

## *Internet* **Advancement**

**Units can enter ranks,  
merit badges,  
and awards online**

## *Internet* **Advancement**

Internet Advancement is provided to assist units with recording ranks, merit badges, and awards and reporting to the council.

## *Internet* **Advancement**

### **Features**

- Simple and intuitive interface
- Works from any Internet-connected PC with Internet Explorer
- Will be updated with the latest rank, merit badge, and award options

## *Internet* **Advancement**

### **Benefits to Scouting Units**

- Unit enters its own advancement records
- Unit prints a convenient advancement report
- Unit obtains current unit roster and unit history

## *Internet* **Advancement**

### **Benefits to the Council**

- Youth member records are updated
- Advancement statistics are current
- Record keeping is simplified for all units

## *Internet* **Advancement**

### **Units will:**

- Have one unit advancement processor register to use Internet Advancement
- Access with a unit ID that does not change annually
- Enter ranks and awards appropriate to their unit type

## *Internet* **Advancement**

### **Advancement Reports**

- Units set their own schedule for submitting advancement reports
  - The council recommends submitting the report once per month, before the month end
  - The unit must submit one final report each December

## *Internet* **Advancement**

### **How Councils Are Affected**

- Council advancement procedures that guide units will remain the same
- Unit statistics are updated by submittals and will display on council reports
- Current unit roster will be online

# Internet Advancement

## Ranks, Awards, and Merit Badges

- Nominated awards, such as meritorious action awards, cannot be entered
- Eagle Scout rank cannot be entered with Internet Advancement and must be completed through the council
- Ranks must be added in sequence based on unit type and program

# Internet Advancement

## Welcome page

**Internet Advancement** E:\awards\ntw\_saked.D2a

Welcome and thank you for using Internet Advancement from the Boy Scouts of America. Internet Advancement allows you to enter youth advancements, awards, and merit badges and includes the following features:

- Select your unit type and existing roster
- Review rosters, or add new, merit badges, and/or awards
- Access the online forms and award features and the Unit Advancement Converter
- Print an advancement report with a Unit Advancement Summary to assist in preparation

Merit badges and awards are entered on the Unit Advancement Summary. The Unit Advancement Summary also allows you to print out the advancement report. The Unit Advancement Summary also allows you to print out the advancement report.

For information, you can contact the help for instructions on using Internet Advancement.

**Unit Advancement Summary**  
For the Unit Advancement Summary, click on the Unit Advancement Summary button.

**Unit Advancement Report**  
The Unit Advancement Report is used to view the final and current status of the advancement report. If you do not have it, you can download the Unit Advancement Report by clicking on the "Unit Advancement Report" button on the Unit Advancement Summary page.

To learn more about this feature, click on the "Unit Advancement Report" button.

**Unit Advancement Summary**

The Unit Advancement Summary is used to view the final and current status of the advancement report. If you do not have it, you can download the Unit Advancement Report by clicking on the "Unit Advancement Report" button on the Unit Advancement Summary page.

# Internet Advancement

## First Time User Log In

The unit ID does not change.

# Internet Advancement

## Confidentiality Agreement

# Internet Advancement

## Unit Advancement Processor Registration Information

Each unit has one unit advancement processor.

# Internet Advancement

## Internet Advancement Overview

There are three stages in the Internet Advancement process:

- Stage 1: Load Router** - You load the unit information into the system.
- Stage 2: Update Router** - You review the information you enter to update and correct your advancement information.
- Stage 3: Unit Advancement Information** - You submit your unit's advancement information to the council. Then print the advancement report.
- Stage 4: Unit Report** - Report with the Unit Advancement Summary.

You may leave the process and return later. Internet Advancement will store your work, and you will begin at the beginning of the stage you return to when you log in.

We recommend that you gather all the required information, including youth advancement records and membership applications with appropriate approvals, before beginning this process. You should complete Internet Advancement on a computer connected to a printer.

To continue with Load Router, click **Next**.

