

SCOUTSTRACKER HOW-TO GUIDE



Quick Reference Guides

Key Information

Edited May 2025



Help develop well-rounded youth, better prepared for success in the world.

Credits:

Dave Caughey – ScoutsTracker

Northern Shore Group

1st Haney Scout Group



Help develop well-rounded youth, better prepared for success in the world.

Contents

Reference Material	4
Official ScoutsTracker Help:	4
Official Parent Guide:	4
User Quick Reference Guides:	5
Logging In	5
Creating an Event	6
Editing and Event: Attaching ERP & AAF Completion	24
Emails: Sending with Attachments, RSVP, and Tracking Emails	33
Printing an Attendance Sheet and Viewing RSVPs	43
Updating payments (for events with a cost)	46
Finalizing an Event	48
Viewing the Calendar	50
Subscribing to a Calendar	51
Administrative How To	52
Importing records from My Scouts	52
APPENDIX	59



Help develop well-rounded youth, better prepared for success in the world.

Reference Material

The best source for ScoutsTracker training is from the application itself. Look for the Help Section in ScoutsTracker. From here you can also self explore built in training tools through the recommended skills and skills tree to grow your abilities in ScoutsTracker.

A screenshot of the ScoutsTracker application's Help section. The left sidebar shows navigation links like Home, Account, Search, Help, Pack Links, Schedule, Emails, News Feed, Reports, Website, and Files. The main content area is titled "ScoutsTracker Training" and includes sections for "Recommended skills", "Skills tree", "Leaderboard", "Manuals" (with links to "Quick Reference Guide" and "Parent/Guardian Guide"), "Contacting Support" (with a "Quick Fix" button and a "Contact Support" button), "Advanced" (with "Copy Session Details" and "Reset Local Storage" buttons), "Join the Discussion" (with a link to "ScoutsTracker on Facebook"), and "About this Software" (with links to "Version 19.4b (2023-05-14 13:37:55)" and "Legal stuff"). The bottom of the sidebar notes "The license for this account was generously provided by Scouts Canada".

Official ScoutsTracker Help:

The quick reference guides contained in this package are based on the ScoutsTracker Help file:
[quick reference guide \[ScoutsTracker\]](#)

Official Parent Guide:

To assist parents with ScoutsTracker distribute the below PDF.

<https://scoutstracker.ca/common/docs/ScoutsTracker%20Parent%20Guide.pdf>



Help develop well-rounded youth, better prepared for success in the world.

User Quick Reference Guides:

Logging In

1. Go to the internet, go to www.scoutstracker.ca you will get the screen below
2. Click on the section you want to work in

The image shows the ScoutsTracker website homepage. At the top, there is a navigation bar with links for ABOUT, BENEFITS, SCREENSHOTS, F.A.Q., PRICING, and SUPPORT. Below the navigation bar is a large photograph of a person in a boat on a lake. To the right of the photo is a Scouts Canada logo. On the left side of the page, there is a box titled 'Great News!' containing text about the program being provided free-of-charge. In the center, there is a box titled 'What Users are Saying...' with a quote from a Scouter. On the right side, there is a box titled 'Sign In to your account to get access to your records.' with several buttons for different scouting sections: BEAVER SCOUTS (highlighted with a black oval and arrow), CUB SCOUTS, SCOUTS, VENTURER SCOUTS, ROVER SCOUTS, and COMMITTEE. Below these buttons is a link for users who don't have an account.

3. The below screen will open, if you have an account then you can log in here
4. If you click on Stay signed in for up to two weeks then you won't have to type in email & password each time you access ScoutsTracker within a 2-week timeframe, ScoutsTracker will bypass this page.

The image shows the ScoutsTracker login screen. At the top, there is a 'Welcome!' message and an 'Account' link. The main area has fields for 'Email Address' and 'Password', with a 'Stay signed in (for up to two weeks)' checkbox. Below these fields is a 'Sign In' button. Underneath the sign-in area, there are two questions: 'Are you no longer with your old Group?' and 'Does your Colony not yet have an account?'. For each question, there is a 'Move to a Different Group' or 'Create a New Account' link. On the left side of the login screen, there is a sidebar with links for 'Home Beaver Edition', 'Account', 'Search' (which is highlighted in green), and 'Help'. At the bottom of the sidebar is a Scouts Canada logo and a note about account ownership.

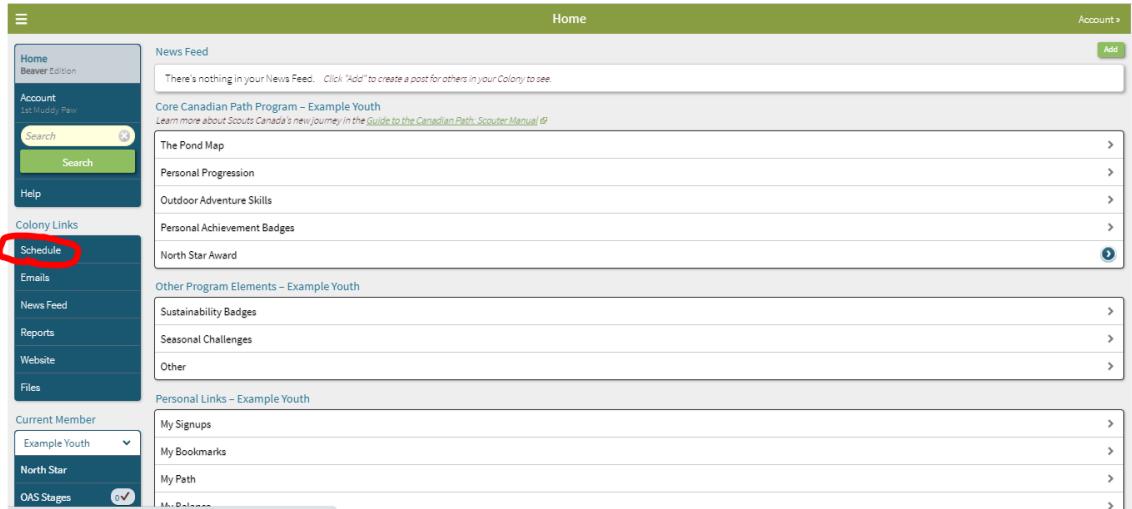
5. If you are bypassing the log in screen, you will be taken to the main screen



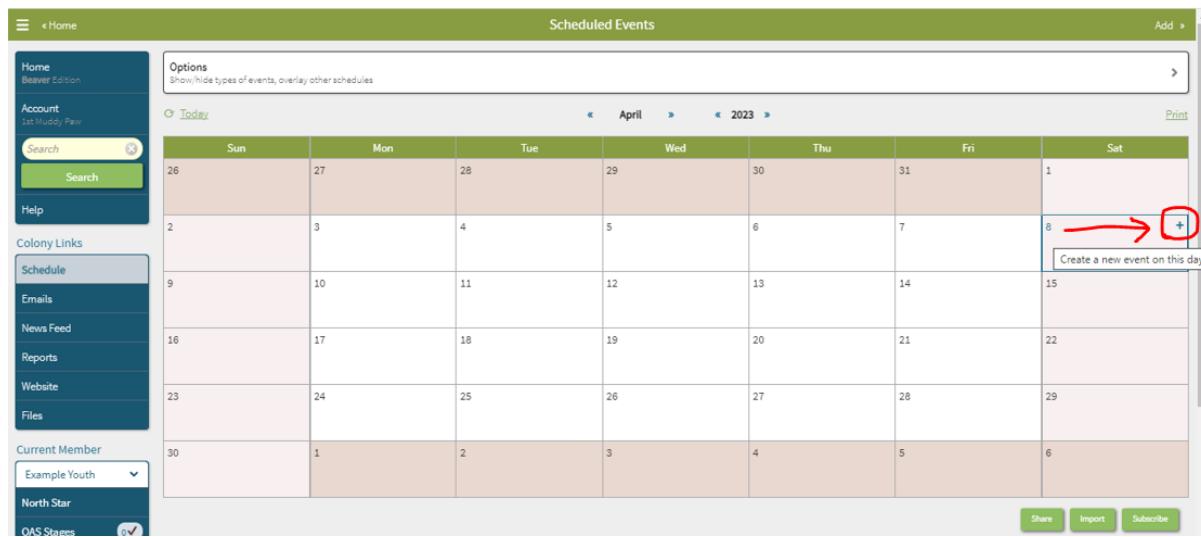
Help develop well-rounded youth, better prepared for success in the world.

Creating an Event

1. Click on Schedule on the left side, the below screen will open



2. Put your cursor on the day you want, you will see a + sign appear in the top right corner of that date, click on the + sign



3. Click on whatever applies to the event you are creating.

This event includes a Community Service, an Environmental Project, hike, and games. For Community Service see the right side of the line, click on it hours to choose the appropriate hours for the service,



Help develop well-rounded youth, better prepared for success in the world.

4. After choosing all that applies, click on Next at the top right side

Home Beaver Edition

Account 1st Muddy Paw

Search

Labels

Next >

What kind of event is this?

Camp

Community Service

Environmental Project

Hike

Hike (by km)

Linking Event

Paddle Expedition

Planning

Training

Virtual Event

Seasonal Assessment

Fundraising

Targeted Fundraising

Parent Participation

Other Activity

Meeting

Important Date

1 hour

5. Start typing in the information for your Event/meeting

Home Beaver Edition

Account 1st Muddy Paw

Search

Event

✓ Save

Plan – General Details

Community Service

Environmental Project

Hike

Name

Location/Address

(Optional) Site/Room

Start date

2023-04-08

All day event

Visibility

Everyone

Event crest

Upload an image that will be earnable by all Beavers who attend

Contacts

The scouts and Beavers who will answer questions about this event

Is a featured event

Include this event in the Personal Journey Cards and the Annual Report

Yes No

Description

6. Name – give your event/meeting a name (usually reflective of what the event/meeting is about)

7. Location/Address – of where you are meeting

8. (Optional) Site/Room - within the address



Help develop well-rounded youth, better prepared for success in the world.

9. Start date – see it on the right, it should already be there, this self populates when you selected the date in the calendar
10. Time of Day – You can leave this if it is an all-day event, if you choose to unclick it then a timeframe option will appear. Enter your time of meeting, start and end, be sure to choose am or pm

All day event

Start **10:00am** End **11:30am**

Event

Plan – General Details

Community Service
 Environmental Project
 Hike

Name **Neighbourhood Clean up**

Location/Address **123 Apple Lane, Town,**
(Optional) Site/Room **meet outside the building at the front entrance**

Start date **2023-04-08**

All day event
Start **10:00am** End **11:30pm**

Visibility **Everyone**

11. Click on Visibility the below options show up. If the event was a scouter only meeting then you would click on scouters and only scouters would be able to it. If it is an event for everyone leave as is. Note Personal will only add the event to the user's account. Once you click on everyone it will take you back to the previous page, if it doesn't then click on "Event" on the green toolbar. You can see "Everyone" on the Visibility line to the right.

Visibility

Everyone Visible to everyone, and included in published or shared calendars

Scouters Not visible to Beavers or parents

Personal Not part of the official Colony record, but visible to Scouters and participating Beavers



Help develop well-rounded youth, better prepared for success in the world.

12. Event Crest, this is more for an event, like a camp or beaveree, etc., if you had the crest in advance and wanted the youth to be able to see the crest, they would get by attending you could upload an image of it here

Event crest
Upload an image that will be earnable by all Beavers who attend

13. Event Contacts – When you click on contacts you will see a list of the scouters. Click on the Scouters that will be contacts for this event, if anyone has questions. Next click on event at top left to go to the previous page

☰ < Event

Contacts

Logins to choose from

Beavers Scouters

<input checked="" type="checkbox"/> Bubbles Scouter3 sand48th@gmail.com
<input checked="" type="checkbox"/> Scouter foreverstartsfromme@where@gmail.com
<input checked="" type="checkbox"/> Hawkeye Scouter4 naturalinourhome@gmail.com
<input checked="" type="checkbox"/> Tic Tac Scouter2 meinbrant@gmail.com

14. Is a featured event - This is where you decide if this event should be included in the Personal Journey Cards and the Annual Report. Generally this is for a special meeting like Investment, an overnight camp, etc. Toggle yes to include.

★ Is a featured event
Include this event in the Personal Journey Cards and the Annual Report

Yes No

15. Description – this is where you type in the high-level overview of what the event is about - everyone will be able to see these details, be sure to check spelling

16. Scouters notes – this area is for the scouters only and the parents cannot see these notes, - I would still use caution as to what you put in here just in case

17. Transportation Plan – type in details, if an actual trip you could type in the rout to be taken, or where pit stops might happen, or any other details you want to share



Help develop well-rounded youth, better prepared for success in the world.

Description
<p>-we will be outdoors for this event so dress in layers appropriate for changing weather -bring a backpack to carry your belongings in -bring a filled reusable water bottle -we will supply gloves, garbage bags, hand sanitizer and safety instructions -we will also play a couple games</p>
Scouters' notes (not visible to Beavers or parents)
<p>-Tic Tac will bring gloves, hand sanitizer, garbage bags -Scouter will give the safety talk - what not to touch, call scouter if unsure, watch where you are walking -Bubble will be our designated first aider and bring the first aid kit and submit the Emergency Response Plan (ERP) and the Adventure Application Form (AAF) -Hawkeye will bring a water jug to use to refill everyone's water bottles and coordinate the games with the youth</p>
Transportation plan
<p>Parents will transport their own youth. If any youth need a ride then parents will co-ordinate with each other to car pool where necessary and to let the scouters know if another parent is bringing / picking up their youth.</p>

18. Attachments – This is where you can attach a document to this event, maybe a map of directions how to get to the event. If a tour maybe there is a permission form that needs to be signed.

[Close](#)

You must save this meeting
before you can add
attachments.

Note: You can only add an attachment after the Event has been saved. if you try to click on Attachments at this point, you will get a pop-up message, click close and continue down the page.

19. – Plan Program: This section is where you can link the activities to the Canadian path specific to the section you are leading. Map locations that align to the program areas and SPICES can be selected. Program Cycle is to select or change the season.

Plan – Program
Pond Map locations Does this event correspond to one of the Pond Map locations?
Program areas Does this event address one of the major categories of Scouting?
Program cycle
Related requirements Which badges and projects (if any) will be worked on during this event?



Help develop well-rounded youth, better prepared for success in the world.



A screenshot of the Scouts Canada program cycle interface. The top navigation bar is green with the text "Program Cycle". On the left, there is a sidebar with links: "Home Beaver Edition", "Account 1st Muddy Paw", and a "Search" button. The main content area shows four seasonal options: "Fall" (red leaf icon), "Winter" (blue snowflake icon), "Spring" (green leaf icon), and "Summer" (yellow sun icon). A checkmark is visible next to "Spring".

20. Related Requirements: In this section you can mark off the specific OAS skills that your event plans to cover and award the youth. Based on the information entered so far in the event, some requirements may be auto populated.



A screenshot of the "Plan - Program" section. The top navigation bar is green with the text "Plan - Program". The main content area shows several sections: "Pond Map locations" (Ringtail's Hollow, Rainbow's Reflection, Malik's Maple, Rusty's Meadow, Big Brown Beaver's Lodge, Echo's Mountain, Hawkeye's Campfire), "Program areas" (Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Belief & Values), "Program cycle" (Spring), and "Related requirements" (Which badges and projects (if any) will be worked on during this event). The "Related requirements" section is circled in red, and a small red circle with the number "9" is located next to the "9 >" button at the bottom right of the list.

