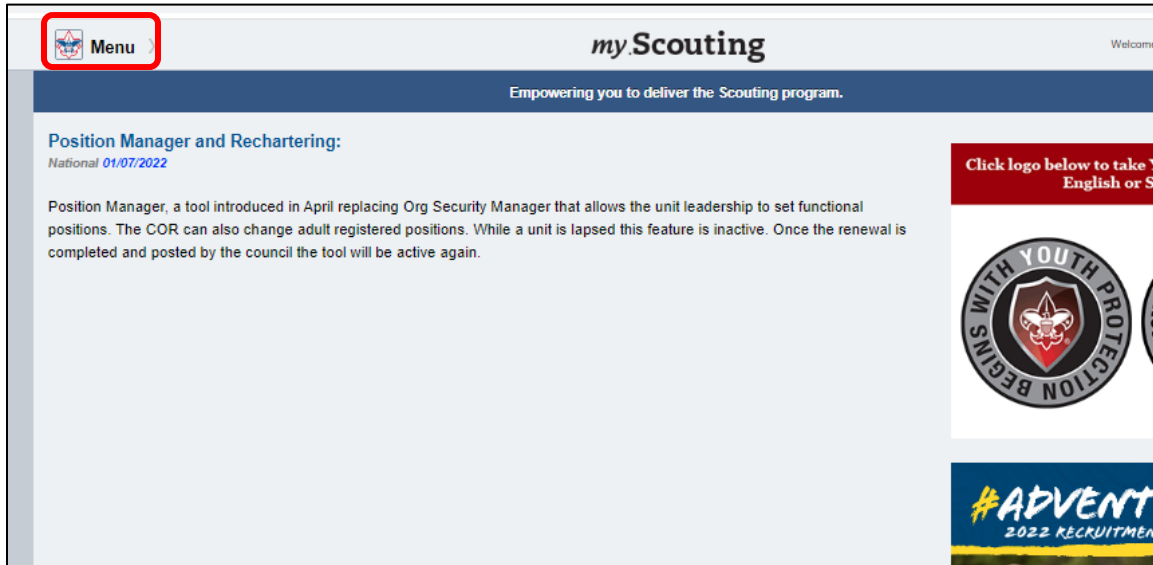


Log Service Hours

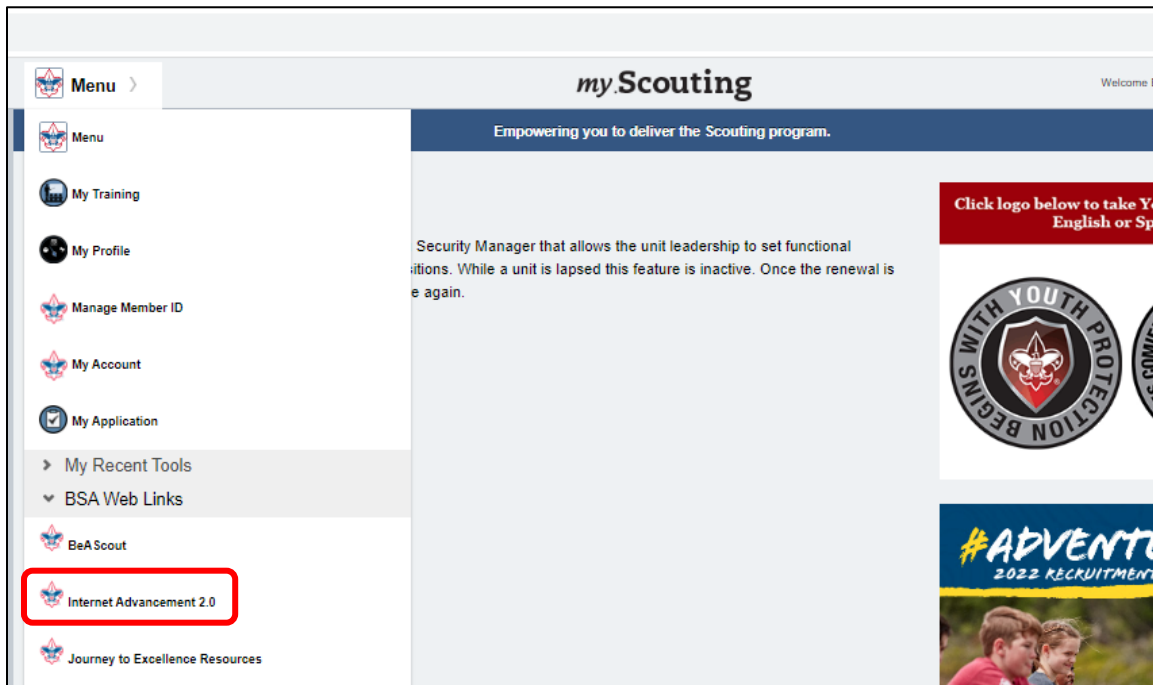
Use can access service hour logging from my.scouting.org or Scoutbook.

