

FREE RANK ADVANCEMENT CARDS!!!

January 1, 2013 to December 31, 2013 if you submit advancements via INTERNET ADVANCEMENT, you will not be charged for the following rank cards: Tiger, Bobcat, Wolf, Bear, Webelos, Arrow of Light, Scout, Tenderfoot, Second Class, First Class, Star and Life!!! (Purchase must be through the Gulf Coast Council National Scout Shop and only applies to the single card, not sheet of 8.)

Internet advancement is a free tool for your unit to update advancements, in an easy, convenient and accurate method because you enter the information. **The Internet Advancement process does not eliminate the requirement of paper copies to be submitted to the council office for verification purposes especially for the Eagle Rank.** This system is separate from Internet Rechartering, but uses a similar concept. At any time during the year, the unit advancement processor will be able to record advancements to youth member records. And, they'll also be able to print a unit roster at any time. Units should submit a report monthly before the end of each month, or more often if needed. In December, submit a report before the end of the month to update unit and council statistics. Use Internet Advancement for the following:

- Add ranks, merit badges and awards.
- Update information on existing advancements (except the Eagle Scout Rank).

To use Internet Advancement:

1. Select the unit advancement processor. This person must have internet connectivity and Internet Explorer.
2. The unit advancement processor will proceed to the website www.myscouting.org. Click on the Internet Advancement link as a first-time user and then log on with the Unit ID, Unit type, and four-digit unit number. You will continue using the unit ID and user selected password in the future as a returning user.
3. The unit advancement processor completes the following three stages during Internet Advancement to submit each report: Load Roster, Update Member and Submit Roster.

Load Roster – In the Load Roster stage, the processor accesses current unit data directly from ScoutNet. The ScoutNet data is saved to another database in Internet Advancement. The two databases (ScoutNet and Internet Advancement) are completely separate while the unit completes each advancement report.

Update Member – In the Update Member stage, the unit validates its information using the BSA's rank advancement rules. Internet Advancement checks the data against the rules and gives error messages for any violations. The errors must be corrected before the unit processor can proceed.

Submit – When the members are updated and the data is validated, the processor submits the advancement file. Internet Advancement sends the advancement batch for the unit to PAS and updates member records and the unit statistics, as appropriate.

The unit processor prints the Advancement Report, acquires appropriate approval signatures and forwards the report to the council in order to purchase insignia and for verification purposes.

Only youth members who are registered in the unit in PAS are available for advancement from Internet Advancement. If a unit processor loads the roster and finds that one or more youth members are missing, he or she must submit the approved member applications to the council for registration as additional enrollments. The unit may process and submit advancements for members who are in the unit and wait to submit advancements for new members later, once they are registered.

The unit processor does not need to complete all advancements in one session. The unit processor may log out and return later. A draft view of the entries saved is available at all times through the Review Advancement Report link.

Submitting the Report:

1. Once the processor has completed all entries and the data is validated, the processor must click **Review Advancement Report**.
2. **After a final review, the processor clicks submit to council.**

The **Print Advancement Report** button appears. At this time the user must print the report. To view and print the Advancement Report, the processor must have Adobe Reader installed on the computer and must be connected to a printer. **The Advancement Report is then signed as appropriate, delivered to the council and the unit can purchase the insignia as well as provide copy to the council for unit records.**

Through Internet Advancement you can print the following reports:

Unit Advancement Summary, Advancement Report, Unit Awards Summary (Shopping List) and Advancement Update Summary. You can also print "unofficial" membership cards for paid members.

The use of Internet Advancement does not change the need for council advancement procedures. An Advancement form is still required to verify rank awards and to purchase insignia.

The Council office is here to assist you. The council office will have the capability to reset passwords, reset data, reset the profile if a new unit advancement processor needs to replace another or if the existing processor needs to change their email address. Please call 476-6336 or 888-485-3272 and we will be happy to help.