ScoutTrack Users Guide

Cub Scout Pack 883

Pack 883 ScoutTrack Users Guide

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1   Login to ScoutTrack

Enter the web site address of https://www.scouttrack.com/servlet/ScoutTrack into the browser address field and press the enter key.
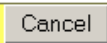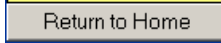

Type your user id and password on the web page and select the "Login" Button. You can check the "remember password on this computer" before you login in if you want the computer to login as you on this site every time from this computer.
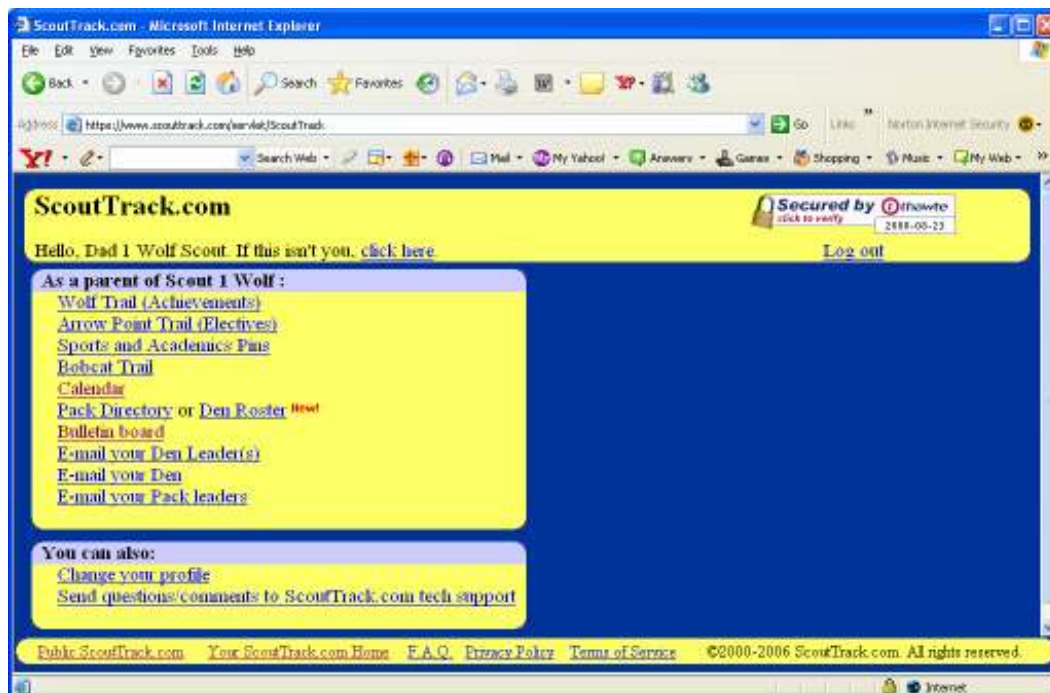

This page displays ScoutTrack Main Menu screen with the options and views that are available to you.

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Note: Use the navigation buttons (example: [Save] [Cancel] [Return to Home])
on the individual web pages and avoid using the browser buttons (example: Back and
Forward buttons [Back ▾ ▾])

2   Manage Your User Profile

On the bottom of the ScoutTrack Main Menu screen is a link ("Change your profile") to
update your profile.
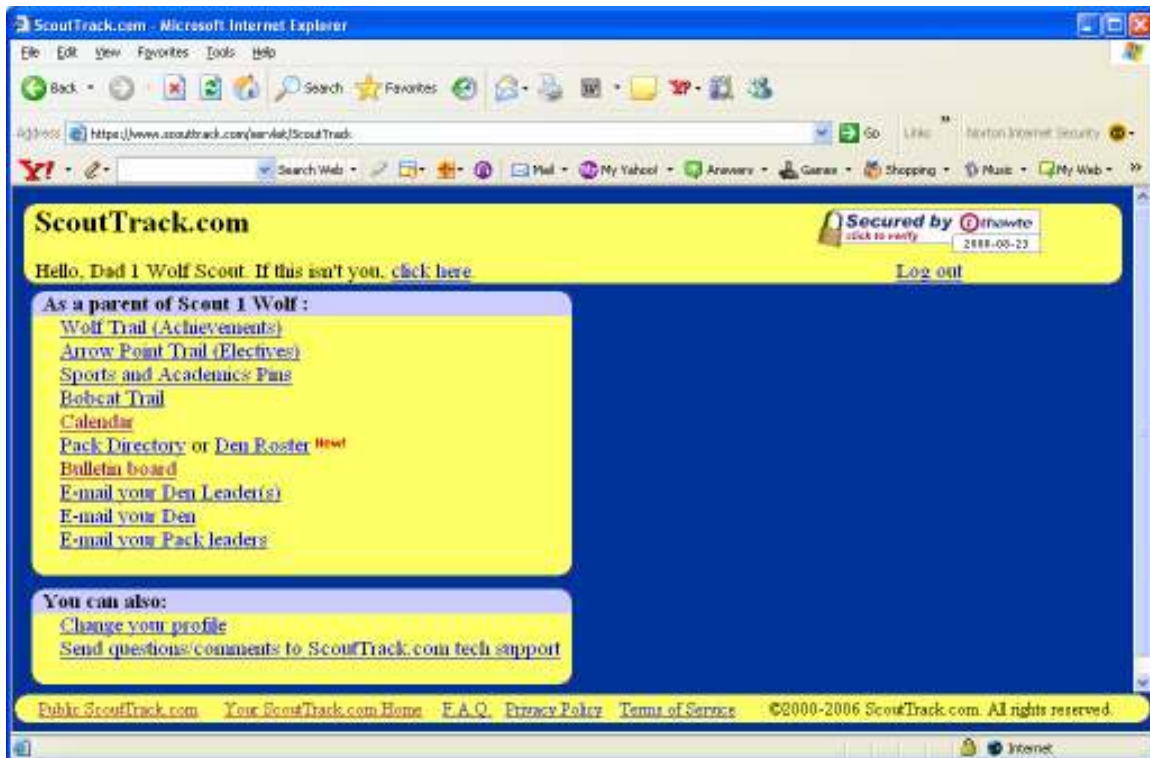
Selecting this link will load the ScoutTrack Change your Profile screen.

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On this screen you can update your personal information or change your password.

After you have completed your changes, remember to select the "Save" Button at the bottom of the screen or your updates will not be submitted.

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3 Log Out

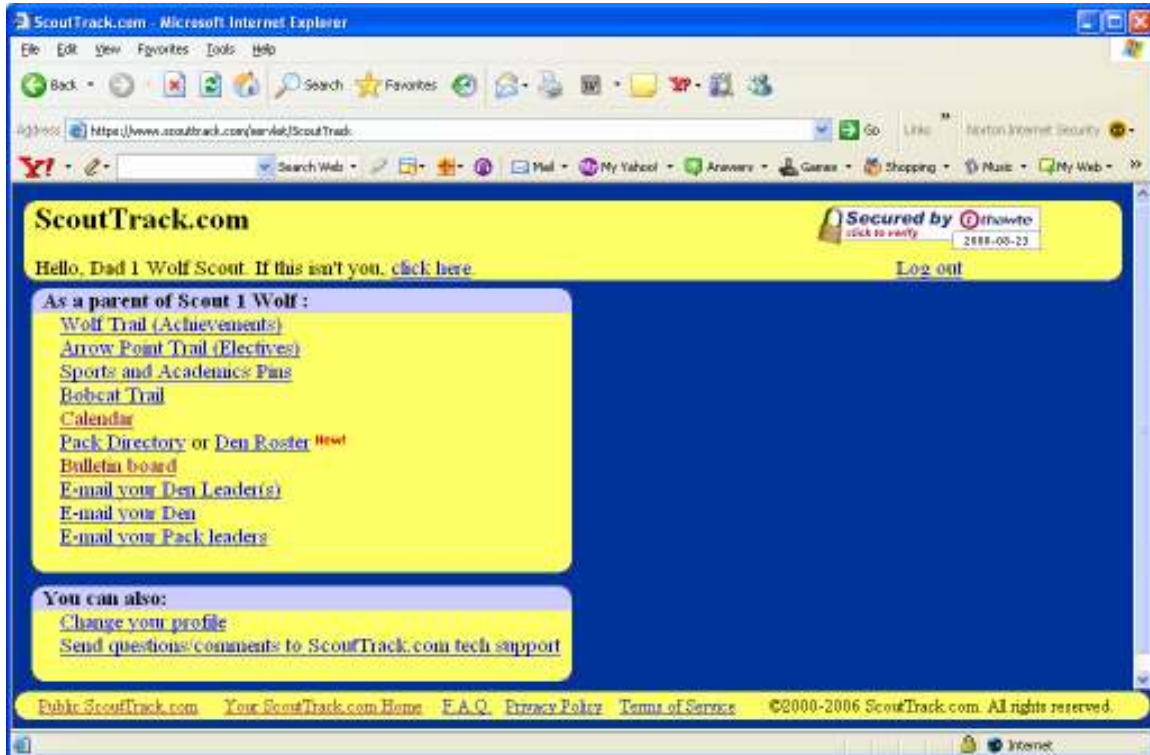Selecting the "Log out" link will end your ScoutTrack session.
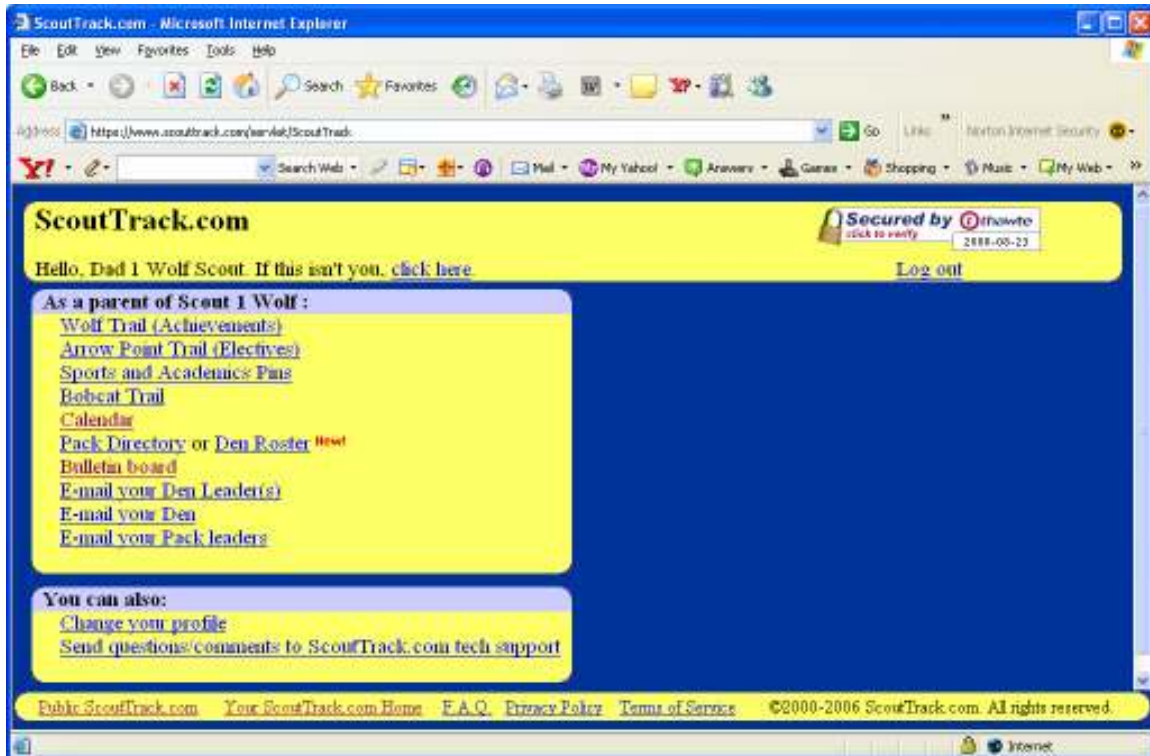
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4   Parent Section Options

