

Internet Advancement Overview

Use Internet Advancement to record awards, ranks, and merit badges to youth from any online location, including at home or at the office. You will be able to add new ranks and awards to your member records and to update existing ranks and awards, should the earned date displayed be incorrect according to the unit's records.

Internet Advancement allows you to register once as a first time user and then to log in as a returning user to submit ranks and awards for your unit members. If you log out before you submit a report, your data will be saved. Additionally, Internet Advancement will dynamically return you to the Stage you were in when you left. For example, if you have completed Stage 1 of the process, when you return, you will begin at Stage 2.

Unit Advancement Processor

If the unit appoints a new unit processor, contact the council to reset the unit's profile. The new unit advancement processor registers as a first time user. The council can reset the profile if the current unit advancement processor wants to change information such as email address or telephone.

Submitting Reports

Units set their own schedule for submitting reports. We recommend submitting a report every month. Each December a final report with anything not already recorded for the year should be submitted before month end.

What do users need to use Internet Advancement?

Internet Advancement was designed to accommodate the widest variety of users without a need for specific training. The users of Internet Advancement should have a basic knowledge of Boy Scouts of America terminology and familiarity with a computer and the World Wide Web.

Internet Advancement will require that the user have access to a computer with a 56 KB or faster Internet connection and a browser that is IE 5.5 or greater. Faster connections are recommended. JavaScript must be enabled. Pop-up blockers should be disabled.

To enter advancements:

1. The unit eligible for Internet Advancement designates an adult member as the unit advancement processor.
2. The unit advancement processor gathers all the information needed for recording advancements.
3. With the advancement information at hand, the unit advancement processor navigates to Internet Advancement via the council Web site.
4. In Internet Advancement, the unit advancement processor registers/logs in to Internet Advancement and follows the intuitive process. In Internet Advancement, the unit advancement processor will do the following:
 - [Stage 1: Load Roster](#)
Load the unit information from the council or upload an advancement file.
 - [Stage 2: Update Member](#)
Select the members you wish to update and insert new advancement information.
 - [Stage 3: Submit Report](#)
Submit your unit's advancement information to the council. Then print the Advancement Report packet that includes the Unit Awards Summary.
5. After double-checking the information, the unit advancement processor submits the file to the council and prints the advancement report package.
6. The appropriate people sign the advancement report, and the unit advancement processor or another unit adult sends the paperwork to the local council and obtains the insignia needed for youth members.