

SCOUTSTRACKER HOW-TO GUIDE



Quick Reference Guides

Key Information

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

Credits:

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Northern Shore Group

1st Haney Scout Group



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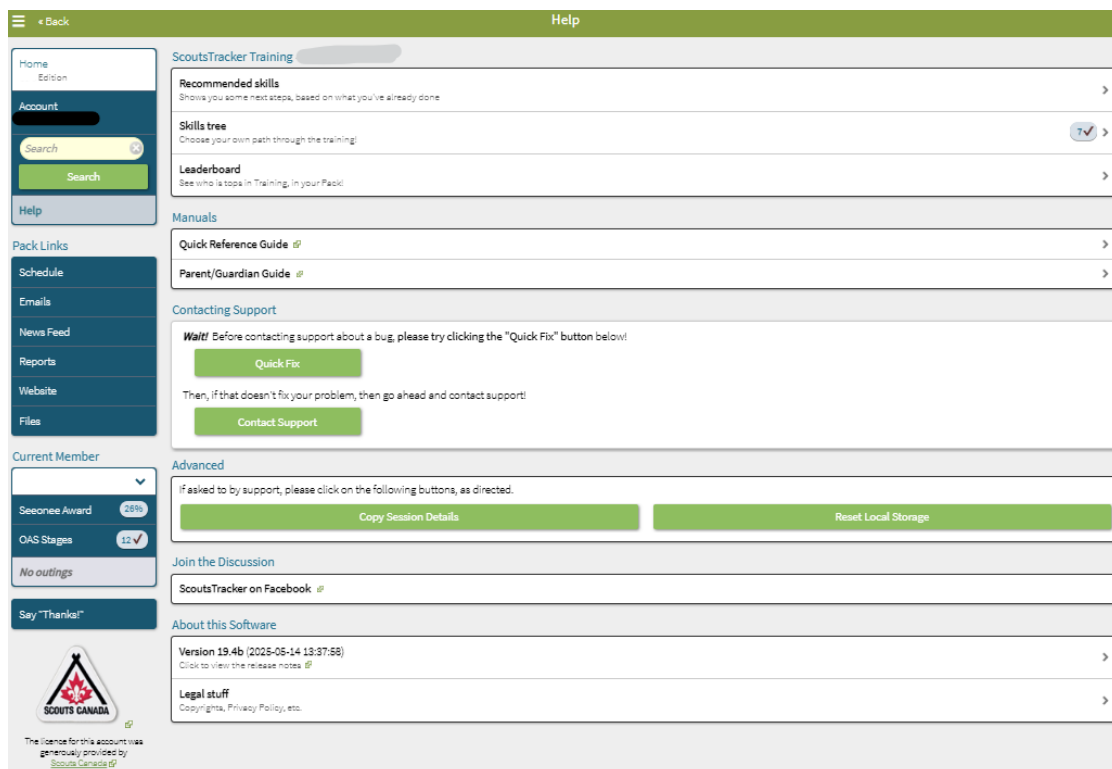
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Reference Material

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.



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>

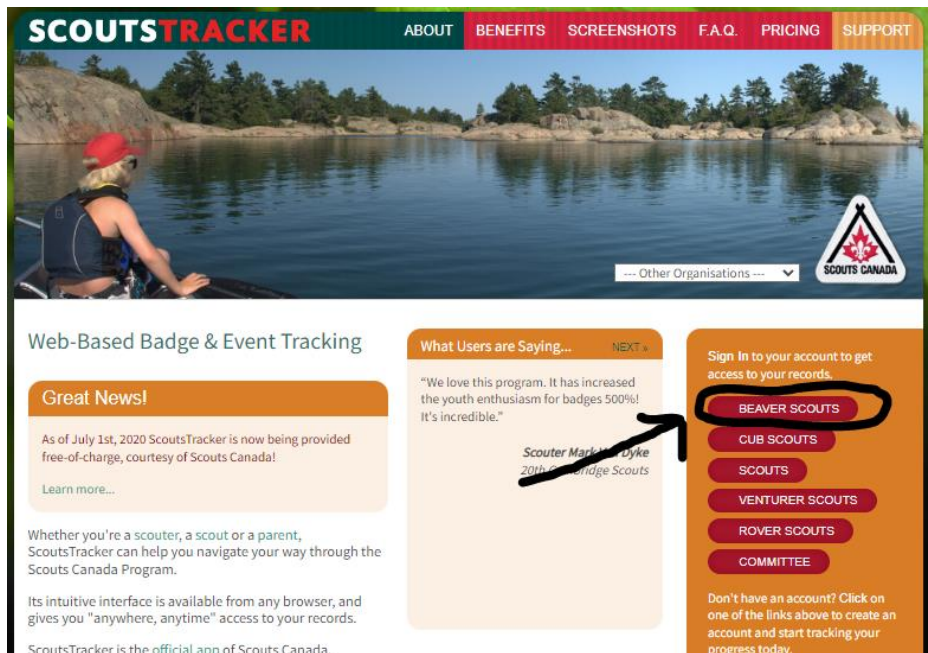


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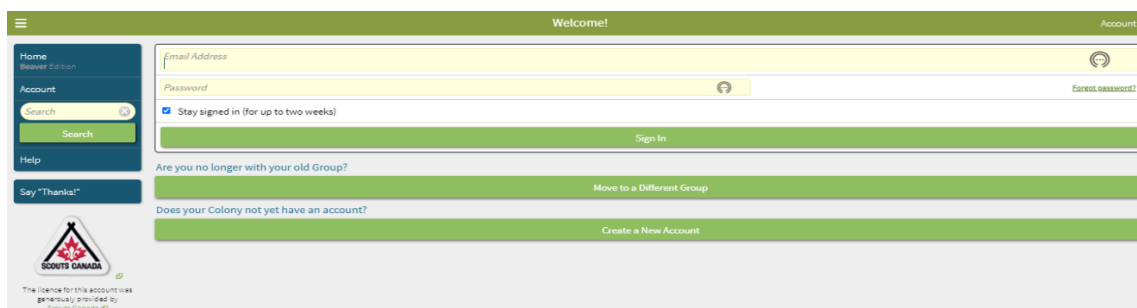
User Quick Reference Guides:

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



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.



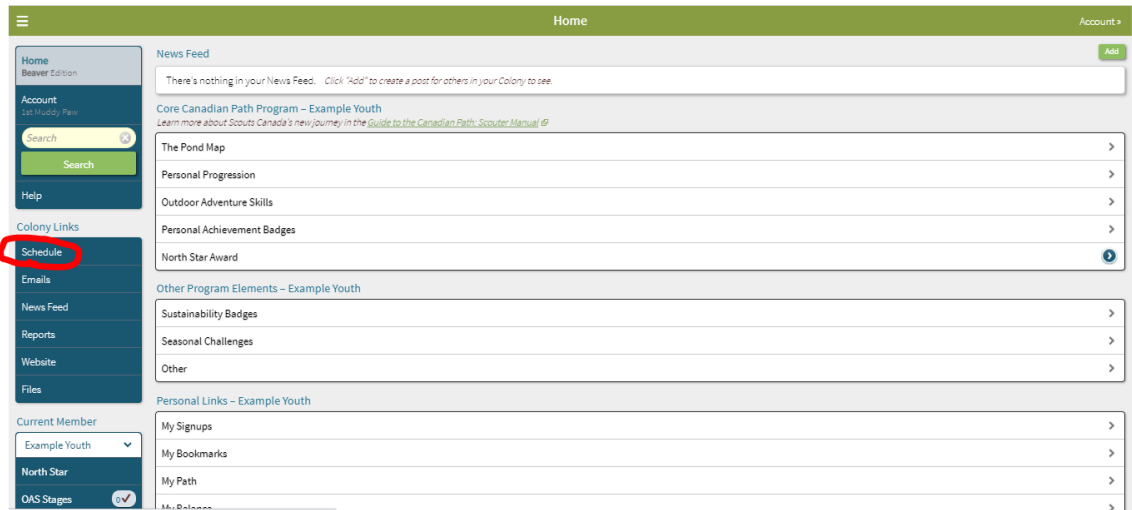
5. If you are bypassing the log in screen, you will be taken to the main screen