- When you click on this you will see the Badges and Projects page
- Scroll down to the Outdoor Adventure Skills and / or Badges that youth will complete during this event
- If you miss any or need to adjust, they can be added later anytime prior to finalizing this event

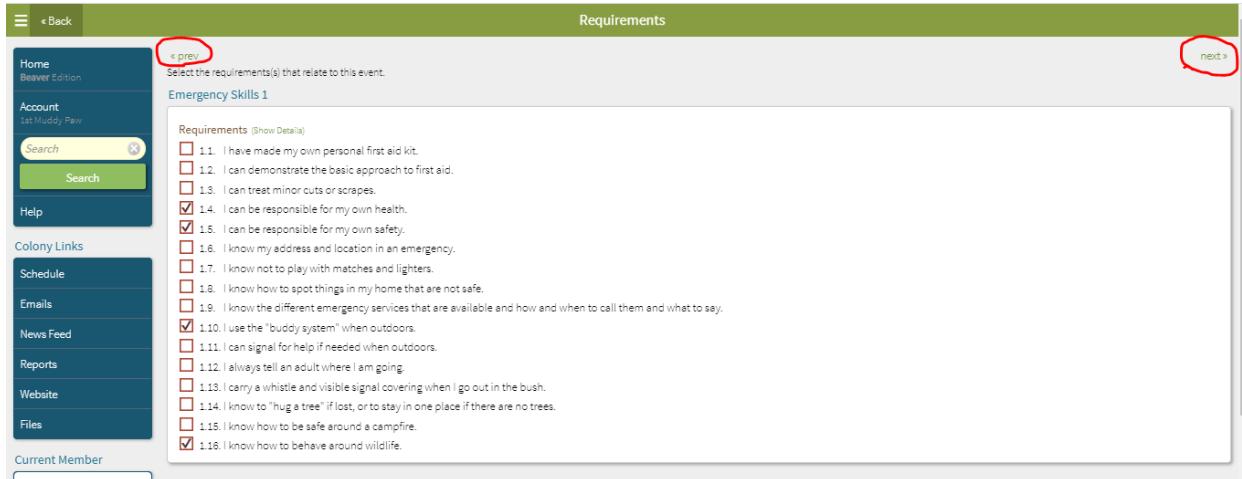


A screenshot of the "Badges and Projects" interface. The top navigation bar is green with the text "Badges and Projects". The main content area shows a list of badges and skills. On the left, there is a sidebar with links: "Home Beaver Edition", "Account 1st Muddy Paw", "Search" button, "Help", "Colony Links", "Schedule", "Emails", "News Feed", "Reports", "Website", "Files", "Current Member" (Example Youth dropdown), "North Star", and "OAS Stages" (checkbox). The main content area shows a "Search for" bar and a list of items under "Progression Badges" (Brown Tail, Blue Tail, White Tail, Northern Lights Tail, North Star Award) and "Adventure Skills" (Camping Skills 1, Camping Skills 2, Camping Skills 3, Camping Skills 4, Camping Skills 5, Camping Skills 6, Camping Skills 7, Camping Skills 8, Camping Skills 9). A small red circle with the number "1" is located next to the "1 >" button next to the North Star Award.



Help develop well-rounded youth, better prepared for success in the world.

- When you click on Emergency Skills 1, you will now see the full list you click on the ones you are working on in this event, you don't have to complete a full level in a single event
- If you are doing any of the level 2 you can just click on the right-hand side on the Next and that will take you to the level 2



Requirements

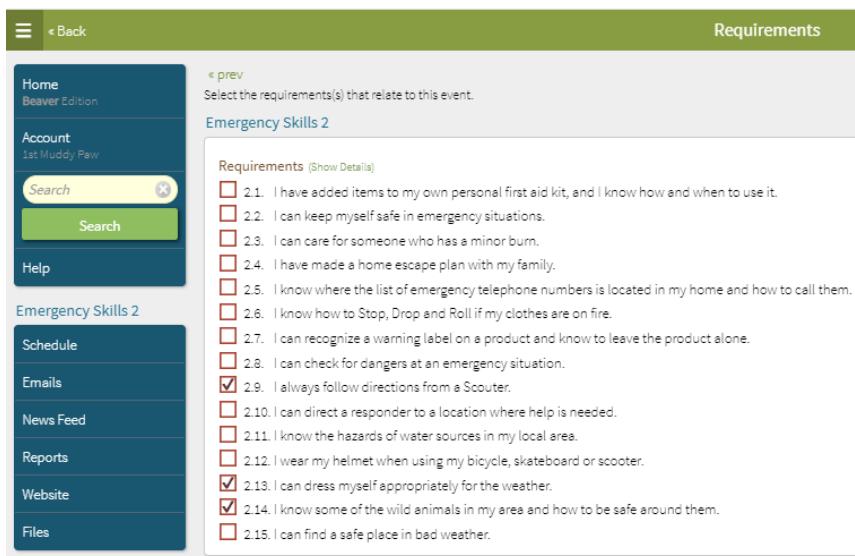
« prev next »

Select the requirements(s) that relate to this event.

Emergency Skills 1

Requirements (Show Details)

- 1.1. I have made my own personal first aid kit.
- 1.2. I can demonstrate the basic approach to first aid.
- 1.3. I can treat minor cuts or scrapes.
- 1.4. I can be responsible for my own health.
- 1.5. I can be responsible for my own safety.
- 1.6. I know my address and location in an emergency.
- 1.7. I know not to play with matches and lighters.
- 1.8. I know how to spot things in my home that are not safe.
- 1.9. I know the different emergency services that are available and how and when to call them and what to say.
- 1.10. I use the 'buddy system' when outdoors.
- 1.11. I can signal for help if needed when outdoors.
- 1.12. I always tell an adult where I am going.
- 1.13. I carry a whistle and visible signal covering when I go out in the bush.
- 1.14. I know to 'hug a tree' if lost, or to stay in one place if there are no trees.
- 1.15. I know how to be safe around a campfire.
- 1.16. I know how to behave around wildlife.



Requirements

« prev

Select the requirements(s) that relate to this event.

Emergency Skills 2

Requirements (Show Details)

- 2.1. I have added items to my own personal first aid kit, and I know how and when to use it.
- 2.2. I can keep myself safe in emergency situations.
- 2.3. I can care for someone who has a minor burn.
- 2.4. I have made a home escape plan with my family.
- 2.5. I know where the list of emergency telephone numbers is located in my home and how to call them.
- 2.6. I know how to Stop, Drop and Roll if my clothes are on fire.
- 2.7. I can recognize a warning label on a product and know to leave the product alone.
- 2.8. I can check for dangers at an emergency situation.
- 2.9. I always follow directions from a Scouter.
- 2.10. I can direct a responder to a location where help is needed.
- 2.11. I know the hazards of water sources in my local area.
- 2.12. I wear my helmet when using my bicycle, skateboard or scooter.
- 2.13. I can dress myself appropriately for the weather.
- 2.14. I know some of the wild animals in my area and how to be safe around them.
- 2.15. I can find a safe place in bad weather.

- Once you are done selecting the criteria to be worked on, click on Back on the top left on the green toolbar
- You will now see this screen, if you look at Emergency Skills 1 and 2, you will see on the right you have selected a total of 7 of the requirements



Help develop well-rounded youth, better prepared for success in the world.

Emergency Skills 1	4 >
Emergency Skills 2	3 >
Emergency Skills 3	>
Emergency Skills 4	>

- You can scroll up and down the page to see what other requirements ScoutsTracker selected
- ScoutsTracker is smart and if you give it the full correct information it will automatically select requirements that the youth are earning, this is another reason to use ScoutsTracker vs doing this manually

Trail Skills 1	1 >
Trail Skills 2	1 >
Trail Skills 3	1 >
Trail Skills 4	1 >
Trail Skills 5	1 >
Trail Skills 6	1 >
Trail Skills 7	1 >
Trail Skills 8	1 >

- Now scroll up the page and click on Event on the green tool bar
- You can see here there are a total of 16 Related requirements the youth will do by attending this event, the Plan-Program section is now completed

Plan - Program	
Pond Map locations	>
Ringtail's Hollow, Rainbow's Reflection, Malak's Maple, Rusty's Meadow, Big Brown Beaver's Lodge, Echo's Mountain, Hawkeye's Campfire	
Program areas	>
Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Belief & Values	
Program cycle	Spring >
Related requirements	16 >
Which badges and projects (if any) will be worked on during this event?	

21. Plan – Participants This section allows you set eligibility and fees for the event.

Plan – Participants
Signup & Fee options
Sign Up: Enabled, no deadline Fee: none



Help develop well-rounded youth, better prepared for success in the world.

Scouts Canada interface showing the 'Signup & Fee Options' page for a 'Sign Up' event.

Sign Up

Enable (Yes No)

Allow 'Maybe' signup option (Yes No)

Allow guests (Please refer to Scouts Canada's guidelines regarding screening non-members [link](#)) (Yes No)

Special instructions / notes (Text area with rich text editor toolbar)

Signup notification recipients (The list of members who will receive notifications via email) (0)

Deadline (Yes No)

Fee/Dues (per person)

Category	Fee
Beavers	0
Scouts	0
Guests/Other Participants	0

Per-member overrides (Specify different fees/dues for individual members)

Required deposit (optional)

Enable – do you want to enable parents to sign their youth off for this event, this gives a nice attendance, so you know how many youths to plan for

Allow “Maybe” – I personally don’t like to use this because it makes it hard for planning. Once a parent gives a “maybe” they don’t go back and give a yes or no. Of course, the decision is up to your section. If you choose NO then they only have the above Yes/No options

Allow guests

Please refer to Scouts Canada's guidelines regarding [screening non-members](#)

Allow guests – this is up to the section and the type of event

- Be sure to check and follow Scouts Canada guidelines, if unsure of the guidelines there is a handy link “screening non-members” here for you to check, just click on the link and it will take you to the “screening non-members” process in the Scouts Canada national page, so you will always get the current version

Scouts Canada interface showing the 'Special instructions / notes' section.

Special instructions / notes (Text area with rich text editor toolbar)

Special Instructions – I personally don’t use this box because I put all my information on the front event page, but you may type in here if you prefer.



Help develop well-rounded youth, better prepared for success in the world.

Sign-Up Notification – There are 2 choices here, no matter which choice you make, ScoutsTracker will still record sign-up in the attendance list whenever anyone does sign up

- Don't choose a Scouter and no one will receive emails. See on the right your # will be 0

Signup notification recipients
The list of members who will receive notifications via email

0 >

- Choose a Scouter to receive an email notification each time a youth signs up for this event. To do this click on this line:

Signup notification recipients
The list of members who will receive notifications via email

- You will now see a list of Scouters to choose from. Click on whichever Scouter you would prefer to receive an email notification each time a youth signs up for this event.

Notifications

Logins to choose from

Beavers **Scouts**

<input type="checkbox"/> Bubbles Scouter3 send48th@gmail.com	...
<input checked="" type="checkbox"/> Scouter foreverstartssomewhere@gmail.com	...
<input type="checkbox"/> Hawkeye Scouter4 naturalinuhome@gmail.com	...
<input type="checkbox"/> Tic Tac Scouter2 meinbrant@gmail.com	...

The selected members will be notified by email whenever a Beaver responds to the signup for this event. A notification is not sent when a scouter updates the event's signup list.

NOTE: the selected member(s) will be notified by email whenever a Beaver responds to the sign-up for this event. A notification is not sent when a Scouter updates the event's sign-up list.

- When done click back at the top left to go to previous screen
- If you choose a Scouter you will see it show up here

Signup notification recipients
The list of members who will receive notifications via email

1 >



Help develop well-rounded youth, better prepared for success in the world.

Deadline is next, this is where you can set a deadline date to sign up for this event, or you can leave it as a NO.

Deadline	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
----------	---	-----------------------------

- If you want to set a deadline date, then click on Yes. It will open a calendar where a date can be selected. This option is useful if you need to purchase supplies ahead of time for this meeting or if it is a large event with other groups and you need to submit your registration.
- When choosing a date here be aware that the calendar opens to the present day which may be different than the event date you are working on
- In this case the calendar opened on January 12, but I am creating this event into our schedule for April 8
- For this event I am choosing not to have a sign-up deadline date
- To move the calendar, use the little arrow before and after the month and year

Deadline	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
----------	---	-----------------------------

A calendar for January 2023. The days of the week are labeled S, M, T, W, T, F, S. The dates are arranged in a grid. The 12th of January is highlighted with a red box. The text "[Page-Up]" is visible on the calendar. The year "2023" is at the top right of the calendar. A red circle is drawn around the number 12 in the calendar grid.



Help develop well-rounded youth, better prepared for success in the world.

22. Fees/Dues Per Person

Fee/Dues (per person)	
Beavers	0
Scouters	0
Guests/Other Participants	0
Per-member overrides	<small>Specify different fees/dues for individual members</small>
Required deposit (optional)	<small>The portion that must be paid before the signup deadline</small>

- If you are not charging anything then don't do anything here and it will remain as 0
- If you are charging a fee for the event or dues at your meetings then you will add it in here and let ScoutsTracker do the tracking for you
- If this event was a tour, Council event, etc. and there is a fee to pay, this is where you can enter it. If the fee was \$5.00 each then you would click on Beavers line and type in "5", click on Scouters and type in "5", and click on Guests and type in "5"

Per Member Overrides - use this to override the data for a particular person

- This could be used if a parent paid dues for the whole month, then you enter the dues on the date paid and the next 3 weeks you would enter 0
- Once you click on the per member override line a list of your Section will show up. This is where you would choose the participant and type in the override amount
- Once you are done click on Back to go to previous screen



Help develop well-rounded youth, better prepared for success in the world.

Required Deposit (optional) – if you require an upfront deposit for an event, tour, camp, etc., this is where you could enter it.

- Click on the line and type in the amount of the deposit required, this amount is the same for everyone, you cannot do a separate amount for Scouters and youth
- You are now done this section, scroll to the top of the page and click on Back. You will now see the below screen with a list of youth and Scouters who are eligible to sign up for this event

Quals	Eligible	Sign Up	Yes	No	Signup Notes
Beavers					
Examp 2 Youth	✓				
Examp 3 Youth3	✓				
Examp 4 Youth4	✓				
Example Youth	✓				
Scouters					
Bubbles Scouter3	✓				
Hawkeye Scouter4	✓				
Scouter (Contact)	✓				
Tic Tac Scouter2	✓				
Beaver Totals	4	0	0	0	
Scouter Totals	4	0	0	0	
All	8	0	0	0	

- The youth sign up you will see check marks show up in the Yes & No columns
- If maybe is enabled, a maybe column would be present
- When parents sign up, they can also put in a comment which will show up here as well

Quals	Eligible	Sign Up	Yes	No	Signup Notes
Beavers					
Examp 2 Youth	✓		*	*	mom gave a verbal yes will be away at grandmas house this day
Examp 3 Youth3	✓		*	*	
Examp 4 Youth4	✓		*	*	
Example Youth	✓		*	*	
Scouters					
Bubbles Scouter3	✓				
Hawkeye Scouter4	✓				
Scouter (Contact)	✓				
Tic Tac Scouter2	✓				
Beaver Totals	4	0	2	1	
Scouter Totals	4	0	0	0	
All	8	0	2	1	



Help develop well-rounded youth, better prepared for success in the world.