# Internet Advancement

## Returning User Log In

Encinitas, Ashland, San

**Log In as a Returning User**

Log in to our Internet Advancement:

[Forgot password?](#)

This site powered by Internet Advancement 5.0 is better with a minimum screen resolution of 1024x768.  
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# Internet Advancement

## Select Members for Advancement after Load Roster

Encinitas, Ashland, San

Return to your current roster.

To add names, check boxes, and assign to a youth program, click the appropriate button to the left of the member's name. Arrows will guide you if you enter incorrect information.

Arrows and checkboxes allow users:

[Next](#)

Rank	Player	Arrows	Name	Street Address	Program
Rank 1	John Smith	Arrows	John Smith	1234 Main Street	Boy Scouts
Rank 2	Jane Doe	Arrows	Jane Doe	5678 Elm Street	Girl Scouts
Rank 3	Bob Johnson	Arrows	Bob Johnson	9101 Oak Street	Boy Scouts
Rank 4	Alice Brown	Arrows	Alice Brown	2345 Pine Street	Girl Scouts
Rank 5	Charlie Davis	Arrows	Charlie Davis	3456 Elm Street	Boy Scouts
Rank 6	Diana White	Arrows	Diana White	4567 Oak Street	Girl Scouts
Rank 7	Frank Green	Arrows	Frank Green	5678 Pine Street	Boy Scouts

[Next](#)









# Internet Advancement

## Review Advancement Report – Draft before Report submittal

Member Name	Date Earned	Rank, Merit Badges or Awards
Year One Youth1	11/01/2005	Tenderfoot
Year One Youth1	12/01/2005	Second Class
Year One Youth1	02/01/2006	First Class
Year One Youth1	11/01/2005	Scoutship
Year One Youth1	12/01/2005	Pinacola Club
Year One Youth1	12/01/2005	Yuletide Chip
Year Two Youth2	11/01/2005	Tenderfoot
Year Two Youth2	11/01/2005	Second Class
Year Two Youth2	02/01/2006	First Class
Year Two Youth2	11/01/2005	Pinacola Club
Year Two Youth2	12/01/2005	Yuletide Chip
Year Three Youth3	11/01/2005	Tenderfoot
Year Three Youth3	12/01/2005	Second Class
Year Three Youth3	02/01/2006	First Class
Year Three Youth3	12/01/2005	Pinacola Club
Year Three Youth3	12/01/2005	Yuletide Chip

Total different youth ... 3 ... Qualified for ... 9 ... awards  
 Total different youth ... 3 ... Qualified for ... 3 ... merit badge(s)  
 Total different youth ... 3 ... Qualified for ... 6 ... awards

# Internet Advancement

## Review Advancement Report – Draft of Unit Awards Summary

Rank Name	Ranks	
	Quantity Earned	Quantity Needed
Tenderfoot	3	-----
Second Class	3	-----
First Class	3	-----
Merit Badge Name	Merit Badges	
	Quantity Earned	Quantity Needed
Scoutship	1	-----
Award Name	Awards	
	Quantity Earned	Quantity Needed
Pinacola Club	3	-----
Yuletide Chip	3	-----

Total different youth ... 3 ... Qualified for ... 9 ... awards  
 Total different youth ... 3 ... Qualified for ... 1 ... merit badge(s)  
 Total different youth ... 3 ... Qualified for ... 6 ... awards

# Internet Advancement

## Review Advancement Report – Draft of Advancement Update Summary

### Advancement Update Summary Boy Scouts of America

Unit: Troop 0001  
Chartered Organization: Liberty Community Group  
Generators:  
Database: Troop Update  
Database: Susceptibility Control  
Unit Expires: 02/29/2005

Processor: Tom Troop  
tavoop@scoutline.org  
977.988.2500

#### Date Submitted:

**IMPORTANT NOTICE:** This is a draft report only and cannot be used for unit advancement. You must submit this file to create the final version of your unit Advancement Report.

This listing shows all advancement necessary to complete needs which are updated with a new date on page of this Internet Advancement submission. The updates do not appear immediately in the online Unit Advancement Summary.

