



How to Record Advancements

1. Go to www.pathwaytoadventure.org
2. Go to Resources and click on Advancement and Awards.
3. Click on Internet Advancement
4. If this is your first time using Internet Advancement, click on First Time User. Use Returning User if you have used Internet Advancement before.*
5. You will need your Unit ID Number which you can get by calling your local Service Center. Enter Unit ID Number, Unit Type and Unit Number. Unit numbers MUST be 4 digits long. (example 0038) You will be able to create a password during the next step.
6. Read the first page so you are familiar with the process, then click Continue.
7. During Load Roster, you can either click Load Roster or Upload Advancement File.**
8. Once you record the advancements, click Next then click Submit to Council and you're done.

**Note: Every year after Rechartering, you must enter as a First-Time User.*

***If you use Troop/Pack Master or any other program to record your advancements, you can upload a file. Contact the company of the program for directions on how to upload.*

**Des Plaines Valley
Center for Scouting**
811 W. Hillgrove Avenue
La Grange, IL 60525
(312) 421-8800

**Northwest Suburban
Center for Scouting**
617 E. Golf Road Suite 101
Arlington Heights, IL 60005
(312) 421-8800

**Robert J. Welsh
Center for Scouting**
8751 Calumet Avenue
Munster, IN 46321
(312) 421-8800

**Steve Fossett
Center for Scouting**
1218 W. Adams Street
Chicago, IL 60607
(312) 421-8800