

Update Member

Once you have loaded the roster, you can select members for advancement. You will see a list of all the youth members of your unit. Click Ranks, Merit Badges, or Awards to the left of the name for which you wish to record an advancement.

Record Youth Ranks

1. Click **Ranks** to record youth ranks.
2. In the text boxes, enter the date on which the youth earned the rank.
3. Click **Save**.

Note: Click **Reset** to return the screen to the information loaded from the council.

Guidelines for Youth Ranks

- Enter dates in mm/dd/yyyy format (acceptable forms of entry will be 06/01/2006 or 6/1/2006).
- The date earned must always be in the current month or a prior month and year. You may not date ranks for a future month.
- Youth members must be currently registered in the unit to receive rank advancement.
- If your unit is a lapsed unit (past its unit expiration date), you may only submit ranks with a date earlier than the unit expiration date.
- If there is a rank that you wish to record that is not on the pick list, submit the rank to the council on an Advancement Report (No. 34403B).
- Ranks can be awarded based on the program level of the youth member:

Tiger Cub: Bobcat and Tiger Cub Rank

Cub Scout: Bobcat, Wolf and Bear

Webelos Scout: Bobcat, Webelos, and Arrow of Light

Boy Scout, Varsity, Venture, and Sea Scout: Units may award ranks based on the unit type of the registered member.

Explorer: No ranks to be awarded.

Record Youth Merit Badges

1. Click **Merit Badges** to record youth merit badges.
2. In the text boxes, enter the date on which the youth earned the merit badge.
3. Click **Save**.

Note: Click **Reset** to return the screen to the information loaded from the council.

Guidelines for Youth Merit Badges

Enter dates in mm/dd/yyyy format (acceptable forms of entry will be 06/01/2006 or 6/1/2006).

The date earned must always be in the current month or a prior month and year. You may not date merit badges for a future month.

Youth members must be currently registered in the unit to receive merit badges.

If your unit is a lapsed unit (past its unit expiration date) you may only submit merit badges with a date earlier than the unit expiration date.

Merit badges may only be awarded to eligible members of troops, teams, crews, and ships.

Record Youth Awards

1. Click **Awards** to record youth awards.
2. In the text boxes, enter the date on which the youth earned the award.
3. Click **Save**.

Note: Click Reset to return the screen to the information loaded from the council.

Guidelines for Youth Awards

Enter dates in mm/dd/yyyy format (acceptable forms of entry will be 06/01/2006 or 6/1/2006).

The date earned must always be in the current month or a prior month and year. You may not date awards for a future month.

Youth members must be currently registered in the unit to receive awards.

If your unit is a lapsed unit (past its unit expiration date) you may only submit awards with a date earlier than the unit expiration date.

Youth awards may be awarded to eligible members of packs, troops, teams, crews, ships, and posts.

You cannot award in Internet Advancement any nominated awards, such as the meritorious action awards, and awards controlled by other organizations, even if permitted for uniform wear.

Each unit award pick list is based on the unit program.

After you have recorded all advancements, click **Next**.

Other Procedures

To return to the roster, click **Cancel**.

To clear all new entries in the form, click **Reset**.

To update a date, enter the new valid date over the existing date and click **Save**.

To remove a newly created date, clear the field and click **Save**.

Note: If you remove a date from an existing rank, you will receive an error message when you click on another field or click **Save**. Click **OK** and the removed date will return.