

Getting Set Up in Scoutbook – Adult Leaders / Committee Members

This document will guide you through the following:

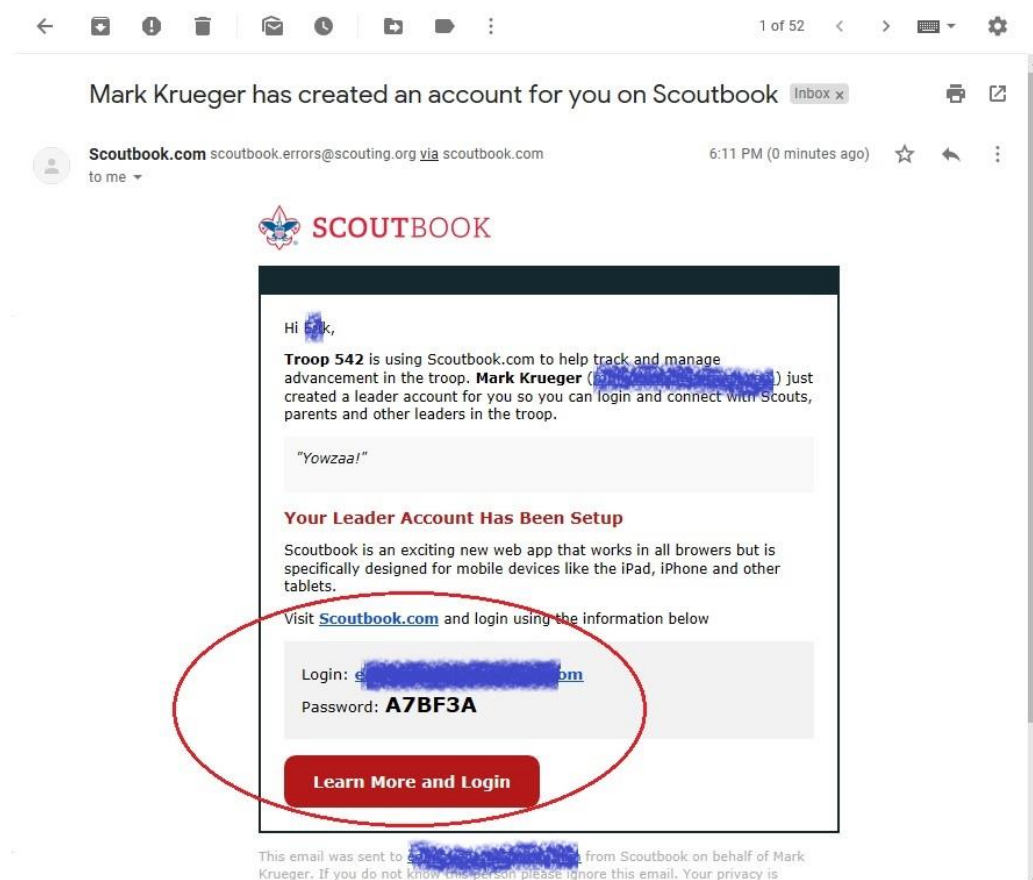
- Accept Your Invitation from Scoutbook
- Update / Confirm Your Profile
- Register Your Cellphone for Texting

