

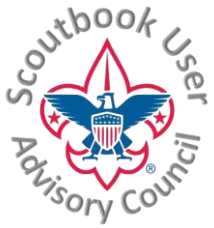


# Merit Badge Counseling with **SCOUTBOOK**

Presented by:  
Gary Feutz

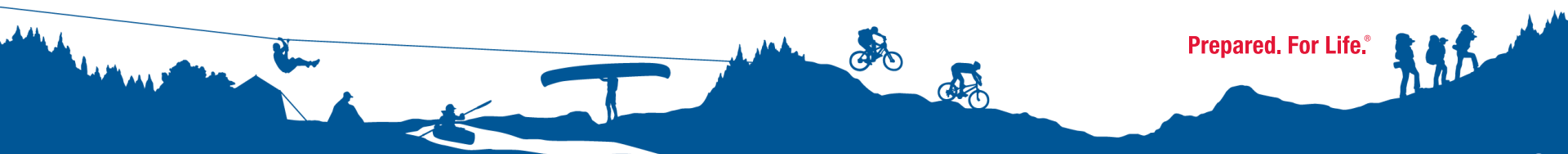
- Three Fires Council Scoutbook Member Care
- A member of the national Scoutbook User Advisory Council
- Developer of the Feature Assistant Extension for Scoutbook
- Assistant Council Commissioner
  
- [Gary.Feutz@scouting.org](mailto:Gary.Feutz@scouting.org)

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# Introduction

- **Scoutbook supports Merit Badge Counseling**
- **Counselors can Connect to Scouts Virtually**
  - To record and Approve badges
  - Singly or in groups
- **Counselors use Scoutbook**
- **Units can use Scoutbook or Internet Advancement 2**
- ***No Blue Cards needed***



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# Agenda

- **Merit Badge Process**
- **Who can access Scoutbook?**
- **Starting the Badge**
- **Establishing Contact**
- **Recording Progress**
- **Approving/Recoding the Badge**
- **Blue Cards**
- **Changing Counselors**

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# Merit Badge Process

- **Process is the same. The difference is only *How It Is Recorded.***

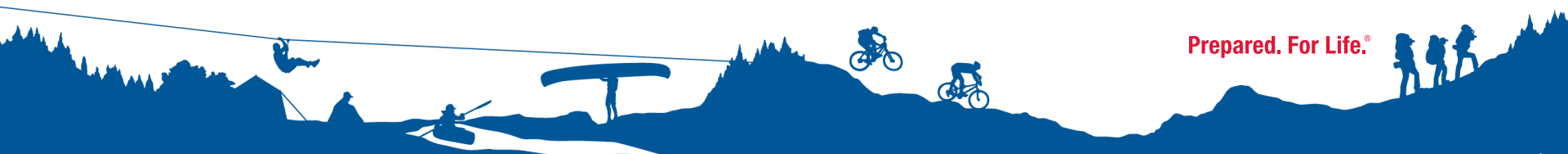


- Scoutmaster Signs "Blue Card"
  - Starts, signs Merit Badge in Scoutbook
- Scoutmaster provides MBC Options
  - Looks up MBCs in Scoutbook

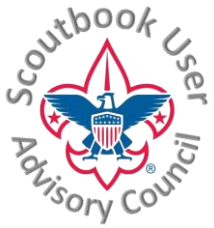
- Scout gives MBC Blue Card
  - Leader, parent, or MBC establishes Scoutbook Connection

- Signs requirements
- Signs blue card
- Signs in Scoutbook

- Blue Card given to unit
- Scoutmaster Signs Blue Card
- "Approves" in Scoutbook



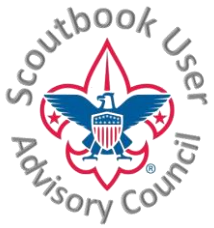
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# Who can access Scoutbook

- **Unit Leaders**
  - All registered Unit Leaders have access through their My.Scouting credentials
  - Key 3, Advancement Chair, Delegates have full access.
  - Most have automatic access to MBC List (registered Committee Members, ASMs)
- **Merit Badge Counselors**
  - All Three Fires Council MBCs have access through their My.Scouting credentials
- **Parents that are connected to their Scout**
- **Scouts that were invited to connect by their parents**

