



INTERNET ADVANCEMENT GUIDE

STEPS TO INTERNET ADVANCEMENT:

STEP 1: Log on to ww.mac-bsa.org

STEP 2: Left Click on Awards & Advancements

STEP 3: Find the Internet Advancement part of the page. Left Click on Click here for unit ID numbers; ID's are listed by District, by Unit Packs first. Write down your unit ID # & cancel the PDF

STEP4: Left Click on Internet Advancement

STEP5: First Time Users select the correct box and register - you will be asked to create a password please keep it simple.

Returning Users select the correct box and fill in the unit ID and password.

STEP 6: The Process Page explains what will happen; Left Click on Continue.

STEP 7: Left Click on Load Roster

STEP 8: A roster of the registered youth in the unit will appear listed alphabetically - Note: Cubs Scouts are separated by Cub Scouts and Webelos.

STEP 9: Select the Youth you need to update

RANK: Enter the Date the youth achieved the rank listed and save
ACTIVITY PINS (For Webelos only) and MERIT BADGES: Enter the Date the youth achieved the pin or MB listed and save

AWARDS: Enter the Date the youth achieved the award listed and save

STEP 10: When you have updated all the youth record go to the bottom of the roster and left click on Next

STEP 11: Left Click on review roster to check your work

STEP 12: Left Click on Submit to Council to enter the updates in the system-
Once you submit you can not change data

STEP 13: Print a copy of the advancement report, obtain the signature of the unit leader on it and present it with your order for awards at the Scout Shop