After you login to ScoutTrack, the ScoutTrack Main Menu screen will be displayed with the options and views that are available to you.

4.1 ScoutTrack Main Menu – Parent View
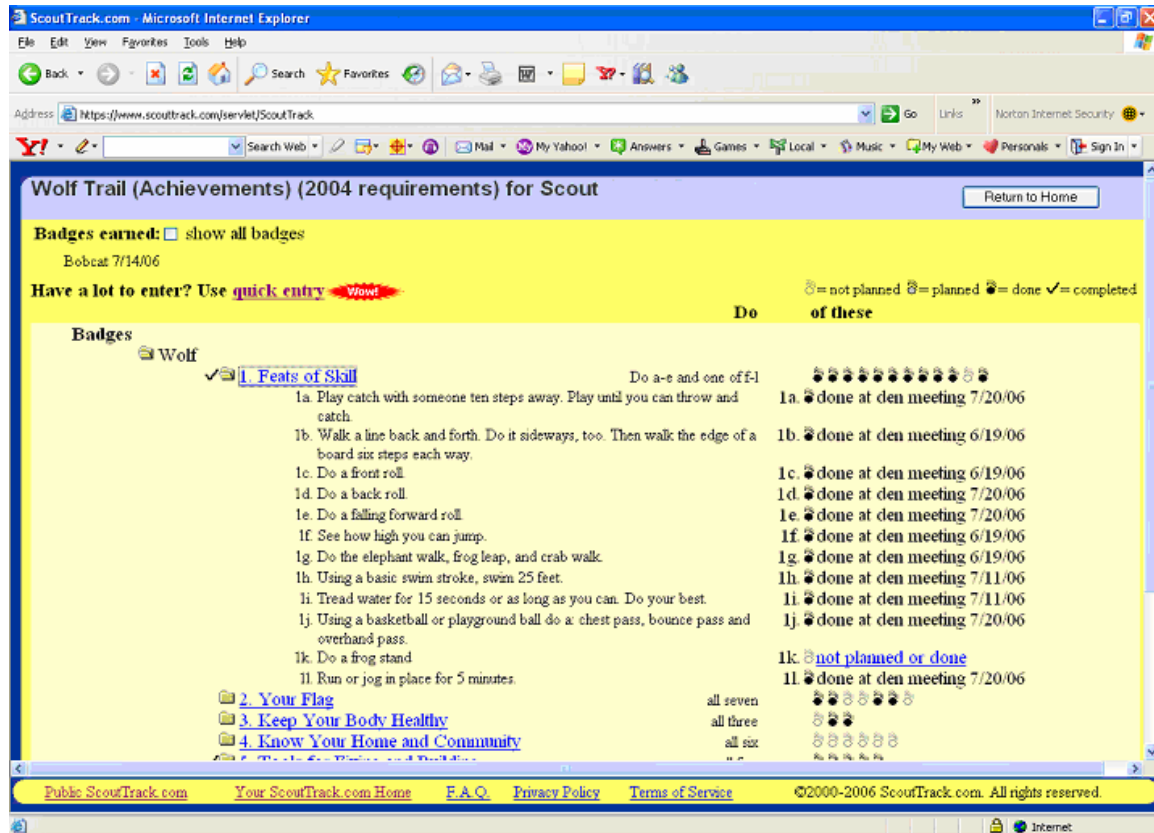
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If you are the parent of more than one scout, then you can change which scout's view is displayed by selecting your son's name from the "As a parent of" list as shown in the next image.
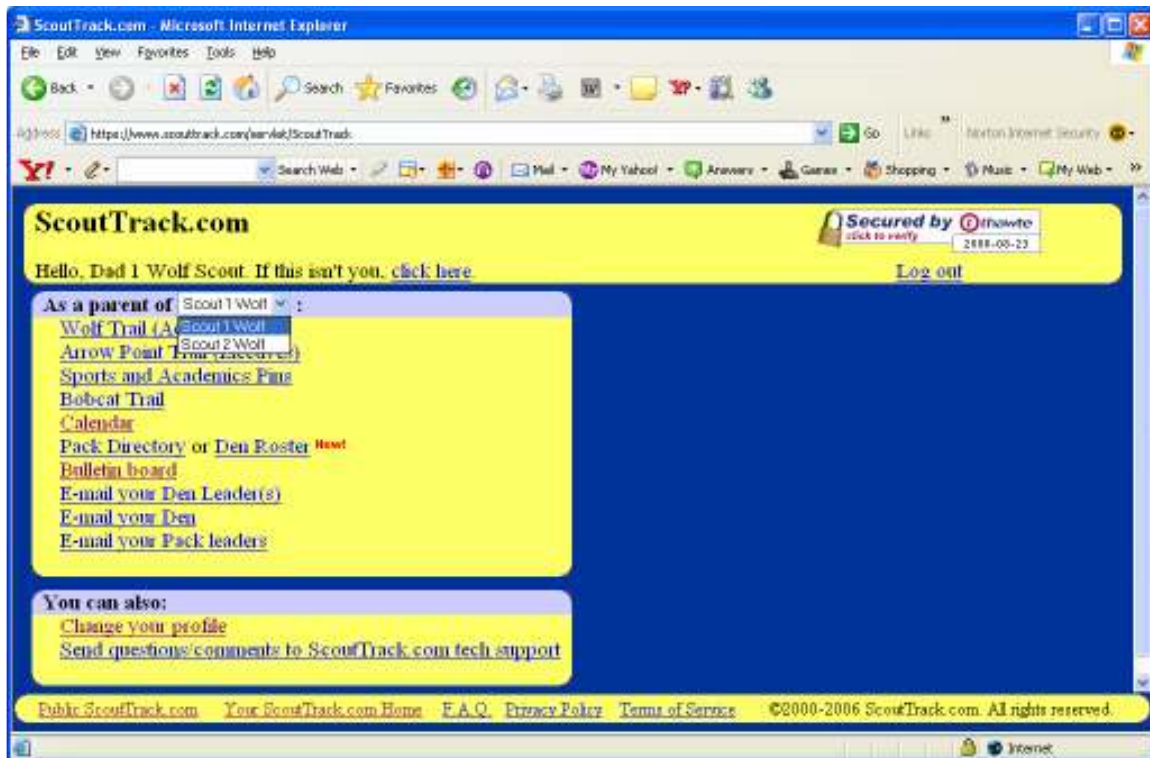
# Pack 883 ScoutTrack Users Guide

4.2 Achievements, Electives, and Sports and Academics Pins
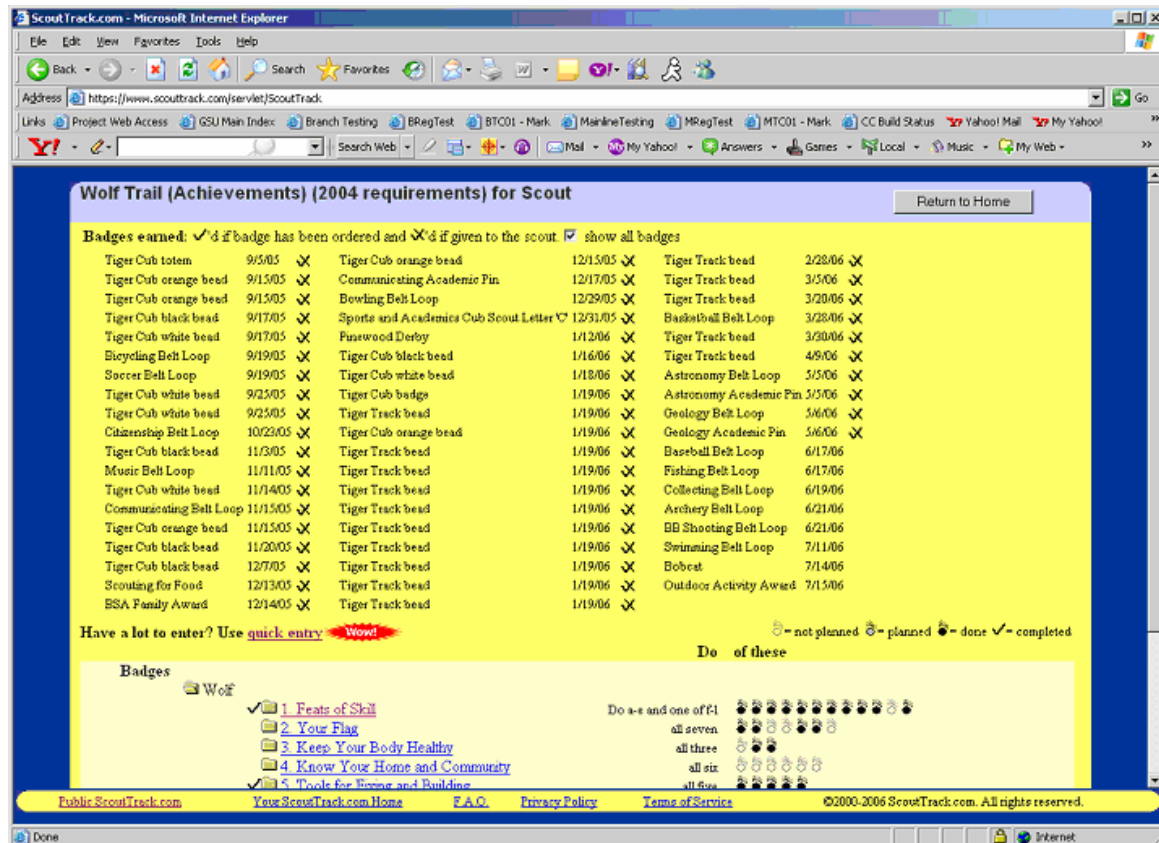
Selecting the Achievements, Electives or Sports and Academics Pins on the ScoutTrack
Main Menu will load a screen as illustrated in the next picture for the scout listed in the
"As a parent of" list.