- Scouters can also add in responses by clicking on the space and add in comments by clicking on the notes box and typing.
- You will also see the totals at the bottom of each column. When done on this page go to top left and click on Event to go to previous page

23. Plan – Risk Management

Risk Category – ScoutsTracker will tell you which category this event is, if you put in all the correct information, if you want to check to make sure you are in the right category then click on this line

This screenshot shows the "Plan - Risk Management" page. The "Risk category" section is highlighted with a red circle. It contains the text "This event involves international travel" and a "Category 2" button with a red circle around it. Below this are sections for "Safety qualifications", "Attachments", "Scouter-in-charge", and "Adventure Application Form", each with a "Yes" or "No" button and a count of 1.

- Once you click on Risk Category, you will see the message below, if you want more details click on "Learn more"

This screenshot shows the "Risk Category" page. The "Category 2" section is highlighted with a red circle and a red arrow pointing to the "Learn more" link. The page also includes a sidebar with "Home", "Beaver Edition", "Account", "Last Muddy Paw", "Search" (highlighted with a red circle and a red arrow), and "Help". A message at the top states: "The categories are based on BP&P Adventure Standards. If you have any questions about the appropriate risk category for your event, please contact your Commissioner, or the helpdesk."

- The below screen will open with the definitions of each category, when done click "back" twice to get back to the event page. Refer to the Activity Adventure Matrix for further information.



Help develop well-rounded youth, better prepared for success in the world.

Risk Category Definitions	
Category 1 "Green" = Go carefully	Regular meeting activities in your meeting place, whether indoors or outdoors, while conducting low-risk activities. Regular meeting offsite visiting or touring an indoor location such as a museum, firehall or fundraising (e.g. popcorn, bottle drive). The majority of "normal" Scouting activities would, in most instances, fall into this category, for example: supervised fire-lighting, knife-permit training, indoor bouldering and climbing (using auto belay systems), visit to a local swimming pool, bicycling etc. In all cases, no special skills are required beyond the expected scope of Scouting activities.
Category 2 "Yellow" = Proceed with caution	Outdoor Activities as part of a regular meeting with higher-risk activities, or, of an extended nature, up to and including short-term camping (less than three nights). Higher-risk activities in this category would include: high ropes courses, ziplines, flat-water canoeing, archery, natural rock-face climbing or indoor lead climbing (without auto belay systems). Requires completion and Group Commissioner approval of an Adventure Application Form prior to the activity.
Category 3 "Red" = Stop and double check	These are outdoor activities requiring specialized skills, or, are outings of three or more nights. Higher-risk activities in this category would include: Caving, white-water canoeing, kayaking or rafting. Requires completion and Group Commissioner approval of an Adventure Application and completed Parental Consent Forms.

International Travel - yes or no

Plan – Risk Management	
Risk category	Category 1
This event involves international travel	Yes No

Safety Qualifications – on the right it states 1, this means there is 1 qualification needed

Plan – Risk Management	
Risk category	Category 1
This event involves international travel	Yes No
Safety qualifications What qualifications are required to hold this event?	1 >

- To find out what is needed, click on the line and the below screen will open
- You can see for this event you need Standard First Aid to be held by 2 participants. Click on the Event at top left of page to go back to previous page

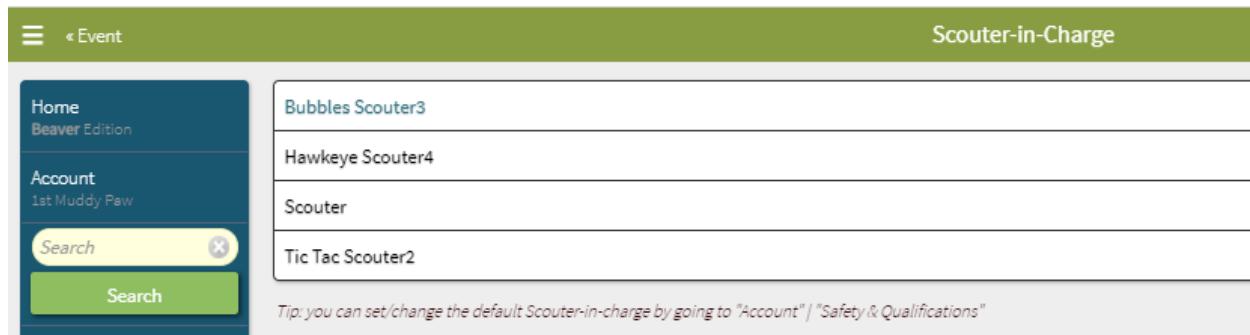
Required Qualifications	
Event	
<p>Here, you can specify the minimum qualifications that are required to hold this meeting, and the minimum number of participants who are required to have those qualifications.</p> <p>Some of Scouts Canada's policies regarding safety are provided via the links below:</p> <ul style="list-style-type: none"> • First Aid Standards (SFA) • Swimming Standards (SS) • Other Policies (OP) <p>There will always be activities that may not be covered by the policies listed above. For those situations, consult with your organizational resources.</p> <p>It is your responsibility to ensure that you are complying with SC's standards, both by appropriately assessing which qualifications are appropriate to this meeting, and by ensuring that you have a sufficient number of participants holding the minimum requirements (or higher).</p> <p>Some qualifications will be provided by non-Colony members</p> <p>Will there be other Sections or facility staff who will ensure the minimum required safety qualifications are met?</p> <p>(Tip: selecting "Yes" suppresses warnings that you don't have sufficient participants with the required qualifications)</p> <p>First Aid</p> <p><input checked="" type="checkbox"/> Standard First Aid (SFA) Required at every activity. Official policy (SFA) ←</p> <p><input type="checkbox"/> Advanced First Aid (AFA)</p> <p><input type="checkbox"/> Wilderness First Aid (WFA) Required for events that are more than three hours from medical care or access route that can take an ordinary road-going ambulance. Official policy (WFA)</p> <p><input type="checkbox"/> Advanced Wilderness First Aid (AWFA)</p> <p><input type="checkbox"/> Wilderness First Responder (WFR)</p> <p><input type="checkbox"/> Advanced Wilderness First Responder (AWFR)</p> <p>Swimming</p> <p><input type="checkbox"/> Bronze Cross (BC)</p>	



Help develop well-rounded youth, better prepared for success in the world.

25. **Attachments** – This event needs to be saved before you can add any attachments, this is where you would add your Emergency Response Plan (ERP) when an Adventure Application Form (AAF) is required, and any other supporting documentation such as gear lists, camp plans, activity plans, maps, etc.

26. **Scouter in Charge** – The Scouter field may self-populate, or you can be the designated person for this particular event, i.e. the one who will hold the Section paperwork, register for event, etc. To populate or change the Scouter-in-charge, click on this line and a list of Scouters will show up as seen below,



A screenshot of a web-based application interface. The top navigation bar is green with the text "Scouter-in-Charge". On the left, there is a sidebar with links: "Home", "Beaver Edition", "Account", "1st Muddy Paw", "Search" (with a magnifying glass icon), and a large green "Search" button. The main content area shows a list of Scouters: "Bubbles Scouter3", "Hawkeye Scouter4", "Scouter", and "Tic Tac Scouter2". Below the list is a tip: "Tip: you can set/change the default Scouter-in-charge by going to "Account" / "Safety & Qualifications"".

- Click on the line of which Scouter you would like for this event, as soon as you click on the Scouter you will be taken back to this screen



A screenshot of the "Plan – Risk Management" section. It includes fields for "Risk category" (with a "Category 2" button and "Yes" / "No" checkboxes), "Safety qualifications" (with a "1" button and a "0" button), "Attachments" (with a "0" button), "Scouter-in-charge" (set to "Bubbles Scouter3"), and "Adventure Application Form" (with a "0" button).

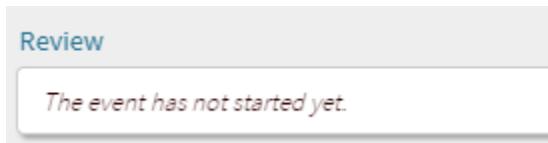


Help develop well-rounded youth, better prepared for success in the world.

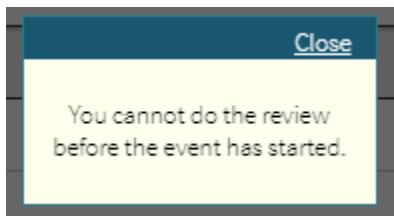
27. **Adventure Application Form (AAF)** – if the event is a Category 1, you don't need this step

- If the event is a Category 2 or 3 then an AAF is required
- Submitting the form through ScoutsTracker is very easy, quick and simple
- The meeting needs to be saved prior to doing the form. If you try to do it now, you will get a pop-up stating the meeting needs to be saved

Review is done after the event.



- If you try to do it now, you will get this pop-up:



Use review to enter notes as part of a Plan-Do -Review cycle for capturing information to refer back to for future years.

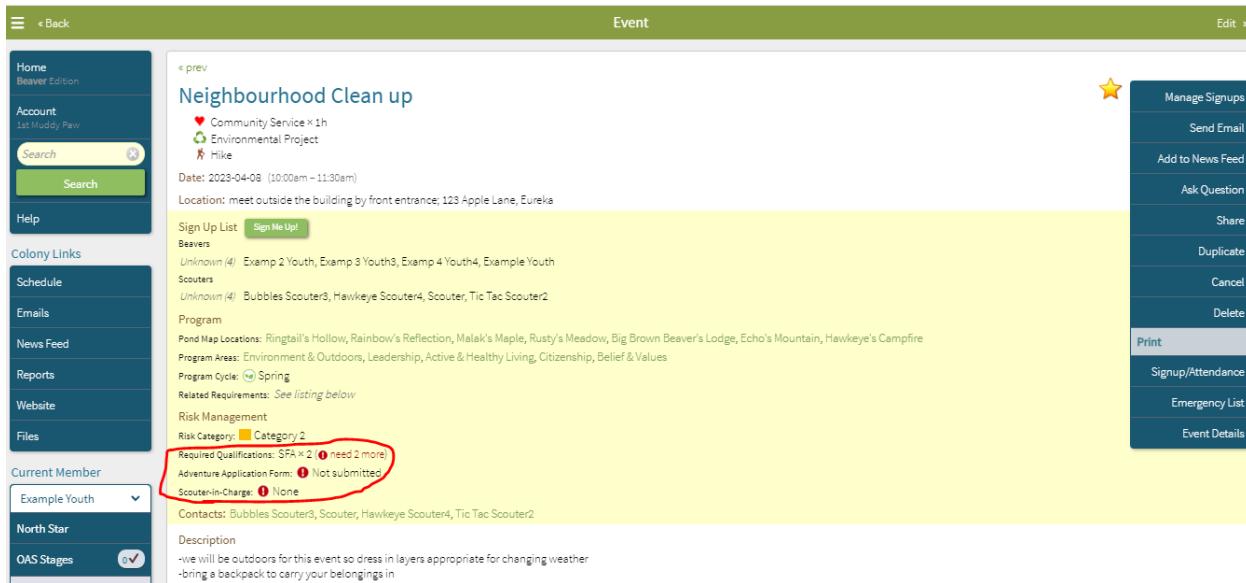


Help develop well-rounded youth, better prepared for success in the world.

28. **SAVE** We are at the end of creating this event, scroll to the top of the page, and on the right side click on “Save”. If you don’t save you will lose everything you have just input.



- Once you click save the screen below will appear, you can see where it is telling you that you still have things to do



After saving this event you will need to finish these items.

At this point you can go to “Schedule” on the left and enter another event on another date or you can log out and be finished.



Help develop well-rounded youth, better prepared for success in the world.

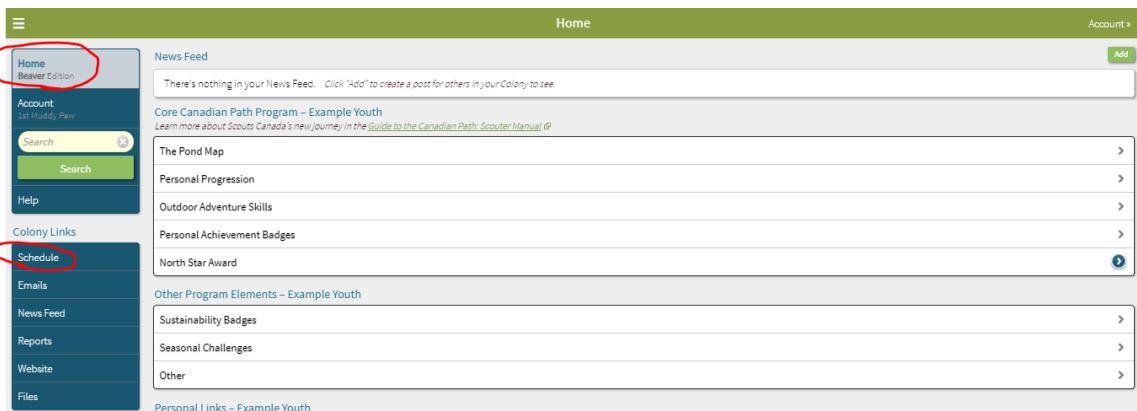
Editing an Event: Attaching ERP & AAF Completion

ERP - Emergency Response Plan

AAF - Adventure Application Form

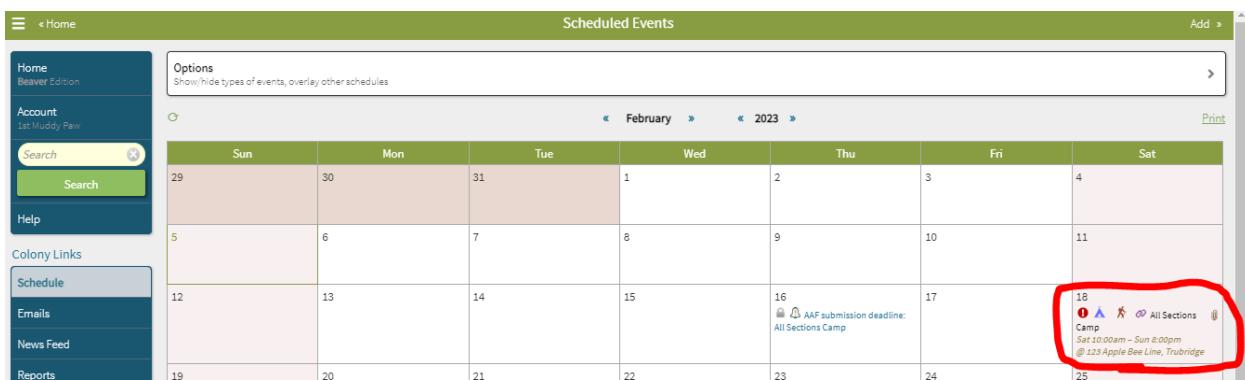
Adding an Emergency Response Plan

1. Log into ScoutsTracker, go to your Section
2. Starting from the home page, click on your Section Edition, then click onto schedule



The screenshot shows the ScoutsTracker home page for the 'Beaver Edition'. The left sidebar has a 'Schedule' link highlighted with a red circle. The main content area shows a 'News Feed' with a note: 'There's nothing in your News Feed. Click "Add" to create a post for others in your Colony to see.' Below it is a 'Core Canadian Path Program – Example Youth' section with links to 'The Pond Map', 'Personal Progression', 'Outdoor Adventure Skills', 'Personal Achievement Badges', and 'North Star Award'. Further down are sections for 'Other Program Elements – Example Youth' (Sustainability Badges, Seasonal Challenges, Other) and 'Personal Links – Example Youth'.