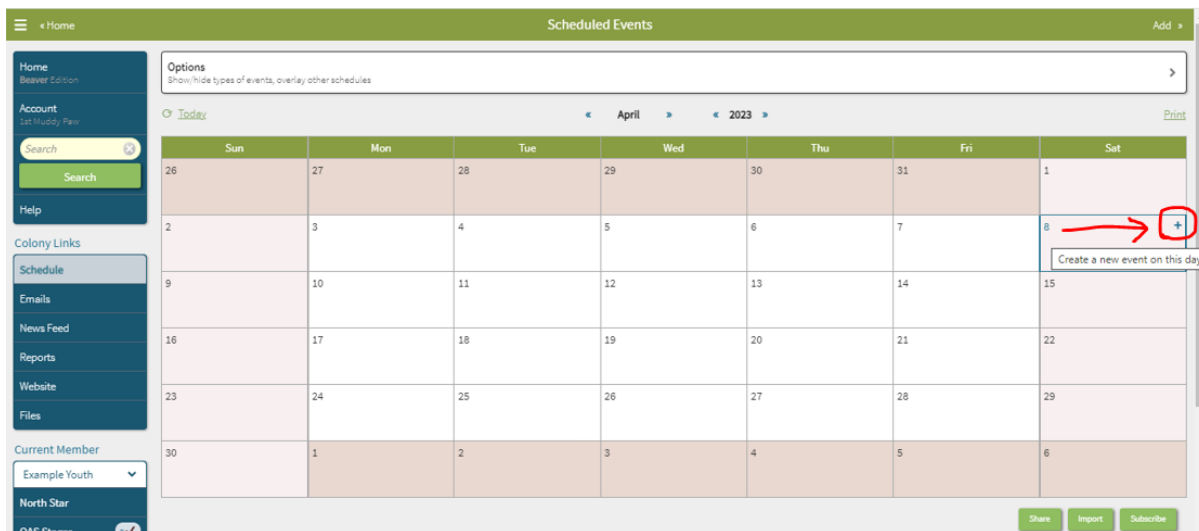
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Creating an Event

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,



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

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

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



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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 End

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 End

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.

Event

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



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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

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

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.

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



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.

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.

Plan – Program

Which badges and projects (if any) will be worked on during this event?



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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.

- 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



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- 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

- 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



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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, Hawk-eye's Campfire	>
Program areas Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Belief & Values	>
Program cycle Spring	>
Related requirements Which badges and projects (if any) will be worked on during this event?	16 >

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	



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Enable – do you want to enable parents to sign their youth of 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

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.



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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



- 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	
<input type="checkbox"/> Bubbles Scouter3 sandi48th@gmail.com	
<input checked="" type="checkbox"/> Scouter foreverstartssomewhere@gmail.com	
<input type="checkbox"/> Hawkeye Scouter4 naturalinourhome@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





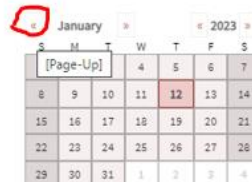
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Deadline is next, this is where you can set a deadline date to sign up for this event, or you can leave it as a NO.

Deadline Yes 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



Yes No



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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>	0

- 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

[Back](#)

Fee/Dues Customization

Beavers		By Name
<input type="checkbox"/>	Examp 2 Youth	\$0
<input type="checkbox"/>	Examp 3 Youth3	\$0
<input type="checkbox"/>	Examp 4 Youth4	\$0
<input type="checkbox"/>	Example Youth	\$0

Scouters	
<input type="checkbox"/>	Bubbles Scouter3
<input type="checkbox"/>	Hawkeye Scouter4
<input type="checkbox"/>	Scouter
<input type="checkbox"/>	Tic Tac Scouter2

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>	0



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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

Quota	Eligible	Yes	No	Signup Notes
Youth				
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	
Scouter Totals	4	0	0	
All	8	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

Quota	Eligible	Yes	No	Maybe	Signup Notes
Youth					
Examp 2 Youth	✓	✓			
Examp 3 Youth3	✓	✓			
Examp 4 Youth4	✓	✓			
Example Youth	✓	✓			
Scouters					
Bubbles Scouter3	✓				
Hawkeye Scouter4	✓				
Scouter (Contact)	✓				
Tic Tac Scouter2	✓				
Beaver Totals	4	2	1		
Scouter Totals	4	0	0		
All	8	2	1		



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- 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

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

- 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.



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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 1 >
What qualifications are required to hold this event?

- 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

Event Required Qualifications

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.
Some of Scouts Canada's policies regarding safety are provided via the links below:

- [First Aid Standards](#)
- [Swimming Standards](#)
- [Other Policies](#)

There will always be activities that may not be covered by the policies listed above. For those situations, consult with your organizational resources.
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).

Some qualifications will be provided by non-Colony members
Will there be other Sections or facility staff who will ensure the minimum required safety qualifications are met? Yes No

Tip: selecting 'yes' suppresses warnings that you don't have sufficient participants with the required qualifications

First Aid

☒ Standard First Aid (SFA) Required at every activity. Official policy 2 participants

☐ Advanced First Aid (AFA)

☐ 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

☐ Advanced Wilderness First Aid (AWFA)

☐ Wilderness First Responder (WFR)

☐ Advanced Wilderness First Responder (AWFR)

Swimming

☐ Bronze Cross (BC)



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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,

Scouter-in-Charge	
Bubbles Scouter3	
Hawkeye Scouter4	
Scouter	
Tic Tac Scouter2	

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

Plan - Risk Management

Risk category	Category 2 >
This event involves international travel	Yes No
Safety qualifications What qualifications are required to hold this event?	1 >
Attachments	0 >
Scouter-in-charge	Bubbles Scouter3 >
Adventure Application Form Mandatory for all events of Risk Category 2	0 >

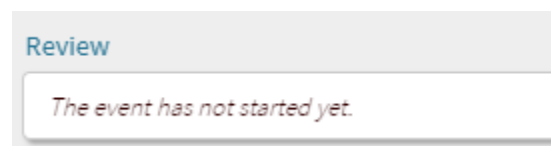


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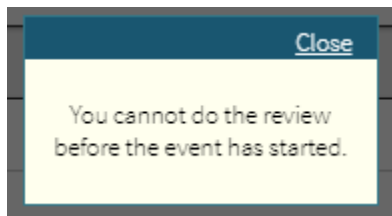
27. **Adventure Application Form (AAF)** – if the event is a Category 1, you don't need this step

- 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.



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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 loose 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.