Selecting an individual Achievement will display all of the requirements for that
Achievement and the completion status for your scout. Selecting the individual
requirement a second time will hide the individual requirements.

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Selecting the "Show all Badges" checkbox will change the display to show everything that has been earned. The line will have a ✔ if the award has been ordered and have a ✗ if the award has been given to the scout.

Unchecking the "Show all Badges" checkbox will hide the Badges earned section.

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Selecting the "quick entry" link on the web page will display all of the Achievements for your scout's current rank. When an achievement is completed at a Den Meeting, the completion date is entered with suffix of "d". This should be done only by the Den Leader. Future dates can be entered into the fields with a suffix of "p" (planned for at home) or a suffix of "pd" (planned for at a Den Meeting). Any Achievement with date and the "p" or "pd" suffixes can be displayed on the calendar.

Note: Use the navigation buttons (example: Save Cancel Return to Home) on the individual web pages and avoid using the browser buttons (example: Back and Forward buttons Back).

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4.3 Calendar

Selecting the "Calendar" link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture for the scout listed in the "As a parent of" list. This is a monthly calendar view of all scouting events for the scout's den and pack.

Selecting the "List format" button will present the same information in a list view instead of a calendar view.

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On the List View, selecting the "Month Format" Button will present the den and pack events in a monthly format again.

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Selecting any of the scouting activities from either the month or list format will display all of the details about the event.
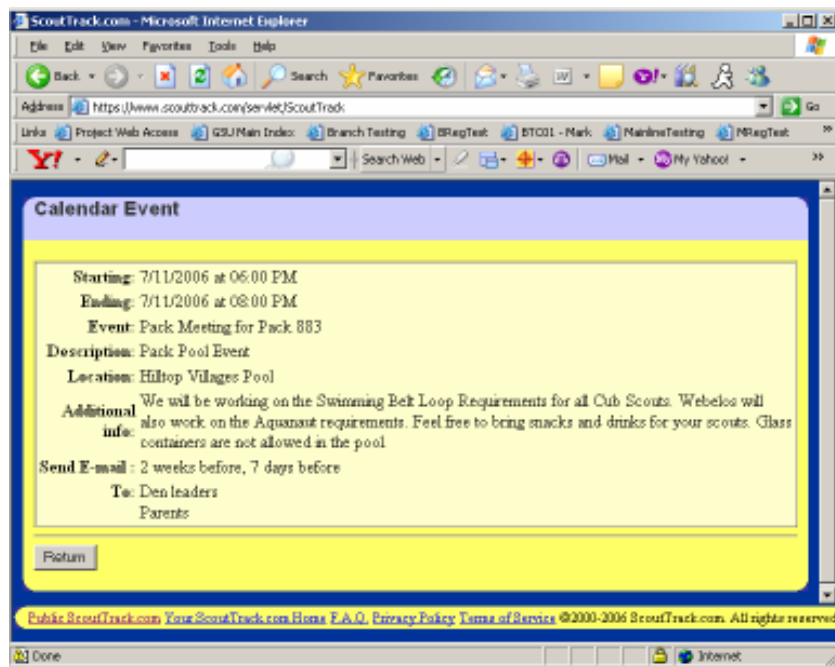
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4.4 Pack Directory

Selecting the "Pack Directory" link from the ScoutTrack Main Menu will generate a complete list of all members of our Pack. The next picture illustrates the resulting report.

Selecting the "PDF" link will create the Pack Directory in an Adobe PDF format. Selecting the "CSV" link will create a comma separated version of the Pack Directory. This format can be imported into Microsoft Excel. **Note:** I have found issues with both of these document formats.

4.5 Den Roster

Selecting the "Den Roster" link from the ScoutTrack Main Menu will generate a complete list of all members of the den for the selected scout in the "As a Parent of " list. The next picture illustrates the resulting report.

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4.6 Bulletin Board

Selecting the "Bulletin Board" link from the ScoutTrack Main Menu will display the
Pack and Den Bulletin Board for the scout listed in the "As a parent of" list. The Bulletin
Board is a place that the Den or Pack Leaders can upload files so that anyone in the Pack
or specific Dens can open, print or download the files by selecting the file name or the
image above the file name.
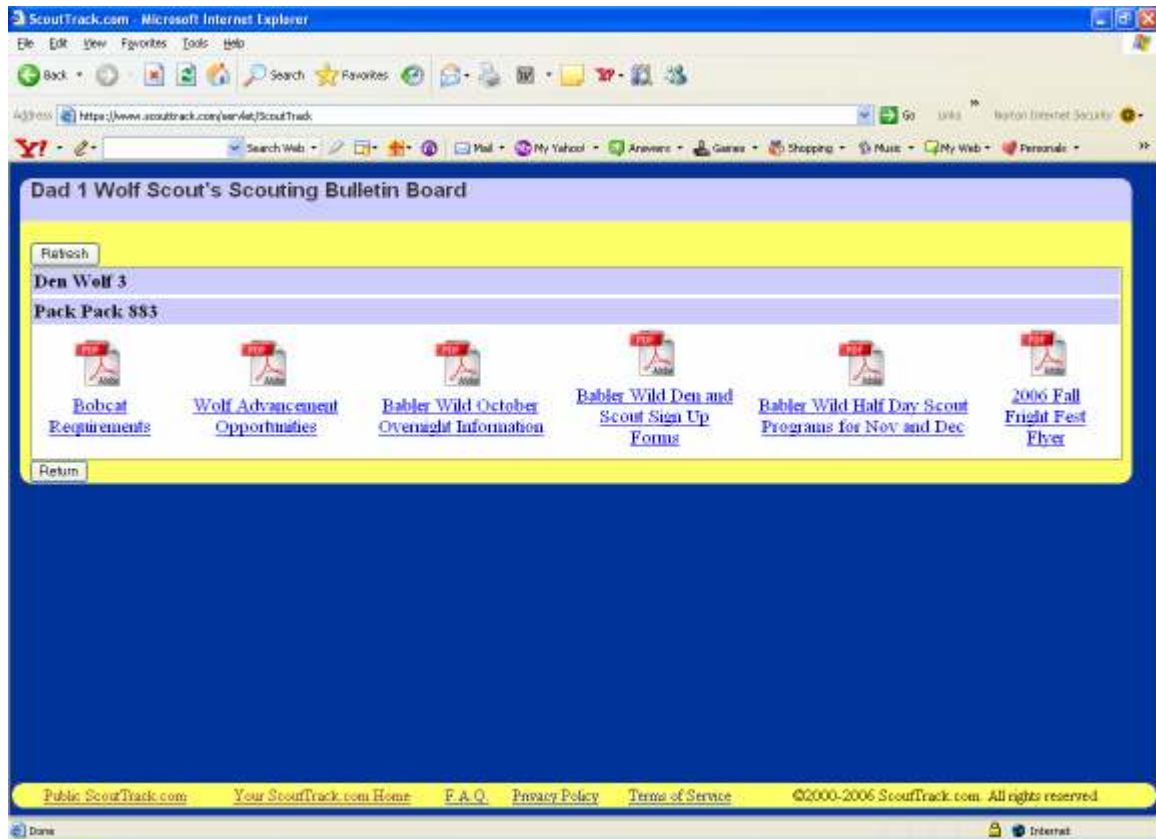
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4.7 Email Your Den Leader(s), Den, or Pack Leaders

Selecting an "Email …" link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture. The "To:" List will contain either the Den Leaders, Den Members, or Pack Leaders depending upon which link was selected. Individuals can be removed from the "To:" List by unchecking the box before each person's name.

Enter the Subject and Message, then add any attachments and select the "Send message" Button to send the email.

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5   Den Leader Section Options

After you login to ScoutTrack, the ScoutTrack Main Menu screen will be displayed with the options and views that are available to you.

