Parents' Guide to :

SCOUTSTRACKER

Prepared by: 115th Toronto Scouts Group

28 September 2016

Hello Scout Parents!

Your Scouting Section has started to use ScoutsTracker to manage their records. This makes it easy for you to see what's happening in the group, for your scout and the group as a whole. You can check badge progress, sign up for events, and communicate with your Scouter.

This guide has been prepared using Troop (11 – 14 year olds) as an example, but the tool functions the same way for everyone. You may see different badges and awards.

If you have questions, contact your Scouter.

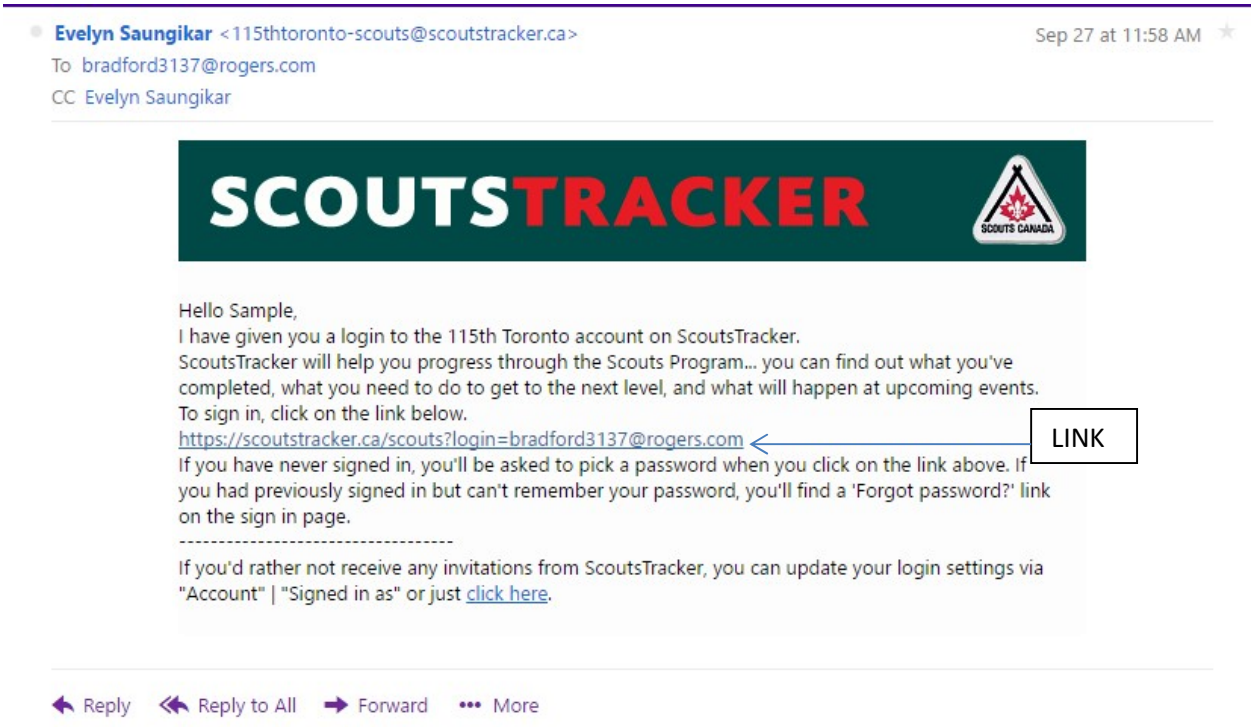
Contents

Logging In: 5
Bookmark the page 7
Navigating the site 7
Home 7
Account 7
Search 8
Schedule 8
Emails 9
Current Scout 10
Navigating the main body of the screen 13
Program Areas 13
Personal Progression 14
Outdoor Adventure Skills 17
Personal Achievement Badges 17
Chief Scouts Award: 21
Other 21
Miscellaneous 22
FAST 22
Targeted Fundraising 22
Personal Links: 22
My Signups 23
My Bookmarks 23
My Path 24
My Balance 24
My Reports 25
My Events 25
My Notes 25
My Ready To Demonstrate 25
My Awarded Badges 25
My History 26

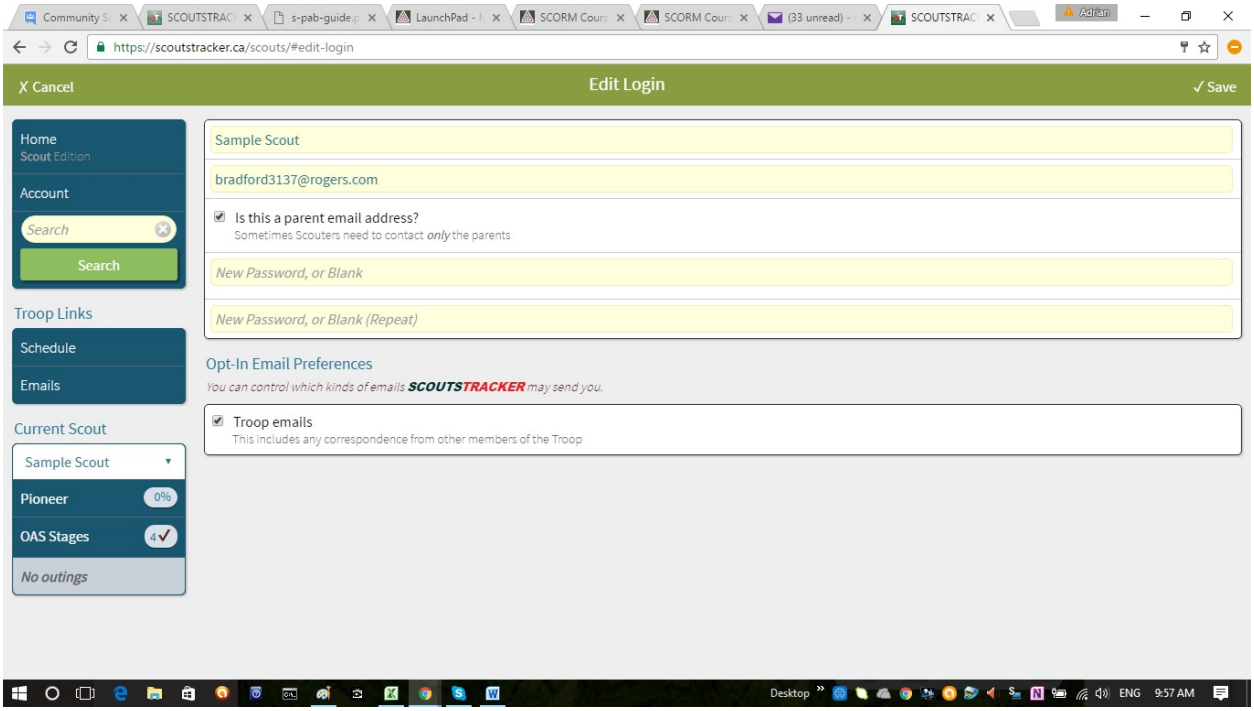
Personal Record Sheet 26
Thank A Volunteer: 26

Logging In:

You will have received an e-mail similar to the one below. It contains a link to your own record, which the Scouter has set up based on the information you provided when you registered. Click on the link in the e-mail, or copy it to your browser and hit ENTER.

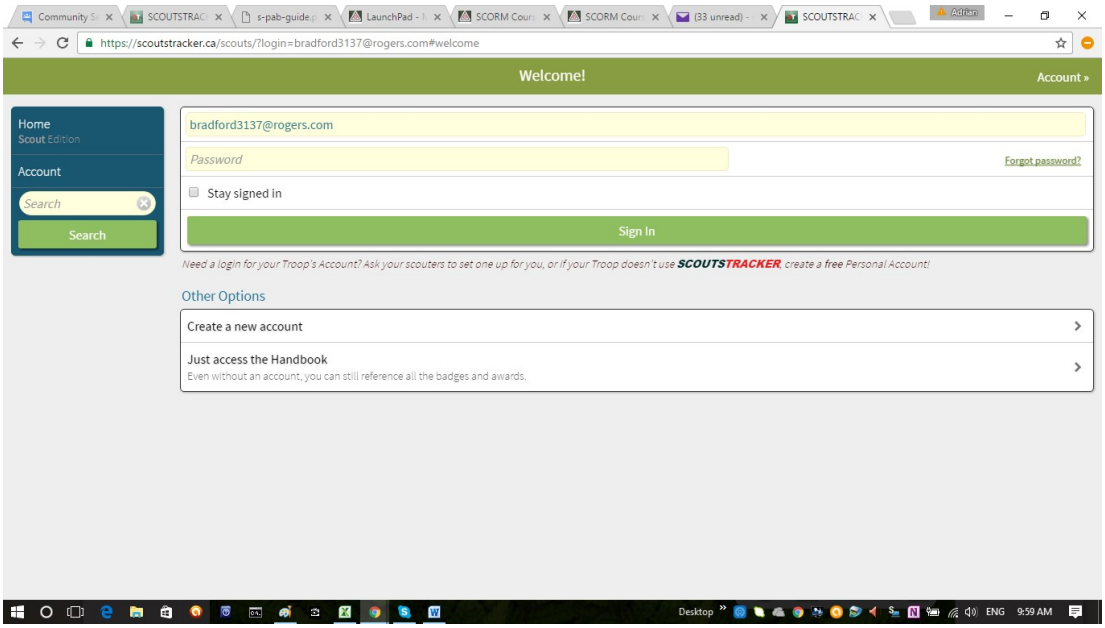


You will come to the start page:



You are prompted to create a password and then re-enter it. Also choose the options that best suit you, regarding e-mails.