Member Name	New Expiration	Rank, Status, Badge, or Award
Tom Troop Troop	02/29/2005	First Class
Total different youth ... Updated for ... (example)		

# Internet Advancement

## Print Advancement Report

Susceptibility Control: Troop 0001

 **Internet Advancement** Frequently Asked Qs

States:

[Submit Request for Advancement Report](#) Troop 0001 - New 1/16/05

#### Congratulations!

Your Advancement Report has been submitted successfully.

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

1. Final the Advancement Report which includes the Unit Update Summary.
2. Obtain the appropriate approvals for the Advancement Report.
3. Mail in the Advancement Report and your progress payments under the receipt. Check with your council service center for the correct check number and mailing procedure.

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

To print this Advancement Report, click here: [Print Advancement Report](#)

# Internet Advancement

## Advancement Report Package for signature and turn in to council

### Advancement Report Boy Scouts of America

Unit: 5005  
Chartered Organization: Liberty Community Group  
Commissioner  
District: Texas Woods  
Council: Stephenson Council  
Unit Expiry Date: 01/28/2016

Processor: Jess Lopez  
jlopez@scouta.org  
972-583-2300

Date Submitted: Feb 27 2009 4:52PM

Date Awards Needed: .....

Report received
Certificates issued
Started by issued on
Date started
Report closed

1. Advancement procedures:  
**Packet:** Den Advancement Reports are received from each den and used to enter advancement for the entire pack.  
**Forms/Forms:** All Boy Scouts or Ventur Scouters ready for advancement must appear before a board of review composed of at least three members. The advancement report for each board of review must be signed by at least three members of the board, including its chairman.  
**Crews/Units:** Ventur Scouts submit their advancement applications to their Advisor or Skipper who obtains the committee approval. Attach applications for the Venturing Field, Silver, and Quartermaster awards to this report.

# Internet Advancement

## Other Reports Available

- **Unit Roster**

The Unit Roster is the current roster of adult leaders and youth members. The information is current from the time the unit advancement processor clicks the Load Roster button.

- **Unit Advancement Summary**

The Unit Advancement Summary is the history of ranks, merit badges, and awards, appropriate to the unit type, recorded for the current members of the unit. The information is current from the time the unit advancement processor clicks the Load Roster button.

# Internet Advancement

## Unit Roster Information

Internet Advancement - Unit Roster

Page 1 of 2

### Susquehanna Council Troop 0001

#### Unit Roster

Report Date: 01/06/2016

Unit: Troop 0001

District: Penn Woods

Unit Status: X

Company: Union

Years: 52 months

Report Date: 01/01/2016

Chartered Organization:  
Liberty Community Group Council  
1111 Jay Street  
Lewistown, PA 17837

Executive Officer:  
Tom Owe Jurek  
1111 Jay Street  
Lewistown, PA 17837

Deputy Ldr:  
Dennis J. Matusik  
Report: 00/00/00  
DOB: 05/09/65

201 Months Unexpired License

2016 Months Left: Y

Top Leader Trained: Y

Quality Unit: X

# Internet Advancement

## Unit Roster – Adult Members

#### Adult Members

Position	Name	Address	BL	Person ID	MF	Phone
Executive Officer	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	N	1160760368	M	717-570-5000
Commissioner	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	N	1160760368	M	717-570-5000
Chartered Organization Rep.	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	Y	1160760368	M	717-570-5000
Commissioner	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	N	1160760368	M	717-570-5000
Executive Member	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	N	1160760368	F	717-570-5000
Commissioner	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	N	1160760368	F	717-570-5000
Assistant Commissioner	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	N	1160760368	F	717-570-5000
Scoutmaster	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	N	1160760368	M	717-570-5000
Commissioner	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	Y	1160760368	F	717-570-5000
Assistant Commissioner	Tom Owe Jurek	1111 Jay Street Lewistown, PA 17837	Y	1160760368	M	717-570-5000