5.1   ScoutTrack Main Menu – Den Leader View
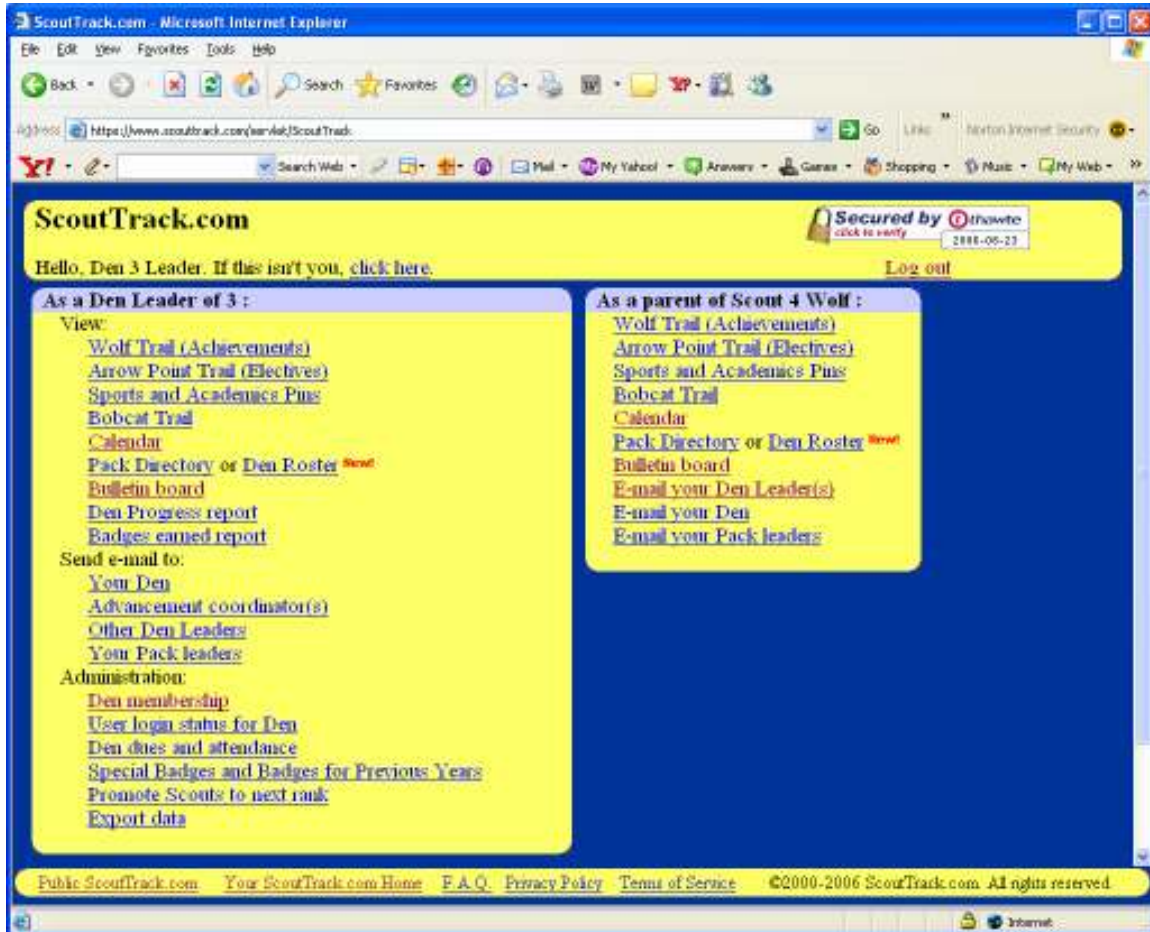
5.2 Den Achievements, Electives, and Sports and Academics Pins

Selecting the Achievements, Electives or Sports and Academics Pins on the ScoutTrack Main Menu will load a screen as illustrated in the next picture for the Den options that the link was selected.

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
5.2.1 Individual Scout View
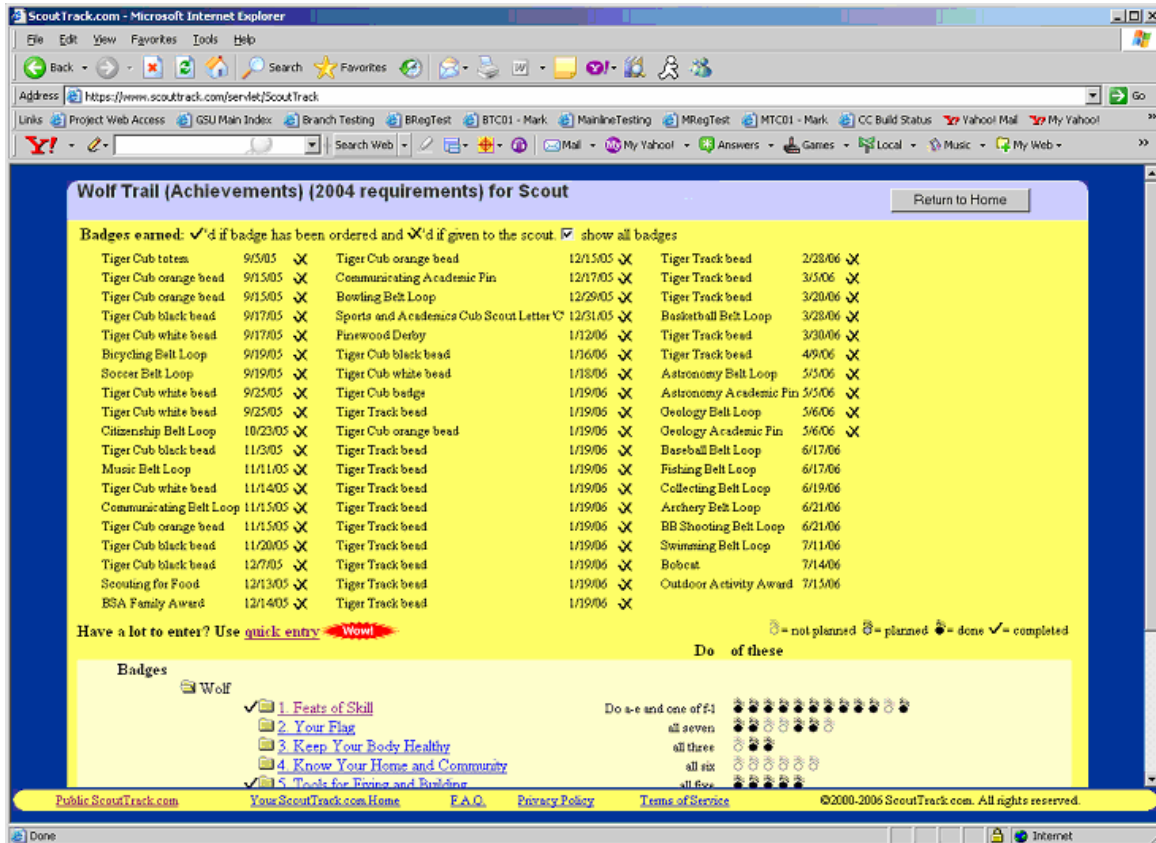
If you select an individual on the previous screen, then you will get just that scout's Achievements as shown here.
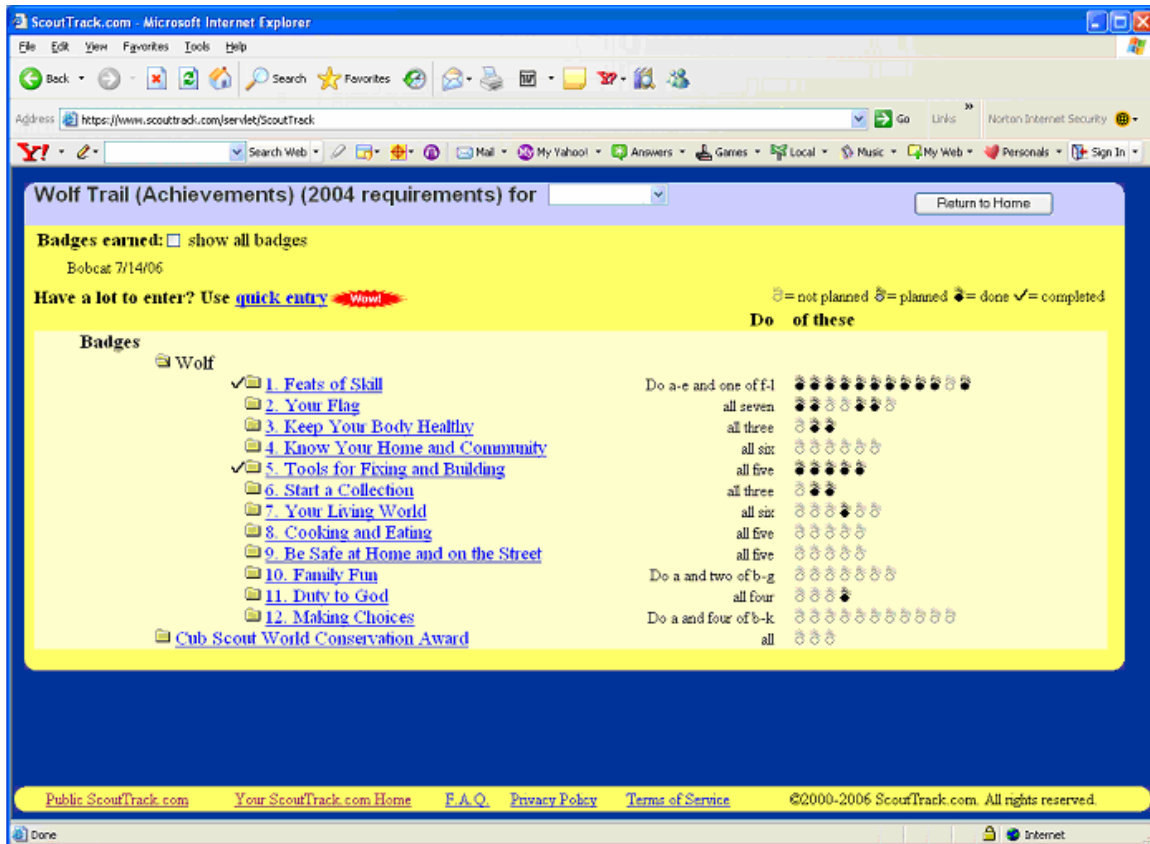
The "show all badges" check box is only available when a single scout is being displayed.

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Selecting the "Show all Badges" checkbox will change the display to show everything that has been earned. The line will have a ✔ if the award has been ordered and have a ✘ if the award has been given to the scout.

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Selecting an individual Achievement will display all of the requirements for that Achievement and the completion status for your scout. Selecting the individual requirement a second time will hide the individual requirements.

Select the "quick entry" link on the web page will display all of the Achievements.

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When an achievement is completed at a Den Meeting, the completion date is entered with suffix of "d". This should be done only by the Den Leader. Future dates can be entered into the fields with a suffix of "p" (planned for home) or a suffix of "pd" (planned for Den Meeting). Using the "p" or "pd" suffixes can be displayed on the calendar.

Note: Use the navigation buttons (example: [Save] [Cancel] [Return to Home]) on the individual web pages and avoid using the browser buttons (example: Back and Forward buttons [Back]).

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5.2.2 Den View

Selecting the Achievement, Elective or Sports and Academics Pins from the ScoutTrack Main Menu will load a screen as illustrated in the next picture with the Den options that the link was selected.