my.scouting.org

- On the Internet, go to my.scouting.org website and log in
- Click on Menu



- Select Internet Advancement 2.0



**** Go to page 3 ****

Log Service Hours

Scoutbook

- On the Internet, go to scoutbook.scouting.org website and log in
- Click on Home, if needed

My Dashboard

Administration

My Account
Warning, another user is using the same e-mail address. If this is unexpected, contact your local council or post to the Using Scoutbook Forum.

My Merit Badge Counseling

- Quick Entry for MB Counselors
- Edit Merit Badges for MB Counselors
- Print Blue Cards
- Send Message for Counselor
- MB In Progress - MBC View

Internet Advancement

Messages

Events

- Select Internet Advancement

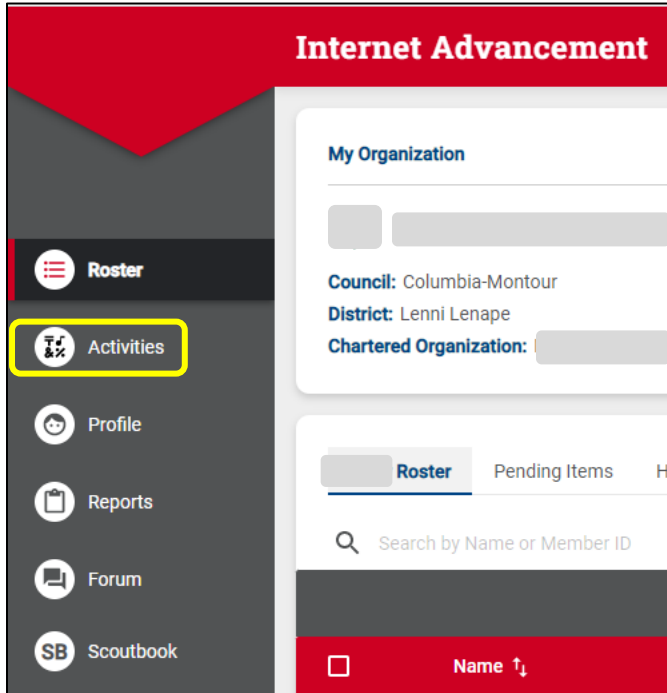
Scoutbook

- My Dashboard
- my.Scouting Home Page
- my.Scouting Dashboard (Training)
- Internet Advancement
- Forums
- Change Log
- Legacy Forums
- Directory
- References
- Help

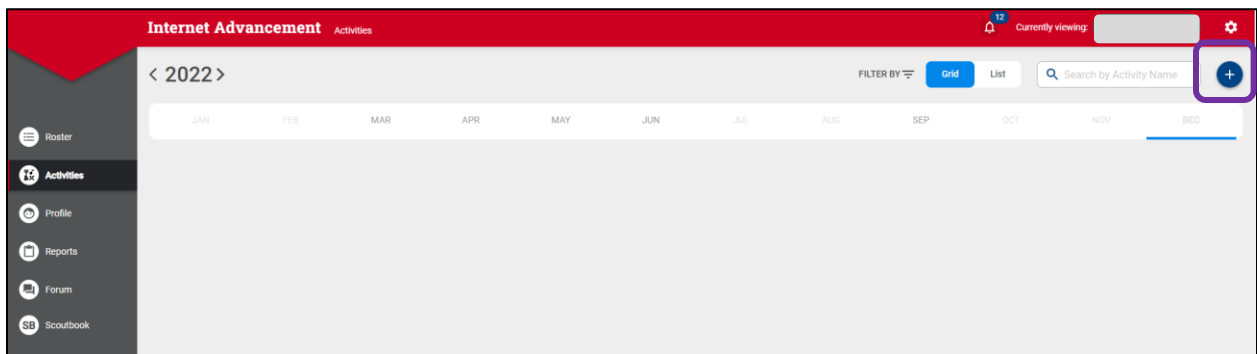
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SCOUTBOOK