Adults Trained: 10

# Internet Advancement

## Unit Roster – Youth Members

Youth Members

Name	Address	BL	Rank	Age	Grade	MF	Phone
Test One Youth1 1000801	1111 Any Street Lewisburg, PA 17033	Y	Lub	16	11	M	H (570) 500-1000
Test Two Youth2 112041234	1111 Any Street Lewisburg, PA 17033	Y	Second Class	14	9	M	H (570) 500-1000
Test Three Youth3 10908856	1111 Any Street Lewisburg, PA 17033	N	Second Class	13	8	M	H (570) 500-1000
Test Four Youth4 11413394	1111 Any Street Lewisburg, PA 17033	Y	First Class	12	7	M	H (570) 500-1000
Test Five Youth5 113351466	1111 Any Street Lewisburg, PA 17033	Y	Scout	15	7	M	H (570) 500-1000
Test Six Youth6 11803040	1111 Any Street Lewisburg, PA 17033	Y	Second Class	12	6	M	H (570) 500-1000

Youth Printed: 6

# Internet Advancement

## Unit Advancement Summary

Internet Advancement - Unit Advancement Summary

Page 1 of 3

### Unit Advancement Summary Boy Scouts of America

This summary of youth member ranks, merit badges, and awards only shows those items that are currently in the member records for this unit. Advancements that have not yet been submitted to the council will not appear. When awards are submitted they will not appear immediately on this summary. Please log in to a BSA account later at a later time.

Unit: Troop 6004  
Chartered Organization: Liberty Community Group  
Council: 000  
District: Penna. Woods  
Council: 000  
Unit Explorer Post: 000

Advancement Personnel: Test Troop  
test@bsa.org  
570-500-1000

Report Date: Feb 22 2000 01:27PM

Member Name	Date Earned	Rank, Merit, Rank or Award
Test One Youth1	1/15/2000	Scout
Test Two Youth2	02/15/2000	Second Class
Test Three Youth3	02/20/2000	First Class

# Internet Advancement

## Youth Members with no Rank recorded Listing at end of Unit Advancement Summary

Following is a listing of members in this unit who have no recorded rank. Youth members who are not advancing should be interviewed by the pack, troop, team, crew, or ship advancement committee advisor.

Test One Youth1  
Test Two Youth2  
Test Three Youth3  
Test Four Youth4

--- End of Report ---

# Internet Advancement

## Help for Unit Advancement Processors

- Frequently Asked Questions

Link appears on banner at top right of each page in Internet Advancement and displays the current FAQ for unit users.

- Internet Advancement Help

The Help link on the Welcome page or Help link on the right of all other pages reaches Internet Advancement Help.

Help contains an index, search, instructions, and a second Frequently Asked Questions with additional information.

# Internet Advancement

## Frequently Asked Questions – link on Internet Advancement banner

### Internet Advancement Frequently Asked Questions

**Why doesn't Internet Advancement connect to my computer?**  
 The Internet Advancement program is designed to work on any computer that has a valid Internet connection. If you are having trouble connecting, please check the following:  
 1. Make sure you are connected to the Internet.  
 2. Check the Internet connection settings on your computer.  
 3. Check the Internet connection settings on the Internet Advancement program.  
 4. Check the Internet connection settings on the Internet Advancement program.  
 5. Check the Internet connection settings on the Internet Advancement program.  
 6. Check the Internet connection settings on the Internet Advancement program.  
 7. Check the Internet connection settings on the Internet Advancement program.  
 8. Check the Internet connection settings on the Internet Advancement program.  
 9. Check the Internet connection settings on the Internet Advancement program.  
 10. Check the Internet connection settings on the Internet Advancement program.

### Why doesn't Internet Advancement remember me?

Windows XP users may find that the cookie for Internet Advancement is blocked.

#### To allow cookies for this site:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Check the **Security** tab. On the security screen, click **Trusted Sites**.
3. On the **Trusted Sites** screen, click  **Sites...**
4. In the text box, enter <http://www.iaa.com/InternetAdvancement.aspx>. Click **OK**.
5. Click **OK** to exit the **Trusted Sites** screen. Click **OK** to close Internet Options.