Accept Your Invitation from Scoutbook

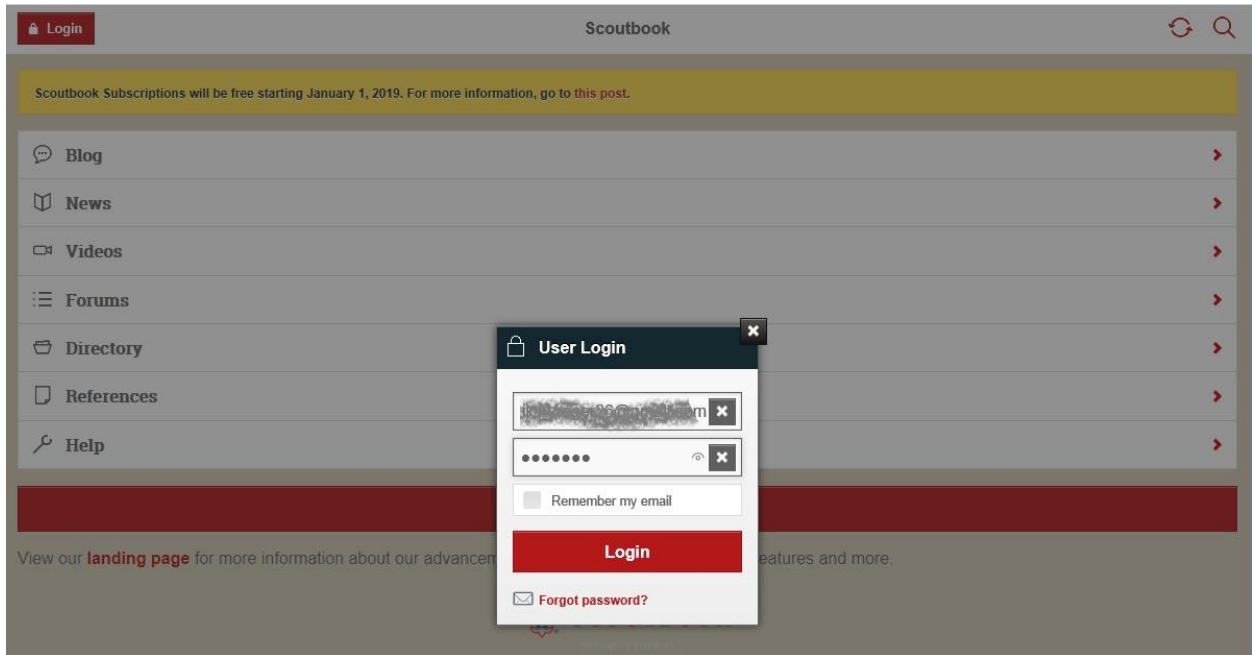
An email will be sent inviting you to log in to Scoutbook and link to your account.



The email will look like this and will contain your login name (email address) and your password (it can be changed later). Click on “Learn More and Login” to go to Scoutbook.



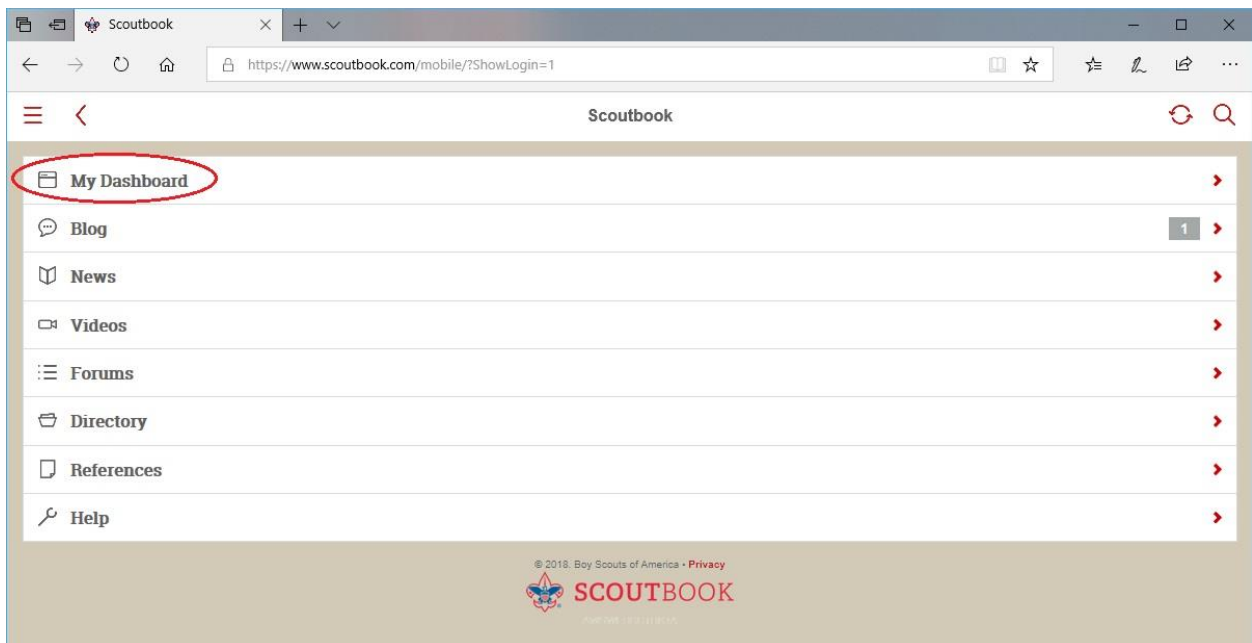
Use the information from the email to log in.