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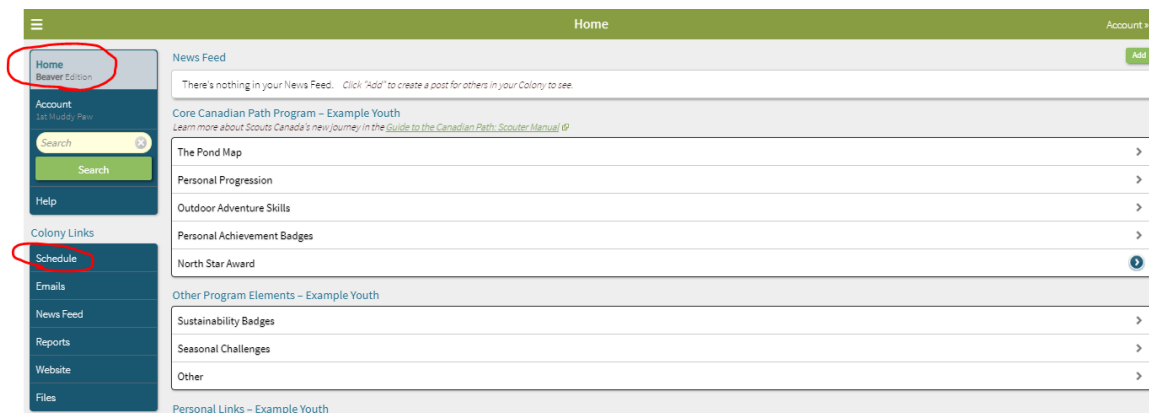
Editing and Event: Attaching ERP & AAF Completion

ERP - Emergency Response Plan

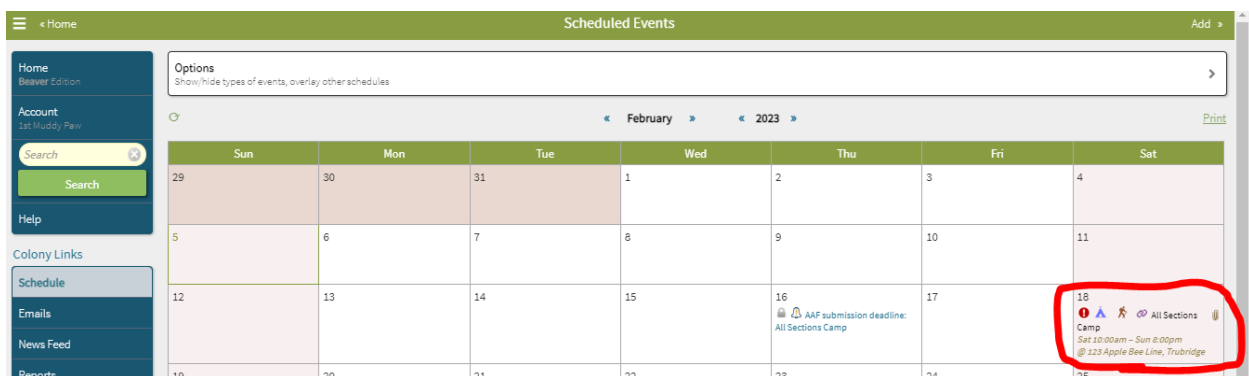
AAF - Adventure Application Form

Adding an Emergency Response Plan

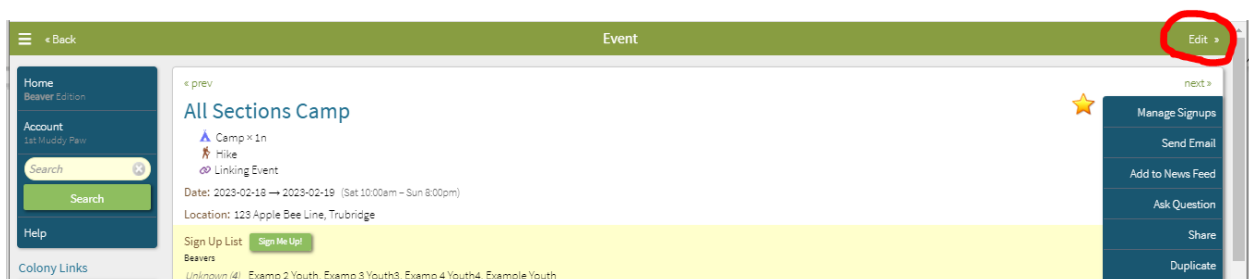
1. Log into ScoutsTracker, go to your Section
2. Starting from the home page, click on your Section Edition, then click onto schedule



3. Click on the date you want to edit



4. Click on "Edit" at the top right





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

The screenshot shows the 'Event' management interface. On the left is a sidebar with links: Home (Beaver Edition), Account (1st Muddy Paw), Search, and Help. Below these are 'Colony Links' for Schedule, Emails, News Feed, Reports, Website, and Files. The main content area is titled 'Plan - General Details' with a '(modify)' link circled in red. Below the title is a star icon and the event name 'All Sections Camp'. It lists event details: 'Camp x 1n', 'Hike', 'Linking Event', 'Date: 2023-02-18 → 2023-02-19 (Sat 10:00am – Sun 8:00pm)', 'Location: 123 Apple Bee Line, Trubridge', 'Contact: Scouter', and a 'Description' field.

6. Everything in this event is now open to edit

This screenshot shows the 'Plan - General Details' section with all fields open for editing. The left sidebar is the same. The main content area has a 'Plan - General Details' header. Below it are sections for 'Camp', 'Hike', and 'Linking Event'. The 'Name' field is 'All Sections Camp'. The 'Location/Address' field is '123 Apple Bee Line, Trubridge' with a 'Recent Locations' dropdown. The 'Start date' is '2023-02-18'. There is a checkbox for 'All day event'. The 'Event crest' field has an 'Upload' button. The 'Contacts' field has a '1' icon and a dropdown arrow.

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

The screenshot shows the 'Plan - Risk Management' section. The 'Plan - Risk Management' header is circled in red. Below it are several sections: 'Risk category' (Category 2), 'This event involves international travel' (Yes/No), 'Safety qualifications' (What qualifications are required to hold this event?), 'Attachments' (1 icon, circled in red), 'Scouter-in-charge' (Bubbles Scouter3), and 'Adventure Application Form' (Mandatory for all events of Risk Category 2, 0 icons).

10. You will see the below screen



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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

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:



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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: Category 2

This event involves international travel: Yes No

Safety qualifications: What qualifications are required to hold this event? 1 >

Attachments: 2 >

Scouter-in-charge: Bubbles Scouter3 >

Adventure Application Form: Mandatory for all events of Risk Category 2 0 >

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

< Event Adventure Application Forms New >

Home: Beaver Edition

Account: Let Muddy 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 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



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

- 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

- 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



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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

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



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- 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 [#1.9], 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 [#6.19a+1n], Camping Skills 7 [#7.19a+1n], Camping Skills 8 [#8.8+1n],
 Camping Skills 9 [#9.6+1n], Trail Skills 1 [#1.10+], Trail Skills 2 [#2.8+], Trail Skills 3 [#3.12a+], Trail Skills 4 [#4.17a+],
 Trail Skills 5 [#5.18a+], Trail Skills 6 [#6.19a+], Trail Skills 7 [#7.15+], Trail Skills 8 [#8.8a+]

Planning and Program:

☐ Scouts Canada's Policies, Standards and Procedures [\[#\]](#) are being followed. ☐ Knives and other tools [\[#\]](#) are appropriate for this adventure

☐ The adventure meets the needs of the youth involved and is age-appropriate. ☐ All youth attending have received appropriate training for the adventure.

☐ The menu takes into account food allergies and other dietary restrictions. ☐ Medication information and schedule for participants has been collected.

☐ At least one adult or youth has the necessary skills and training for the adventure.