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Selecting an individual Achievement will display all of the requirements for that Achievement and the completion status for your den. Selecting the individual requirement a second time will hide the individual requirements.

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Selecting the Den Number from the Achievement list and then the "quick entry" link will load a screen as illustrated in the next picture for the whole den. The is very useful if you have a significant number of Achievements to enter for multiple scouts in your den.

When an achievement is completed at a Den Meeting, the completion date is entered with suffix of "d". This should be done only by the Den Leader. Future dates can be entered into the fields with a suffix of "p" (planned for home) or a suffix of "pd" (planned for Den Meeting). Using the "p" or "pd" suffixes can be displayed on the calendar.

Note: Use the navigation buttons (example: [Save] [Cancel] [Return to Home]) on the individual web pages and avoid using the browser buttons (example: Back and Forward buttons [Back])

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5.3 Den Calendar

Selecting the "Calendar" link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture for the Den. This is a calendar view of all scouting events for the den and pack. Checking the "Show planned advancement activities" box will display any Achievement, Elective or Sports and Academic Pins on the Month Calendar View. Unchecking the "Show planned advancement activities" box will remove them from the view.
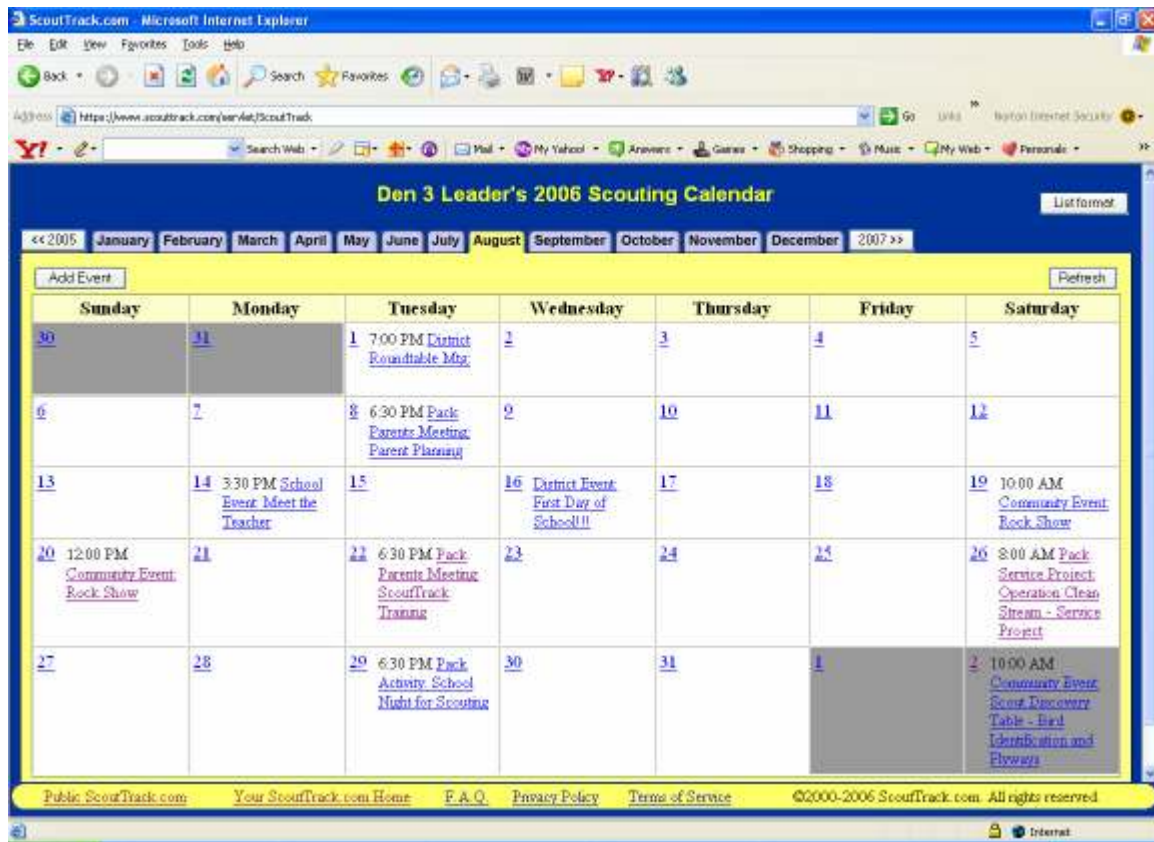
To add a new Den Activity, the Den Leader will select the date of the event. Selecting the "List Format" button on the "Month Format" view of the Calendar will present the same information in a list view instead of a calendar view.

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On the List View, selecting the "Month Format" Button will present the den and pack events in a monthly format again.

On the List Format, the Den Leader must select the "Add Event" Button to create a new event. The Den Leader can select any of the existing Den Activities from either the month or list format, all of the details about the event will be displayed.

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This window would be used for entering or updating the information about the event. On this window the time, date, event type, event description, location can be set up. I usually use the Additional Info field to include details about the event. Email reminders are set up from this window. Each reminder can be set up to be sent to different groups.

Selecting the "Help" link from the Calendar Event screen will display the Help for Calendar Event Screen.

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This screen explains all of the fields for a Calendar Event and what each field does.
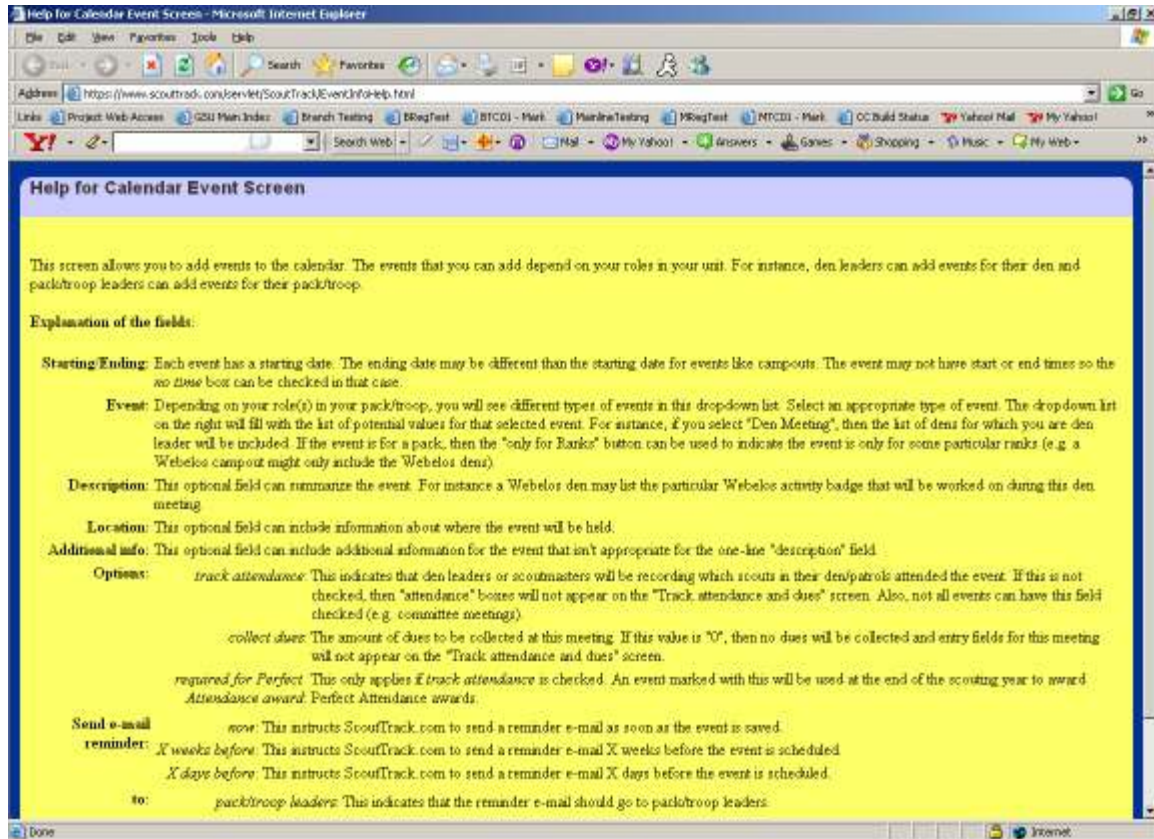
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If a Den Leader selects a Pack Activity from either the Month View or List View, then the resulting screen will display all of the details about the event. These fields will not be editable.
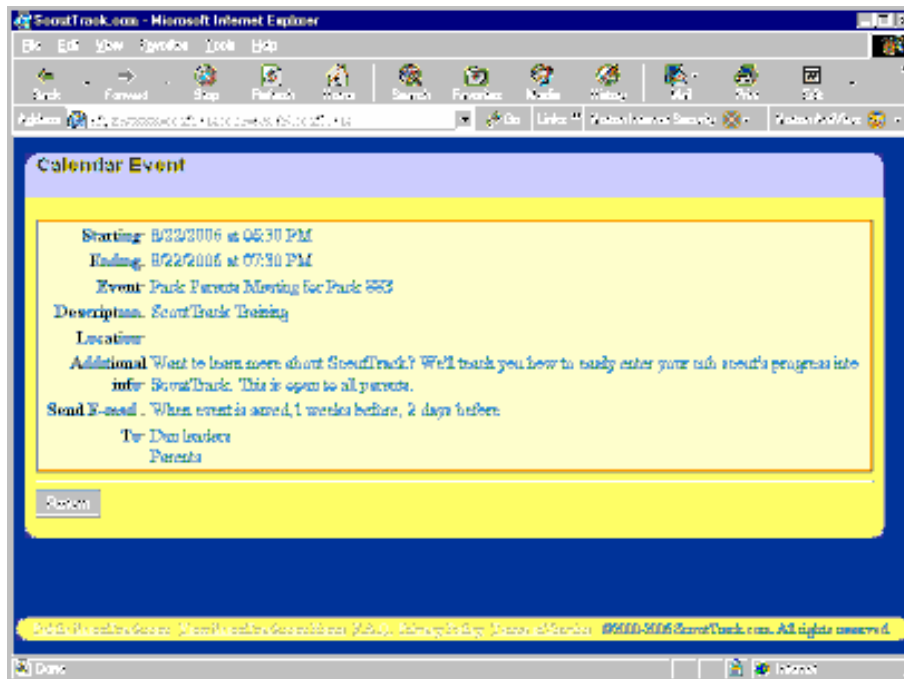
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5.4 Pack Directory

Selecting the "Pack Directory" link from the ScoutTrack Main Menu will generate a complete list of all members of our Pack. The next picture illustrates the resulting report

Selecting the "PDF" link will create the Pack Directory in an Adobe PDF format. Selecting the "CSV" link will create a comma separated version of the Pack Directory. This format can be imported into Microsoft Excel. **Note:** I have found issues with both of these document formats.