3. Click on the date you want to edit



The screenshot shows the 'Scheduled Events' page for February 2023. The left sidebar has a 'Schedule' link highlighted with a red circle. The main content area shows a calendar grid. An event is listed for Saturday, February 18, 2023, with a red circle around it. The event details are: 'All Sections Camp', 'Camp', 'Sat 10:00am – Sun 8:00pm', and '123 Apple Bee Line, Trubridge'. The 'Edit' link for this event is also circled in red.

4. Click on "Edit" at the top right

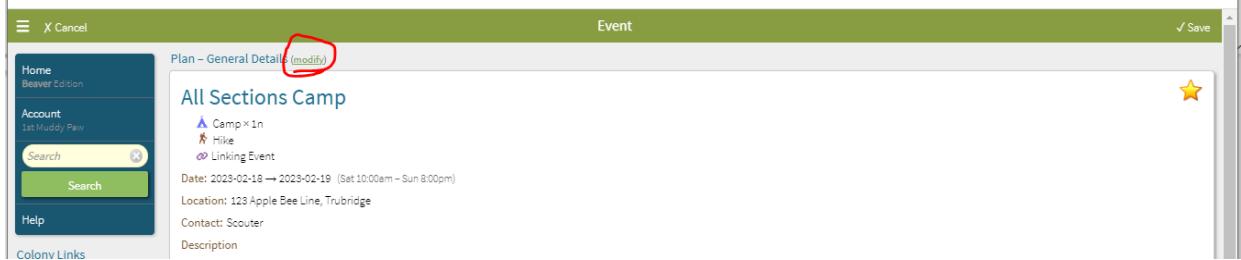


The screenshot shows the 'Event' edit page for 'All Sections Camp'. The left sidebar has a 'Schedule' link highlighted with a red circle. The main content area shows the event details: 'All Sections Camp', 'Camp', 'Hike', 'Linking Event', 'Date: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm)', 'Location: 123 Apple Bee Line, Trubridge', 'Sign Up List', and 'Beavers'. The right sidebar has an 'Edit' link highlighted with a red circle, along with other options: 'Manage Signups', 'Send Email', 'Add to News Feed', 'Ask Question', 'Share', and 'Duplicate'.

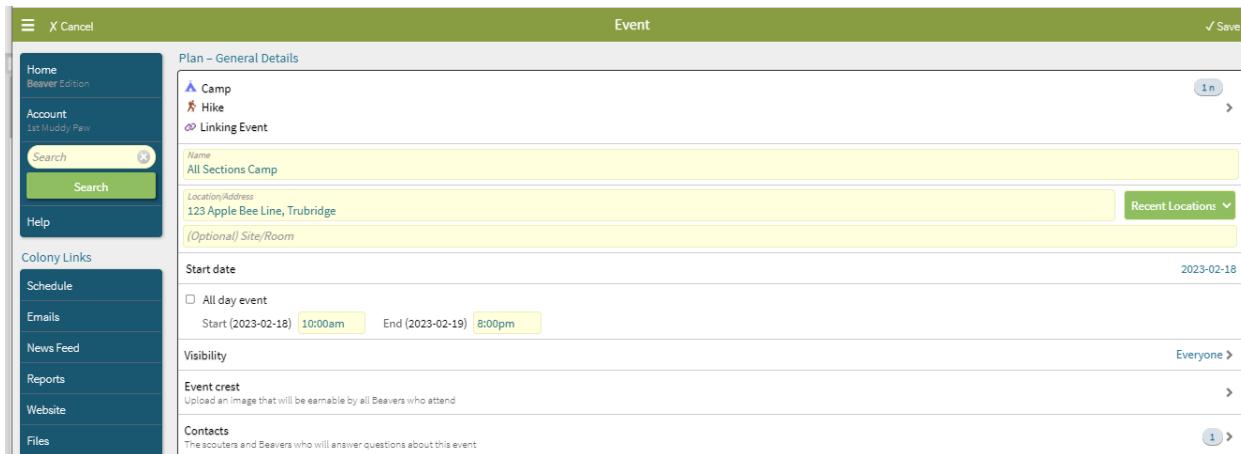


Help develop well-rounded youth, better prepared for success in the world.

5. An option will appear as seen in screen below, click on (modify)



6. Everything in this event is now open to edit



7. Scroll down the page to the Plan – Risk Management section

8. Since this event hasn't happened yet, prior to the event I need to attach the Emergency Response Plan (ERP). Prior to attaching your ERP ensure it is up to date and has the correct information for this specific event, such as address of event, medical locations, etc.

9. Now click on Attachments, the below screen will open up



10. You will see the below screen



Help develop well-rounded youth, better prepared for success in the world.



Home
Beaver Edition
Account
1st Muddy Paw
Search

Upload Attachment
Maximum size is 4 MB
 Make visible only to Scouters
 Include in the Adventure Application Form

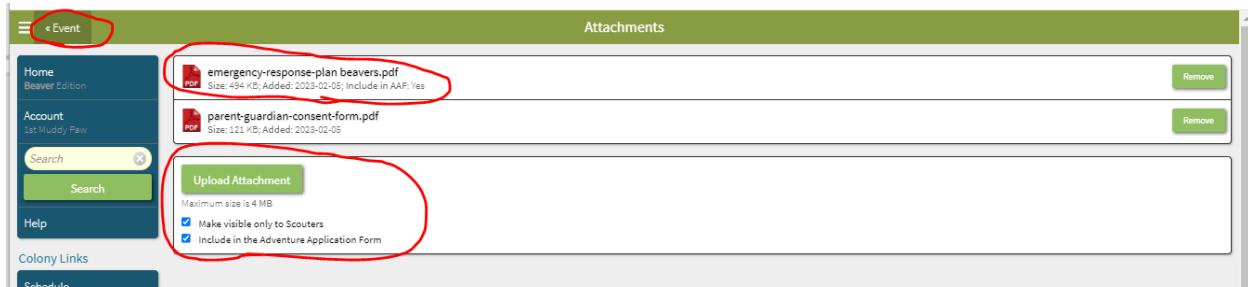
11. These 2 boxes are choices; you want to include the form with your AAF.

- Make visible only to Scouters –Choose this one because if this portion is filled in then this is confidential information and shouldn't be shared with all parents

Important Group Medical Info:

Name	Details	Emergency Contact
Youth A	Anaphylaxis – Peanuts, carries epi pen, Scouter should carry his back up	

- To select each, you just click on the boxes, and a check mark appears
- Next click on Upload Attachment
- A screen will open for you to find the file on your computer, click on file to upload it you will now see the screen below



Home
Beaver Edition
Account
1st Muddy Paw
Search

Attachments

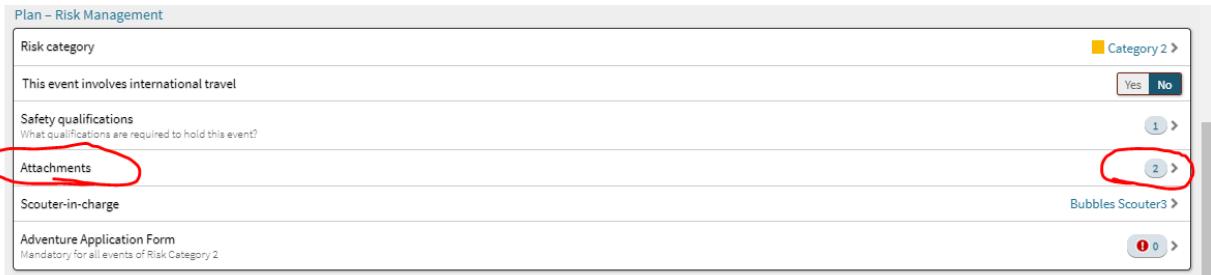
Remove
Remove

Upload Attachment
Maximum size is 4 MB
 Make visible only to Scouters
 Include in the Adventure Application Form

12. If this is the wrong file you can Remove it by clicking on the right and then Upload Attachment again with the correct file

13. Now that this is done, click on Event at top left to go back to previous page

14. You will now see the 2 attachments, the Parent Consent form & ERP as below:



Plan – Risk Management

Risk category
This event involves international travel

Safety qualifications
What qualifications are required to hold this event?

Attachments
Scouter-in-charge

Adventure Application Form
Mandatory for all events of Risk Category 2

Category 2
Yes No

1 >
2 >

Bubbles Scouter3
0 >



Help develop well-rounded youth, better prepared for success in the world.

Submitting an Adventure Application Form (AAF)

1. If the event is a category 2 or 3, an AAF needs to be submitted.
2. Click on Adventure Application Form

Plan - Risk Management

Risk category

This event involves international travel

Safety qualifications

Attachments

Scouter-in-charge

Adventure Application Form

Mandatory for all events of Risk Category 2

Category 2 > Yes No

1 > 2 > Bubbles Scouter3 > 0 >

3. The below screen will open then you have 2 choices

Event

Adventure Application Forms

Home Beaver Edition

Account Set Buddy Paw

Search Search

Help

You can electronically create and submit an Adventure Application Form for this event through ScoutsTracker. Similarly, your Group Commissioner can electronically approve your AAF through ScoutsTracker.

To start a new AAF, click "New", above.

Tip: ScoutsTracker will normally flag any Risk Category 2 or 3 event that does not yet have an approved AAF. However, for those situations in which you've manually submitted the required paperwork (e.g., you need to get Council or National approval for an International Adventure Application, or your Group Commissioner doesn't use ScoutsTracker), you can stop ScoutsTracker from complaining that you don't yet have an approved AAF by enabling the "The AAF was submitted or approved outside of ScoutsTracker" setting, below.

The AAF was submitted or approved outside of ScoutsTracker

Don't warn about not having an electronically-approved AAF

Yes No

4. The AAF was submitted or approved outside of ScoutsTracker. Choose NO.
- a. Yes is Not recommend this because you will have to manually fill in all the information in the form and look up every member # in myscouts, etc.
- b. If you submit the AAF through ScoutsTracker: then ScoutsTracker will fill in the form for you, this also helps to eliminate errors in transposing information, saves time, it will also email the form to your Group Commissioner for approval with the ERP attached and it will save a permanent copy of the forms section of ScoutsTracker



Help develop well-rounded youth, better prepared for success in the world.

5. Go to the top right side and click on New

You can electronically create and submit an Adventure Application Form for this event through ScoutsTracker. Similarly, your Group Commissioner can electronically approve your AAF through ScoutsTracker. To start a new AAF, click "New", above.

Tip: ScoutsTracker will normally flag any Risk Category 2 or 3 event that does not yet have an approved AAF. However, for those situations in which you've manually submitted the required paperwork (e.g., you need to get Council or National approval for an International Adventure Application, or your Group Commissioner doesn't use ScoutsTracker), you can stop ScoutsTracker from complaining that you don't yet have an approved AAF enabling the "The AAF was submitted or approved outside of ScoutsTracker" setting, below.

The AAF was submitted or approved outside of ScoutsTracker
Don't warn about not having an electronically-approved AAF

Yes No

- you will now see the below screen open with the AAF form, the form has a lot of information populated but it isn't complete yet
- you will need to scroll down the form and ensure everything is complete and answer some of the sections

Adventure Application Form

RISK CATEGORY 2

Adventure Application Form

This application is to be approved by your Group Commissioner on behalf of any Section planning to undertake any Camping, International Travel or Outdoor Activity. Upon approval, a signed copy is submitted via email to aaf-archives@scouts.ca with: route, timetable, destination, list of participants, description of the adventure, map and directions. More information on the Adventure Standards is available [here](#).

Group: 1st Muddy Paws - Beavers Council: Example

Scouter-in-Charge: Bubbles Scouter3 Membership #: 111111

Adventure Name: All Sections Comp Membership #: 333333

Adventure Date(s) [Y-M-D]: 2023-02-18 - 2023-02-19 Membership #: 444444

Beavers Attending:

<input checked="" type="checkbox"/> Name: Exomp 2 Youth	Membership #: 111111
<input checked="" type="checkbox"/> Name: Exomp 3 Youth3	Membership #: 333333
<input checked="" type="checkbox"/> Name: Exomp 4 Youth4	Membership #: 444444
<input checked="" type="checkbox"/> Name: Example Youth	Membership #: 123456

Scouters Attending:

<input checked="" type="checkbox"/> Name: Bubbles Scouter3	Membership #: 123333
<input checked="" type="checkbox"/> Name: Howkey Scouter4	Membership #: 444444
<input checked="" type="checkbox"/> Name: Scouter	Membership #: 123456

- to start you can see this part of the form is missing 2 membership numbers, this means your ScoutsTracker files are not up to date
- at this point you need to exit this form and go back and update the members files by either typing it into ScoutsTracker or downloading the information from myscouts.ca
- I would suggest downloading the information because you may be missing other information as well

6. We now have all the information completed in ScoutsTracker



Help develop well-rounded youth, better prepared for success in the world.

Adventure Application Form

Complete the form, below, then click "Submit".
The Adventure Application Form and any attachments that were flagged as needing to be included in the AAF will then be emailed to your Group Commissioner. Your GC will then be able to electronically approve your AAF.
Note: the generated form will comply with Scouts Canada AAF version 5.4.

Submit
Discard
Print

Adventure Application Form

This application is to be approved by your Group Commissioner on behalf of any Section planning to undertake any Camping, International Travel or Outdoor Activity. Upon approval, a signed copy is submitted via email to aaf-archives@scouts.ca with route, timetable, destination, list of participants, description of the adventure, map and directions. More information on the Adventure Standards is available [here](#).

RISK CATEGORY 2

Group: 1st Muddy Paw - Beavers Council: Example
Scouter-in-Charge: Bubbles Scouter3 Membership #: a33333
Adventure Name: All Sections Comp
Adventure Date(s) (Y-M-D): 2023-02-18 — 2023-02-19

Beavers Attending:

Name: Exomp 2 Youth Membership #: 111111
 Name: Exomp 3 Youth3 Membership #: 333333
 Name: Exomp 4 Youth4 Membership #: 444444
 Name: Example Youth Membership #: 555555

Scouters Attending:

Name: Bubbles Scouter3 Membership #: a3333
 Name: Hawkeye Scouter4 Membership #: a4444
 Name: Scouter Membership #: a5555555555

7. Who is attending, there is a drop-down menu which will give you options on where ScoutsTracker pulls the attendance from

- Use custom selection – will populate all the participants in the section
- None attending – if this was a scouter only event and no youth were attending
- Use signup information – will populate all the participants in signup list
- Use attached list – if you created a manual list and put it in attachments
- You can also click on the boxes on the left and put check marks for those who said they were attending

Beavers Attending:

Name: Exomp 2 Youth
 Name: Exomp 3 Youth3
 Name: Exomp 4 Youth4
 Name: Example Youth

None attending
Use signup information
Use custom selection
Use attached list

8. Once you have completed attendance scroll down the page

- As you scroll down further in the form you will see the below screen with more information, you can see in the blue circles the information that self populated, while the info in the red circles are options for you to answer



Help develop well-rounded youth, better prepared for success in the world.