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](#) [\[#\]](#) [Supervision Guide to Scouting Activities](#) [\[#\]](#)

☐ 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 [\[#\]](#) 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 & scouters registration forms from myscouts.ca which gives the full information of each youth with you at all times when youth and scouters are present

Scouts.ca Generated: 2023-02-05 22:05:48 AAF v5.4 - 2022
 Powered by ScoutsTracker

Emergency List [Don't include](#) [Don't include](#) [Include just event participants](#) [Include everyone](#)

Attachments

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



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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

A pop-up window titled "Accessing private data" with a "Close" button in the top right. It contains the text "Please enter your security PIN." followed by a text input field. Below the field, it says "If you have forgotten your PIN, then you can reset it by going to 'Account' | 'My login'." At the bottom are two buttons: "Okay" and "Cancel".

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

The screenshot shows two tables of emergency contact information. The first table is titled "Emergency List – Beavers" and has a dropdown menu set to "Include everyone". It lists four examples of youth participants with their SC numbers, names, and phone numbers, each with a "Call" button. The second table is titled "Emergency List – Scouters" and lists four examples of scouters with their SC numbers, names, and phone numbers, each with a "Call" button. Both tables have a "No phone numbers" entry for one participant.

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

The screenshot shows the "Adventure Application Form" submission screen. At the top, there is a green bar with "X Cancel" on the left, "Adventure Application Form" in the center, and "Update" on the right. Below this, there is a sidebar on the left with links for Home, Account, Search, Help, Colony Links, Schedule, and Emails. The main content area has instructions to complete the form and click "Submit". On the right side of the main content area, there is a red circle around the "Submit" button, with "Discard" and "Print" buttons below it. The form itself is titled "Adventure Application Form" and includes a "RISK CATEGORY 2" label. It also has a "Group:" field with "1st Muddy Paw - Beavers" and a "Council:" field with "Example".



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- 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

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, hen you will get another pop-up:

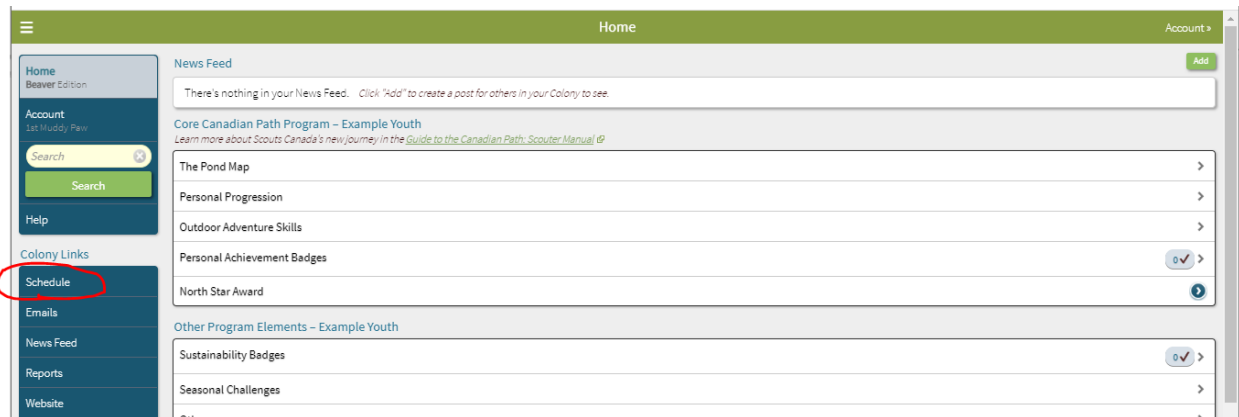
- The form is now submitted, and you can back out and sign out of ScoutsTracker



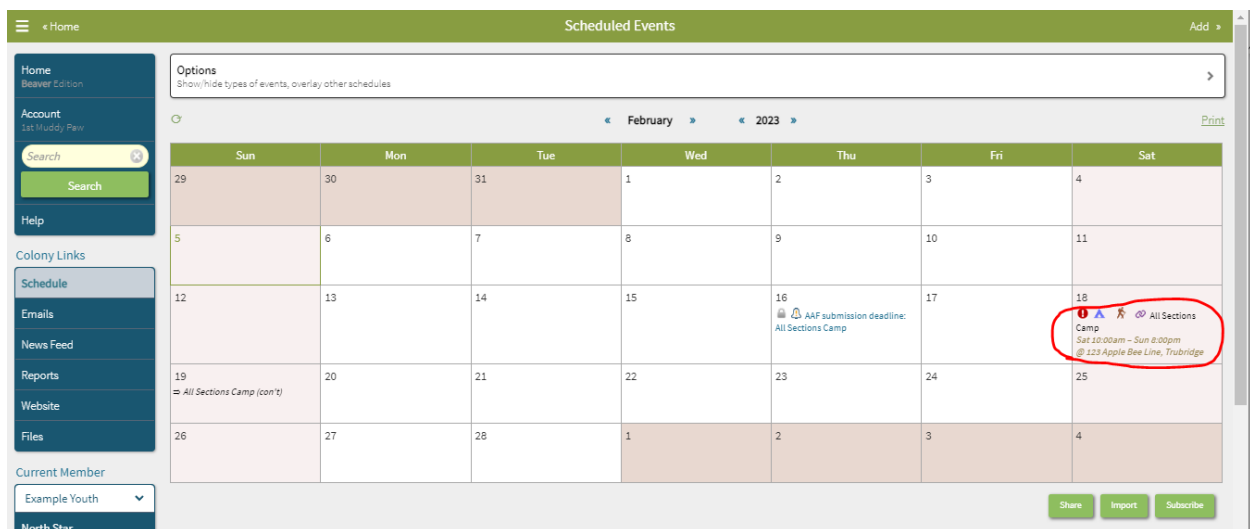
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Emails: Sending with Attachments, RSVP, and Tracking Emails

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



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



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



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The screenshot shows the Scouts Canada Event page for "All Sections Camp". The page includes a sidebar on the left with links like Home, Account, Search, Help, Colony Links, Schedule, Emails, News Feed, Reports, Website, and Files. The main content area displays event details: "All Sections Camp", "Camp x 1n", "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", "Sign Me Up!", "Beavers", "Unknown (4) Examp 2 Youth, Examp 3 Youth3, Examp 4 Youth4, Example Youth", "Scouters", "Unknown (4) Bubbles Scouter3, HawkEye Scouter4, Scouter, Tic Tac Scouter2", "Program", "Pond Map Locations: Ringtail's Hollow, Rainbow's Reflection, Malak's Maple, Rusty's Meadow, Rascal's River, Tictac's Camp, Echo's Mountain, HawkEye's Campfire, Akela's Jungle", "Program Areas: Environment & Outdoors, Leadership, Active & Healthy Living, Creative Expression, Belief & Values", "Program Cycle: (M) Winter", "Related Requirements: See listing below", "Risk Management", "Risk Category: Category 2", "Required Qualifications: SFA x 2 (need 2 more)", "Adventure Application Form: Not submitted", "Scouter-in-Charge: Bubbles Scouter3", and "Contact: Scouter". On the right sidebar, the "Send Email" button is circled in red.

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."

The screenshot shows a pop-up window titled "Close" with the text "You may optionally initialize your message with the following options:". There are four checkboxes, all of which are checked: "An overview (who/what/where) of the meeting", "A link to this meeting", "The meeting's entire description", and "Links to the meeting's related requirements". At the bottom, there are two buttons: "Next >" and "Cancel". The "Next >" button is circled in red.

