Scoutbook Account Setup - Parents

These instructions will guide parents through the process of setting up your Scoutbook account and grant access to your Scout.

Scouts and Parents should not create their own accounts in Scoutbook, instead Parents will receive an invitation to join Scoutbook by the unit Scoutbook admin. A username and password have already been generated and will be listed in the invitation email.

Click on the “Learn More and Login Now” button in the email to get to Scoutbook.com then click on “Login” at the upper right of the site.

After clicking login, the next page will have a User Login box. Enter the username and password included in your invitation email, and click “Login”.

Once logged in, click “My Dashboard” to navigate to your main dashboard page. Here you will see buttons for “My Account” and a list of your Scouts under “My Family”. The link to my Account allows you to update your demographic information, post an avatar picture, change your password, etc.

Clicking on the Scout’s name will take you to their detail screen.
You can update their contact information, view their advancements, change their avatar, and more.
GRANTING YOUR SCOUT ACCESS TO SCOUTBOOK

Only parents can grant access for Scouts to view their Scoutbook record. From your Scout’s edit profile link on the Scout’s page, scroll to the bottom of the page and click “Invite to Connect” and enter the Scout’s email address.

The Scout will receive an email invite similar to the invite parents receive including their username and password.

TROUBLESHOOTING FOR UNIT ADMINISTRATORS

If the parent doesn’t have the Invite Scout to Connect button, go to My Dashboard => Messages => Send Message and check to see if the Scout is listed there, if so they have already been invited and have accepted the invite. If they forgot their password, they can click on Forgot Password? On the login screen to receive another password.

If you do not see the Scout listed in messaging. Look at the Scout’s main page. Do you see a parent listed? If so, click on the parent and make sure they have Full Control turned on (showing Red on slide switch). And as always, check the Scout has a Green Shield with a white check in it. It should be below the Unit number. If not, go to Edit Profile on the Scout’s page and Approve the Scout (at the bottom of the page.)