Subsequently when you Log In, you will see this screen:



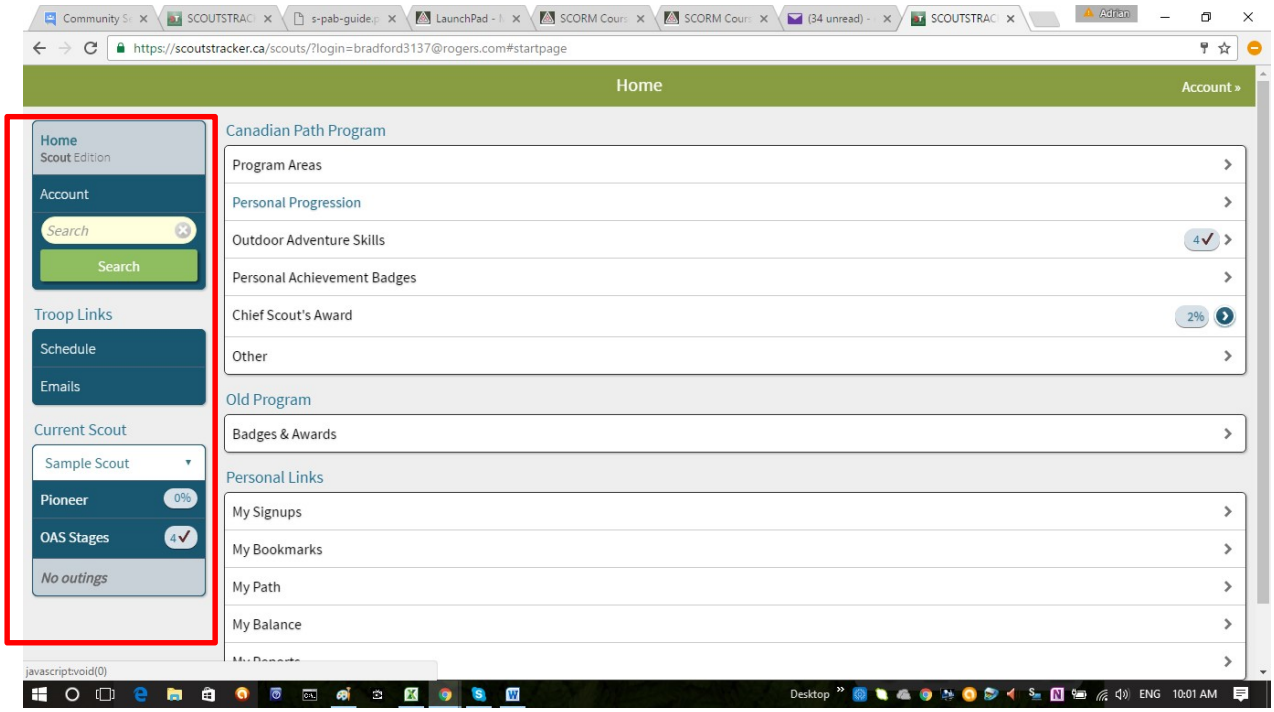
You can choose to stay signed in, in which case you don't have to re-enter your password every time.

Bookmark the page. If you haven't bookmarked it, and don't have your e-mail any more, use the following link:

https://scoutstracker.ca/scouts/#startpage

Navigating the site:

When you have entered your password, it brings you to your home screen. The next pages of this guide will describe each area in detail.

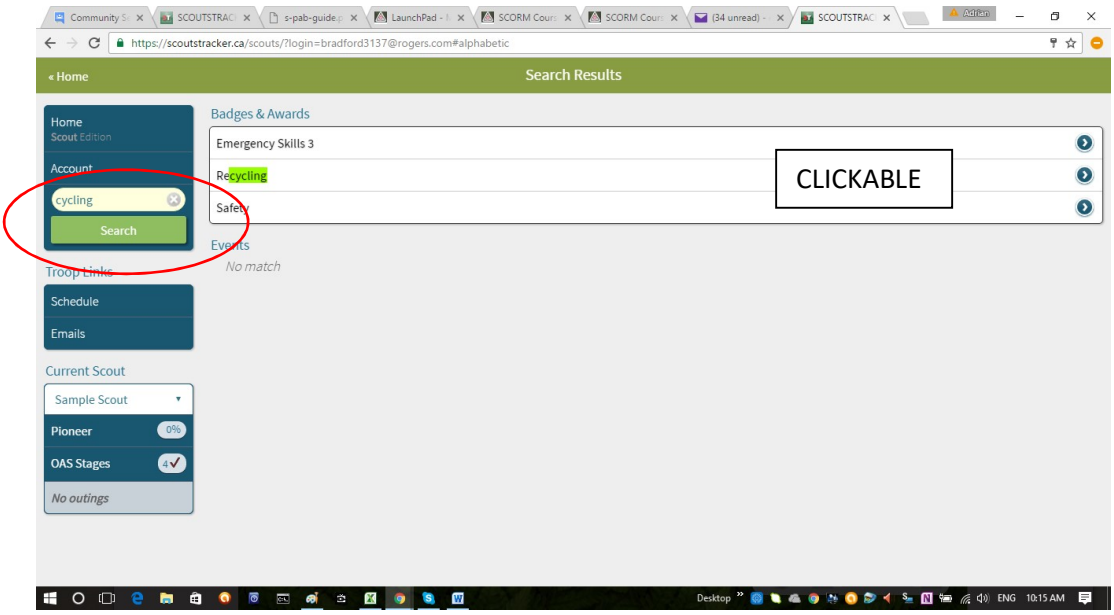


Starting with the headings on the left (outlined in Red above):

Home is this page, which gives you access to all your records, the group calendar, and correspondence with the group sent from ScoutsTracker.

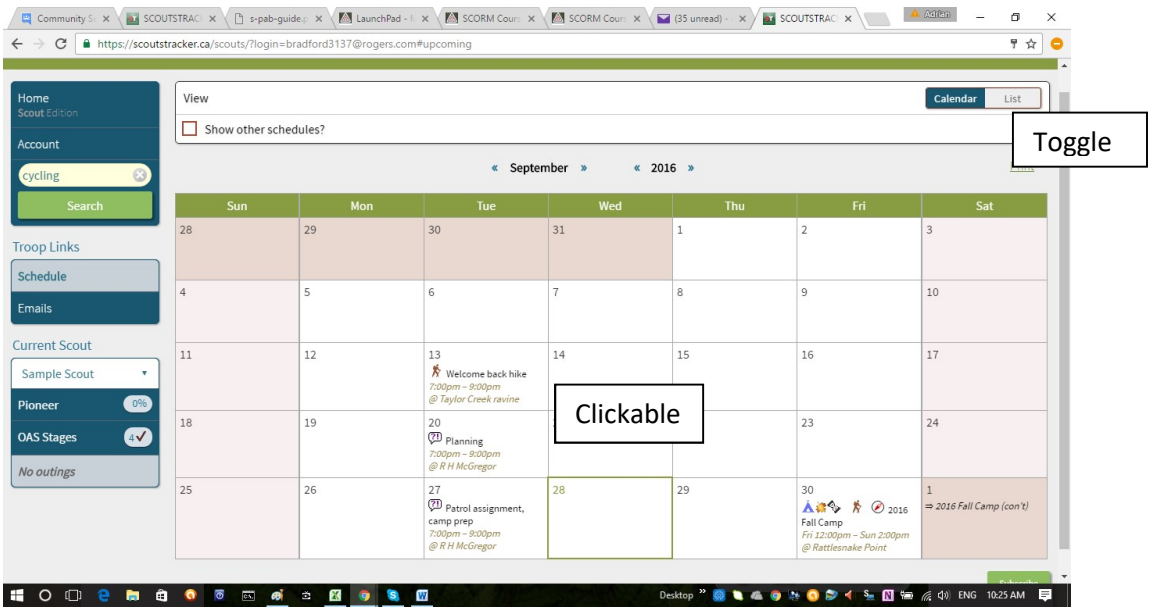
Account allows you to manage your Login ID and password, as well as force updates from the server. If you have problems with access, or get the sense that your records aren't updating, contact your Scouter.

Search allows you to search for different topics, and see which badges and scheduled events address that topic. For example if you are interested in cycling, and want to see if the program has it, key "cycling" into the search window and click search:



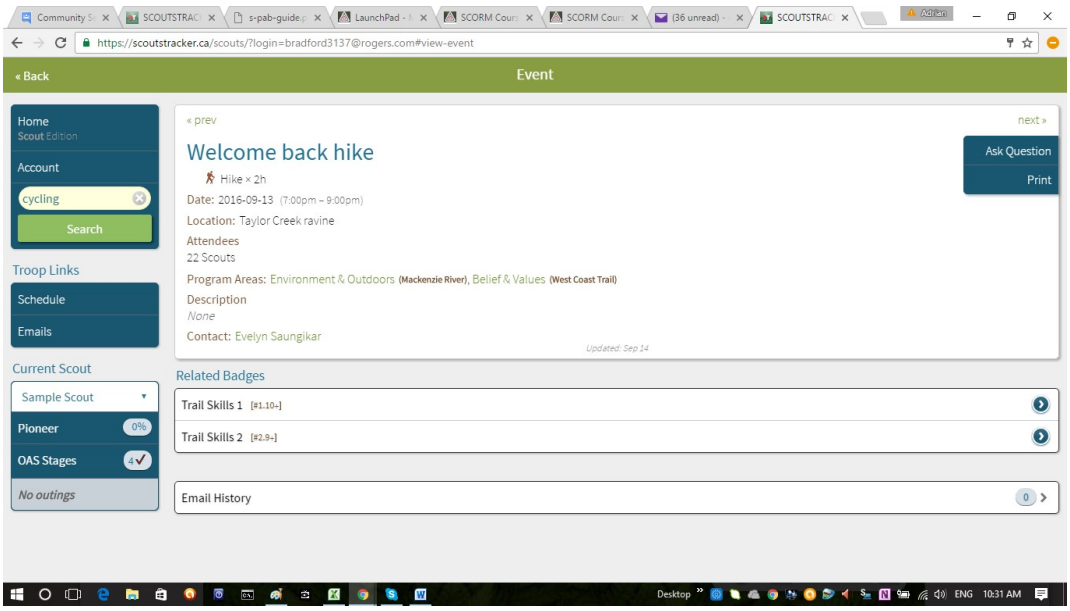
You can click the rows in the Search Results table to drill down to specific requirements and activities. Click **<<Home** in the top green navigation bar to return to the Home screen.

Schedule, under Troop Links, takes you to a calendar or list view of everything your Scouter has set up for the group so far:



You can flip the view to "List" with the toggle buttons at the top right. However the List view is quite unwieldy. You can advance through the months by clicking the double arrows beside the month.