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5.5 Den Roster

Selecting the "Den Roster" link from the ScoutTrack Main Menu will generate a complete list of all members of the den for the selected scout in the "As a Parent of " list. The next picture illustrates the resulting report.
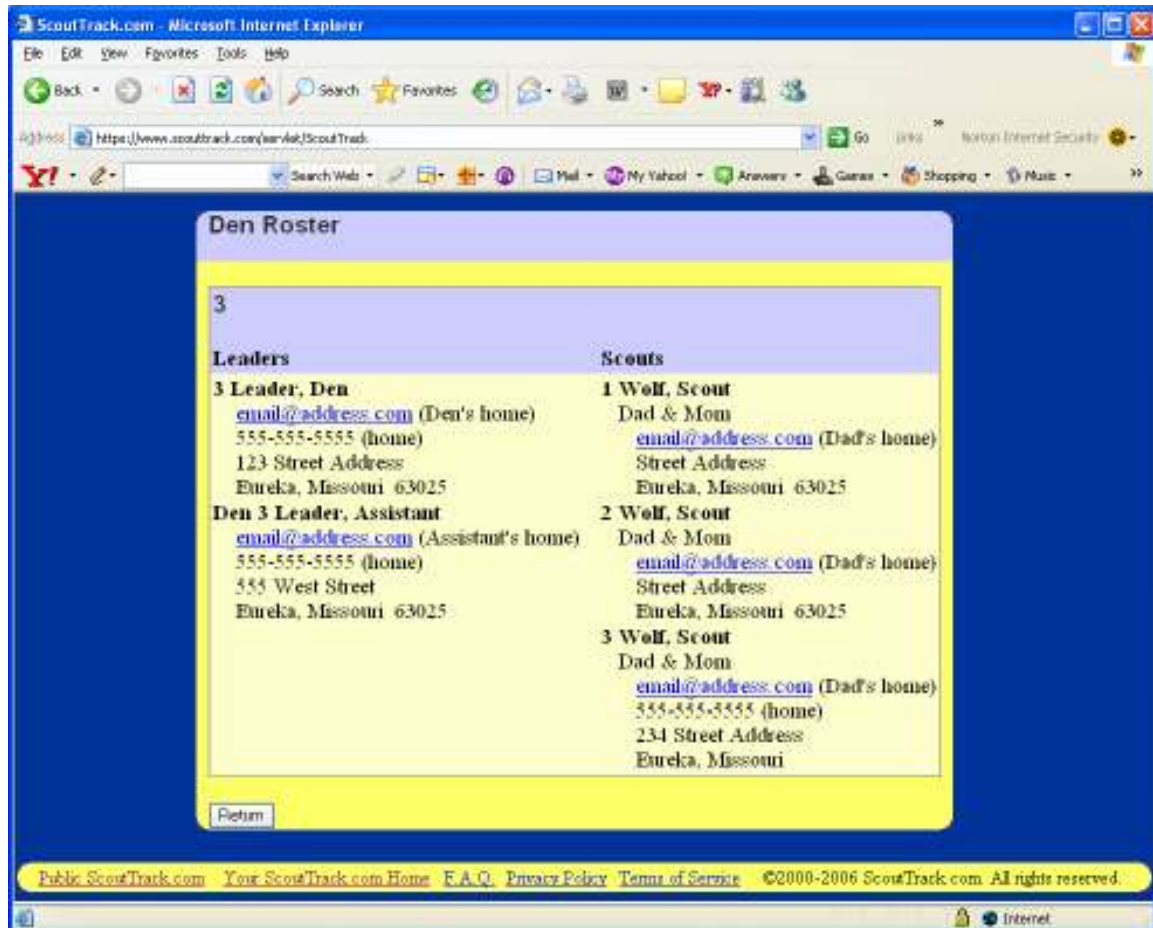
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5.6 Bulletin Board

Selecting the "Bulletin Board" link from the ScoutTrack Main Menu will display the Pack and Den Bulletin Board. The Bulletin Board is a place that the Den or Pack Leaders can upload files so that anyone in the Pack or specific Dens can open, print or download the files by selecting the file name or the image above the file name. To upload a new file, select the "Add New" Button.
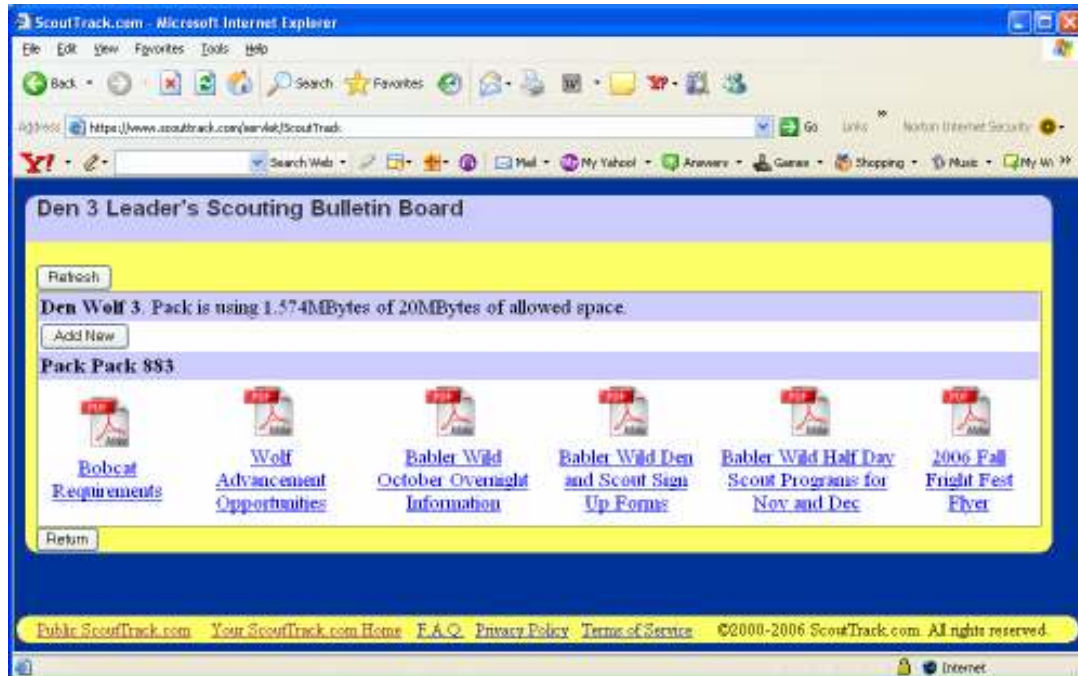
Enter a Description for the document and select the "Browse…" Button.
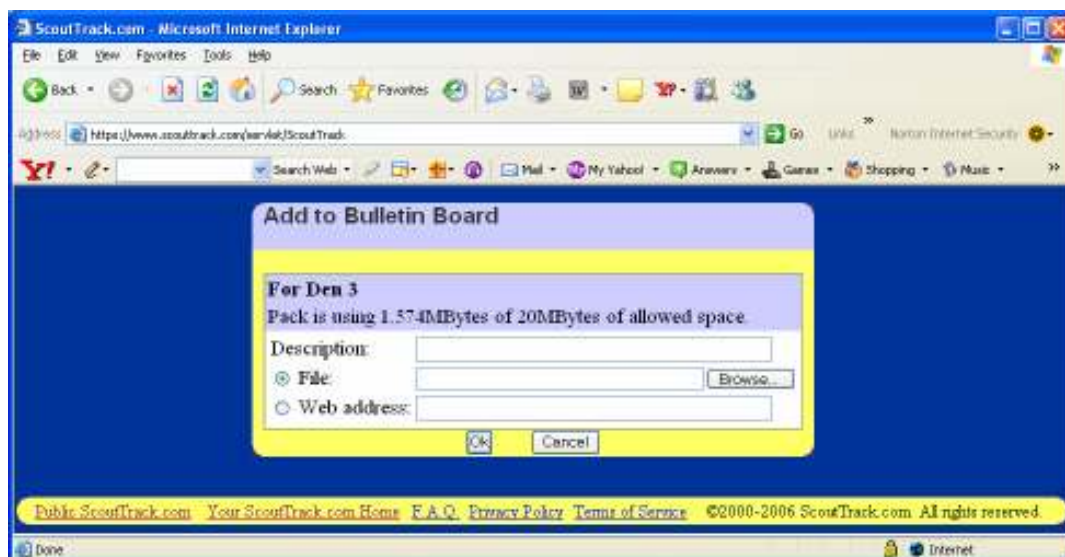
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On the next screen, navigate to the location of the file that you want to upload. Select the file and then select the "Open" Button.

