

## Downloading Scout History, Eagle Rank Applications, and Merit Badge Counselors

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As Scoutbook continues to be implemented with greater capabilities, it is now possible to assist your potential Eagles by downloading their Scout History from the database that the Council uses, ScoutNET. It is not always the same as your advancement program – Troopmaster, TroopWebHost, etc – because of failures to upload or errors in Advancement Applications that are submitted to the Council. You can also download the MB Counselors that are registered with the District.

You can also download a copy off the Eagle Rank Application with all their Merit Badges filled in and the name, unit, address, and Board of Review dates straight from ScoutNET. As Scoutmaster or Committee Chair, you should supply this fillable PDF to your Life Scouts as they start working on their Binders in preparation for the Eagle Board of Review. You can do this even if your unit does not use Scoutbook. You can log into Scoutbook at this link, using you're my.Scouting.org ID and password:

<https://scoutbook.scouting.org/>

To get either the **Scout History** or Eagle Rank Application, click on My Dashboard after you log in. you will see headings for Merit Badge Counselors and My Units. At the bottom of the page are other buttons, the last one being Reports Menu. When you click on that, it brings us the Dashboard Reports Menu that has numerous report options, with the bottom two being of interest. The Scouts BSA History Report brings up a box requesting Member ID and the last name. The member ID can be found in my.Scouting or Troopmaster, etc. Fill in the boxes and click RUN and a report is generated that shows dates that ranks were reached and lists Merit Badges for each rank and their dates. Click PDF Portrait, and you will get a QR code that I feel is useless. However, if you go to the top left of your browser window and click on file, you have the option to save the page as an html file which your browser can open. If it gives you a choice on Web Page complete or Web Page, HTML only, select the latter. It will download a file titled Scouts BSA History Report.html. Replace the Scouts BSA with the Scouts last name, and you are done. That file can be provided to the Scout so they can see their official record. If Troop records show they have done a badge and it is not shown, the Troop Advancement Chair will need to re-enter it in my.Scouting.

The **Eagle Rank Application** is much easier, click on the button and fill in the ID and last name. The report is generated, and you get a dialog box asking to view or save file, select the latter. You can then email the App to the Scout or to the Coach. They still have to fill in their reference letter information and Positions of Responsibility and Project name and hours. They then get their final signatures on the App.

A Troop's **Merit Badge Counselor List** is associated with the My Units column that is shown after you click on My Dashboard. One or more units should be listed. Click on the one you want. It brings up a roster of the Scouts, scroll down to the bottom and click on Troop Roster. After a pause, it brings up two columns – leaders and Scouts. Scroll down to the bottom and click on Print Roster. It should bring a page that shows All Units, and then your Troop with check boxes for All Adults and All Scouts. Uncheck All Scouts, and then also in Settings, select Merit Badge Counselor Options and go up to the top and click RUN in the roster builder. It brings up the alphabetical list of counselors and what badges they do. Click

PDF Portrait and then click the download box in the upper right and it drops the PDF onto your Downloads or Desktop, whatever you have selected for downloads.

You can now share this current list with the Troop. If a Counselor says that one of their MBs isn't there, have them fill out a new MB Counselor Form and submit it. Same with removing one – put in R instead of A. Here is a link to the fillable PDF MB Counselor application:

<https://filestore.scouting.org/filestore/pdf/34405.pdf>