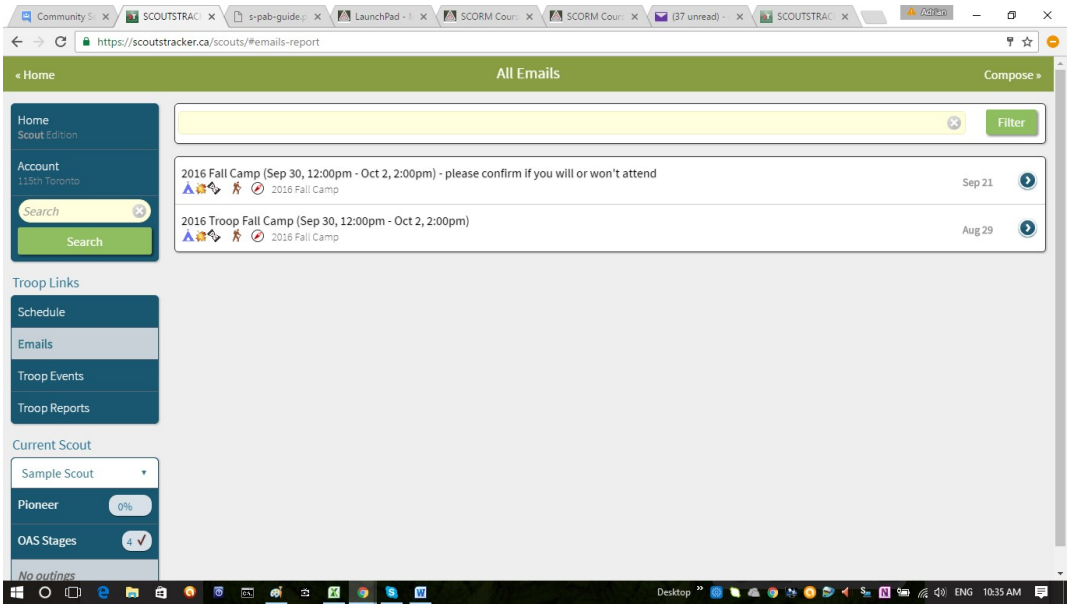
When you click the calendar entries, it brings you to the event information:



More detail about managing event information is provided later in this guide.

[To go there directly click here](#).

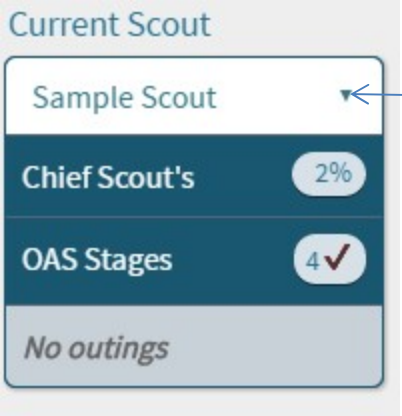
Emails takes you to a listing of the e-mails sent from ScoutsTracker:



Again, each entry in the table is clickable and will take you to the body of the e-mail. You can filter by topic, e.g. “camp”, date etc.

Current Scout:

This section gives you a snapshot of your scout's current progress and status in the program. If you have more than one scout in a section, you will be able to change between their records by clicking the arrow beside their name, and selecting the other name.

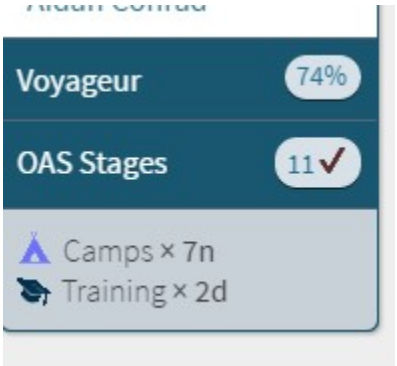


Click here to change to another scout's records.

The above example is for a scout who is doing only the new Canadian Path program. You can see their progress towards Chief Scout's award, and how many Outdoor Activity Skills (OAS) levels they have completed. Outings shows completed outings which are being tracked in ScoutsTracker. If your scout attended camps and events before the system was implemented, they won't be shown here, however your Scouter may have updated the badge records manually. Speak to your Scouter if you have any questions about this.

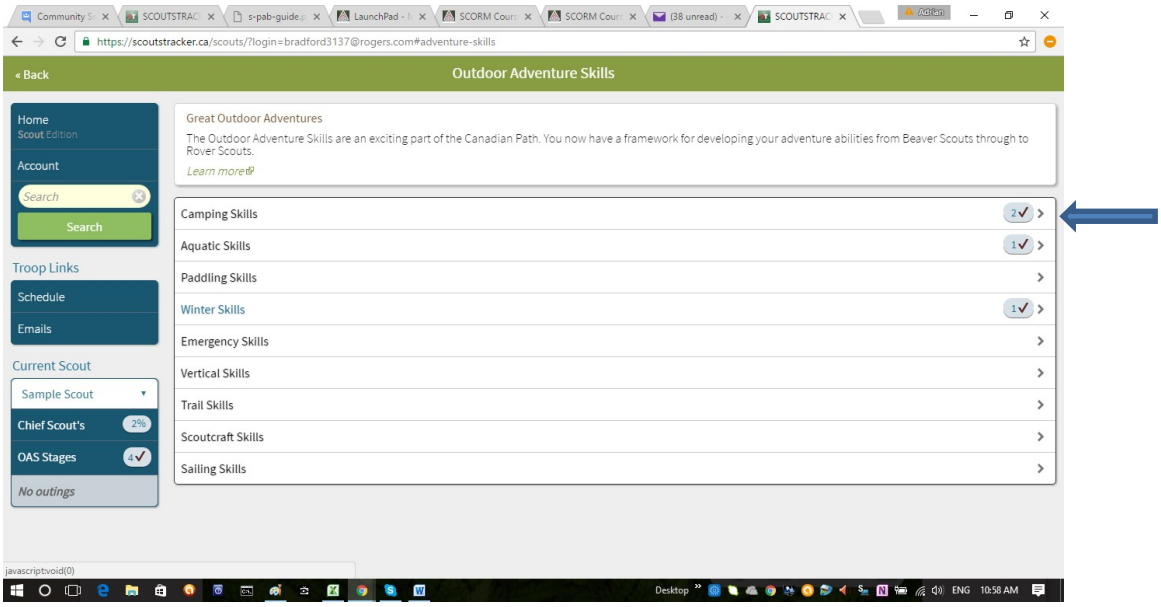
If your scout is in second or third year, they may have completed a number of requirements in the old program, in which case their record may look more like the below:

Old Program (Troop):

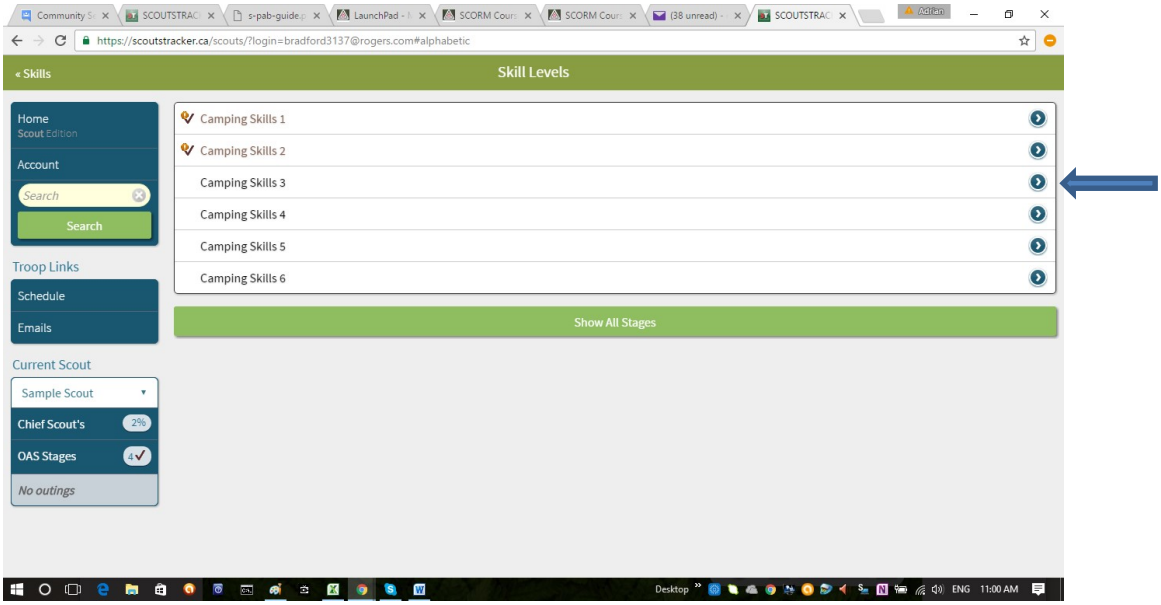


"Voyageur" refers to the level in the old program and only updates as levels are completed, rather than reflect a percentage of Chief Scouts.

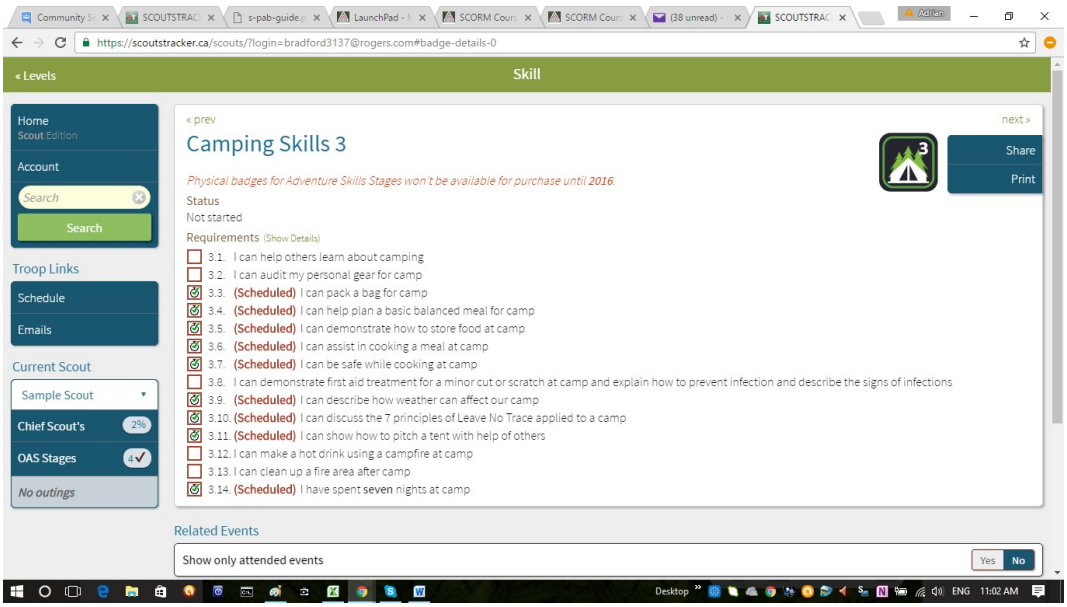
Each of these headings can be clicked to drill down to the detailed records. For example, clicking “OAS Stages” takes you here. And again, each of the results in the table can be clicked to take you to a further level of detail:



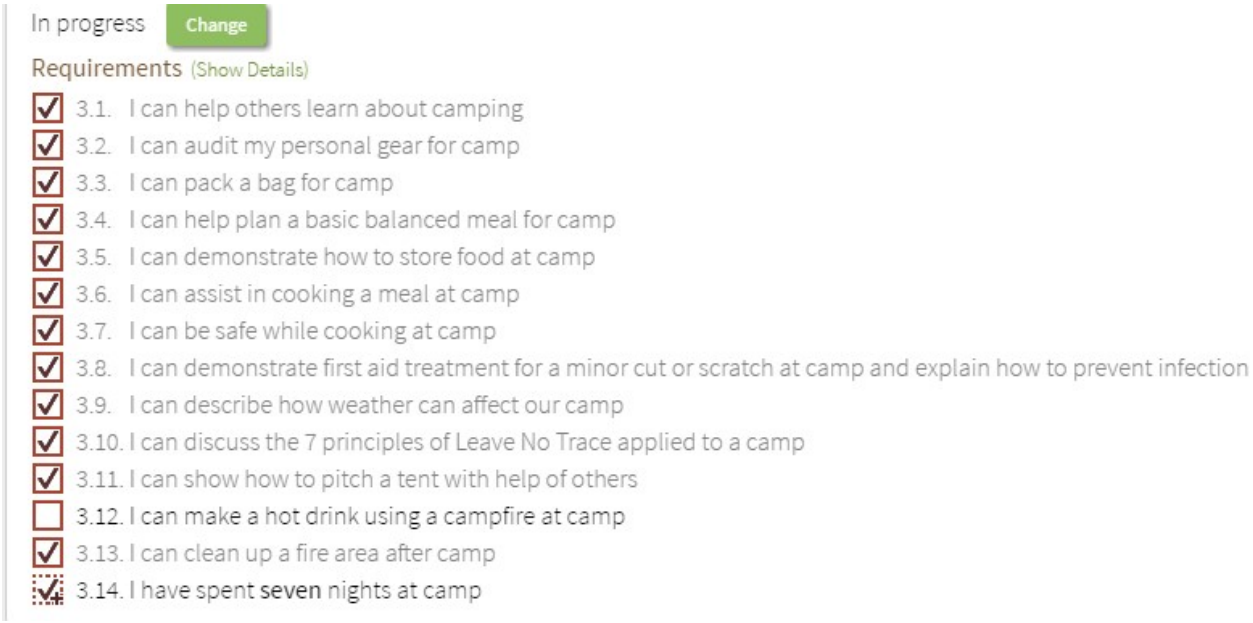
Goes to:



Goes to:



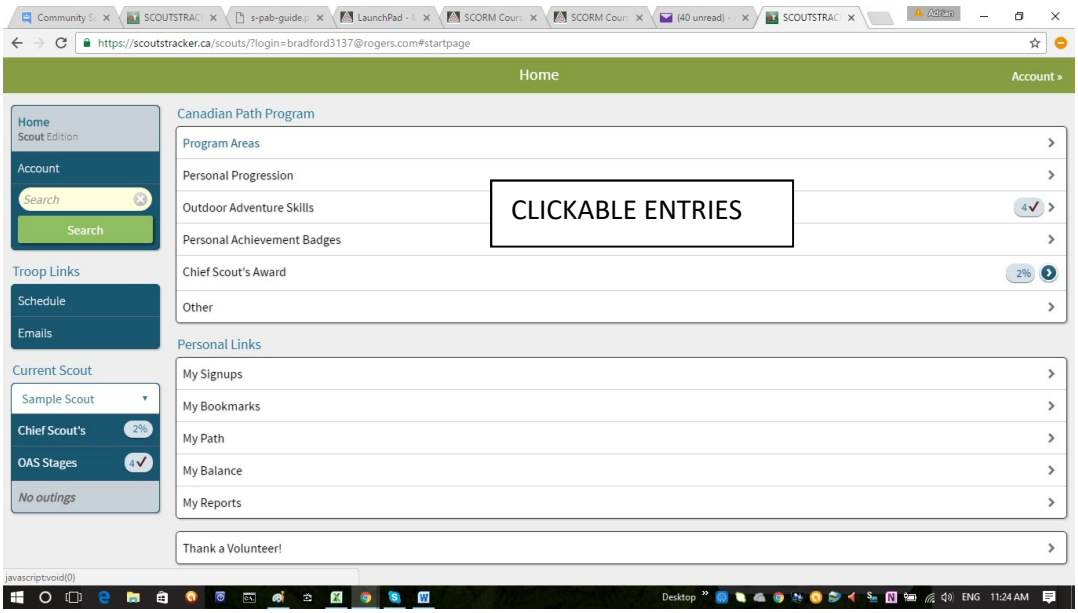
If the Scouter has designated these skills to be taught and performed in an Event, they are indicated as (Scheduled) as in the above. If your scout has already completed these skills, they show up as below:



In this example, the scout only has to complete part 3:12 to finish this level and be awarded Camping Skills Level 3.

Navigating the main body of the screen:

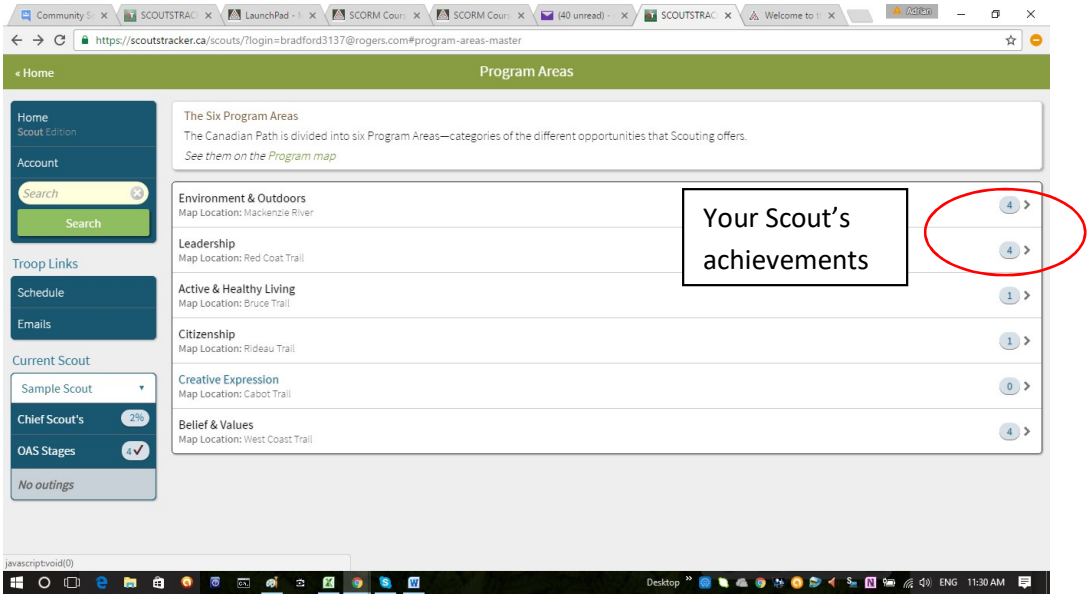
The choices in the main screen change depending on what you have selected on the left. As shown previously, you can click on most of the items in the main body to get further detail. The green bar at the top updates to show you where you are, where you can go back to, and what you can do in that screen, for example, edit a record, save a record, continue to the next record. You can also use your browser "back" button to go back.



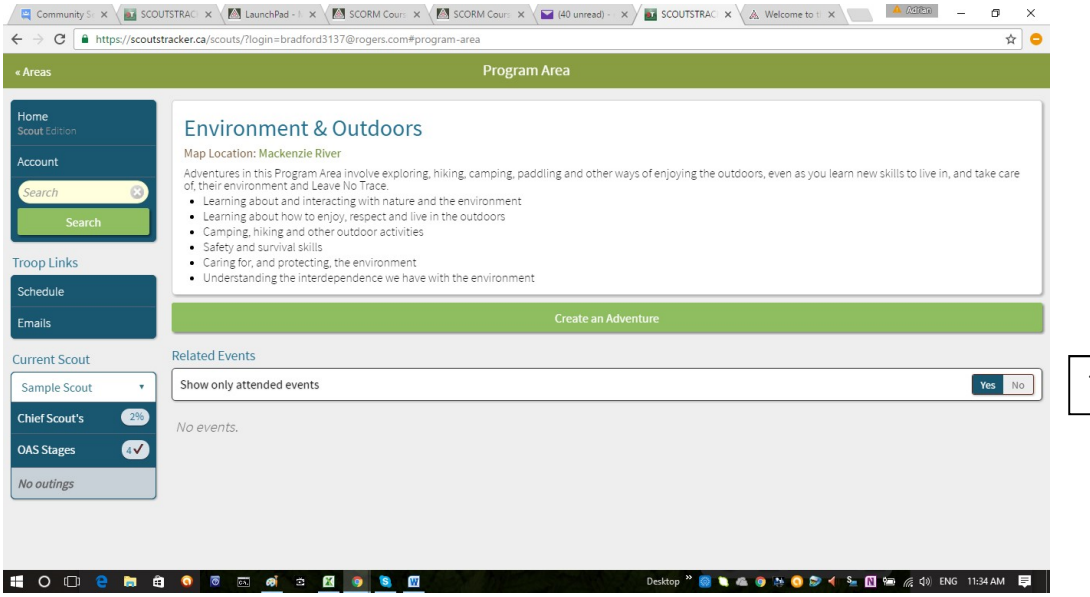
Green Navigation Bar

Under Canadian Path Program:

Program Areas – these correspond to the "Map" for your section. If you click this, it will show you how many "Adventures" your scout has participated in for each area of the Map:



Click again on one of the rows, to see the details of what each area covers:



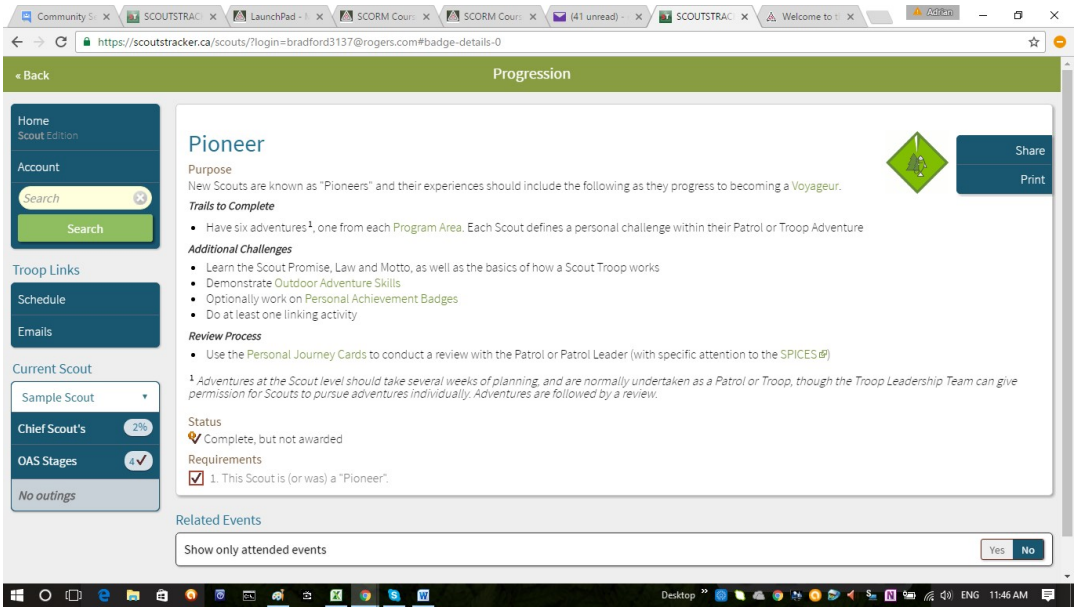
You can toggle the switch in "Related Events" to see upcoming events related to this area.

Personal Progression:

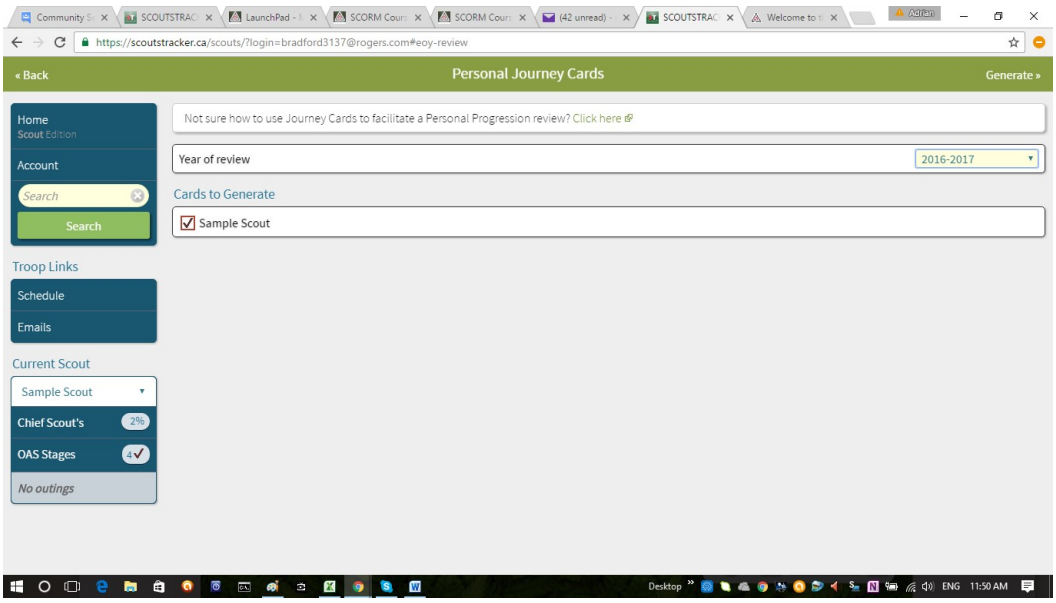
This section shows progress in the Core Scouting program, which comprises the program areas, outdoor skills, personal challenge badges and participation in planning and review.

Each level corresponds roughly to a year in Scouts: 1st Year = Pioneer, 2nd Year = Voyageur etc. The Scouters work very hard to facilitate Scouts being able to complete the requirements in a timely manner, but it is up to each individual scout to choose to participate.

Clicking each level shows you the detailed expectations for that level. The text in green allows you to click through to other areas of the site, which are discussed elsewhere in this guide.



A key link in this page is the "Review Process" area, which allows scouts to review their progress. This review is a requirement of the new program, to be completed at the end of each Scouting year (i.e. June). Click the link "**Personal Journey Cards**". Scouters will be printing these and assisting the scouts to complete them, however it provides a neat summary of the activities of the year, and the progress made on the "Canadian Path".

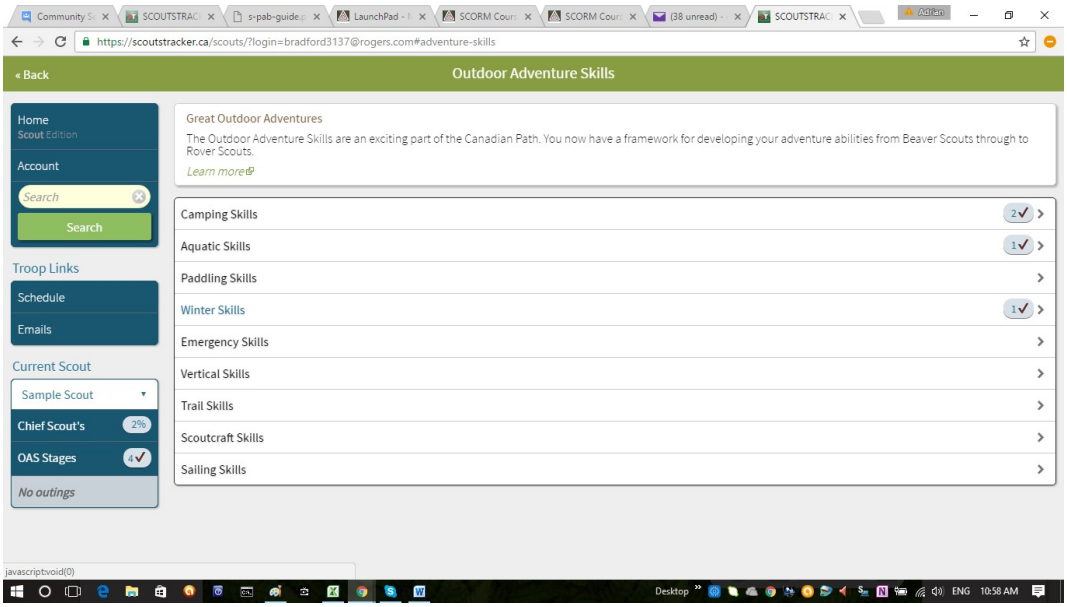


Click “Generate” to create a Personal Journey Card

There is a guide to using Personal Journey Cards that you can access, linked at the top. Select the relevant categories (year, scout) in the white boxes, and click the word “Generate” in the top right corner. The second section (scroll down) has this useful view. Completed badges are in saturated colours, ones available to be worked on are greyed out.

Outdoor Adventure Skills:

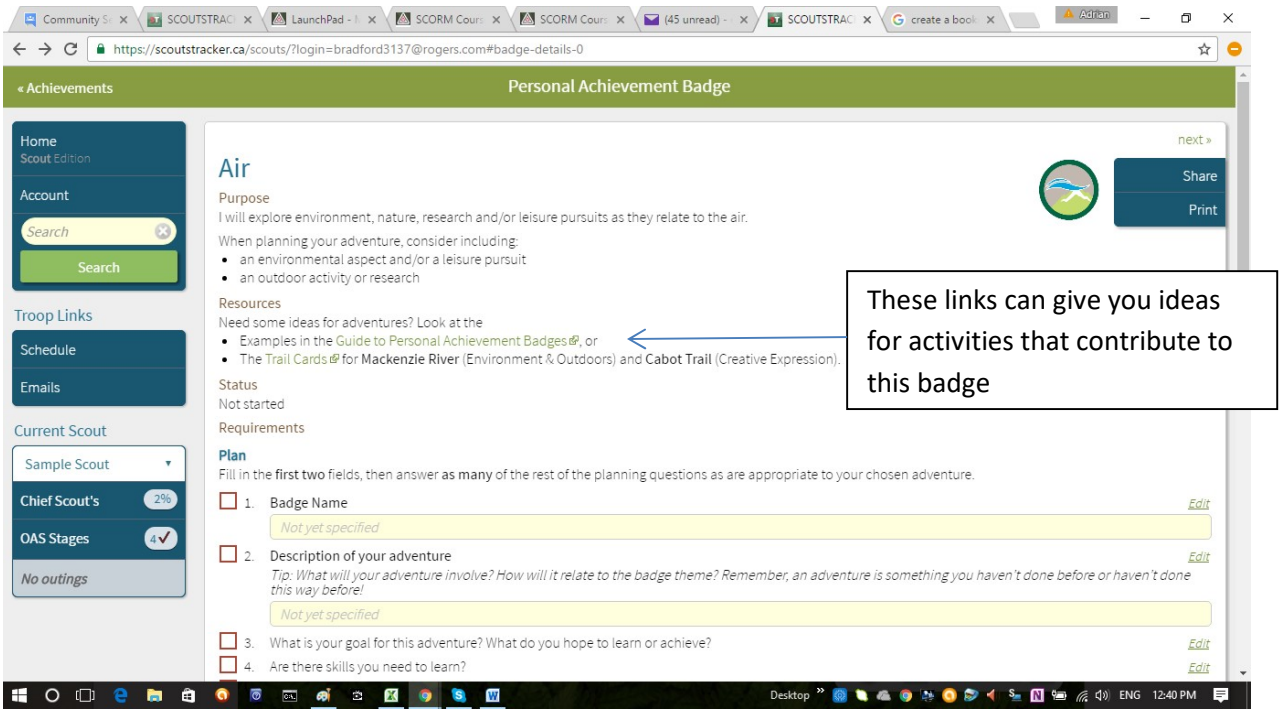
This section shows each area of Outdoor Adventures (OAS), including which levels your scout has currently completed. This is the same screen which can be accessed by clicking the "OAS Stages" link on the left, or through the "Outdoor Adventures Skills" Link in the "Personal Progression" pages. See Page 11 for details.