6. Email Options:
- a. TO – I use this for the scouters 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



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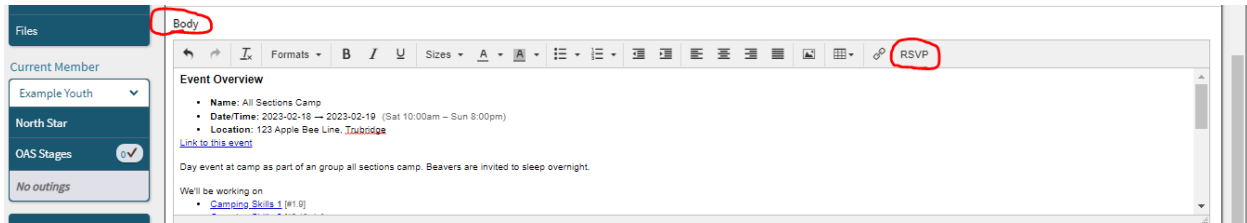
- To fill in the emails, you don't have to type them all in
- Click on the right side to see the drop-down menu and choose the appropriate people for each section of To, Bcc, Cc

- 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

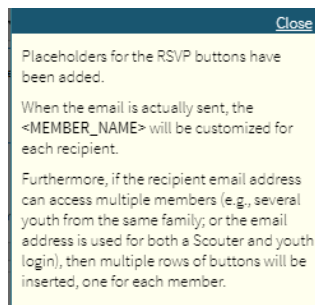


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7. Now scroll down to the RSVP section



- 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



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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, [Toubridge](#)

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, [Toubridge](#)

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

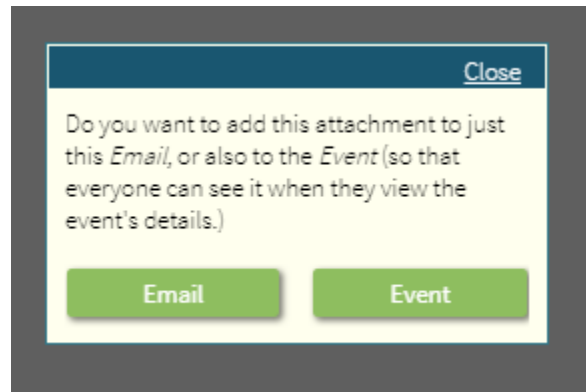
←

Maximum size is 4 MB

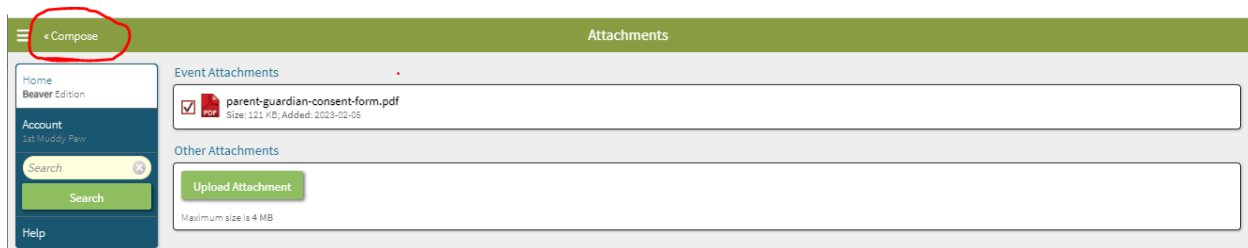
- Click on "Upload Attachment", go find the attachment and attach it



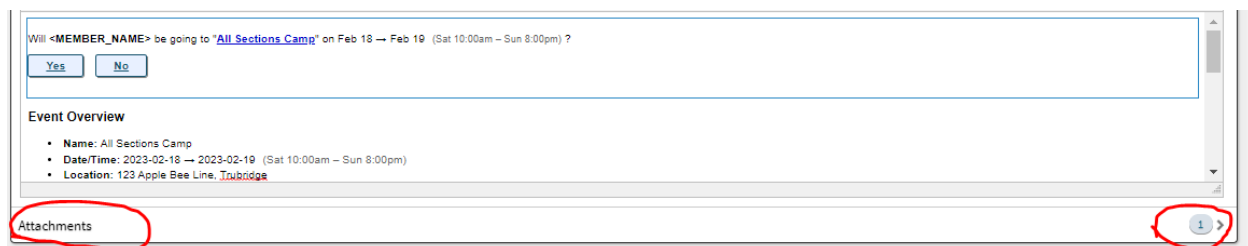
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- You will get a pop-up box and click on which one you decide. Below, you will now see the attachment is there, if you change your mind or attached the wrong one you can go to the right and click on remove.
- You can attach multiple attachments if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



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A screenshot of an email draft editor. The "Body" section contains a location, a link to an event, a description of a day event, and a list of camping skills. A red circle highlights the main content area. Another red circle highlights a vertical scrollbar on the right side of the body text area. The "Attachments" section is empty.

Body

Location: 123 Apple Bee Line, [Toubridge](#)

[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]
- [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]

Attachments

- 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

A screenshot of the bottom section of an email draft editor. It includes a "Share this draft" section with "Yes" and "No" buttons, a "Track email opens" section with a "Learn more" link and "Yes" and "No" buttons, and a "Draft saved" status. A green "Discard" button is highlighted with a red circle. A tip at the bottom explains how to treat the email as a general Colony email.

Attachments

Share this draft
Let other members with the "can send emails" login permission view/edit/send this draft

Track email opens [Learn more](#)

Draft saved

[Discard](#)

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"



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Tracking Emails:

Attachments 1 >

Share this draft
Let other members with the "can send emails" login permission view/edit/send this draft. Yes No

Track email opens [Learn more](#) Yes No

Draft saved Discard

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

Close

The ability to track email opens is done by inserting a specially-coded invisible single-pixel image in your email message body. If this image is fetched from the server, it can be therefore be inferred that your email was opened by the recipient.

However... if the user chooses not to display images when opening emails or opens the email on a device that only shows plain text (e.g., older blackberries), then the special single-pixel image will never be downloaded even though your email was actually opened.

But, if the image was downloaded, it will be shown by a ✓ beside the recipients' name when you subsequently view the email details.

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.

Event Compose

Home Beaver Edition

To

— Add Recipients —

✓ Send

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

Event Edit >

Home Beaver Edition

Account
1st Buddy Pair

Search

Help

Colony Links

Schedule

Emails

News Feed

< prev

All Sections Camp

▲ Camp X 1n
👤 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 [Sign Me Up!](#)

Beavers
Unknown (4) Examp 2 Youth, Examp 3 Youth3, Examp 4 Youth4, Example Youth

Scouters
Unknown (4) Bubbles Scouter3, Hawkkeye Scouter4, Scouter, Tic Tac Scouter2

Program

Pond Map Locations: Ringtail's Hollow, Rainbow's Reflection, Malak's Maple, Rusty's Meadow, Rascal's River, Tictac's Camp, Echo's Mountain, Hawkkeye's Campfire, Akela's Jungle

Program Area: Environment & Outdoors | Leadership: Active & Healthy Living | Creative Expression: Relief & Values

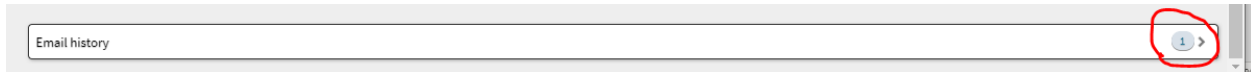
next >

- ★ Manage Signups
- Send Email
- Add to News Feed
- Ask Question
- Share
- Duplicate
- Cancel
- Delete
- Print

