


## **Submit Reports**

Once all advancements have been entered, you can submit the advancement report to the council.

To submit the advancement report.

1. Click **Submit Report**.
2. Click **Print the Advancement Report**. The advancement report will appear in a separate window as a PDF file. You must have [Acrobat Reader](#)  in order to view the file. You must print the report before you log out.
3. Obtain the appropriate signatures, and deliver the signed advancement report package to the council.

**Warning:** Once you submit to council, you cannot make changes through Internet Advancement.

**Tip:** At Print Advancement Report you may also Save a Copy of the report file to your PC for future use.