members and their Parents. Each name is a link to update information about that person. This information is typically maintained by the Pack Leaders.

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5.10.2 User Login Status for Den

Selecting the “User login status for Den” link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture



This screen displays the parents of the scouts in the Den, the last time the user logged into ScoutTrack and the email addresses stored in ScoutTrack. If a user forgets their password, then select the “Resend Login info?” checkbox for that user and their user id and password will be emailed to them when you select the “Save and Resend Login Info” Button.

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5.10.3 Special Badges and Badges from Previous Years

From the ScoutTrack Main Menu, in the Administration Section of the "As a Den Leader of Den X", Select the "Special Badges and Badges for Previous Years" link. This will open a page that has a "Badges Earned by" list box at the top. Select each scout individually and scroll down the "Special Badges" section until you find the award that has been earned. Enter the date that all of the requirements for the badge was completed and select the save button. Repeat this for each scout.

The screenshot shows a web browser window displaying the ScoutTrack website. The address bar shows "https://www.scouttrack.com/server/scoutTrack". The page has a blue header with navigation links like "Project Web Access", "GSU Main Index", "Branch Testing", etc. Below the header, there's a section titled "Badges Earned by" with a dropdown menu. A note states: "Note: changes will be saved when switching scouts." The main content area lists several badge categories:

- Wolf Badges:** These badges are managed through the "Work on XXX" links on the main page.
- Sports & Academics Badges:** These badges are managed through the "Work on XXX" links on the main page.
- Tiger Badges:** This section contains a table listing various badges and their completion dates.

Bobcat	7/14/05																
Tiger Cub tottem	9/5/05																
Tiger Cub white bead	9/17/05	9/25/05	9/25/05	11/14/05	1/18/06												
Tiger Cub orange bead	9/15/05	9/15/05	11/15/05	12/15/05	1/19/06												
Tiger Cub black bead	9/17/05	11/3/05	11/20/05	12/7/05	1/16/06												
Tiger Cub badge	1/19/06																
Tiger Track bead	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06	1/19/06
- Special Badges:** This section lists other awards like "75th Anniversary Family Award", "75th Anniversary Pack Award", "75th Anniversary Youth Award", "Adventures in Reading", "America's Freedom Festival Patch (Utah County, UT)", "Aquatics Achievement", "Arkansas Heritage Award", and "BSA Bowling Patch", each followed by a date field.

The footer of the page includes links for "Public ScoutTrack.com", "Your ScoutTrack Home", "FAQ", "Privacy Policy", and "Terms of Service", along with a copyright notice: "©2006-2006 ScoutTrack.com. All rights reserved."