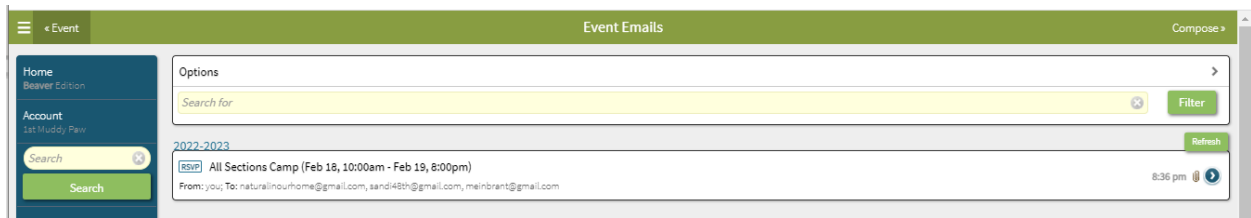


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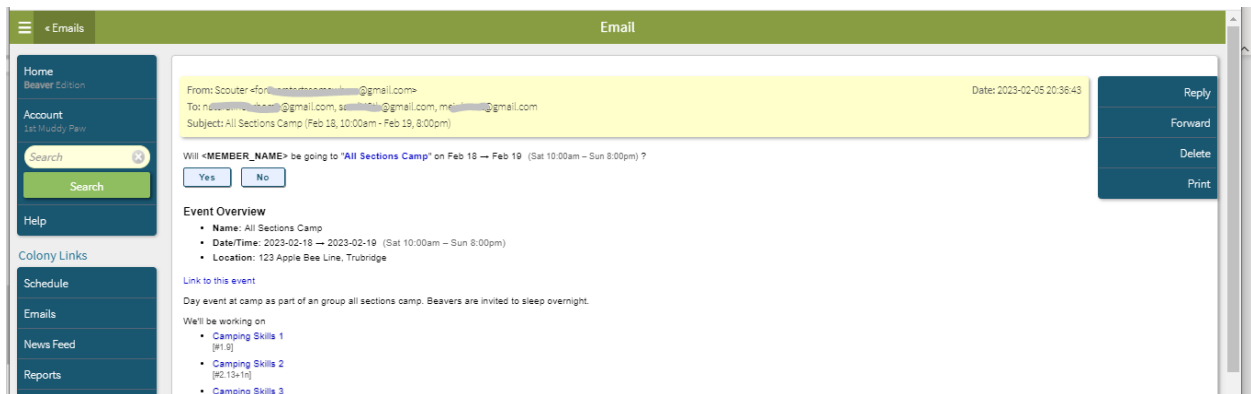
- If you want to see if an email was sent, or what the email was, scroll to the bottom of the page



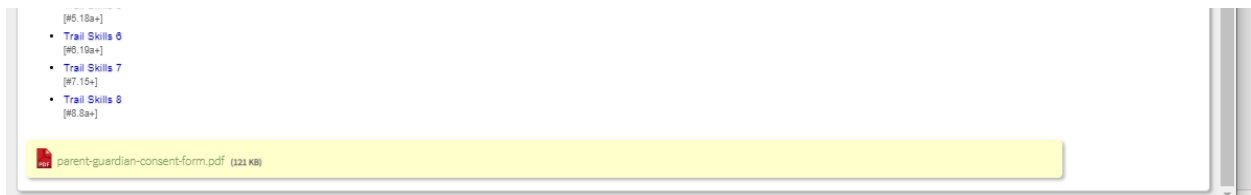
- You can see here 1 email was sent
- If you want to see the email then click on email history, you will see the screen below



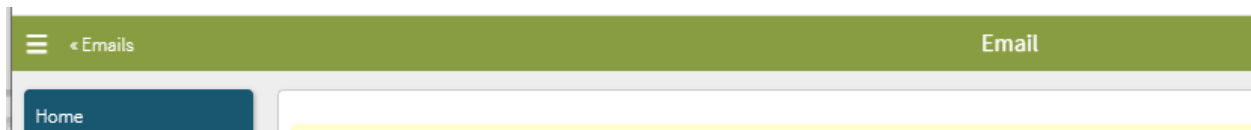
- If you click on the email, it opens so you can what was sent



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



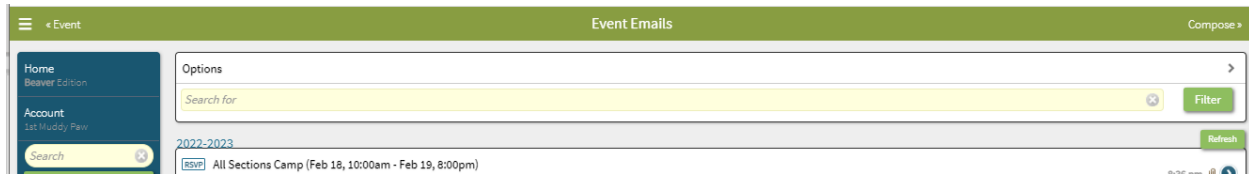
- You are now done sending the email, scroll to top, click on email on left side



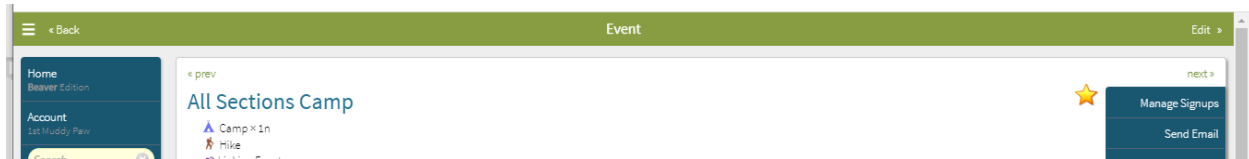
- Click on Event on left side



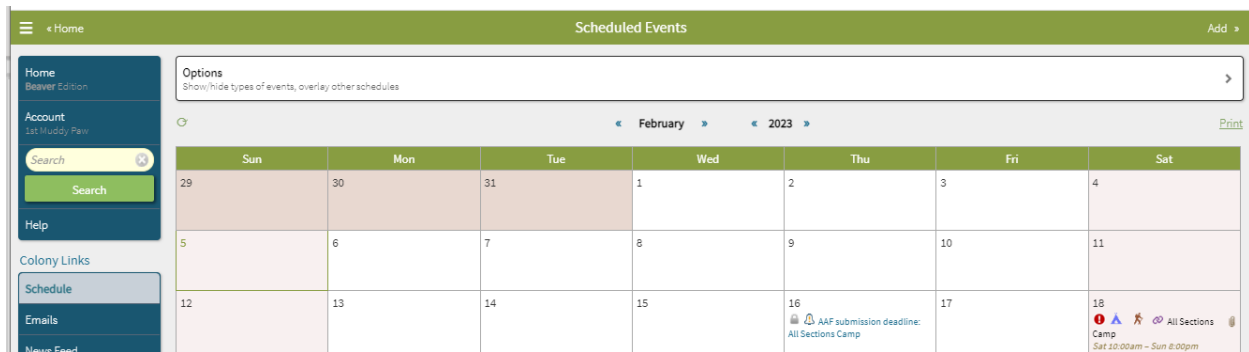
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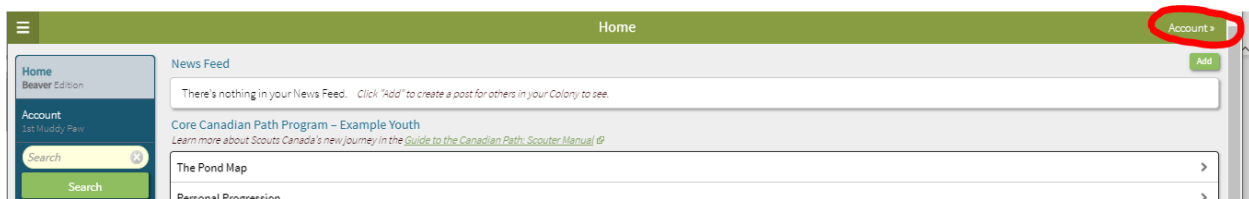
- Click on Back