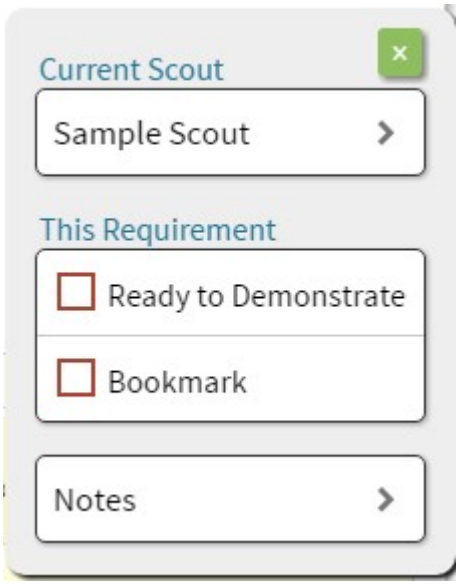
Personal Achievement Badges:

The Personal Achievement Badges (PAB) have been updated to be more general, as each scout can tailor the badge challenges to their own interests. Clicking this link will give you the following list:

Click any of the badges to open the following editable template:



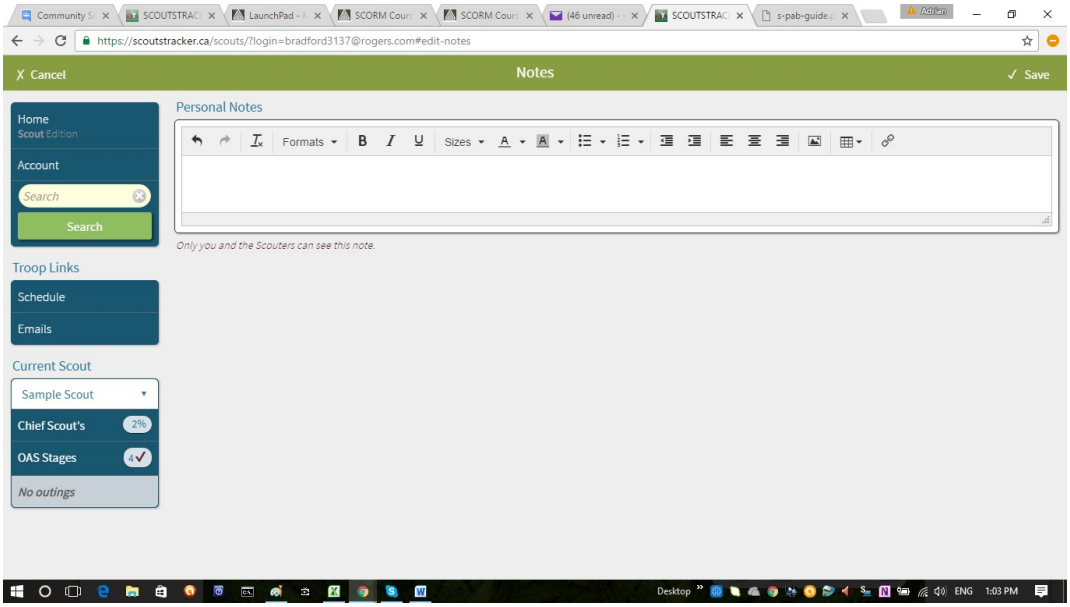
Clicking the red boxes next to each activity in the "Plan, Do, Review" sections brings up this sub-template:



Selecting "Ready to Demonstrate" will send an update to the Scouter's report, to alert the Scouter to facilitate the scout demonstrating the selected badge activities.

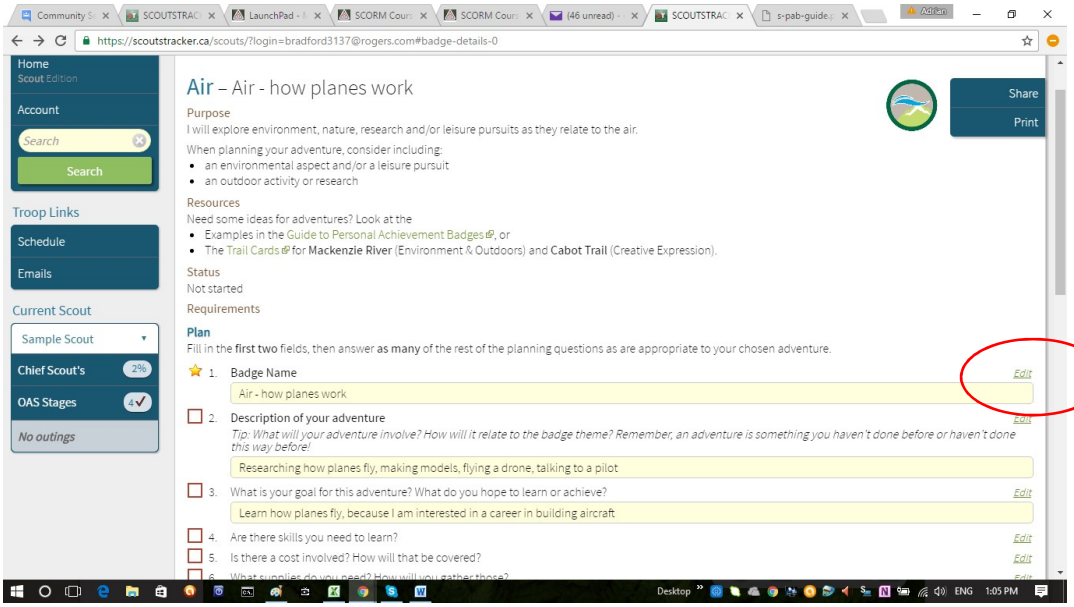
Selecting “Bookmark” will put a gold star on this record in your files, allowing you to access it quickly through the “My Bookmarks” section in the “Personal Links” area of the Home page. Any activity or skill which has a red checkbox preceding it can be bookmarked, not just the PABs.

Clicking “Notes” will open an editable window allowing you to put in the specific details of your plan:

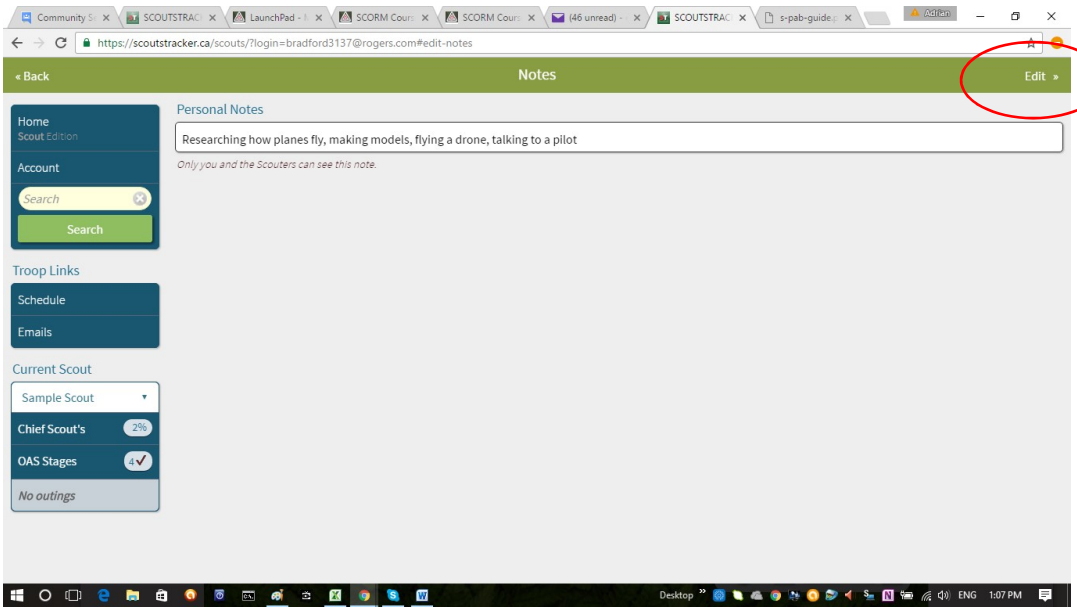


Ensure you click “Save” at the top right to save your notes.

If you want to make changes after saving, click “Edit”, either in the main template, or in the Green Naviation bar, to re-open this window.



Edit here…

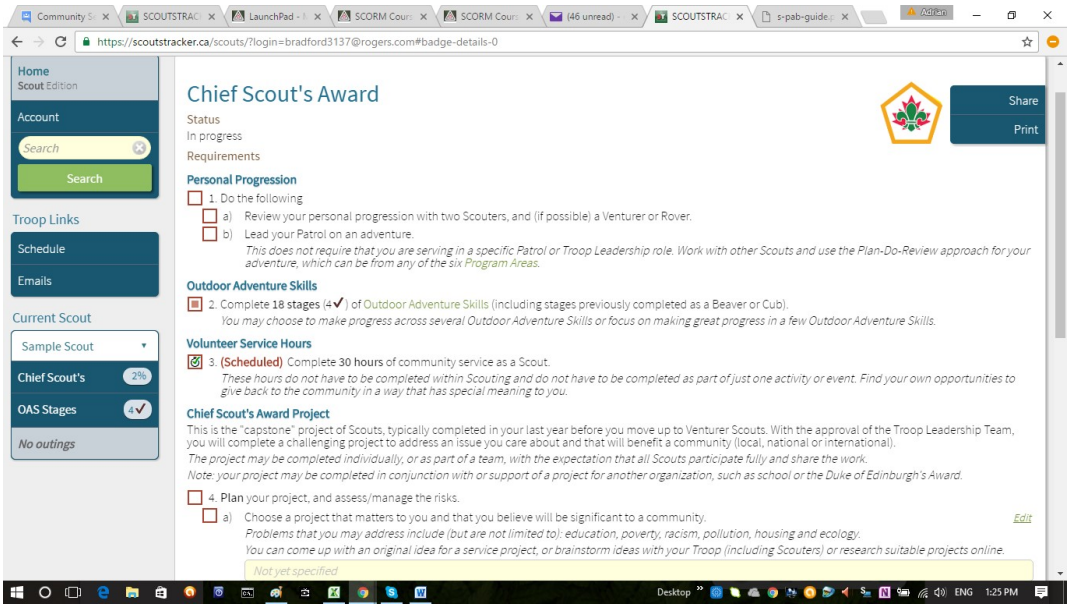


…or here

Each scout will be assigned a Scouter as a “Badge Mentor” who will assist with filling out the templates, demonstrating the adventure, and completing the review. Badge activities can be completed with other people such as parents or relatives, teachers, or others in the community. However, the activities must be independent from expected school work. Personal Achievement Badges are optional. [For more information see the guide.]

