



One Page Primer: Scoutbook Merit Badges From a Unit Leaders Perspective

(Note: It is always a best practice for the Scoutmaster to have a conversation with a Scout about each merit badge and assigned counselor. But the act of assigning that counselor to the Scout in Scoutbook may certainly be delegated to another unit leader, such as Committee Advancement Chair or Assistant Scoutmaster.)

How to find Merit Badge Counselors on Scoutbook

1. Log on to Scoutbook from your browser: www.scoutbook.com
2. Select: My Dashboard
3. Select: your Troop, Crew or Ship (You may have to select Administration first.)
4. Select: MB Counselor List (below the list of Scouts near the bottom of the page)
5. Choose: All Badges or a single Merit Badge from the drop down menu
6. Click: Proximity button for geographical search distance from your unit location
7. Click: Availability button for counselors
8. Click: Search

Note: If you are able to see the list of Scouts in your unit, but the Merit Badge Counselor List option is not visible below them, contact one of your Unit Scoutbook Admins to make sure your leadership position is listed and approved in Scoutbook. If you cannot access a list of scouts, a Unit Scoutbook Admin may need to link you to the Troop.

Unit Scoutbook Admin: To approve a leader position: go to Troop Roster (below the list of Scouts), select the leader (or add them if not listed), select their position (or add it if not listed), and verify the Position Approved box is checked

How to Associate a Scout with a Merit Badge and Counselor on Scoutbook

1. Log on to Scoutbook from your browser: www.scoutbook.com
2. Select: My Dashboard
3. Select: your Troop, Crew or Ship
1. Select: Scout you would like to work with
2. Select: (Scout Name) Advancement
3. Select: Start Another Merit Badge
4. Select: Start a Merit Badge (near bottom)
5. Select: Merit Badge to add
6. Select: Initial Unit Leader Signature
7. Enter: Date of approval
8. Select: Invite Counselor
9. Select: Add
10. Search: For Counselors name
11. Select: Counselor
12. Select: Relationship as Merit Badge Counselor
13. Select: Badges applicable to Scout.
14. Select: Invite