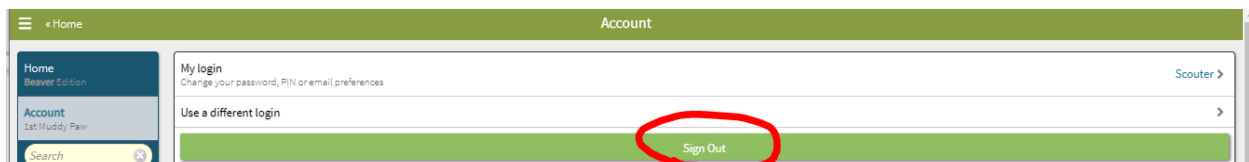
- Click on Home on the top left



- Click on Account



- Now you can sign out



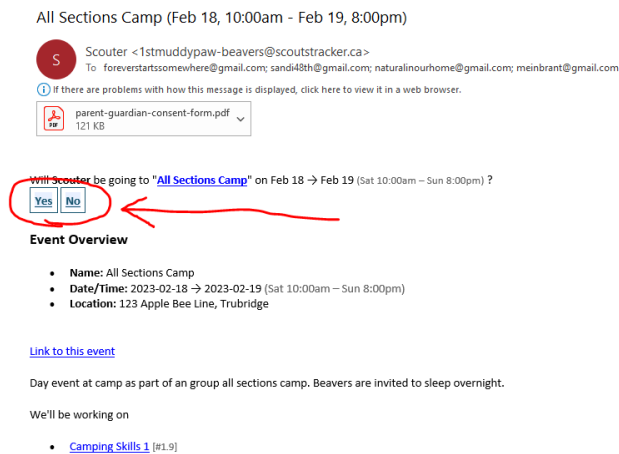


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Printing an Attendance Sheet and Viewing RSVPs

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.



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



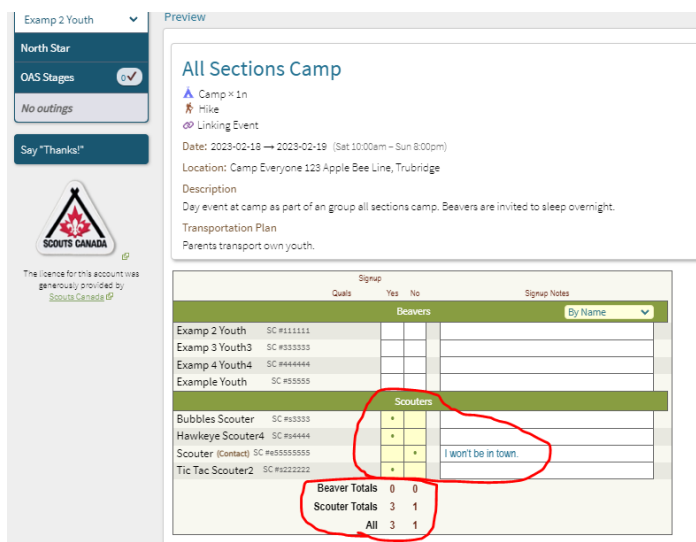
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RSVP to an Email: Result in ScoutsTracker:

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."



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





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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

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

Signup Sheet
Powered by **SCOUTSTRACKER**

All Sections Camp
 Camp = 1st
 Hike
 @ Linking Event
 Date: 2023-03-18 -- 2023-03-19 (Sat 10:00am - Sun 8:00pm)
 Location: Camp Everyone 123 Apple Bee Line, Trubridge
 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.

Signup		Quits	Yes	No	Signup Notes
Beavers					
Examp 2 Youth	SC #121111				
Examp 3 Youth3	SC #123333				
Examp 4 Youth4	SC #444444				
Example Youth	SC #555555				
Scouters					
Bubbles Scouter	SC #123333				
Hawkeye Scouter4	SC #444444				
Scouter (Contact)	SC #455555				I won't be in town.
Tic Tac Scouter2	SC #123333				
Beaver Totals		0	0		
Scouter Totals		3	1		
All		3	1		

Signup Sheet
Powered by **SCOUTSTRACKER**

All Sections Camp
 Camp = 1st
 Hike
 @ Linking Event
 Date: 2023-03-18 -- 2023-03-19 (Sat 10:00am - Sun 8:00pm)
 Location: Camp Everyone 123 Apple Bee Line, Trubridge
 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.

Signup		Quits	Yes	No	Signup Notes
Beavers					
Examp 2 Youth	SC #121111				
Examp 3 Youth3	SC #123333				
Examp 4 Youth4	SC #444444				
Example Youth	SC #555555				
Scouters					
Bubbles Scouter	SC #123333				
Hawkeye Scouter4	SC #444444				
Scouter (Contact)	SC #455555				I won't be in town.
Tic Tac Scouter2	SC #123333				
Beaver Totals		0	0		
Scouter Totals		3	1		
All		3	1		

Emergency List - Beavers

Signup	Emergency Contact	Phone Number
Examp 2 Youth	mom 2	(111) 111-1111
Example Youth	No phone numbers	
Examp 3 Youth3	Dad3	(333) 333-3333
Examp 4 Youth4	Mom4	(444) 444-4444

Emergency List - Scouters

Signup	Emergency Contact	Phone Number
Bubbles Scouter	Bubbles	(444) 555-5555
Tic Tac Scouter2	Tic Tac	(222) 333-4444
Hawkeye Scouter4	Hawkeye	(777) 888-9999



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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.

Sign Up List (deadline was 2025-05-16)

Cubs

Yes (17)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]	(\$50)	[Redacted]
----------	------------	--------	------------	--------	------------	--------	------------	--------	------------	--------	------------	--------	------------	--------	------------	--------	------------	--------	------------

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

X Cancel

Signups / Payments

✓ Save

Home

Cub Edition

Account

Search

X

Search

Help New!

Pack Links

Filter members by

No filter >

Quals	Signup			Signup Notes	Payment		Expenses
	Eligible	Yes	No		Full	Owing	Claimed
					All	All	
▼ Howlers							
	✓	•				\$30	
	✓	•			✓		
	✓	•				\$30	
	✓	•				\$30	

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

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

New Entry Details

Entry type Expense claim

Expense category

Amount NaN

(Optional) note

Add Entry



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5. Select an entry type as "fee payment".

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

A dropdown menu with a grey header "Fee payment" and three yellow options: "Debt write-off", "Expense claim", and "Expense claim & reimbursement".

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.

A form titled "Where is the Money Coming From?" with three radio button options and an "Add Entry" button at the bottom.

Where is the Money Coming From?	
<input type="radio"/> The member's Top-Up wallet	\$0
<input type="radio"/> The member's ScoutBucks wallet	\$0
<input type="radio"/> We received the money from the member	
<button>Add Entry</button>	



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.

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

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.

48

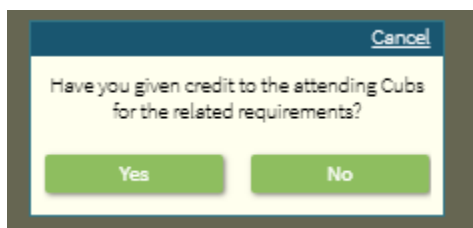


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- By clicking on the ALL button in the top left the system will now add the skills to all of the attended Scouts and increase quantities

	Trail Skills 1 1.4 1.5 1.7 1.8 1.10					Trail Skills 2 2.3 2.4 2.6 2.8				Trail Skills 3 3.3 3.4 3.6 3.8 3.12a 3.12b					Trail Skills 4 4.17a	Trail Skills 5 5.18a	Trail Skills 6 6.19a	Trail Skills 7 7.15	Trail Skills 8 8.8a
All																			
7 Ghosties (Black)																			
All																			
All																			
All																			
All																			
All																			
All																			
All																			
All																			
Chicken Nuggies (Tawny)																			
All																			
All																			
All																			
All																			
All																			
All																			
Howsee Boys (Grey)																			
All																			
All																			
All																			
All																			
All																			

- 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.
- You are now able toggle the “yes” on Finalized and complete the event.