### Why doesn't Internet Advancement work in my browser?

To fully use Internet Advancement, you must use Internet Explorer 5.5 or higher. Also, JavaScript must be enabled in Internet Explorer.

#### To enable JavaScript:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Check the **Security** tab. On the security screen, in the **Security level** for this zone area, click **Default Level**.
3. Click **OK** to close Internet Options.

# Internet Advancement

## Internet Advancement Help Contents

**Internet Advancement Overview**

Use Internet Advancement to record assets, notes, and most badges for youth from any online location, including at home or at the office. You will be able to add new tanks and awards to your member records and to update existing tanks and awards, should the current data displayed be incorrect according to the tank's records.

Internet Advancement allows you to register once as a first time user and then to log in as a returning user to submit tanks and awards for your tank members. If you log out before you submit a report, your data will be saved automatically without any interaction with your computer about you to the Stage you were in when you left. The beginning of your first completed Stage 1 of the process, when you return, you will begin at Stage 2.

**Unit Advancement Process**

If the unit appears to have tank members, contact the council to reset the unit's profile. The new unit advancement process requires as a first step unit. The council will reset the profile of the unit and advancement process needs to change information such as e-mail address or telephone.


**Submitting Reports**

Units can begin their advance by submitting reports. The requirement submitting a report every month. Each Department a final report with anything not already reported for this year should be submitted before month end.



# Internet Advancement

## Forgot Password entry

 **Internet Advancement** Return to Home Page

Welcome to the password reset page. Please enter your old and new passwords. Your old password must match the e-mail address used during your registration process. A new password will be generated and sent to you via e-mail.

Old Email:

New Password:

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# Internet Advancement

## Forgot Password request reset confirmation message

Your request for a password reset has been received. We will e-mail you a new password shortly.

## Sample Forgot Password e-mail message text

Thank you for using Internet Advancement. Your password has been reset at your request.

New Password : xxxxxxxx

Your new Password is case sensitive. We suggest copying the password to use for your Returning Dear log in.

# Internet Advancement

## Change Password

Enter old Password and then new Password

The screenshot shows a web browser window with the following elements:

- Header: "Susquehanna Council: Troop 0001" and "Internet Advancement" logo.
- Navigation: "Stages: 1. Load Roster" and "Presently Aided Date".
- Form fields: "Old Password:", "New Password:", and "Confirm New Password:".
- Buttons: "Change Password".
- Footer: "© 2005 by Scouts of America. All rights reserved. Privacy Statement, Terms & Conditions".

# Internet Advancement

## Start Over warning message

Click OK to delete all entered dates and re-load the roster.

The screenshot shows a "Microsoft Internet Explorer" dialog box with the following text:

You are about to reset your unit advancement entries and start over.

Please be certain that you want to take this action as you will lose all changes that were not submitted to your council.

Once reset has occurred, you must click Load Roster to continue or you may log out and return at a later time. Load Roster must still be done when you return.

Load Roster will refresh your unit data with the most current information from the council.

Do you wish to reset your advancement data and start over?

Buttons: "OK", "Cancel".



# Internet Advancement

Message that no future month or expired date can be entered

The screenshot shows a web form titled "Youth Merit Badges (Event Required) for Test Youth". The form has a header with buttons: Cancel, Back, Next, Save, and Save. Below the header, there are several input fields for merit badges. The "Date Earned" field is highlighted with a red border and contains the date "04/01/2009". A red error message box is overlaid on the form, stating: "The entered date may not be later than the last day of the current month." The error message box has a close button (X).

# Internet Advancement

## What should the unit do now?

1. Appoint the unit advancement processor.

**The unit advancement processor will then:**

2. Obtain the unit ID from the council.
3. Go to the council Web site and enter Internet Advancement.
4. Review instructions, Help, and FAQ.
5. Register as a new user.
6. Review current Unit Advancement Summary.
7. Gather youth advancement records and begin entry.