- beside the red arrows are links to the scouts.ca national website if you need to check further details of information
- At the bottom you will see Scouter-in-charge, who will fill out this form and this box
- You don't fill in anything in the Group Commissioner box

Related Requirements:
Camping Skills 1 [#1.3], Camping Skills 2 [#2.13+In], Camping Skills 3 [#3.15+In], Camping Skills 4 [#4.12+In],
Camping Skills 5 [#5.17+In], Camping Skills 6 [#6.19a+In], Camping Skills 7 [#7.19a+In], Camping Skills 8 [#8.8+In],
Camping Skills 9 [#9.6+In], Trail Skills 1 [#1.10+], Trail Skills 2 [#2.8+], Trail Skills 3 [#3.12a+], Trail Skills 4 [#4.17a+],
Trail Skills 5 [#5.10a+], Trail Skills 6 [#6.19a+], Trail Skills 7 [#7.19+], Trail Skills 8 [#8.8a+]

Planning and Program:

Scouts Canada's Policies, Standards and Procedures [\[P\]](#) are being followed.
 The adventure meets the needs of the youth involved and is age-appropriate.
 The menu takes into account food allergies and other dietary restrictions.
 At least one adult or youth has the necessary skills and training for the adventure.

Knives and other tools [\[P\]](#) are appropriate for this adventure
 All youth attending have received appropriate training for the adventure.
 Medication information and schedule for participants has been collected.

Transportation Plan: [route, travel schedule, communication during travel (mobile or satellite phone, FRS radios), carrier information (if applicable), how the Two-Scouter Rule is being met]
Parents transport own youth.

Transportation Standards [\[P\]](#)

This event involves travel outside Canada

Scouter-in-Charge:
Signed by the Section Scouter applying for the adventure in accordance with Scouts Canada's Policies and Procedures.

Signature: _____ Date [Y-M-D]: _____

Note: This AAF will be automatically digitally signed and dated, above, when you electronically submit it.

Group Commissioner Approval:

All participants are active members.
 Two-Scouter Rule [\[P\]](#) respected.
 All appropriate checkboxes are checked off.

Signature: _____ Date [Y-M-D]: _____

Note: This AAF will be automatically digitally signed and dated, above, when your GC electronically approves it.

9. Scroll down further in form to add emergency contact information to the submission. It is up to you if you use this or not, whether you do or not you should always have a printout of the youth & scouter's registration forms from myscouts.ca which gives the full information of each youth with you at all times when youth and scouter are present

Scouts.ca Generated: 2023-02-05 22:05:48 AAF vers 5.4 – 2022
Powered by ScoutsTracker

Emergency List

Don't include
Don't include
Include just event participants
Include everyone

Attachments

[\[PDF\] emergency-response-plan-beavers.pdf](#) (494 KB)



Help develop well-rounded youth, better prepared for success in the world.

Emergency List - you have a drop-down menu choice here

Don't include – won't include any emergency information for the participants.

Include just event participants – will include the emergency information for the participants that signed up.

Include everyone - will include the emergency information for ALL section participants

- If you choose to use option 2 or 3 then when you click on it you will get a pop-up screen asking you for your PIN



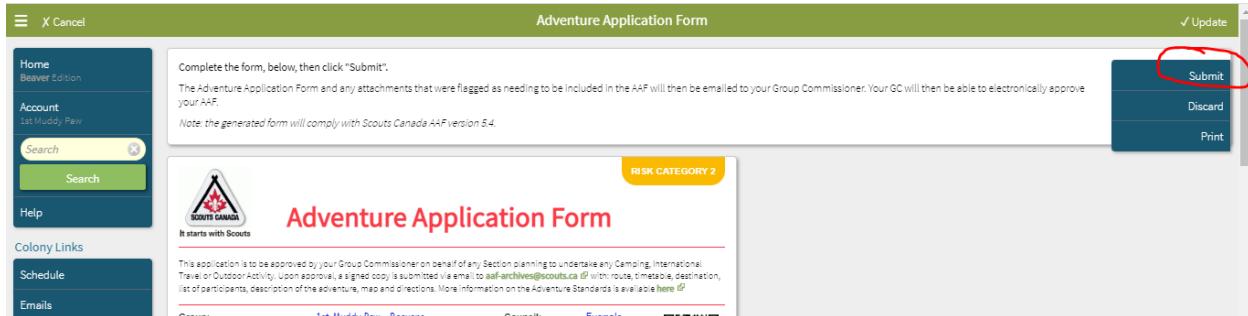
- Type in your PIN and click on Okay, you will then see the list appear

Emergency List – Beavers			
		Include everyone	
Examp 2 Youth	SC #111111	mom 2	(111) 111-1111
Example Youth		No phone numbers	
Examp 3 Youth3	SC #333333	Dad3	(333) 333-3333
Examp 4 Youth4	SC #444444	Mom4	(444) 444-4444

Emergency List – Scouters			
Tic Tac Scouter2	SC #222222	Tic Tac	(222) 333-4444
Bubbles Scouter3	SC #3333	Bubbles	(444) 555-6666
Hawkeye Scouter4	SC #4444	Hawkeye	(777) 888-9999
Scouter		No phone numbers	

10. You can also see here that your ERP is attached to this form

- Now the form is complete and its time to submit it. Scroll to the top of the page on the right side click on Submit



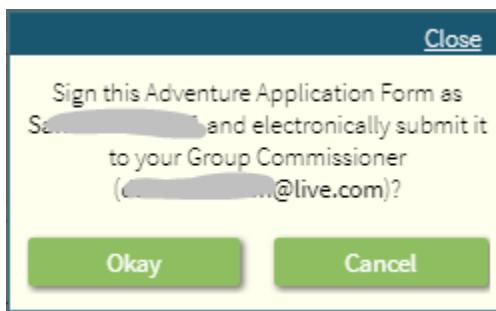


Help develop well-rounded youth, better prepared for success in the world.

- Once you click Submit there will be a pop up that says Saving Event details, then you will see the screen below with some options.
- Ensure your GC name and email is correct. If you have any added comments to send the GC there is a box you can type in the comments.
- Ensure your name is correct here, type in your ScoutsTracker password, then click on Sign and Submit the AAF

The screenshot shows the 'Submit AAF' page. On the left is a sidebar with 'Home', 'Account', 'Search', 'Help', 'Colony Links', 'Schedule', 'Emails', 'News Feed', 'Reports', 'Website', 'Files', 'Current Member', 'North Star' (10%), and 'OAS Stages'. The main area has a green header 'Submit AAF'. It contains instructions: 'Electronic submission works by having you digitally sign the application (by providing your ScoutsTracker email and password).', 'Your Group Commissioner will then automatically be sent (by email) a copy of the AAF, including all the attachments.', and 'The email that your GC will receive will also contain a button that will allow them to accept your AAF by digitally signing the form (by providing their own ScoutsTracker email and password).'. A note says 'Note: Electronic submission only works if your Group has a ScoutsTracker Committee account! If not, unfortunately you'll have to submit them the old-fashioned way (by printing out and then scanning and/or submitting by hand).'. Below these are several input fields: 'Your GC's Email Address(es)' with '@live.com' typed in, 'Comments to your GC (Optional)', 'Your real name' with 'Important: if this isn't the name you'd normally use to sign legal documents, then please change it under "Account" | "Scouter's Name"', 'Your Email Address' with '@live.ca' typed in, and 'Your Password'. At the bottom is a green button 'Sign and Submit the AAF'.

11. You will receive a pop up if this is right then click on Okay



- You will get a pop up that says Submitting AAF, then you will get another pop-up:



- The form is now submitted, and you can back out and sign out of ScoutsTracker



Help develop well-rounded youth, better prepared for success in the world.

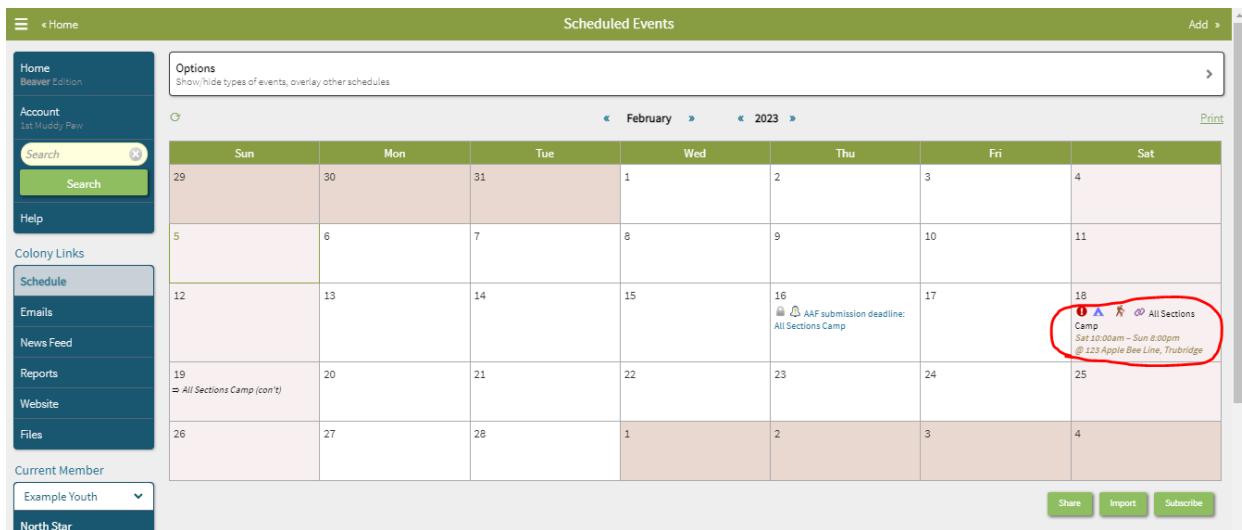
Emails: Sending with Attachments, RSVP, and Tracking Emails

1. Go to scoutstracker.ca and login
2. Once logged in click on “Schedule” on the left



The screenshot shows the 'Schedule' page of the Scoutstracker.ca website. The sidebar on the left includes links for Home, Account, Colony Links (with 'Schedule' circled in red), Emails, News Feed, Reports, and Website. The main content area displays a 'News Feed' with a message about the Core Canadian Path Program, followed by sections for 'The Pond Map', 'Personal Progression', 'Outdoor Adventure Skills', 'Personal Achievement Badges' (with a checkmark icon), 'North Star Award', 'Other Program Elements - Example Youth' (with a checkmark icon), 'Sustainability Badges', 'Seasonal Challenges', and 'Other'.

3. Click on the date / event that you want to send the email about, don't click on the +

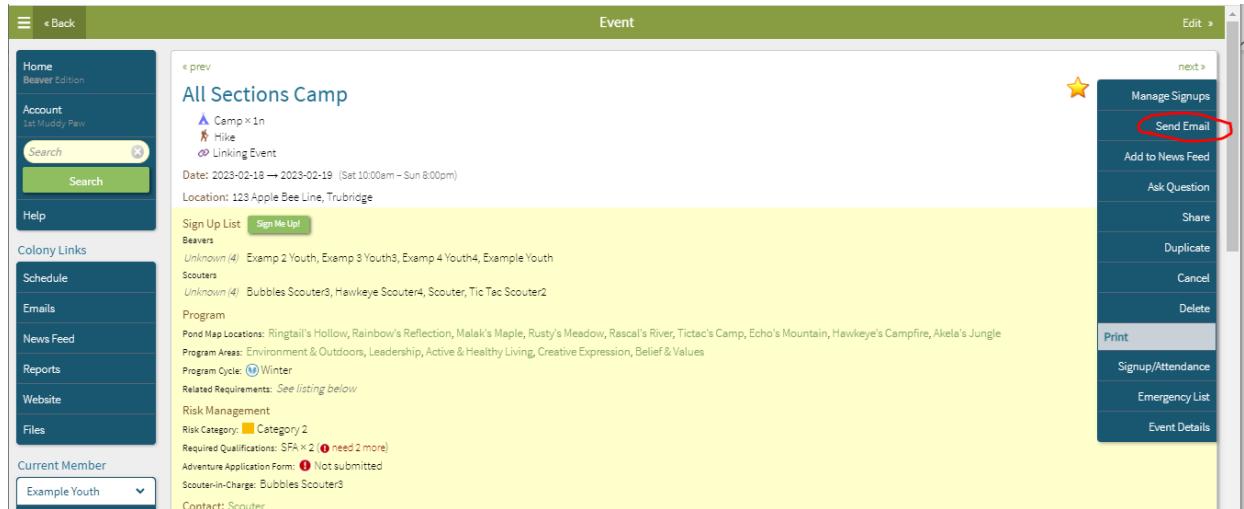


The screenshot shows the 'Scheduled Events' page for February 2023. The sidebar on the left includes links for Home, Account, Colony Links (with 'Schedule' circled in red), Emails, News Feed, Reports, Website, and Files. The main content area shows a calendar for February 2023. An event is listed for February 16th, 2023, with the details: 'All Sections Camp' (cont'd), 'AAF submission deadline: All Sections Camp', 'Sat 10:00am – Sun 02:00pm', and '123 Apple Bee Line, Truro'. The event box is circled in red.

4. Ensure all the details of the event are correct or if you want to add or edit anything do it now before sending email. If all details are correct, then click on “Send email” on the right side

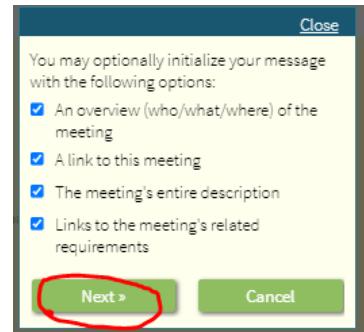


Help develop well-rounded youth, better prepared for success in the world.



The screenshot shows the ScoutsTracker software interface for managing events. On the left is a sidebar with links like Home, Account, Help, Colony Links, Schedule, Emails, News Feed, Reports, Website, Files, and Current Member. The main content area shows an event titled 'All Sections Camp' with details: Date: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm), Location: 123 Apple Bee Line, Trubridge. A sidebar on the right shows a list of actions: Manage Signups, Send Email (circled in red), Add to News Feed, Ask Question, Share, Duplicate, Cancel, Delete, Print, Signup/Attendance, Emergency List, and Event Details. A yellow box highlights the 'Sign Up List' and 'Sign Me Up!' buttons. A red star icon is in the top right of the main content area.

5. A pop-up will appear. Go through the checklist and click on each box you want to add to the email, clicking on boxes will put check marks in them. If you don't want something in the email, then leave the box blank. Then click on "Next."