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# Starting the Badge

- **Scout talks to Scoutmaster.**
  - Organized Classes (MBU like)
  - Counselor choices shared by SM
    - Leader logs in to Scoutbook with My.Scouting username
    - Leader looks on Unit Page in Scoutbook for
    - Searches by badge, distance
      - ***Only Approved Counselors with current YPT***

MB Counselor List

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# Starting the Badge

## Find a MB Counselor

This page is only viewable by unit leaders. Parents, Scouts and other users do not have access to this page.  
Use the search fields below to locate a merit badge counselor for your Scouts. Only counselors with current Youth Protection training appear.

All badges ▾

ZIP code

### Proximity to ZIP code:

- 5 miles
- 10 miles
- 25 miles
- 50 miles
- Any distance

### Availability:

- Available
- Busy
- Both

50 mi ✕ Available ✕

1 2 3 4 ... 114

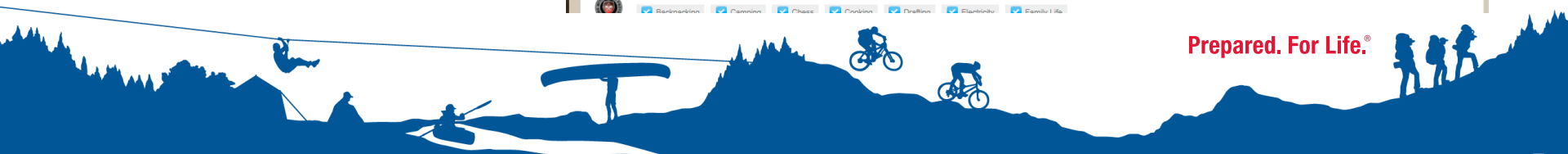
Results: 1138 From Zip: 60174

**Paul Pickley**  
St Charles, IL 60174  
Home (630) [redacted]  
@yahoo.com  
Approved by the Three Fires Council  
Counselor for Three Fires Council  
Cycling Programming  
Expires: 9/18/2022 0.0 mi

**Julio Martinez**  
St Charles, IL 60174  
Home (312) [redacted]  
@mac.com  
Approved by the Three Fires Council  
Counselor for Three Fires Council  
Photography  
Working with 1 Scout  
Expires: 12/7/2022 0.0 mi

**Richard Orr**  
St Charles, IL 60174  
Home (630) [redacted]  
@gmail.com  
Approved by the Three Fires Council  
Counselor for Three Fires Council  
Electricity Electronics Engineering Sports  
Expires: 5/18/2022 0.0 mi

**Richard Markovich**  
St Charles, IL 60174  
Home (630) 531-7796  
Mobile (630) 531-7796  
rm223@gmail.com  
Approved by the Three Fires Council  
Counselor for Three Fires Council  
Rankings/Panorama Chase Cooking/Painting/Fire/Arts/Family Life  
Expires: 5/18/2022 0.0 mi



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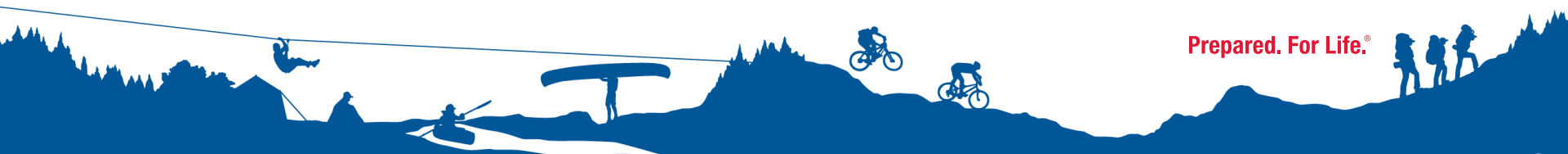
# Starting the Badge

- **Start Badge**

- Initiated by Scout, parent, or leader with permissions
  - From Scout's Advancement
    - ***Dashboard->Unit->Roster->Scout->Scout's Advancement->Start Another Merit Badge***
  - If Leader is starting for multiple Scouts, use Feature Assistant Extension
    - ***Dashboard->Unit->Quick Entry->Start Merit Badge***
- SM *should* "sign" Initial Unit Leader Signature