Log Service Hours

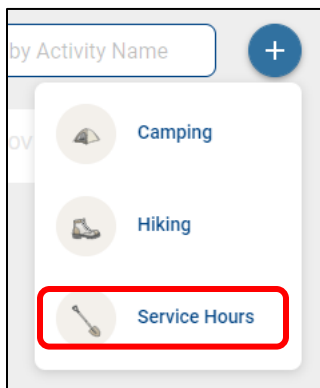
- Click on Activities



- Click the plus (+)



- Select Service Hours



Log Service Hours

- Select the date on the calendar
- Click CREATE NEW ACTIVITY

Record Service Hours

Service Projects:

< Nov 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

TODAY

+ CREATE NEW ACTIVITY

ADD PERSON

- Click ADD PERSON

Record Service Hours

0 Total Service Hours to be Recorded 0 Total Members and Non-Members

< Back to Project Selection

ADD PERSON

- Click to select youth and adults from the unit that participated in the service hours

ADD PERSON

Registered Youth:
1 of 1 to be Approved

Registered Adults:
1 of 1 to be Approved

Log Service Hours

- Click in Project Name and fill out the form
 - Only the fields with asterisks (*) are required
 - You need to uncheck the All Day Event box to enter times

Edit Service Project

4 Total Service Hours to be Recorded 3 Total Members and Non-Members

Service Project Information: Editing this project

Project Name*:

Project Starts*:

Project Ends*:

All Day Event

Start Time*:

End Time*:

Project Location:

Location:

Address Line 1:

Address Line 2:

ADD PERSON

Registered Youth:
1 of 1 to be Approved

Registered Adults:
1 of 1 to be Approved

Log Service Hours

- Click in the Type of Project and select the best option
 - Point to the information (i) for descriptions of project types

City

State ▾

Zip Code

Project Details:

Was this service associated with an Eagle Service Project?*:
 No Yes

Type of Project i US Military Families ▾

81 of 1500

Walked in Veterans Day Parade from Bloomsburg Hospital to Bloomsburg Fairgrounds.

Non-Registered Youth:

Non-Registered Adults:

RECORD AND FINISH

Children/Education (e.g. school playground additions, sensory room, toy drive).
 Disabled/Elderly (e.g. wheelchair ramp, greenhouse at retirement center, sensory path).
 Disaster Relief/Sick/Injured (supply distribution, blood drive, disaster repair projects).
 Environmental/Conservation (e.g. hiking trail, bird boxes, butterfly habitat).
 Food/Shelter Insecurity (e.g. supplies for homeless shelter, habitat for humanity, blanket distribution).
 Healthy Living (e.g. health exhibit, film and share fitness PSA's, basketball court).
 Landscape/Beautification (e.g. benches, gazebo, prayer garden).
 Literacy (e.g. little library, book truck, book drive).
 Veterans (e.g. memorial, veteran history project, restore veterans cemetery).
 Other/Uncategorized (e.g. flag retirement box, animal shelter, musical or play for community).

Type of Project i *:

Log Service Hours

- Under Group, you can log hours for each person in the unit equally by entering the hours for a single person

The screenshot shows the 'Group' tab selected, with a red box around the 'Group' label. The 'Individual' label is also visible. Below the tabs, there is a text instruction: 'Use GROUP tab to record the same number of hours for each person'. Under the heading 'Registered Member Participation:', there is a label 'Hours *:' followed by a text input field containing the number '2'.

- Under Individual, you can log hours for each person in the unit separately

The screenshot shows the 'Individual' tab selected, with a red box around the 'Individual' label. The 'Group' label is also visible. Below the tabs, there is a text instruction: 'Use INDIVIDUAL tab to record a different number of hours for each person'. There are two sections: 'Youth:' and 'Adults:'. Each section has a person icon, a greyed-out input field, and a '*Hours' label with a text input field. The 'Youth' section has '1' in the input field, and the 'Adults' section has '2' in the input field.

- You can log non-unit registered youth and adult hours
- Click RECORD AND FINISH

The screenshot shows the 'Non-Registered Youth:' section with two input fields: 'Number of Youth' and 'Total Youth Hours'. Below it is the 'Non-Registered Adults:' section with two input fields, the first containing '1' and the second containing '2'. At the bottom center, there is a green button with the text 'RECORD AND FINISH' highlighted by a red box.

Log Service Hours

Service Hours Report

- Click on Reports and select Reports
- Click View on Activity Log Report



- Enter Date Range
- Select All Dates
- Check Service Log, Conservation Service Log, and Include Adults, if desired
- There are 3 options for the report
 - Run – View report on the screen
 - PDF – Creates a PDF file that can be downloaded and printed
 - CSV – Downloads a file that will open in Excel or Google Sheets



◆ **NOTE:** You can record and get reports for Hiking and Camping the same way ◆