6. Email Options:
 - a. TO – I use this for the scouter's email addresses, either mine + 1 other scouter or mine & the rest of the Scouter section team (you must have at least 2 scouters on each email for ScoutsTracker to send an email)
 - b. Bcc – Always put the parents' emails in this section for privacy reasons from other parents
 - c. CC – If I only put 2 emails in the "TO" section then I will put the rest of the Section Scouter team in this section



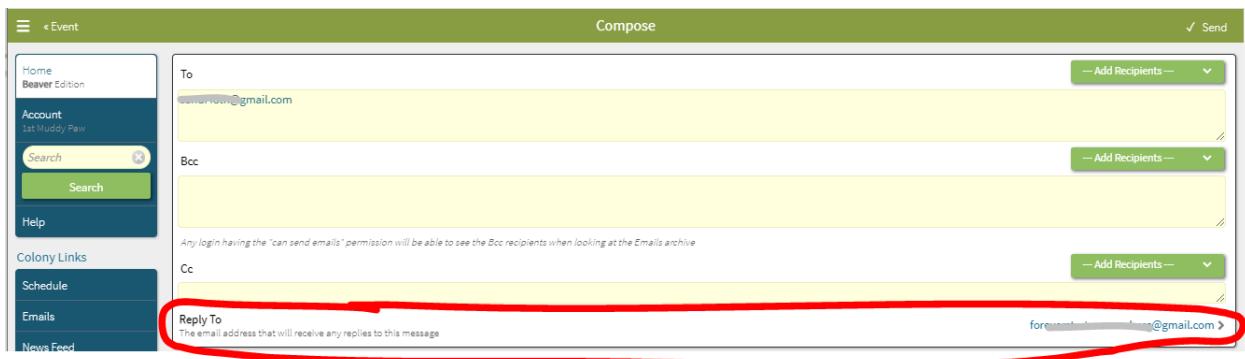
Help develop well-rounded youth, better prepared for success in the world.



- To fill in the emails, you don't have to type them all in
- Click on the right side to see the drop-down menu and choose the appropriate people for each section of To, Bcc, Cc



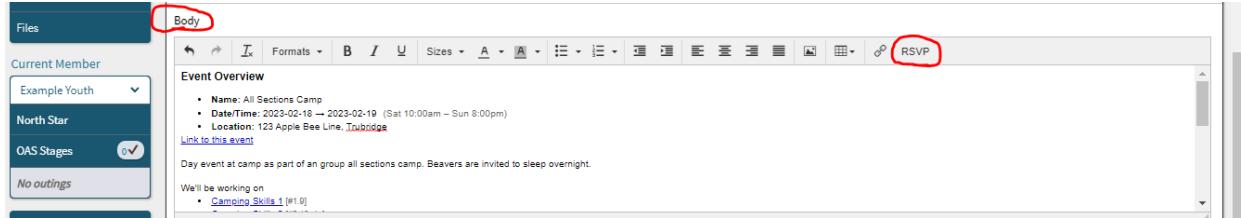
- Then scroll down to the "Reply To" section, see below screen
- Anyone who replies to the email you are sending out, the person's email here will receive the responses



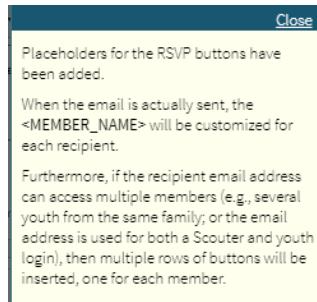


Help develop well-rounded youth, better prepared for success in the world.

7. Now scroll down to the RSVP section



- This allows you to put an RSVP button into the email for everyone to respond to. The RSVP options are Yes, No, Maybe
- The RSVP is a great feature so you can get numbers for your event and see who has responded and who hasn't. When everyone clicks the RSVP answer in their email, it will automatically send the response back to ScoutsTracker and record it in the attendance sheet, it also records any comments the parent may answer with.
- This is a great timesaver from you having to manually track attendance and anyone on the scouter team can see the up to the minute response list just by signing into the event date in the schedule
- When you click on the RSVP to add it to the email you will receive a pop up, click close (make sure your cursor is where you want the RSVP to be inserted)



- You will now see the below screen with the RSVP button in the template you are creating for the email



Help develop well-rounded youth, better prepared for success in the world.

Body

Will <MEMBER_NAME> be going to "All Sections Camp" on Feb 18 → Feb 19 (Sat 10:00am – Sun 8:00pm) ?

Event Overview

- Name: All Sections Camp
- Date/Time: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm)
- Location: 123 Apple Bee Line, [Tubridge](#)

8. next you have attachments, see next screen below

Body

Will <MEMBER_NAME> be going to "All Sections Camp" on Feb 18 → Feb 19 (Sat 10:00am – Sun 8:00pm) ?

Event Overview

- Name: All Sections Camp
- Date/Time: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm)
- Location: 123 Apple Bee Line, [Tubridge](#)

Attachments

- This can be used to attach a permission form, direction map, an electronic pamphlet from where you are going, any type of file you would like to send to parents
- This option is great; it will save on printing out paper and wondering if everyone received the handout or lost the handout
- Scouters and parents will all receive the attachments
- Once you click on "Attachments" the below screen will open

« Compose

Attachments

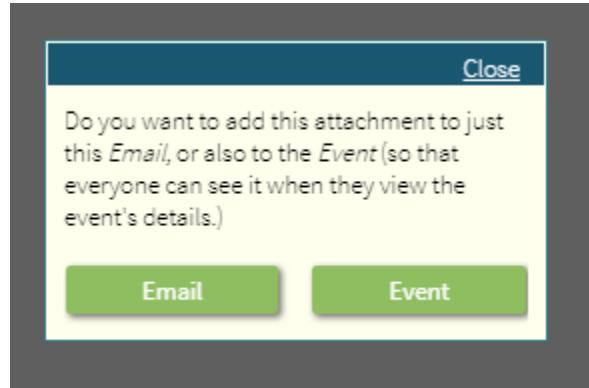
Other Attachments

Maximum size is 4 MB

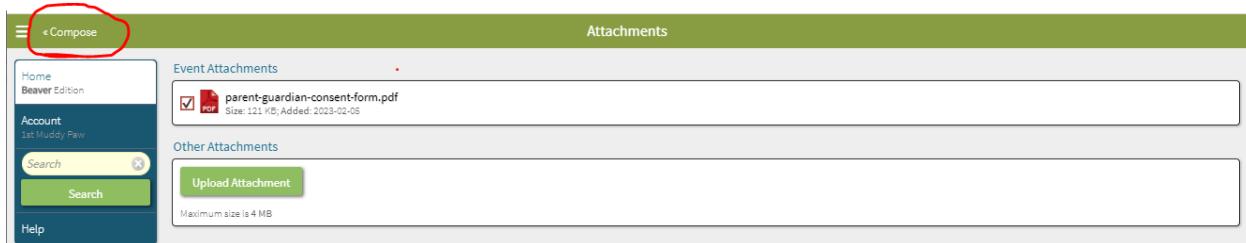
- Click on "Upload Attachment", go find the attachment and attach it



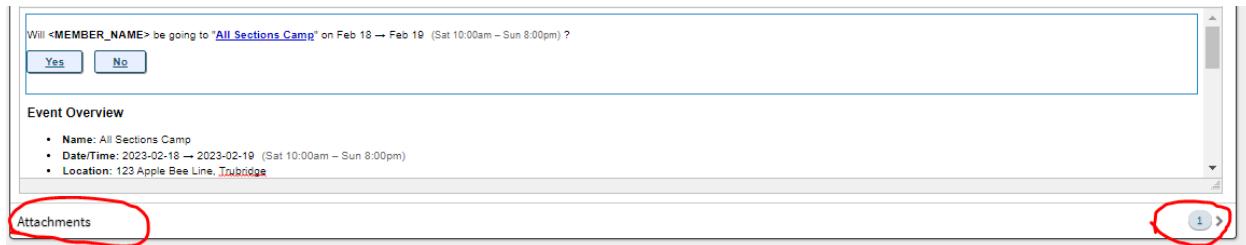
Help develop well-rounded youth, better prepared for success in the world.



- You will get a pop-up box and click on which one you decide. Below, you will now see the attachment is there, if you change your mind or attached the wrong one you can go to the right and click on remove.
- You can attach multiple attachments if you need to.



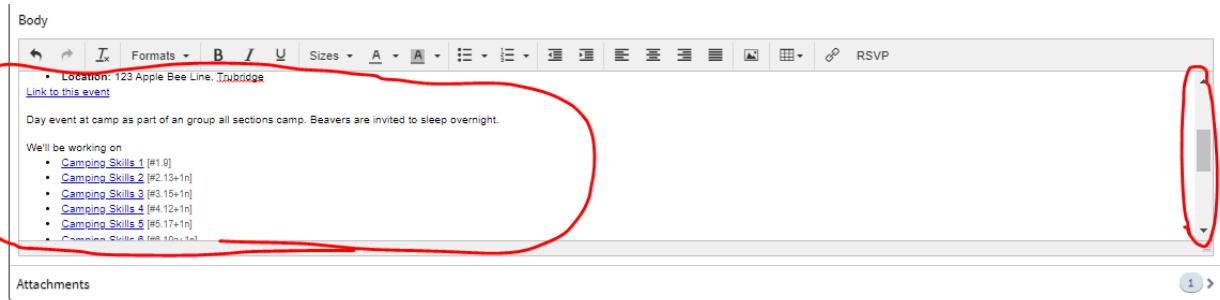
- Now click on "Compose". You will now see the below screen with 1 attachment



- This is the email that will be sent, if you want to see the full details of the email, go to the right and scroll down. If you want to add or change any information you can do it in here before you send the email



Help develop well-rounded youth, better prepared for success in the world.



This screenshot shows the Scouts Canada email editor interface. The main area is titled "Body" and contains the following text:

• Location: 123 Apple Bee Line, [Tubbridge](#)
[Link to this event](#)

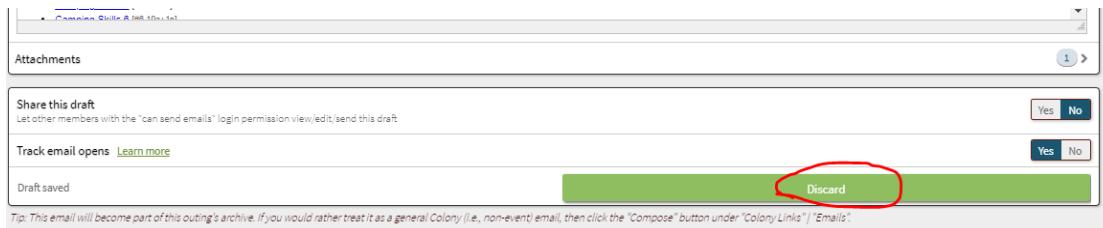
Day event at camp as part of an group all sections camp. Beavers are invited to sleep overnight.

We'll be working on

- [Camping Skills 1](#) [#1.0]
- [Camping Skills 2](#) [#2.13+1n]
- [Camping Skills 3](#) [#3.15+1n]
- [Camping Skills 4](#) [#4.12+1n]
- [Camping Skills 5](#) [#5.17+1n]
- [Camping Skills 6](#) [#6.10+1n]

Below the body, there is a section titled "Attachments" with a "1" icon and a "1 >" button. On the right side of the editor, there is a vertical scroll bar with a red circle around it.

- If you decide you don't want to send the email you can click on Discard at the bottom of the screen and the email will be gone



This screenshot shows the confirmation screen for a saved draft email. It includes the following sections:

- Attachments:** Shows a list of attachments with a "1" icon and a "1 >" button.
- Share this draft:** A section with "Yes" and "No" buttons.
- Track email opens:** A section with "Learn more" and "Yes" and "No" buttons.
- Draft saved:** A green button labeled "Discard" is circled in red.

At the bottom, there is a tip: "Tip: This email will become part of this outing's archive. If you would rather treat it as a general Colony (i.e., non-event) email, then click the 'Compose' button under 'Colony Links' / 'Emails'".



Help develop well-rounded youth, better prepared for success in the world.

Tracking Emails:

The screenshot shows a 'Track email opens' button with a 'Learn more' link, which is circled in red. To the right, there are 'Yes' and 'No' buttons, with 'Yes' also circled in red. A green 'Discard' button is at the bottom right. A tip at the bottom states: 'Tip: This email will become part of this outing's archive. If you would rather treat it as a general Colony (i.e., non-event) email, then click the "Compose" button under "Colony Links" / "Emails".'

9. If you click on learn more the below pop up will open and

tell you your options

- This feature I like to leave as a yes, it is a great back up for a couple reasons
- You can see which parents open the email, so if someone isn't responding you can check if they opened the email or not
- If a parent says they didn't get an email you can check if it was sent to them or not
- If you have a new youth sign up and you are not sure if the email was sent to them or not you can check

The pop-up window has a 'Close' button at the top right. It contains text explaining that tracking email opens is done by inserting a single-pixel image. It also notes that if images are not displayed or the email is opened on a device that only shows plain text, the image will not be downloaded. A note at the bottom states: 'Note: once the image is downloaded, it still may take several hours for the delivery status to be updated! i.e., do not expect "real time" updates to the status.'

- If you are ready to send the email scroll to the top of page and on the right side click on Send.

The screenshot shows a 'Compose' screen with a 'Send' button at the top right, which is circled in red. The 'Compose' button is also circled in red.

- You will get a pop up that says email sent and the system will take you to the event page

The screenshot shows an 'Event' page for 'All Sections Camp'. The main content includes a 'Sign Up List' with a 'Sign Me Up!' button, a 'Beavers' section with a 'Search' button, and a sidebar with actions like 'Manage Signups', 'Send Email', and 'Print'. The sidebar also includes a star icon.

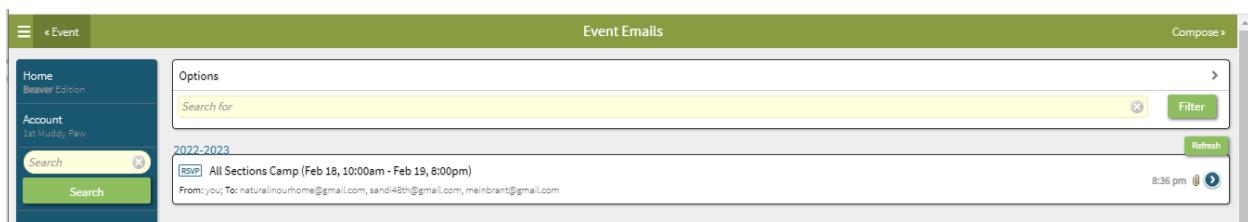


Help develop well-rounded youth, better prepared for success in the world.