- 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.



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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 (Beaveres, 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.

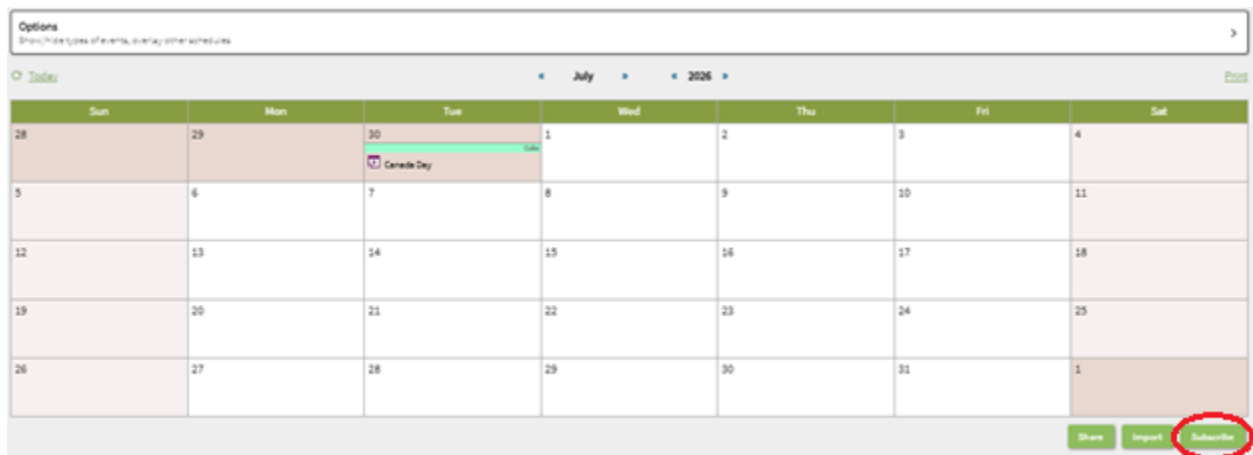


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Subscribing to a Calendar

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.

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.

NOTE! Google Calendar only re-reads the published events every 6 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.

Pack Events

URL: <https://scoutstracker.ca/calend...> [bb.ics](#) [Quick Add](#)

Scouter Events

URL: <https://scoutstracker.ca/calend...> [2bb-Lics](#) [Quick Add](#)

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



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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"

myscouts.ca

ABOUT SCOUTS CAMPS TRAINING SUPPORT

Sandi

My Menu

Pre-Registration Started!

Register My Child

Register As Rover

Register As Volunteer

Request a Refund

NOLB Fund Request

* Code of Conduct *

Volunteer Renewal

NOTICE:

Participation registration is now open for January 2023.

- New participants may be able to start as early this September 1st, at no additional cost. (This is dependant on if the group you've selected has spaces open)

Please note that technical issues may arise due to a high volume of registrations. Thank you for your patience.

My Roles My Family My Recognition My Training My Registration History

Organization	Role	Primary Org	Status	Role Dates	Requires
	Volunteer				

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

Reports

Safe Scouting for Parents

NEW David Huestis Learning Centre

My Profile



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

My Menu

- Pre-Registration Started!
- Register My Child
- Register As Rover
- Register As Volunteer
- Request a Refund
- NOLB Fund Request
- * Code of Conduct *
- Volunteer Renewal
- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
 - Contact Info
 - Emergency Info
 - Medical Info
 - Directory, Photo & Fundraising Options

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 »](#)

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”



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

Primary Organization: All

Active Date: 10/04/2022

To Screen

File Name (optional)

WORD

EXCEL

PDF

CSV

To Screen

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

EXCEL

myscouts

Run Report

Close this Window

- Now click on “Run Report”

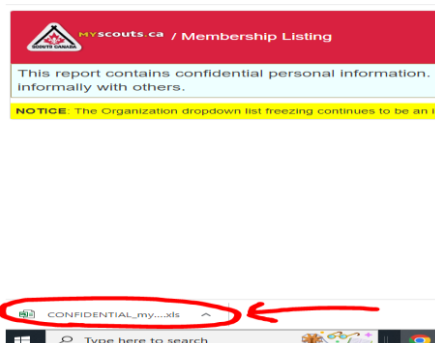
EXCEL

myscouts

Run Report

Close this Window

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





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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.



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Importing the Records

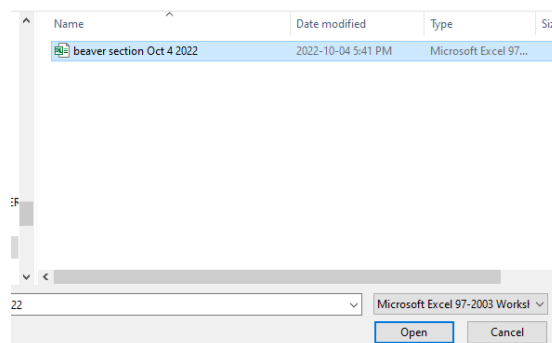
1. Go to ScoutsTracker and click on “Account” then “Import from my scouts”

The screenshot shows the ScoutsTracker Account page for 8th Brant. The left sidebar contains links for Account, Search, Help, Colony Links, Schedule, Emails, News Feed, Reports, Website, Files, and Current Beaver. The main content area includes a 'Use a different login' section with a 'Sign Out' button, a 'Connection & Synchronization' section with 'Off-line' and 'On-line' buttons, and a 'Roster' section with links for Beavers, Scouters, Other Participants, Gallery, and Emergency List. The 'Import from MyScouts' button is circled in red.

2. Click on “choose file”

The screenshot shows the ScoutsTracker Import page. The left sidebar contains links for Home, Account, Search, Help, Colony Links, Schedule, Emails, News Feed, Reports, Website, and Files. The main content area includes instructions for importing from MyScouts and a section titled 'Import the Colony Records to ScoutsTracker'. The 'Choose File' button is circled in red.

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





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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 [redacted]
- Add Beaver [redacted]
- Add Beaver [redacted]
- Add Beaver [redacted]
- Add Beaver [redacted]
- Add Scouter [redacted]

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.



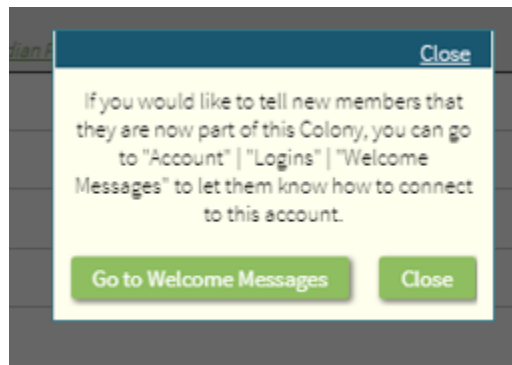


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7. After clicking ok you will see the screen below where the files are now uploading

A screenshot of the ScoutsTracker "Import the Colony Records" interface. It includes a list of three steps: 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. Below the steps, it says "Uploading 'beaver section Oct 4 2022.xls'..." with a red progress bar. Underneath, a section titled "How records in the export file will be mapped to your accounts" shows a table with two columns: "Records with this 'Organization' in the uploaded file..." and "... will import to this section". The first row shows "5th Brantford A Colony" mapped to "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



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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>