Next select the "Ok" Button on the "Add to Bulletin Board" web page. This will begin the uploading process.
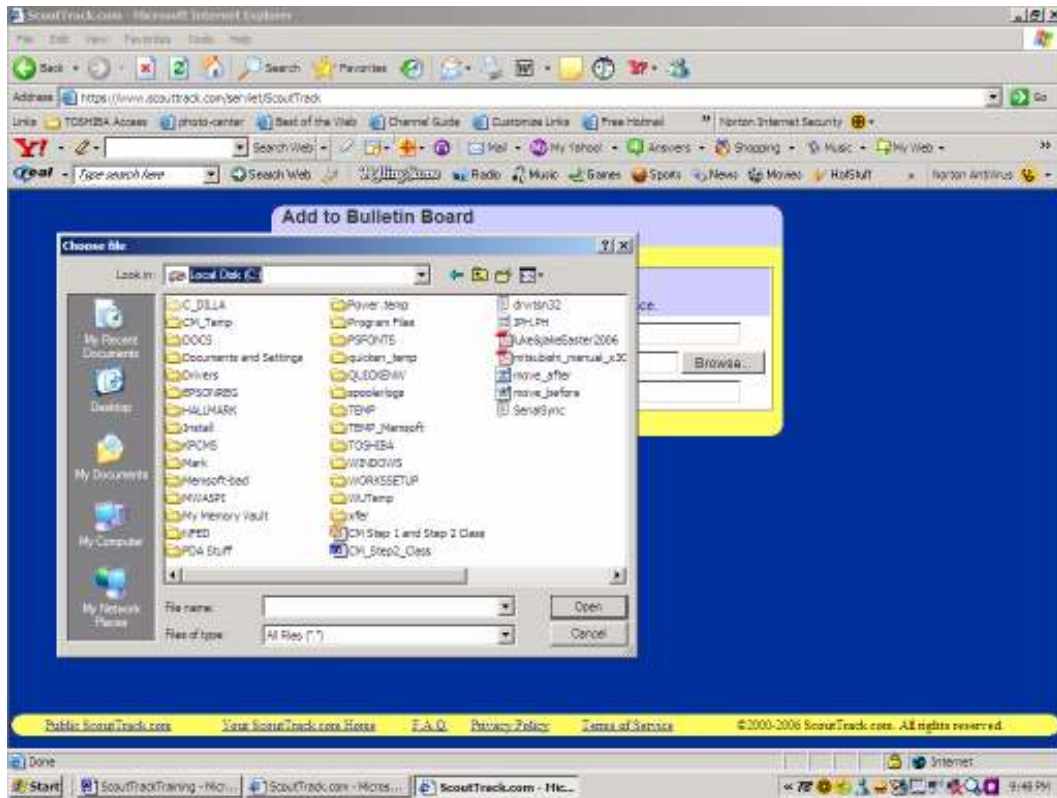
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5.7 Den Progress Report

Selecting the "Den Progress report" link from the ScoutTrack Main Menu will display the progress of the Den. The progress report can display Achievements, Electives, or Sports and Academics Pins. The drop down list provides the selection which accomplishments are displayed.

Selecting the "show details" checkbox will display each of the requirements for an Achievement, Elective, or Sports and Academics Pins.

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Unchecking the "show details" checkbox will display the summary view of the accomplishements.
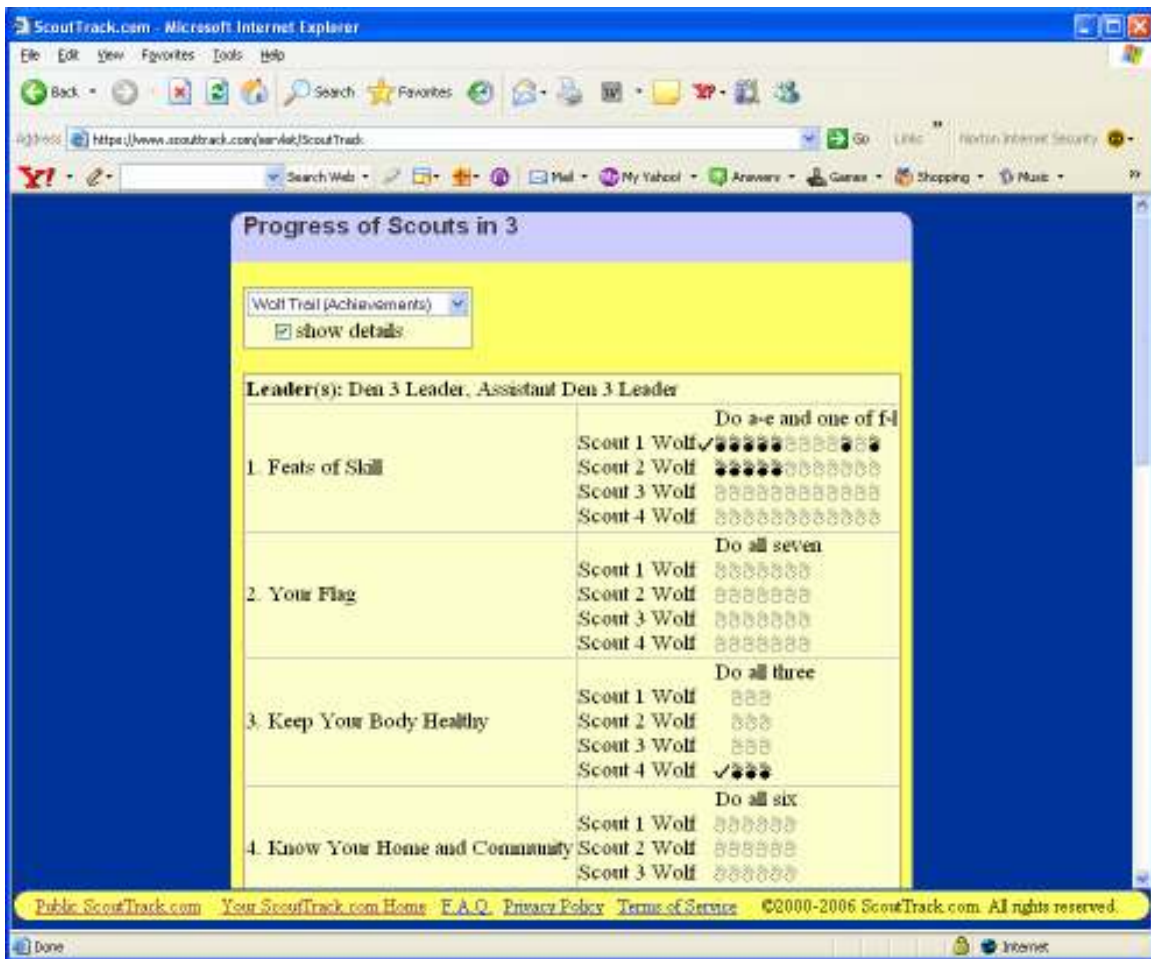
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Selecting the "show dates" checkbox will display the date that each Achievement, Elective, or Sports and Academics Pins was completed. Unchecking the "show dates" checkbox will display the summary view of the accomplishements.

5.8 Badges Earned Report

Selecting the "Badges Earned report" link from the ScoutTrack Main Menu will display the "Options for the Badges Earned Report" screen for the Den.
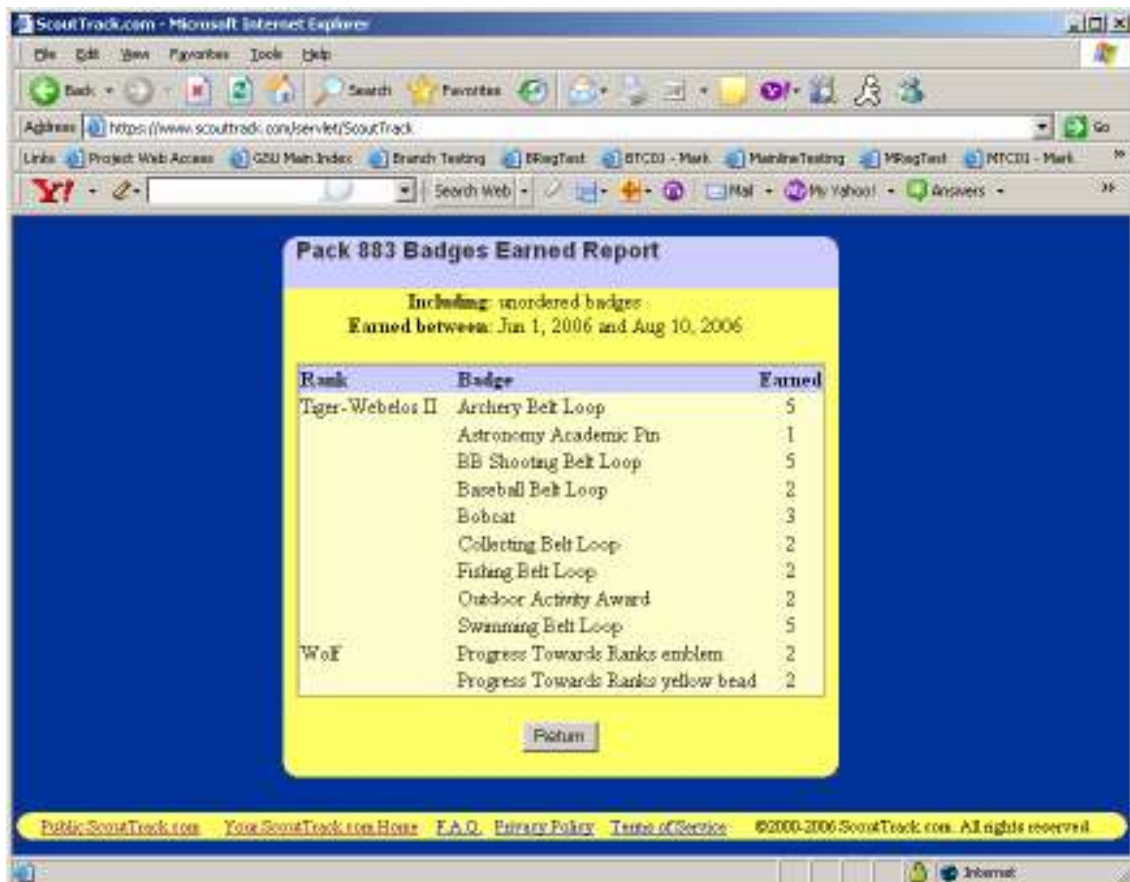
Several report options are selectable. Selecting the "earned" option from the list, next enter the start and end dates, select the "Only show badges that haven't been ordered yet" checkbox and "Show by rank and badge name" radio button. Now select the "View Report" Button.