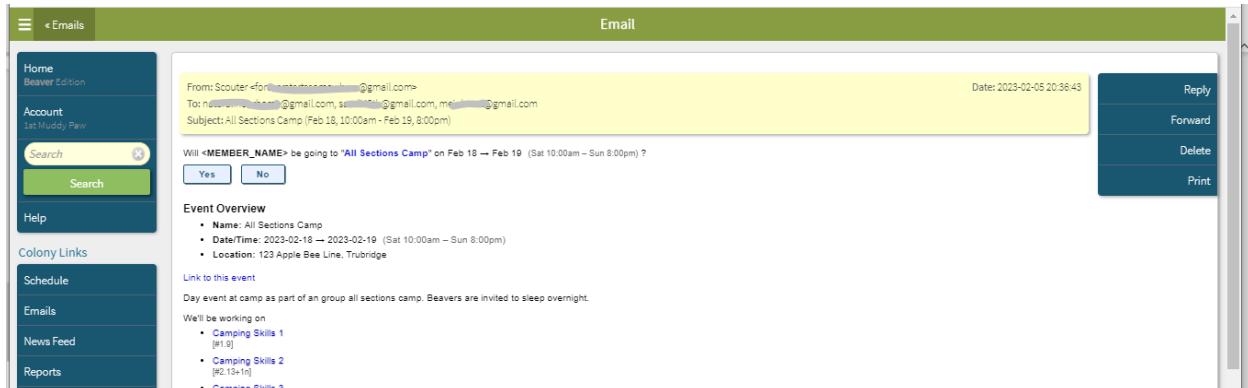
- If you want to see if an email was sent, or what the email was, scroll to the bottom of the page



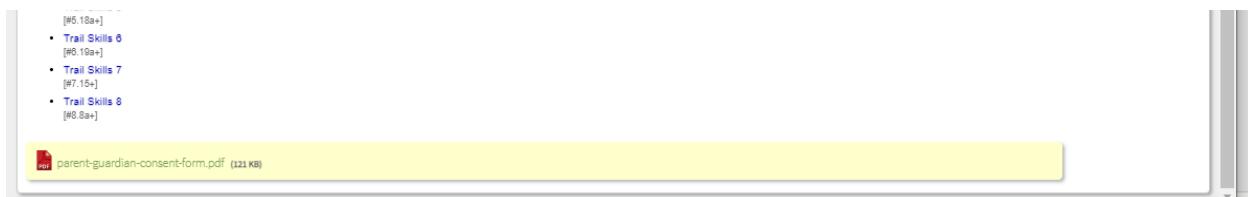
- You can see here 1 email was sent
- If you want to see the email then click on email history, you will see the screen below



- If you click on the email, it opens so you can see what was sent



- If you scroll to the bottom, you can see the attachment here



- You are now done sending the email, scroll to top, click on email on left side



- Click on Event on left side



Help develop well-rounded youth, better prepared for success in the world.

Event Emails

Home
Beaver Edition

Account
1st Muddy Paw

Search

Options

Search for

2022-2023

RSVP All Sections Camp (Feb 18, 10:00am - Feb 19, 8:00pm)

- Click on Back

Event

Home
Beaver Edition

Account
1st Muddy Paw

Search

All Sections Camp

Camp x 1n

Hike

Linkin Event

Manage Signups

Send Email

- Click on Home on the top left

Scheduled Events

Home
Beaver Edition

Account
1st Muddy Paw

Search

Help

Colony Links

Schedule

Emails

News Feed

Options

Show/hide types of events, overlay other schedules

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

16 All Sections Camp

- Click on Account

Home

Account

News Feed

Core Canadian Path Program – Example Youth

The Pond Map

Personal Progression

- Now you can sign out

Account

Home
Beaver Edition

Account
1st Muddy Paw

Search

My login

Change your password, PIN or email preferences

Scouter

Use a different login

Sign Out



Help develop well-rounded youth, better prepared for success in the world.

Printing an Attendance Sheet and Viewing RSVPs

RSVP to an Email: Recipient:

1. After the email goes out with the RSVP in it. This is what scouters and parents receive below.
2. You can see where the RSVP buttons showed up in the email.

All Sections Camp (Feb 18, 10:00am - Feb 19, 8:00pm)

Scouter <1stmuddypaw-beavers@scoutstracker.ca>
To: foreverstartssomewhere@gmail.com; sandi48th@gmail.com; naturalinourhome@gmail.com; meinbrant@gmail.com

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

121 KB

Will Scouter be going to "[All Sections Camp](#)" on Feb 18 → Feb 19 (Sat 10:00am – Sun 8:00pm) ?

←

Event Overview

- Name: All Sections Camp
- Date/Time: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm)
- Location: 123 Apple Bee Line, Trubridge

[Link to this event](#)

Day event at camp as part of an group all sections camp. Beavers are invited to sleep overnight.

We'll be working on

- [Camping Skills 1](#) [#1.9]

3. Once the parent / scouter clicks on their answer, there will be a pop up. This shows who I am "Scouter." It shows I responded with a NO and I put a comment into optional note to organizers. Then click on Update and you get another pop up

SCOUTS TRACKER

Thank you, Scouter!

You are now recorded as responding **NO** to [All Sections Camp](#) (click for event details)

But... if you want to change your mind, or add extra details/comments, you can do so in the section below.

Close

Review of Current Signup Information

Will you attend?

Yes
 No

Optional note to organizers

I won't be in town.

Update

SCOUTS TRACKER

Thank you (again), Scouter!

You are now recorded as responding **NO** to [All Sections Camp](#) (click for event details)

But... if you want to change your mind, or add extra details/comments, you can do so in the section below.

Show More ▼

Close



Help develop well-rounded youth, better prepared for success in the world.

RSVP to an Email: Result in ScoutsTracker:

1. Sign into ScoutsTracker and go to the Schedule
2. Click on the day you want to see the RSVP for
3. On the right side click on “Sign up / Attendance.”

The screenshot shows the ScoutsTracker interface for an event titled 'All Sections Camp'. The sidebar on the left includes links for Home, Account, Help, Colony Links, Schedule, Emails, News Feed, Reports, Website, and Files. The main content area displays event details: Date: 2023-02-18 – 2023-02-19 (Sat 10:00am – Sun 8:00pm), Location: Camp Everyone 123 Apple Bee Line, Trubridge. A sidebar on the right contains buttons for Manage Signups, Send Email, Add to News Feed, Ask Question, Share, Duplicate, Cancel, Print, and Signup/Attendance (which is circled in red). Other buttons include Emergency List and Event Details.

4. The following screen opens
5. Then scroll down the page to see the below screen
6. Here you see the email responses already recorded in ScoutsTracker along with the one note that was added by one of the scouters

The screenshot shows the 'Preview' page for the 'All Sections Camp' event. The sidebar on the left includes links for Account, No outings, Say "Thanks!", and a Scouts Canada logo. The main content area displays event details: Date: 2023-02-18 – 2023-02-19 (Sat 10:00am – Sun 8:00pm), Location: Camp Everyone 123 Apple Bee Line, Trubridge. A description states: 'Day event at camp as part of an group all sections camp. Beavers are invited to sleep overnight.' A transportation plan notes: 'Parents transport own youth.' Below this is a 'Signup' table with columns for Quals, Yes, No, and Signup Notes. The table includes rows for Beavers, Scouter (Contact), and Scouter. A note 'i won't be in town.' is in the Signup Notes column for the Scouter row. The entire 'Scouter' row is circled in red.



Help develop well-rounded youth, better prepared for success in the world.

7. Scroll back to the top of the page
8. You have several options on this page for the most part you can answer yes or no then you can print out the sheet, take it to your event and take attendance

Signups

Note: This worksheet is intended for print-out only. If you actually want to update records, then drill down to the event.

Customize Who's Shown in the Worksheet

Hide members with these signup statuses

Show Other Participants

Filter by

Customize What's Shown in the Worksheet

Only collect signup

Show signup notes

Show totals

Add Extra Stuff to the Worksheet

Include event description

Include emergency list

Preview

9. Below is the printout without the emergency list and with it.

Signup Sheet

Powered by SCOUTSTRACKER

All Sections Camp

Camp + In
Hike
Linking Event

Date: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm)

Location: Camp Everyone 123 Apple Bee Line, Trurobridge

Description: Day event at camp as part of an group all sections camp. Beavers are invited to sleep overnight.

Transportation Plan: Parents transport own youth.

	Quals	Yes	No	Signup Notes
Beavers				By Name
Exam 2 Youth	SC #111111			
Exam 3 Youth3	SC #333333			
Exam 4 Youth4	SC #444444			
Example Youth	SC #555555			
Scouts				
Bubbles Scouter	SC #111111	*		
Hawkeye Scouter4	SC #444444	*		
Scouter (Contact)	SC #5555555555	*	*	I won't be in town.
Tic Tac Scouter2	SC #222222	*		
Beaver Totals	0	0		
Scouter Totals	3	1		
All	3	1		

Signup Sheet

Powered by SCOUTSTRACKER

All Sections Camp

Camp + In
Hike
Linking Event

Date: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm)

Location: Camp Everyone 123 Apple Bee Line, Trurobridge

Description: Day event at camp as part of an group all sections camp. Beavers are invited to sleep overnight.

Transportation Plan: Parents transport own youth.

	Quals	Yes	No	Signup Notes
Beavers				By Name
Exam 2 Youth	SC #111111			mom 2
Example Youth	SC #555555			No phone numbers
Exam 3 Youth3	SC #333333			Dad3
Exam 4 Youth4	SC #444444			Mom4
Beaver Totals	0	0		
Scouter Totals	3	1		
All	3	1		

Emergency List - Beavers

Exam 2 Youth	SC #111111	mom 2	(111) 111-1111
Example Youth	SC #555555	No phone numbers	
Exam 3 Youth3	SC #333333	Dad3	(333) 333-3333
Exam 4 Youth4	SC #444444	Mom4	(444) 444-4444

Emergency List - Scouts

Bubbles Scouter	SC #111111	Bubbles	(444) 555-6666
Tic Tac Scouter2	SC #222222	Tic Tac	(222) 333-4444
Hawkeye Scouter4	SC #444444	Hawkeye	(777) 888-9999



Help develop well-rounded youth, better prepared for success in the world.

Updating Payments (For Events With A Cost)

To mark a youth's payment, you can easily do so from the Attendance screen after loading the event.

1. When on the Main Event page, you will see a list of all signed up youth and if they owe money.

2. Click Manage Signups
3. Click the “full” box beside the name of the member that owes money

4. You can now enter the fee payment information for the member.

☰ < Signups

Payments

Cub Spring Camp (2025-05-30 → 2025-06-01)
 Fee: \$30 per Cub, \$0 per Scouter

Payment History [REDACTED]

Date	Item	Amount
	Fee required	\$30
	No payments	
	Balance	\$30

New Entry Details

Entry type	Expense claim
Expense category	Pick from the list, or type your own
Amount	NaN
(Optional) note	

Add Entry



Help develop well-rounded youth, better prepared for success in the world.

5. Select an entry type as “fee payment”.

Other options are available, please refer the Scout Tracker help section for learning about member wallets.

Fee payment

Debt write-off

Expense claim

Expense claim & reimbursement

6. Enter the amount of the payment received, and then select where the payment is coming from.. If it is a payment (cash, Cheque, e tranfer, other) best practice is to add to the notes section
7. Select Add Entry. Payment is complete and you should return to the manage signups page.

Where is the Money Coming From?

The member's Top-Up wallet

\$0

The member's ScoutBucks wallet

\$0

We received the money from the member

Add Entry



Help develop well-rounded youth, better prepared for success in the world.

Finalizing an Event

Using ScoutsTracker is the easiest way to award and track OAS and Personal Achievement badge progression. See [Creating an Event > 20. Related Requirements](#)

If all items have been previously added to an event, then you are good to finalize and award these related requirements.

Finalizing (awarding items earned)

When an event is over and attendance completed, the Scouter in charge should close off the event by “finalizing” it from the event page.

Awarding Credit:

1. Click give credit prior to toggling yes.



2. Next a summary of all attended youth will appear with the events OAS skills. Those that a youth have are already checked off, others will be a quantity of distance/events attended. In the example below the red circles are youth that haven't yet earned these skills.

Related Requirements																										
		Trail Skills 1		Trail Skills 2		Trail Skills 3		Trail Skills 4		Trail Skills 5		Trail Skills 6		Trail Skills 7		Trail Skills 8										
		1.4	1.5	1.7	1.8	1.10	2.3	2.4	2.6	2.8	3.3	3.4	3.6	3.8	3.12a	3.12b	4.17a	5.18a	5.18b	6.19a	6.19b	7.15	7.17	7.18	8.6a	8.7
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7 Ghosties (Black)													By Lair													
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Chicken Nuggets (Tawny)													By Lair													
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Howsee Boys (Grey)													By Lair													
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Click on any numbered requirement to update it, or any column label to update multiple.																										



Help develop well-rounded youth, better prepared for success in the world.

3. By clicking on the ALL button in the top left the system will now add the skills to all of the attended Scouts and increase quantities

4. Click Save in the top right of the screen. A window will appear that says "Scorecarding" and cycle through each participant. Let this process finish and the window will auto close and return the event page.
5. You are now able toggle the "yes" on Finalized and complete the event.

Cancel
<p>Have you given credit to the attending Cubs for the related requirements?</p>
<input style="width: 100px; background-color: #669933; color: white; border: none; font-weight: bold; padding: 5px; border-radius: 5px;" type="button" value="Yes"/>
<input style="width: 100px; background-color: #669933; color: white; border: none; font-weight: bold; padding: 5px; border-radius: 5px;" type="button" value="No"/>

6. One final reminder will appear before proceeding. Click Yes.

Note: In the event you do make a mistake you can “un-finalize” the event by re-toggling NO.



Help develop well-rounded youth, better prepared for success in the world.

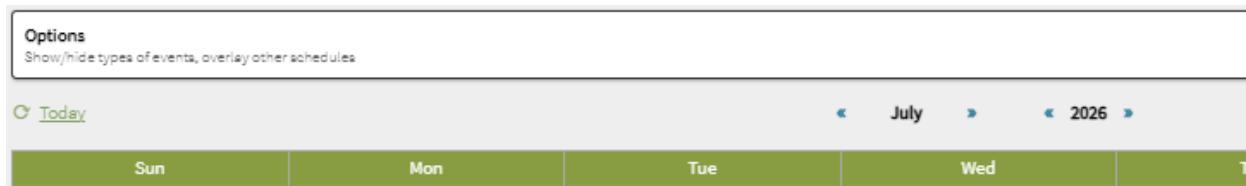
Viewing the Calendar

You can view an overlay of other Section, Group, or Council schedules over top of your main calendar in order to coordinate with others.

This is great for seeing the sections within the group. When is gear out, or what's happening.

Also for council events such as Scouter skill sessions, trainings or regional events that are added (Beaverees, Cuborees, etc.)

