

Internet Advancement — Frequently Asked Questions

How do I get started using Internet Advancement for my unit?

1. Open Internet Explorer and go to the World Wide Web site for Internet Advancement. Its URL is <https://scoutnet.scouting.org/iadv/UI/home/default.aspx> .
2. When you land on Internet Advancement's **Welcome** page (you may wish to bookmark this page, so you can skip all the typing in step 1 in future), click **First Time User** .
3. On the next several pages, you register as your unit's "advancement processor" by entering your unit type, unit number (4 digits), the Internet Advancement unit ID for that unit (if you don't know this, obtain it from your district advancement chairperson or your district executive), your contact information, and a password that you create for yourself.
4. On the **Load Roster** page, you establish your unit's starting roster within Internet Advancement. You can do this is either of two ways:
 - a. If you are using a BSA-approved software product (PackMaster, TroopMaster, Rank N File, ScoutMate, or ScoutSoft) for your unit's advancement, you first have that software create a file containing a unit advancement report (4403) in ScoutNet format. Then in Internet Advancement's **Load Roster** page, click **Upload Advancement File** and enter that file name to direct Internet Advancement to get data from that file. Internet Advancement then compares that data with what is in ScoutNet and invites you to correct any discrepancies and ambiguities. Note that only rank and merit badge advancement will be accepted from an upload file.
 - b. Otherwise, click **Load Roster** to have Internet Advancement get the roster from ScoutNet.

If 4.a above doesn't work, it may be that the software you have been using is too old and has not been modified to work with Internet Advancement and you should upgrade it, or just use 4.b instead.

You register as a First Time User only once. After that, click the **Returning User** button on the **Welcome** page and enter only your unit ID (provided by the Council) and the password you created.

If you will not continue as the advancement processor for your unit, ask the Council to reset your unit profile. This will permit your replacement to complete the First Time User registration process.

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. Click the **Security** tab. On the Security screen, click **Trusted Sites** .
3. On the Trusted Sites screen, click **Sites...** .
4. In the text box, enter <https://scoutnet.scouting.org/iadv/UI/home/default.aspx> .
5. Click **Add** and then click **OK** to exit the Sites... screen. Click **OK** to close Internet Options .

Why doesn't Internet Advancement work with my browser?

To use Internet Advancement fully, you must use Internet Explorer 6.0 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. Click 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 does work with other browsers, but some parts may require Internet Explorer 6.0 features that are not in the HTML international standard and are not supported by all browsers.

How can I print a draft Advancement Report before each submittal?

Click the **Review Advancement Report** button in the upper left-hand corner of the screen. A draft report appears in a new window. You can print the draft, but this report is not final and cannot be turned in to the Council. To print the draft report:

1. Right-click in the new window.
2. From the drop-down menu, click **Print** .
3. In the Print dialog box, choose a printer and then click **Print** .

Why do I get an error when I click **Print Advancement Report after submittal?**

To view and print a submitted report, Adobe Acrobat Reader must be installed in your computer.

Should I print the Advancement Report each time a submittal is made?

Yes, you should print two copies of the Advancement Report: one to be turned in to the Council for its file, and one for your unit's file. The format of the draft version is different from the format of the submitted version.

What are the purposes of the three reports in the Advancement Report package?

The **Advancement Report** lists each youth member that has new ranks, merit badges, and awards, if any. All pages of one copy of this report must be turned in to the Council for its file.

The **Unit Awards Summary** lists the number of new ranks, merit badges, and awards by name. This may be used to help create an Insignia Purchase Order for the unit.

The **Advancement Update Summary** lists any ranks, merit badges, and awards that were already in the member record but which were given a new date earned.

What is the Unit Advancement Summary?

The Unit Advancement Summary lists all current members of the unit and shows any ranks, merit badges, and awards that are in each person record. Advancements that are in progress and have not yet been submitted are not included. Unit members who have not earned at least one rank in the program will also appear in a separate listing on this report.

What do I get when I click **Review Unit Roster?**

This returns your unit roster, current to the date and time that you clicked **Load Roster** . This is Council information and can only be changed by your Council, except at the time of charter renewal. If a member is missing who should be registered, submit an approved application to the Council. The next time you click **Load Roster** the roster will refresh with the most current information. You may view and print the unit roster.

How often must I submit an Advancement Report to the Council?

You set the schedule. Internet Advancement permits you to submit Advancement Reports as often as needed. It's recommended that you submit at least once per month and before the end of each month. You may time your submittal, however, to when you will need the advancement awards for presentation to your members. In the month of December, you are asked to submit all unit advancements not yet recorded before month end so that the Council's statistics will be complete for that year.

How do members receive a rank, merit badge, or award that is not available for selection?

You can only select, according to unit type, the advancements that are appropriate for the members of your unit. If you have a member who has earned an item that is not on your pick list, you must submit this to the Council on a paper Advancement Report (No. 34403B) and the Council will enter it. The **Advancement Forms** link on the **Welcome** page has the Unit Advancement Report form.

You cannot enter in Internet Advancement any nominated awards, such as meritorious action awards, and awards controlled by other organizations, even if permitted for uniform wear. Also, you cannot enter the Eagle Scout rank in Internet Advancement because that must be done by the Council.

When I log out, is my work saved for future use?

Yes, if you saved the insertions and updates that you made, your work will be there the next time you log in. You may log in again and continue until you are ready to csubmit.