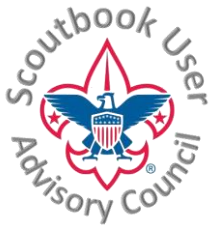
- **For Badges started by the MBC**

- MBC established connections auto-start badges.
  - SM *should* "sign" Initial Unit Leader Signature



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# Starting the Badge

- **Scout contacts Counselor**
- **When Counselor Agrees - Establish Scoutbook Connection**
  - Scout parent or leader
    - From Scout's Connections
      - *Dashboard->Unit->Roster->Scout->Scout's Connections*
      - *Add Connection.*
      - *Search for adult by name or email address (email is best)*
    - Or from Merit Badge Page
      - *Dashboard->Unit->Roster->Scout->Scout's Advancements->Merit Badge*
      - *With Feature Assistant Extension use Lookup/Invite Counselor*
      - *Natively Invite Counselor is the same as Add Connection*
    - MBC gets Email Invite
      - *Accept invite to connect*

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# Starting the Badge - MBC

- Can connect if they have Scout's BSA ID and last name
  - From their own connections
    - *Dashboard->My Account->My Connections->Add.*
  - From Dashboard for multiple Scouts (good for classes) if using Feature Assistant extension
    - *Connect to Scouts using CSV file*
- Badge is automatically started

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# Recording Progress

- **Leaders can use Quick Entry**

- Dashboard->Unit->Quick Entry

Enter Merit Badges >

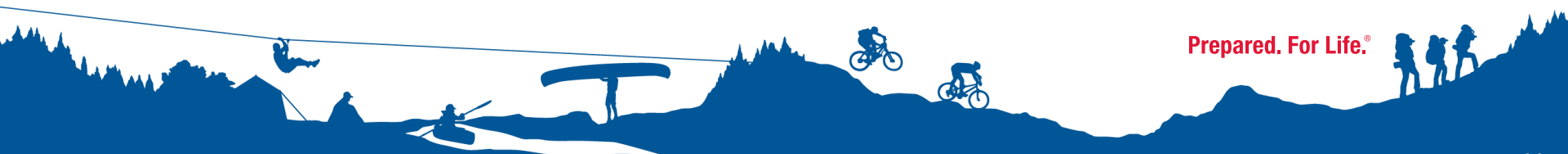
Enter Merit Badge Req. >

- **Requirements checked as Complete**

- Complete just means *“Ready to be tested”*
- Scout, parent, leader or MBC

- **Requirements Approved**

- MBC (or MBC-surrogate leader)



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# Recording Progress (For the MBC)

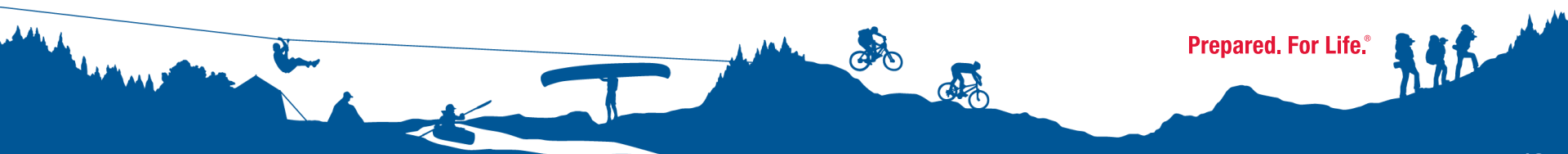
- **MBC's Dashboard**

**My Merit Badge Counseling**

- Quick Entry for MB Counselors >
- Edit Merit Badges for MB Counselors >
- Print Blue Cards >
- Send Message for Counselor >

- **With the Feature Assistant they also have**

- Reports for MB Counselors >
- Connect to Scouts listed in CSV file >




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# Recording Progress (For the MBC)

**Quick Entry for Water Sports Merit Badge**

Now you can quickly and easily enter merit badge requirements for a single Scout or your **entire troop**. Perfect for recording requirements completed in a group setting.