You may be prompted at this time to update your password. If so, enter the old password (from email) and then enter and confirm your new password.

Update / Confirm Your Profile

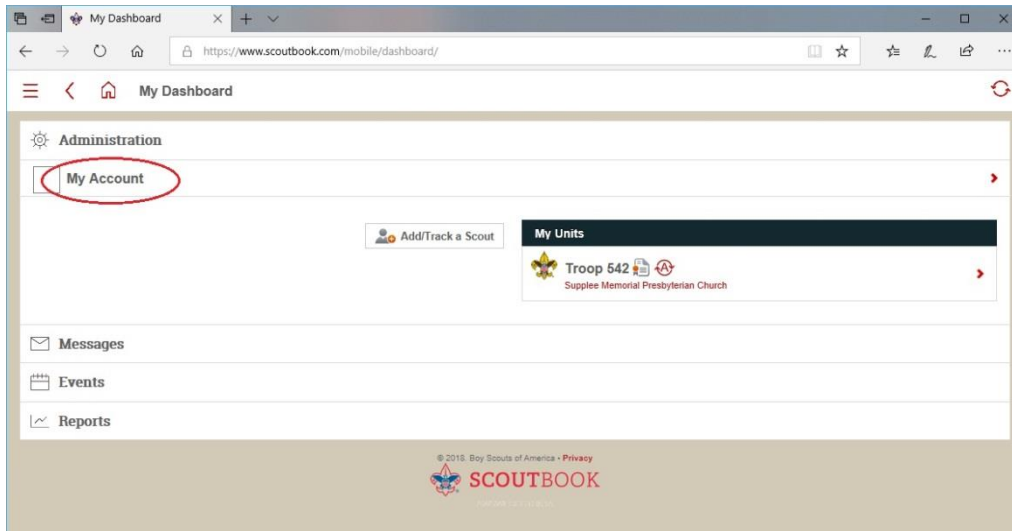
After you log in, click on **My Dashboard**.



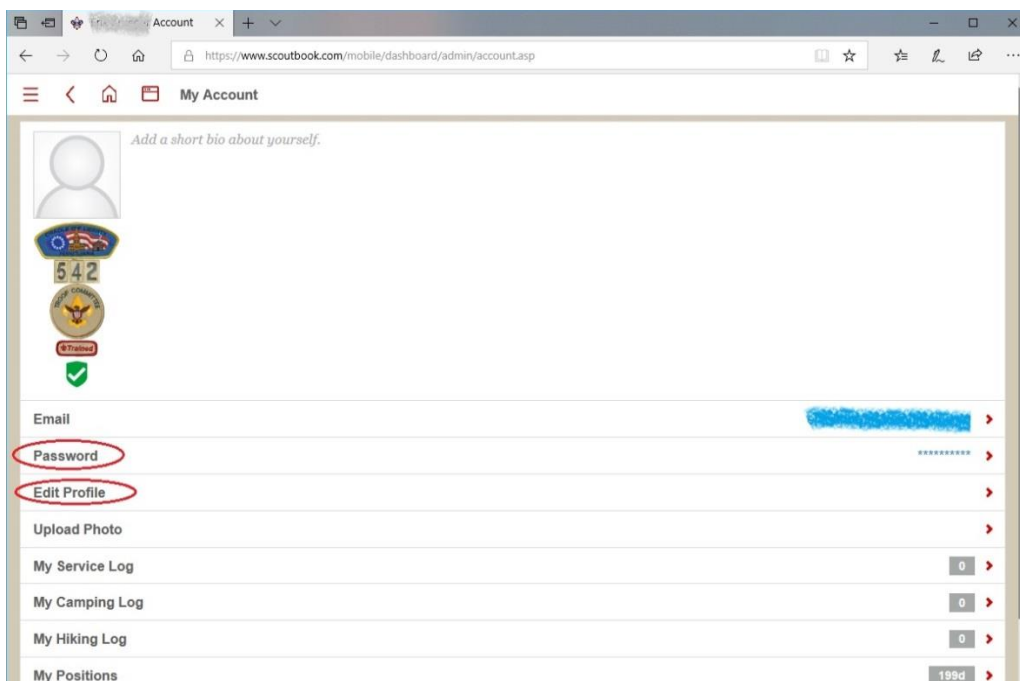
Then click on **Administration**.



