



## Scoutbook Accounts at a Glance

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Tell new parents that a Unit Leader will set up their Scoutbook accounts. Please discourage parents from trying to set up their own Scoutbook accounts or accounts for their Scouts.

Parents have access to their Scout's account in Scoutbook through their own Scoutbook account. Parents should be discouraged from trying to create a Scoutbook account using their Scout's name to access their Scout's account. Parent access through their own account gives them more control. (NOTE: Scouts do not need a My.Scouting account – this is the BSA portal for adult training).

Parents have automatic, irrevocable FULL control over their Scout's Scoutbook account from within their OWN Scoutbook account. Parents who are not leaders cannot *Approve* their Scout's work (even with FULL control). Parents who are also leaders should not approve their Scout's work unless their position allows them to do so according to their Unit Committee guidelines.

### **For any NEW Scout applicants:**

- Scoutbook will already have one parent Scoutbook account connected to the Scout in Scoutbook. This will be visible on the Roster – and will have a note that the Parent was “Imported by Member Update”.
- All new parents should be sent an invitation by the unit to welcome them and instruct them. Click on their name in the roster to see the **Invite** button.
- If the Parent used an online application, the invitation will tell them to use the same username and password to access Scoutbook.
- If the Parent used a paper application, the invitation will give them a username and a temporary password.

### **Adding additional Parents (who are not unit Leaders):**

- Click **Add Parent(s)** from Scout's page, or click the **Add** button from the Scout's Connections page.
- Always SEARCH for an existing parent Scoutbook account (they may have one from a sibling).
- Send invitation as instructed. The parent will get instructions in an email.

### **Adding additional Parents who are also connected Unit Leaders:**

- Go to the Scout's Connections Page.
- Click on the parent's name, check the Parent/Guardian box, then update.

### **Inviting Scouts to access Scoutbook:**

- Only Parents can invite their Scouts to connect to Scoutbook.
- Scouts older than Cub Scouts should be invited and encouraged by their parents to track their own advancement.
- Parents can invite their Scouts by clicking on the **Invite Scout** button at the bottom of the Scout's Profile page. This will create the Scout's access to their own Scoutbook account.