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The following report will be displayed showing each badge for your den that has been earned and the quantity for each badge.
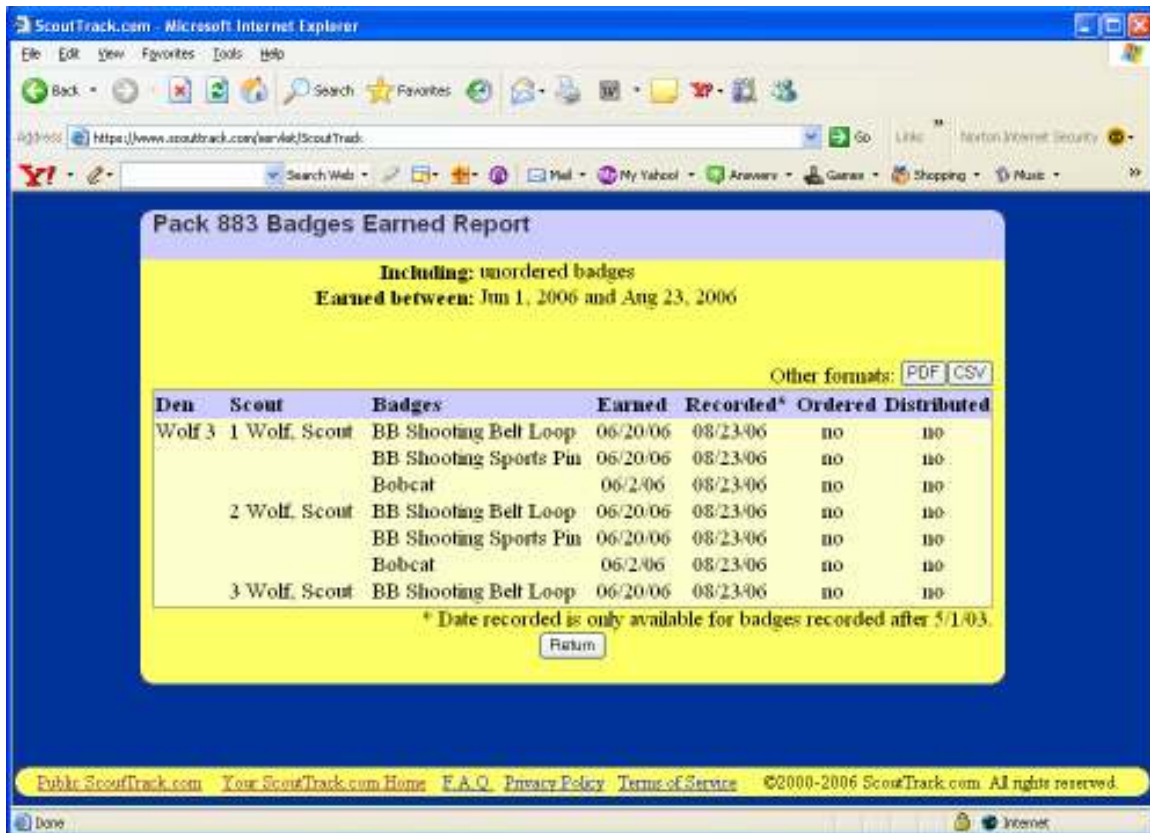
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This time on the "Options for the Badges Earned Report" screen for the Den, select the "Show by Den/Scout name" option and select the "View Report" Button. This provides a report that can be used for distributing the awards.

Selecting the "PDF" button will create the Badges Earned Report in an Adobe PDF format. Selecting the "CSV" button will create a comma separated version of the Badges Earned Report. This format can be imported into Microsoft Excel.

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5.9 Email Your Den, Other Den Leader(s), Advancement Coordinators, or Pack Leaders

Selecting an "Email …" link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture. The "To:" List will contain either the Den Leaders, Advancement Coordinator, Den Members, or Pack Leaders depending upon which link was selected. Individuals can be removed from the "To:" List by unchecking the box before each person's name.

Enter the Subject and Message, then add any attachments and select the "Send message" Button to send the email.
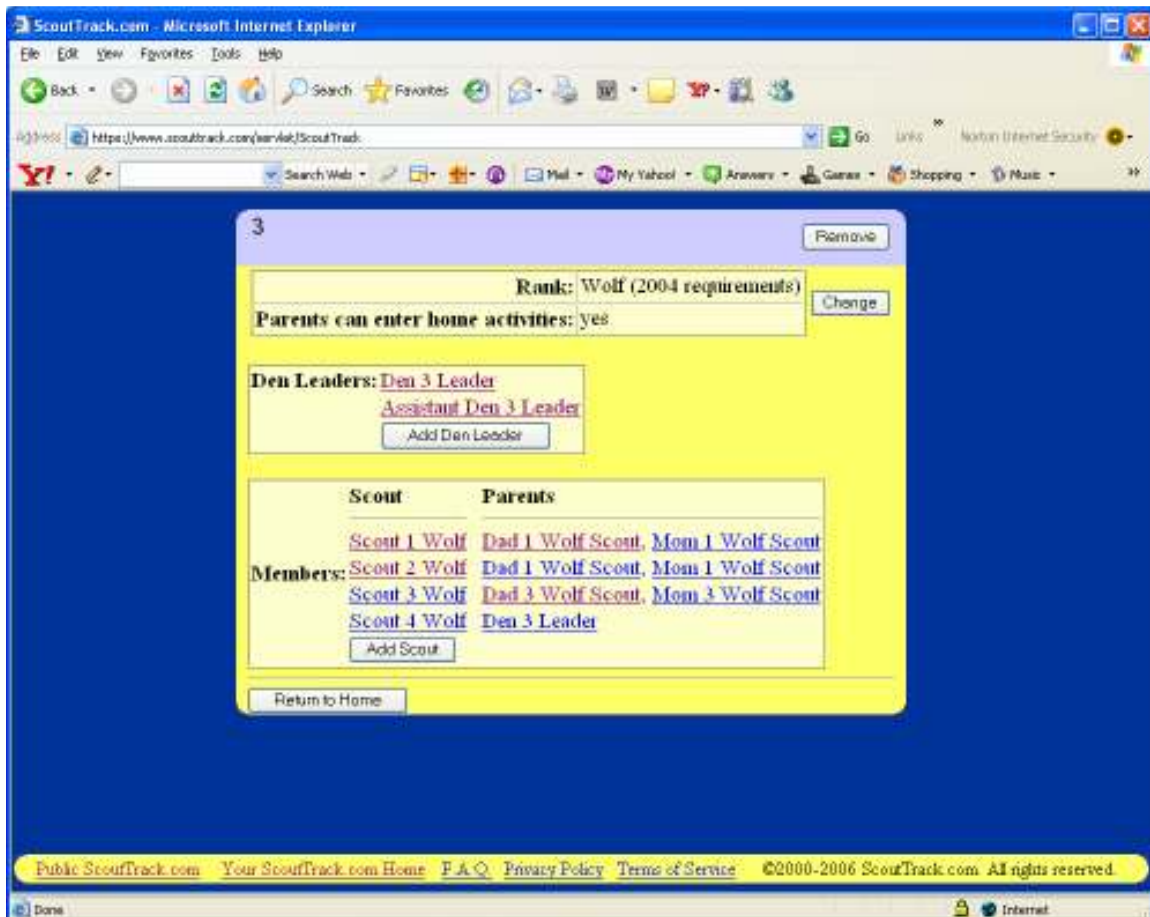
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5.10 Den Administration

Several options are available for Den Administration. Most of these are maintained by the Pack.

5.10.1   Den Membership

Selecting the "Den Membershp" link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture
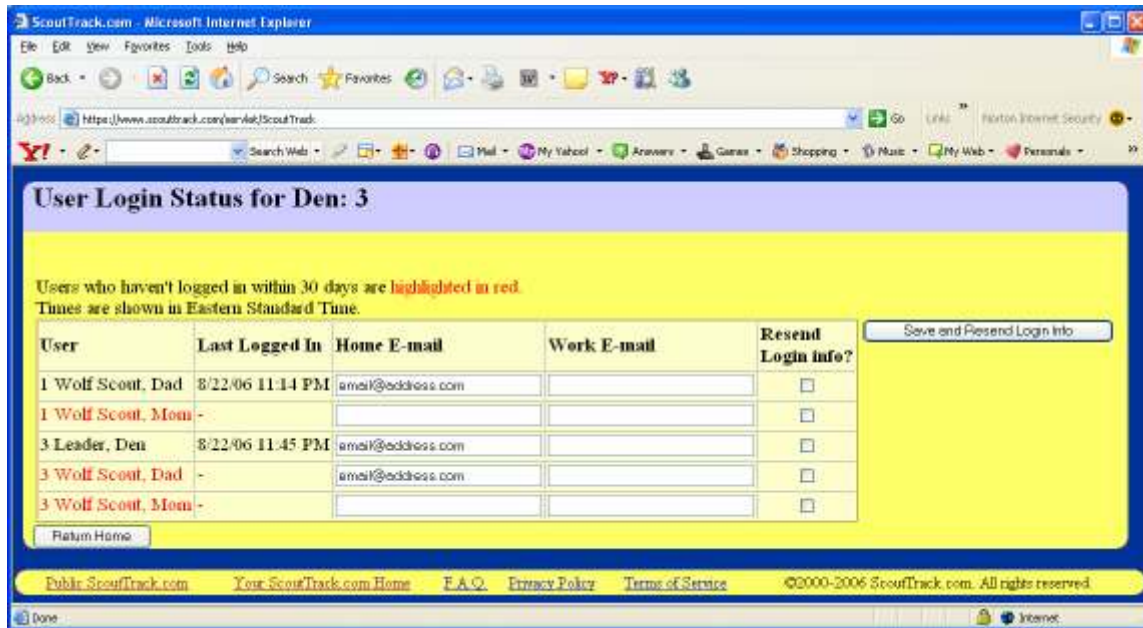

This screen displays the Den leaders, Den Members and their Parents. Each name is a link to update information about that person. This information is typically maintained by the Pack Leaders.

5.10.2 User Login Status for Den

Selecting the "User login status for Den" link on the ScoutTrack Main Menu will load a screen as illustrated in the next picture

This screen displays the parents of the scouts in the Den, the last time the user logged into ScoutTrack and the email addresses stored in ScoutTrack. If a user forgets their password, then select the "Resend Login info?" checkbox for that user and their user id and password will be emailed to them when you select the "Save and Resend Login Info" Button.

5.10.3 Special Badges and Badges from Previous Years

From the ScoutTrack Main Menu, in the Administration Section of the "As a Den Leader of Den X", Select the "Special Badges and Badges for Previous Years" link. This will open a page that has a "Badges Earned by" list box at the top. Select each scout individually and scroll down the "Special Badges" section until you find the award that has been earned. Enter the date that all of the requirements for the badge was completed and select the save button. Repeat this for each scout.