Chief Scouts Award:

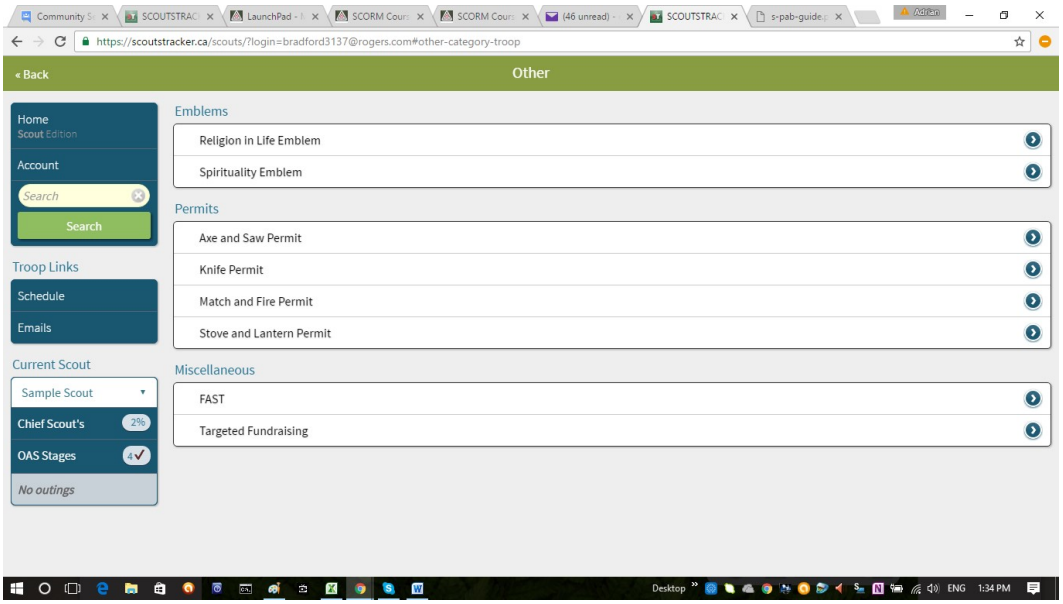
The culminating achievement for Troop-aged Scouts is the Chief Scouts Award. This area shows progress towards this goal:



The page works the same way as the Personal Achievement Badges, with spaces to update your planned activities, and mechanism to notify Scouters when to facilitate demonstration and review. In addition, Outdoor Adventure Skills and Community Service Hours completed in the program update here as well, until the required standard is reached.

Other:

This is a catch-all category for awards which do not fall into the OAS or PAB frameworks.



The Emblems are personal and specific to each scout. Click through for more information, and speak to your Badge Mentor if you are interested in pursuing one of these emblems.

Scouts will be most interested in the **Permits**:

These permits are usually taught and tested at camp, or in regular meetings. It is a goal of our Troop to give every scout the opportunity to obtain these permits in their first year. These permits are mandatory for the operation of the referenced equipment, and scouts are expected to know how to use this equipment to participate fully in the rights and responsibilities of camp. Once awarded, permits can be taken away for breaches of the safety requirements, however they can be earned back if lost. Clicking through these links will show detail of when the permit was earned.

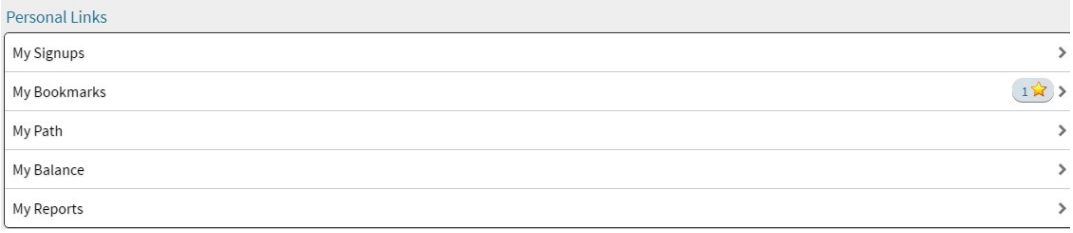
Miscellaneous:

FAST is an optional leadership training program (usually a weekend camp) for 2nd to 4th year Troop scouts. It is helpful if you are interested in being a Patrol Leader, a camp counsellor, or volunteering with other Scouts sections. It's something which will look good on your CV in the future! If you are interested in FAST, speak to a Scouter to find out if there will be a program taking place soon.

Targeted Fundraising is an area which allows you to keep track of the funds you've raised for a specific project, if there is something planned for the year.

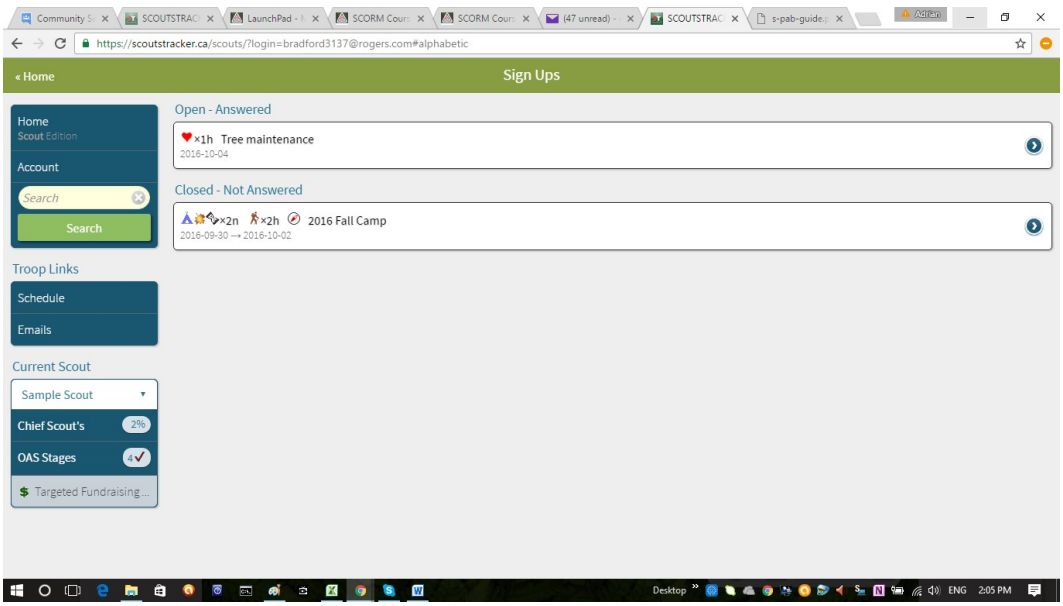
Personal Links:

This area allows you to see and update areas of your records:

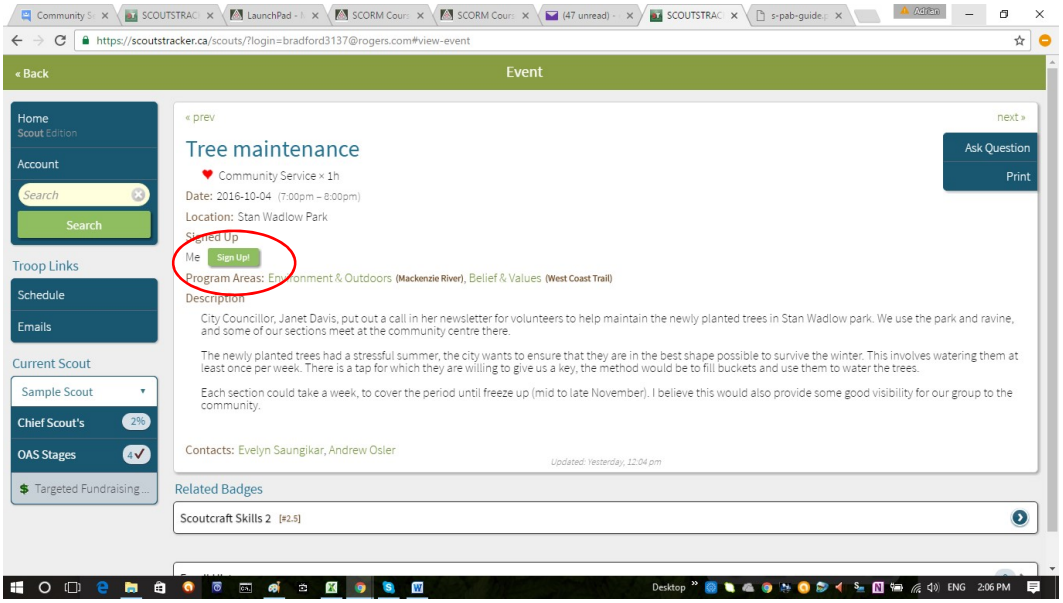


My Signups

This takes you to a listing of events which the Scouter has created.



