Troop 747 Parent's Guide
to
Getting Started on ScoutBook

Troop 747 currently uses two websites to communicate and stay organized. www.Troop747.org and www.ScoutBook.com. The troop website is mobile friendly, has a calendar synced to the ScoutBook calendar, has downloadable forms, links to more resources, and payment links for dues and outings. Please check out www.Troop747.org.

Now, a little bit about ScoutBook. www.ScoutBook.com is a mobile friendly website, not an app. Its purpose is to connect, communicate, and engage Scouts, Leaders, and Parents so as to enhance the Scouting experience. It does so via:
- a shared calendar system that can be synced with most mobile phone calendars
- a communication portal that sends emails and text messages with reminders for events and more
- an online advancement tool so Scouts, Leaders, and Parents can easily track the progress of advancement

There is more to it but this is the simple and skinny of ScoutBook.

In order for the Scouts, Leaders, and Parents to truly maximize the benefit of this great tool we need the following:
- Parents create a ScoutBook account for their Scout if you have not already done so.
- Parents & Scouts create a shortcut or bookmark on their mobile device with their log in credentials remembered.
- Parents & Scouts sync their mobile calendars with the Troop & respective patrol calendars on their mobile devices.
- Parents & Scouts opt-in for texting on ScoutBook.

The steps below might look tedious but please be patient as it can take as little as 15-20 minutes.

Steps for the Parents
1. You *MUST* have an email address for your son before proceeding.
   a. If your son has a mobile device it would be best to have their email working on that device and your son with their device and next to you.
2. Go to www.ScoutBook.com and click login.
   a. If you do not know your log in credentials do the below otherwise skip to step 3
      i. After you have selected login, look at the bottom of the login box
      ii. Click on the "Forgot password?" AND/OR "or my.Scouting username"
      iii. Both links will require you to enter your email address that use used when you filled out your scouting application.
      iv. Once you type in your email address you will very shortly get an email from ScoutBook with your login credentials. That email link will only last 30 minutes so check your email right after you request your login credentials.
      v. If you do not know what email address then please email Eason Bryan to ask for that email address. eason@4bryans.com
3. Once logged in, click My Dashboard up top
4. Click on My Account
5. Scroll down and click on Edit Profile
6. Look over the information and please update anything that is incorrect. Including, entering your mobile number in the mobile field AND putting your mobile number in the home field.
7. Also, once you have entered your mobile number please follow steps to Activate Mobile Carrier/Text Messaging. You will need your mobile phone to do this.
8. At the bottom of Edit Profile there will be a place for you to create an account for your son. This option will only display if your son does not have an account. This is where you will enter his email address.
9. Now open up your son's email. If they have a mobile device please do so on this.
10. Have them copy the temporary password and then click the link to take them to www.ScoutBook.com to log in with their email address and temporary password.
11. They will have to update their password. Please use something you can remember and/or record the login information and keep in a secure place.

12. After you type in your login credentials, check the remember me box.
13. Now your son should be logged into ScoutBook.
14. With your son logged in to their ScoutBook Account on their mobile phone:
    a. please follow steps to Activate Mobile Carrier/Text Messaging. You will need your son's mobile phone to do this.

Steps for Scouts & Parents – Just a few more steps.
1. If you both have mobile phones please do the following on each phone with your own account.
2. Make sure you are both logged on and checked the remember me box.
3. Create a bookmark on your mobile phone browser. Additionally, on some iphones with Safari browser you can select the up arrow at the bottom and then select "Add to Homescren" and then you will have a nice tile that looks like an app. I think there is an equivalent on other browsers and on droid devices.
4. While logged in click on My Dashboard -> Click on the black horizontal bar where it reads Upcoming Events. This will take you to the calendar.
5. Below the calendar you will see Troop 747 B Subscribe. Click the Subscribe link. Follow the onscreen directions. Essentially you will click a link and then give permission to subscribe to the Troop calendar.
6. Do the same for your Patrol calendar.

Final Step if you do not have a photo.
1. Both Parent and Scout should be logged on to their account on their mobile device.
2. Click on your account and then on the area where your photo should be.
3. Please add your photo. Your head needs to fill the frame otherwise it will be too small for someone to see. This will be helpful for those of us that are better with faces than names.

Any questions please contact Eason Bryan.

eason@4bryans.com and include your name, cell phone, and the problem

Check of each block when completed

	Can Log In	Update Profile	Activate Texting	Create Scout Acct	Subscribe to Troop Calendar on phone
Parent					
Scout				XXXXXXXXX	