Then click on **My Account**.



On your account page, you can change your password to something other than the default password provided in the email. Then click on **Edit Profile** to review and update your profile.



Ensure your name, address, home phone, and mobile phone are correct. You may also fill in any other fields here that you want. You can save this information by clicking the **Update** button at the bottom of the screen.

The screenshot shows the 'Edit Profile' page in a web browser. The browser's address bar shows the URL: <https://www.scoutbook.com/mobile/dashboard/admin/editprofile.asp?ScoutUserID=&UnitID=&DenID=&PatrollID=>. The page title is 'My Profile Edit Profile'. The form contains the following fields:

- User Name: [text input]
- First Name: [text input, highlighted with a red box]
- Middle Name: [text input]
- Last Name: [text input, highlighted with a red box]
- Suffix: [text input]
- Nickname: [text input]
- Scouts address you as: [text input, with examples: Erik, Mr. Smith, Bro. Jackson, Sis. Harris, Scoutmaster Bob]
- Address: [text input, highlighted with a red box]
- City: [text input, highlighted with a red box]
- State: [dropdown menu, currently showing 'Pennsylvania', highlighted with a red box]
- Zip Code: [text input, highlighted with a red box]
- Home Phone: [text input, highlighted with a red box]
- Work Phone: [text input]
- Mobile Phone: [text input, highlighted with a red box]

Register Your Cellphone for Texting

On the **Edit Profile** screen underneath the **Mobile Phone** field is the **Mobile Carrier/Text Messaging** field. This is where you register your mobile phone and give permission for the troop to send you text messages via Scoutbook.

The screenshot shows the bottom portion of the 'Edit Profile' page. The 'Mobile Phone' field is visible at the top. Below it is the 'Mobile Carrier / Text Messaging' field, which is circled in red. The dropdown menu for this field is open, showing the option 'Do not send text messages' selected. Below this are the 'Local Council' and 'District' dropdown menus, which are currently set to 'Cradle Of Liberty Council (PA)' and 'Baden Powell District' respectively.

Click on this field to select your carrier.

The screenshot shows a form with the following fields: Mobile Phone, Mobile Carrier / Text Messaging, Local Council, and District. The Mobile Carrier / Text Messaging dropdown menu is open, displaying a list of carriers: Do not send text messages, AT&T, Verizon, Sprint, T-Mobile, US Cellular, Cricket, and Virgin Mobile. Verizon is highlighted in blue.

In this example, **Verizon** was chosen. Click on the **Activate/Verify** button.

The screenshot shows the form with the Mobile Carrier / Text Messaging dropdown menu closed and displaying "Verizon". The "Activate / Verify" button is circled in red.

Scoutbook will open this dialog window and send you a text message with a code. Enter the code here.

The screenshot shows the form with an "Activate Text Messaging" dialog box open. The dialog box contains the following text: "We just sent a text message to your mobile number. Please check your phone and enter the verification code. It may take a minute to receive the text message." Below the text is a text input field and two buttons: "Submit" and "Cancel".

After entering the correct code, your mobile phone is "verified" and Scoutbook will allow users to send you text messages.

The screenshot shows the form with the "Activate / Verify" button now displaying a green checkmark and the text "verified just now".