

# Internet Advancement

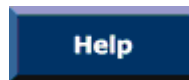
Internet Advancement makes it easy for unit leadership to record awards, ranks, and merit badges to youth via an on-line process.

## Log on today and try it out!

Use Internet Advancement for the following:

- **Add ranks, merit badges, and awards**
- **View each Scout's advancement records**
- **Print current roster**
- **Upload advancements from Packmaster and Troopmaster**

To use Internet Advancement:



1. Select the unit advancement processor. This person must have Internet connectivity and Microsoft Internet Explorer.
2. Obtain a unit code from the council. All unit ID codes were mailed to the Unit Committee Chairman on April 15, 2006. In the event that your code has been lost, call Leslie at 816-569-4963.
3. Gather information for advancement, including merit badge applications and advancement records with dates.
4. Click Internet Advancement on the council website [www.hoac-bsa.org](http://www.hoac-bsa.org). Follow the instructions in Internet Advancement to process advancements and print an advancement report.
5. Have the appropriate people sign the printed unit advancement report and submit it to the council. Save a copy for your files.

Units should submit monthly before the end of each month, or more often if needed. In December, submit a report the end of the month to update unit and council statistics.

To reload or update roster, click on the start over button at the top of the first Internet Advancement screen before the roster is loaded.

## Training

Your district roundtables will periodically feature orientation on Internet Advancement. Each unit must select an adult to be its advancement processor, and this adult should attend the training. Consult your District's Calendar for the time and place of these orientations.