You can indicate your interest by clicking the event and then the green button to sign up:

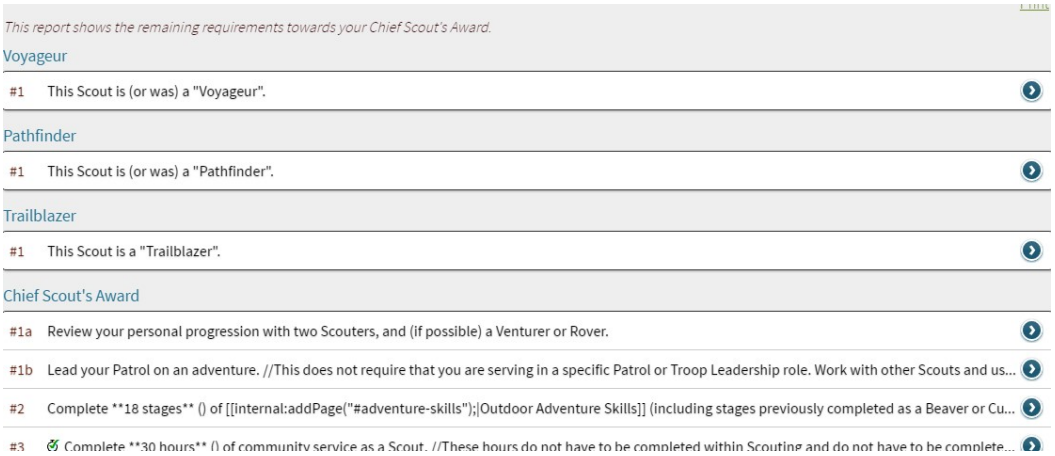


Send a question to the contact Scouter(s)

Note: you can only sign up if the deadline hasn't passed. You can also e-mail the indicated Contacts, by using the blue button in the top right.

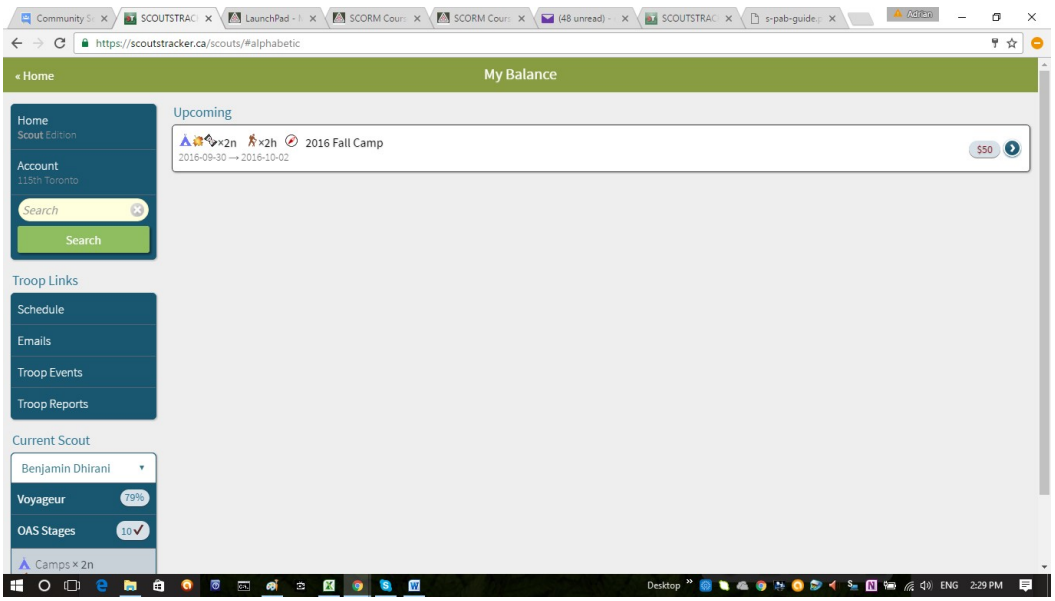
My Bookmarks – has already been addressed on page 19.

My Path – this area shows a summary of what activities remain to achieve Chief Scout, in a checklist format. Clicking through the activities takes you to the Chief Scouts Award descriptive page, addressed on page 21.



My Balance

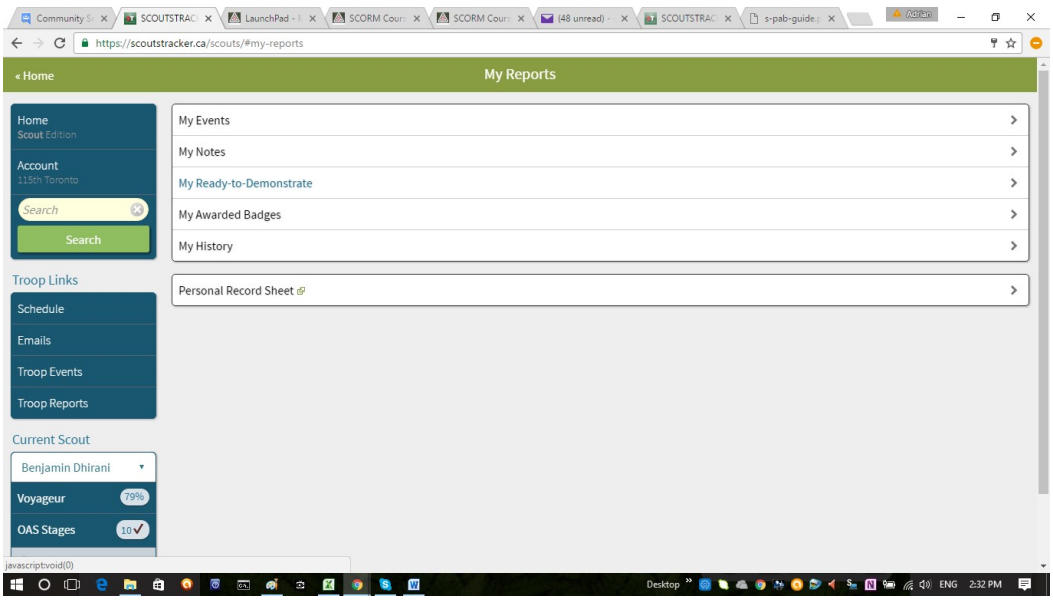
This area shows if you have signed up for any events with fees not yet paid:



If you've paid, but this area is showing a balance, contact your Scouter. Allow a couple of days for the Scouter to update the records after paying.

My Reports

These provide other ways to look at your records.

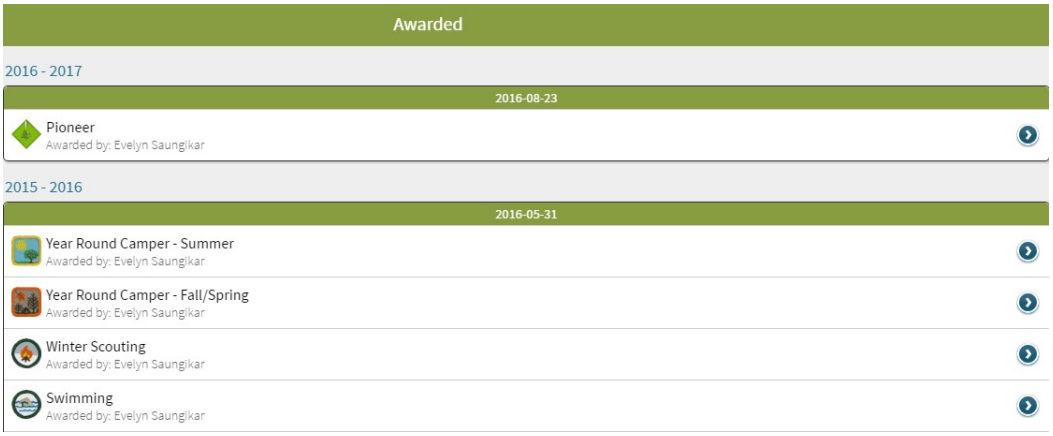


My Events shows a summary of completed event requirements, as well as all upcoming scheduled events. You can click through these to sign up if you did not do so through "My Signups" described on page 23.

My Notes shows personal notes (this area not currently active).

My Ready To Demonstrate captures any PAB requirements that you would like to demonstrate to your Badge Mentor, to receive credit.

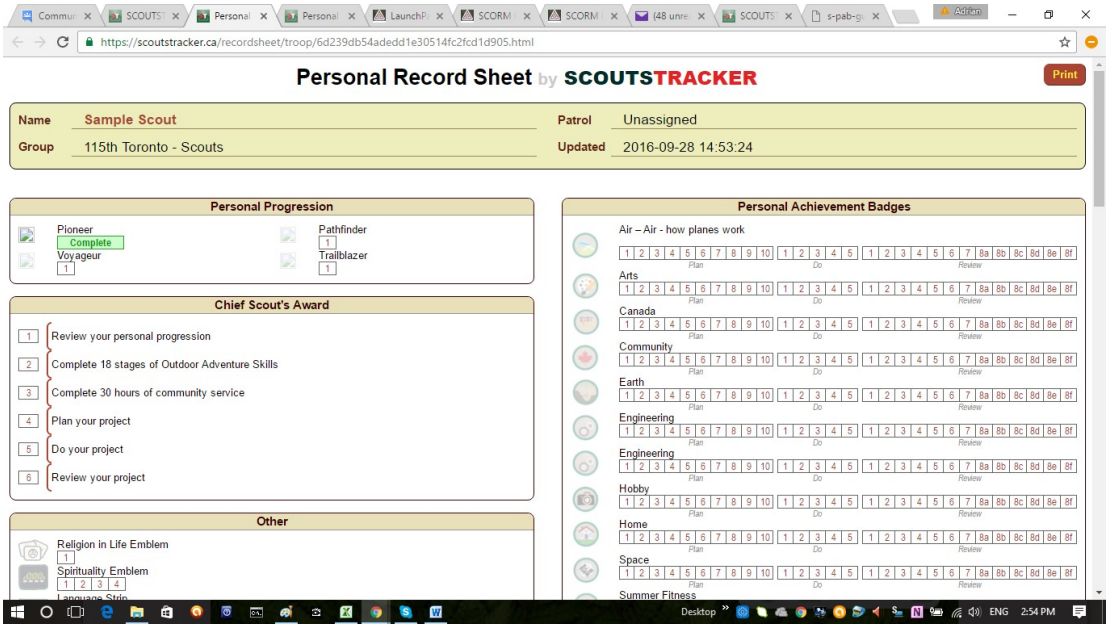
My Awarded Badges is a listing of badges earned; if you do not have the badge, speak to your Scouter:



Click any of the entries to see the details and date awarded.

My History allows you to select specific groupings of badge skills completed, by date and badge:

Personal Record Sheet is a complete, printable listing of all badge related activities showing which have been completed. It is a snapshot and not editable. If you have completed activities under the "old program" those are here as well as the Canadian Path:



Thank A Volunteer:

Clicking this provides an easy way to say 'thank you' to a Scouter who has made a difference for your scout. Click through to open a form that is easy and straightforward to complete.