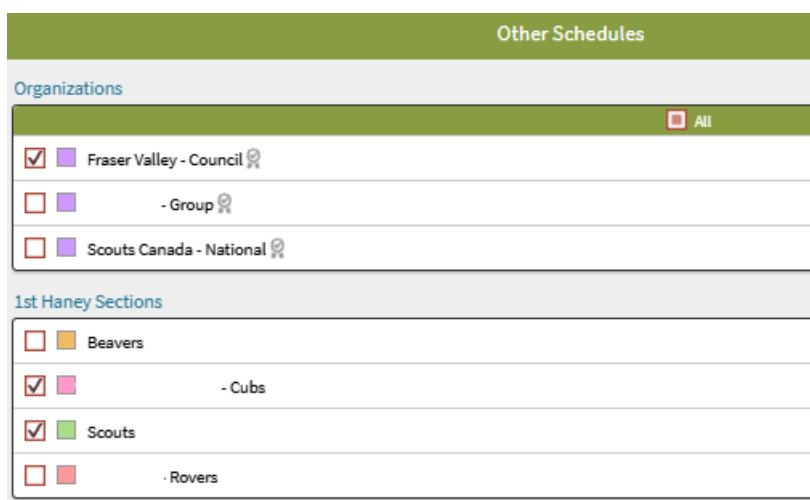
1. When on the calendar click OPTIONS



2. Check SHOW OTHER SCHEDULES



3. Check each available section, group, council calendar you wish to overlay.



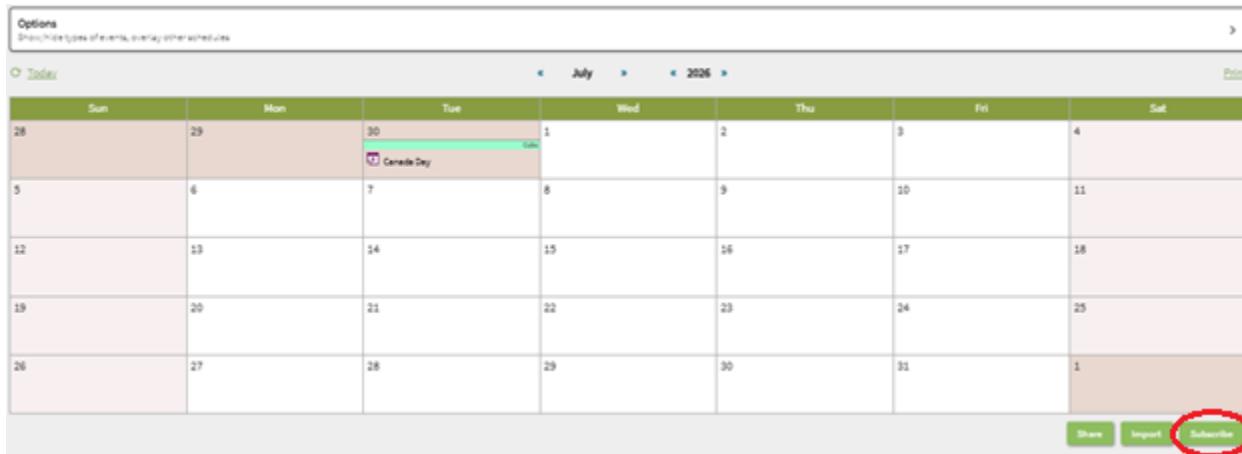


Help develop well-rounded youth, better prepared for success in the world.

Subscribing to a Calendar

You or parents can subscribe to the Section calendar so you can integrate with your personal organizer/calendar application.

1. When on the Calendar in the monthly view (mobile devices turn horizontal) click on SUBSCRIBE



2. Click on the Section (Colony, Pack, Troop, etc.) Events > QUICK ADD

This opens an .ics file for adding into your mail or calendar software i.e. Outlook / Mail.

The screenshot shows a "Subscribe to Calendar" page with instructions for configuring Outlook, Calendar, and iCal to include events. It includes a note about Google Calendar's update frequency. Below, there are two sections: "Pack Events" and "Scouter Events", each with a URL and a "Quick Add" button.

Subscribe to Calendar		
You can configure Outlook, Calendar and iCal (and most other Calendar applications) to include your Pack's upcoming events.		
For most applications, you only need to click the "Quick Add" button below.		
For other applications you may need to copy the provided URL, as per your calendar's instructions.		
<small>NOTE! Google Calendar only re-reads the published events every 8 to 24 hours. Therefore, there can be quite a long delay between a change being made to an event, and that change appearing in Google Calendar.</small>		
Pack Events		
URL: https://scoutstracker.ca/calend...	'bb.ics	Quick Add
Scouter Events		
URL: https://scoutstracker.ca/calend...	2bb.ics	Quick Add

Note: Scouters should add both this and Scouter Events to ensure scouter only events are not missed!



Help develop well-rounded youth, better prepared for success in the world.

Administrative How-To

Importing records from My Scouts

This section is used to import youth and scouters information from myscouts.ca into ScoutsTracker.

Note: ensure that only 1 scouter in your section is doing this so you don't duplicate or erase current records in ScoutsTracker

Gathering the Records for Import:

1. Login into "myscouts.ca"
2. In myscouts.ca under "My Menu" and scroll down to "Reports"

A screenshot of the My Scouts.ca website. At the top, the Scouts Canada logo and the text "myscouts.ca" are visible. The top navigation bar includes links for "ABOUT", "SCOUTS CAMPS", "TRAINING", and "SUPPORT". Below the navigation, a user profile picture of a boy and the name "Sandi" are shown. A black arrow points to the "My Menu" link in the top left corner of the main content area. The "My Menu" section contains several buttons: "Pre-Registration Started" (grey), "Register My Child" (green), "Register As Rover" (red), and "Register As Volunteer" (blue). A red box highlights a "NOTICE" section: "Participation registration is now open for January 2023." It includes a bullet point: "New participants may be able to start as early as September 1st, at no additional cost. (This is dependent on if the group you've selected has spaces open)" and a note: "Please note that technical issues may arise due to a high volume of registrations. Thank you for your patience." At the bottom of the "My Menu" section, there are links for "Request a Refund", "NOLB Fund Request", "Code of Conduct", and "Volunteer Renewal". The "My Roles" section shows a table with columns: Organization, Role, Primary Org, Status, Role Dates, and Requires. The table is currently empty.

3. Click on "Reports" to see the next screen below

A screenshot of the "Reports" section of the My Scouts.ca website. A black arrow points to the "Reports" link in the top left corner of the main content area. The "Reports" section contains several buttons: "Safe Scouting for Parents" (grey), "NEW David Huestis Learning Centre" (grey), and "My Profile" (grey). The "My Profile" button is highlighted with a grey background.



Help develop well-rounded youth, better prepared for success in the world.

4. Beside “Membership Listings” click on “View Reports” you will get the below screen.

My Menu

Pre-Registration Started!

Reports

Listing Reports

Volunteer Readiness

This report is best used for determining the members who have not yet completed the mandatory registration, screening, and training requirements. This report generates a list of members and displays if the member has or has not completed each of the mandatory screening requirements. The report also displays if a member has or has not completed a Wood Badge I Milestone course in the section. For members with the role of group commissioner the report will display if they have or do not have a Group Commissioner Wood Badge training. For all other group, area, or council members the report displays if they have or do not have any wood badge training.

VIEW REPORT

Outstanding Training

This report generates a list of members who have yet to complete a selected training course. Best used for determining the members in an organization who have not yet completed one specific training course.

VIEW REPORT

Membership Listings

Generates a list of members used for meetings, mailing lists, and emails. Can be filtered by member status, type, role, and organization.

VIEW REPORT

PRC VSS Expiry Listing

Generates a list of members with screening information and can be used to identify members whose PRC or VSS is expiring within a time period set by the user. Results can be filtered by member status, type, PRC and VSS expiry dates, and organization.

VIEW REPORT

Training Listing

Generates a list of training courses associated with members to find who has specific training courses.

VIEW REPORT

Member Options

Find Organization

Find An Individual

Volunteer / Employee Directory

Contact Info

Emergency Info

Medical Info

Directory, Photo & Fundraising Options

5. Click View Report

myscouts.ca / Membership Listing

This report contains confidential personal information. You are responsible for the safe handling of this information and should not be sharing this information informally with others.

NOTICE: The Organization dropdown list freezing continues to be an issue in Chrome. If this occurs, please use a different browser. We are sorry for the inconvenience.

Organization: 5th Brantford A Colony

Child Organizations: All

Member Status: Active Pending Not Renewed Declined Service Inactive

Member Type: All

Scouting Role: All

Primary Organization: Primary

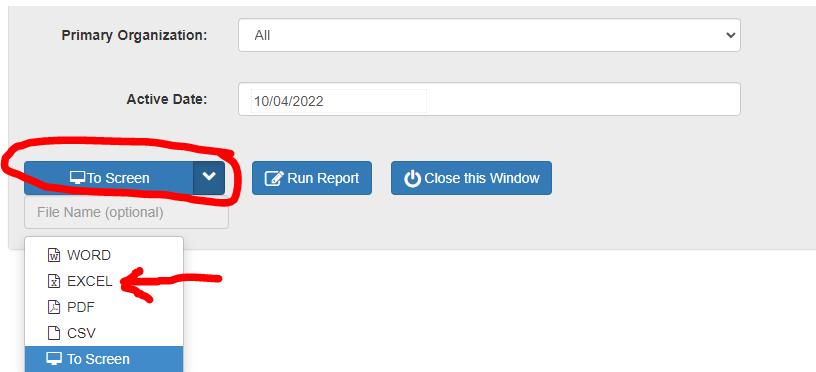
6. Beside “Organization” use the dropdown menu to change it to the single section you want. In this case I want the Colony section.

7. Then beside “Primary Organization” use the dropdown menu to change it to the “All”

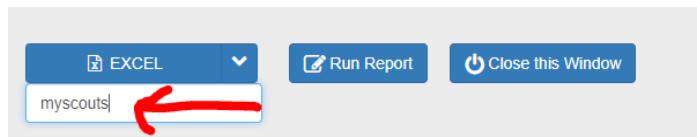


Help develop well-rounded youth, better prepared for success in the world.

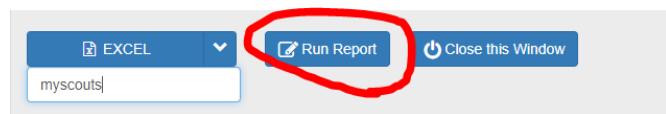
8. Next, scroll to bottom of your screen and on left side using the drop down menu, change “To Screen” to “EXCEL”



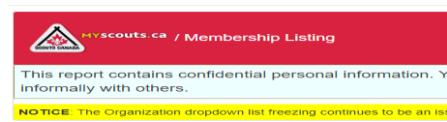
9. Then type in file name whatever you want to call the file.



10. Now click on “Run Report”



11. When the report is ready you will see it at the bottom left of your screen.





Help develop well-rounded youth, better prepared for success in the world.

Cleaning the Records

1. Open the downloaded file and it will automatically open up in your excel program on your computer.

Membership Listing														
Organization	Member Type	Member Number	Salutation	First Name	Middle Name	Last name	Gender	Age	Birth Year	Status	Scouting Role	Years Of Service	Par Year	
5th Brantford A Colony														

2. Now you adjust the spreadsheet in excel. Delete anyone you don't want to download into ScoutsTracker.

Example: If you already have that person in ScoutsTracker you don't want to download them again.

3. Now that the Excel spreadsheet only contains the files you want to download to your ScoutsTracker section save the file on your computer.



Help develop well-rounded youth, better prepared for success in the world.

Importing the Records

1. Go to ScoutsTracker and click on “Account” then “Import from my scouts”

The screenshot shows the ScoutsTracker account interface. On the left is a sidebar with links for Account, Colony Links, Schedule, Emails, News Feed, Reports, Website, and Files. Under 'Current Beaver', it shows 'Atticus Element' with a dropdown, 'North Star' (10%), and 'OAS Stages' (3). Below these are categories for Camps, Hikes, Linking Events, Parent Participation, and Other. The main content area has tabs for 'Connection & Synchronization' and 'Roster'. Under 'Roster', there are sections for 'Beavers', 'Scouts', 'Other Participants', 'Gallery', and 'Emergency List'. At the bottom of the main content area is a green bar with the text 'Import from MyScouts' circled in red.

2. Click on “choose file”

The screenshot shows the 'Import' screen within the ScoutsTracker account. The sidebar on the left is identical to the previous screen. The main content area has a section titled 'Import from MyScouts' with instructions and a note about duplicates. Below this is a section titled 'Import the Colony Records to ScoutsTracker' with instructions. At the bottom is a green 'Upload' bar containing a 'Choose File' button, which is circled in red.

3. Locate the file you want, select it, then click open

The screenshot shows a Windows File Explorer window. It displays a list of files in a table format with columns for Name, Date modified, Type, and Size. A single file, 'beaver section Oct 4 2022', is selected. At the bottom of the window is a toolbar with 'Open' and 'Cancel' buttons, and a dropdown menu showing 'Microsoft Excel 97-2003 Worksheets'.



Help develop well-rounded youth, better prepared for success in the world.

4. Go back into my scouts and you will see this screen below; it has updated with the information. You will actually see the names but they have been blacked out for privacy reasons. Double check that this is the correct records you want to upload. If all is good then click on “Upload”.

Import the Colony Records to ScoutsTracker

1. Use the button below to choose the spreadsheet that contains the records you want to import
2. Review what will happen to your accounts, as a result of importing the spreadsheet
3. Click the “Upload” button at the bottom of the page

Choose File beaver section Oct 4 2022.xls

How records in the export file will be mapped to your accounts

Records with this "Organization" in the uploaded file...	... will import to this section
5th Brantford A Colony	⇒ 5th Brant - Beavers (this account) ▾

How each account will be modified

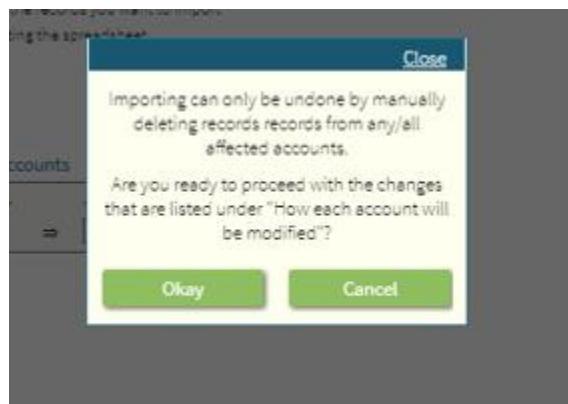
Beavers

- Add Beaver "██████████"
- Add Scouter "██████████"

Upload



6. You will now see a pop up box letting you know this action can only be undone manually so ensure you double check you have the correct files. If you upload a youth that is already in ScoutsTracker you will erase any updates/records that are in ScoutsTracker so be cautious. If you are sure then you can now click ok.





Help develop well-rounded youth, better prepared for success in the world.

7. After clicking ok you will see the screen below where the files are now uploading

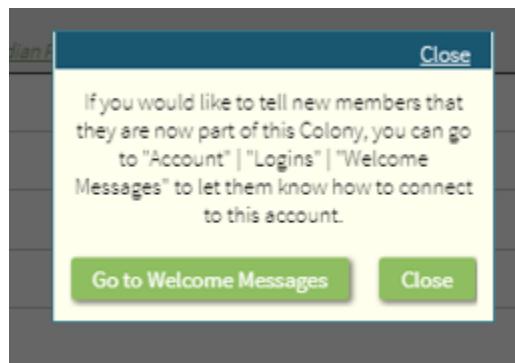
Import the Colony Records to ScoutsTracker

1. Use the button below to choose the spreadsheet that contains the records you want to import
2. Review what will happen to your accounts, as a result of importing the spreadsheet
3. Click the "Upload" button at the bottom of the page

Uploading "beaver section Oct 4 2022.xls"...

Records with this "Organization" in the uploaded file...	... will import to this section
5th Brantford A Colony	⇒ 5th Brant - Beavers (this account) ▾

8. Once the upload is complete you will get a pop up box as shown below



9. This welcome message sends an invitation to the people in the newly uploaded files giving them an invitation to log into ScoutsTracker. You can also customize the email to add any additional information you would like to by:

- Click onto "Go to Welcome Messages", the new people will be automatically checked off as well as anyone who hasn't received a previous welcome email.
- Send your email then your done, close out of ScoutsTracker

10. Log out of myscouts.ca



Help develop well-rounded youth, better prepared for success in the world.

APPENDIX

List of Prohibited Activities

[Prohibited Activities Standards | Scouts Canada](#)

Event Category Matrix (Category 1-3 events)

<https://scoutsca.s3.amazonaws.com/2019/10/adventure-categories-matrix.pdf>

Adventure Activity Form (AAF) Flow Chart

<https://scoutsca.s3.amazonaws.com/2022/10/adventure-planning-process.pdf>