Recording Service Hours for Scouts 1. Log into Scoutbook. 2. Click on 'Internet Advancement'. Once there click on the icon that looks like this: ۵5 Internet Advancement Activities Welcome, Aimee Sandoval < 2021> FILTER BY List Q Search by Activity Name Grid 1 12 \odot Ĉ 3. Click the plus sign in the upper right hand corner. 4. A menu will appear; select 'Service Hours'. Internet Advancement Activities imee Sandoval < 2021> Q Search by Activity Na Grid List Camping JAN I.

5. A new window will pop up for you to select the date of the activity. Using the < > arrows select the appropriate corresponding date for your service project. If it spans more than one day you will have the option to input that later. Then, click on 'ADD PERSON''.

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Service Hours

	Record Service Hour								-	-		×	8
	Service Projects:	0	`					\sim		A	DD PERSON		
		C)		lar 20			Ý					I
Activities		Su 28	Mo	Tu 2	We 3	Th 4		Sa 6					
		7	8	9									
		14	15	16	17	18	19	20					I
		21	22	23	24	25	26	27					
		28	29	30	31	٦	2	3					
		4	5	â	7 TODA		ġ	10					
					TODA								
Start Recharter			+ 0	REAT	E NEW	ACT	VITY						

6. A list of registered youth and adults should pop up after clicking on ADD PEOPLE. Here, from a dropdown menu, you will select everyone that participated in this activity. After that you will click the 'CREATE NEW ACTIVITY' icon under the calendar.

	Record Service Hours						1	1		1	8	x
	Service Projects:									/	ADD PERS	ON
Roster		<		M	ar 20	21		>			Registered Youth:	
Activities		Su	Мо	Ти	We	Th	Fr	Sa			of 5 to be Approved	
		28	1	2	3	4	5	6		1		×
Profile		7	8	9	10	11	12	13	/			×
Reports		14	15	16	17	18	19	20	/			
Neports		21	22	23	24	25	26	27				×
Forum		28	29	30	31	ч	2	1				×
		4	5	Ġ	7	8	2	la -				
Scoutbook					TODA	Y	1					×
) Slart Recharter	+ CREATE NEW ACTIVITY										Registered Adults: of 2 to be Approved	
												×
Internet Advintoscentral	No existing activities on	this date	2								0	

7. From here you will be taken to a screen to enter all of the information regarding your project. If you do not have all of this information, only the sections marked with an asterisk are required. On this page you can scroll down to the bottom and enter the number of any non-registered youth/adults that participated. At the bottom you will also have a 'basic' and 'advanced' tab to click on. The basic tab allows you to enter in the SAME number of hours for each registered person you previously selected. The advanced tab allows you to enter individualized numbers.

- Roales	Basic Advanced	t	10.00 50
HUGES	Use BASIC tab to record the same	number of hours for each person	
Activities	Registered Member Par	ticipation:	
Profile	Hours*:	1	
Reports	Non-Registered Youth:		
Forum	Number of Youth	Number of Hours	
Scoutbook	Non-Registered Adults:		
	Number of Adults	Nurober of Hours	
Start Recharter		RECORD AND FINISH	
laternet Advancement		7	

8. Once this is completed you want to hit the green RECORD AND FINISH button.