**Choose Merit Badge:**

Water Sports


**Choose Requirements Version:**


2017

2008

**Date Completed:**

**Choose Scout(s):**

 David Jones

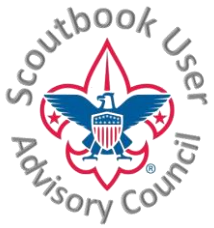
 Sally Smith

**Select Requirements (v2017):**

- #1a**  
Explain to your counselor the most likely hazards you may encounter while participating in water sports activities and what you should do to anticipate, help prevent, mitigate, and respond to these hazards.
- #1b**  
Review prevention, symptoms, and first-aid treatment for the following injuries or illnesses that could occur while participating in water sports: blisters, cold-water shock and hypothermia, dehydration, heat-related
- #1c**  
Review the BSA Safety Afloat policy. Tell how it applies to water sports.
- #2a**  
Discuss with your counselor the characteristics of life jackets most appropriate for water sports, and tell why one must always be worn while waterskiing or wakeboarding. Then demonstrate how to select and fit a life
- #2b**  
Review and discuss the Water Sports Safety Code with your counselor. Promise that you will live up to it and follow it in all water work for this merit badge. Review the safety precautions that must be used by the boat
- #3**  
Before doing requirements 4 through 6, successfully complete the BSA swimmer test: Jump feetfirst into water over the head in depth. Level off and swim 75 yards in a strong manner using one or more of the following
- #4**  
Show the following skier signals to the safety observer in the boat: skier safe, faster, slower, turns, back to dock, cut motor, skier in water.
- #5a**  
Show how to enter the water from a boat and make a deepwater start without help.
- #5b**  
Starting from outside the wakes, show you can cross both wakes four times and return to the center of the wake each time, without falling.



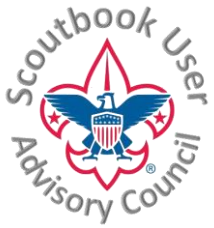
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# Approving/Recording the Badge

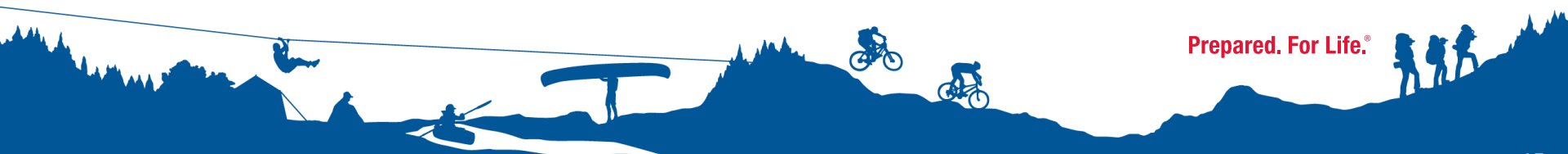
- **MBC can Approve Badge\***
  - Scoutbook will only mark Complete by the MBC
- **Leader “Approval” required *by Scoutbook***
  - Leaders should accept what the MBC did except in rare cases
    - *See the Guide To Advancement 7.0.4.7 Limited Recourse for Unearned Merit Badges*
  - Scoutbook adds Leader Approval step
    - To make sure unit knows about badge to obtain patch for COH
    - To act as a MBC surrogate when MBC does not use Scoutbook
  - Scout’s formal record requires this step
- **Leader Approval can be done in IA for units not using Scoutbook**

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# Blue Cards

- **When using Scoutbook, Blue Cards are not required**
- **Recommendation:**
  - MBCs may want to print them out as their record. Connections to Scouts are not permanent
- **Eagle Paperwork**
  - Blue cards are not required
  - Individual Advancement Record from Scoutbook/Internet Advancement



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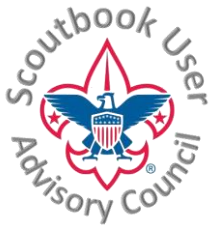
# Changing MBCs

- **To change a MBC connected to a Scout**
  - Go to the Scout's Connections, Find the old Counselor, edit the connection, and remove it.
    - *Dashboard->unit->roster->Scout->Scout's Connection*
- **New Counselors can simply connect to the Scout.**
  - Automatically removes old Counselor connection



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# Thank you!



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