Getting Set Up in Scoutbook – Parents

This document will guide you through the following:

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

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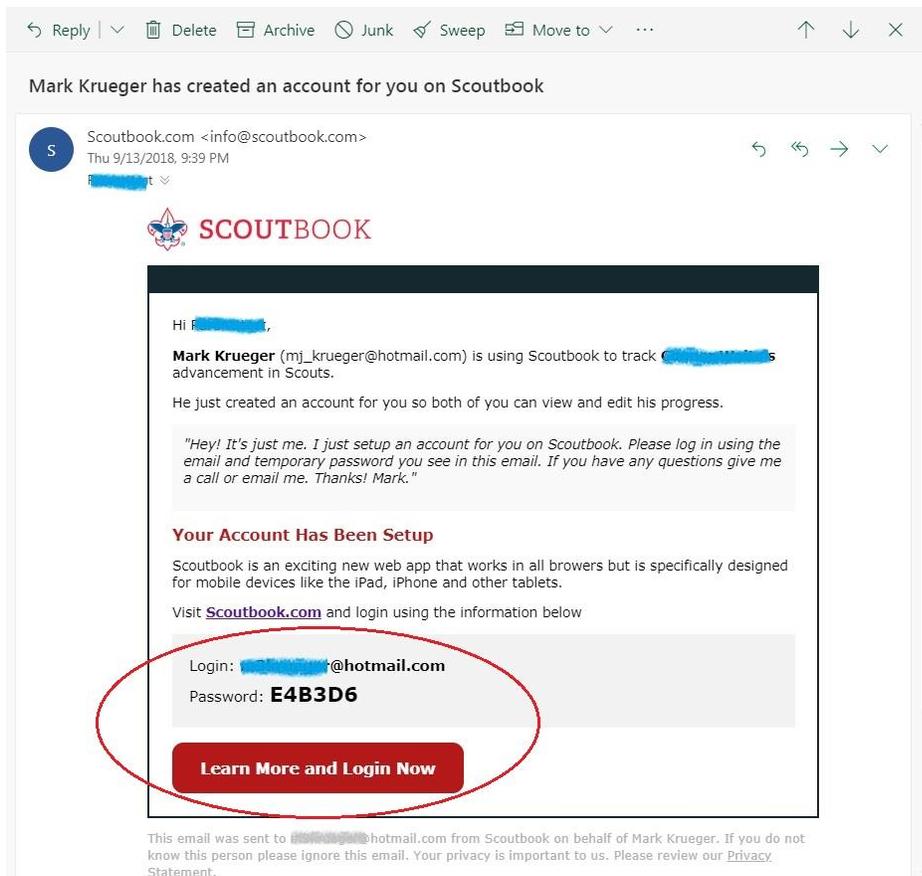
Use the information from the email to log in.
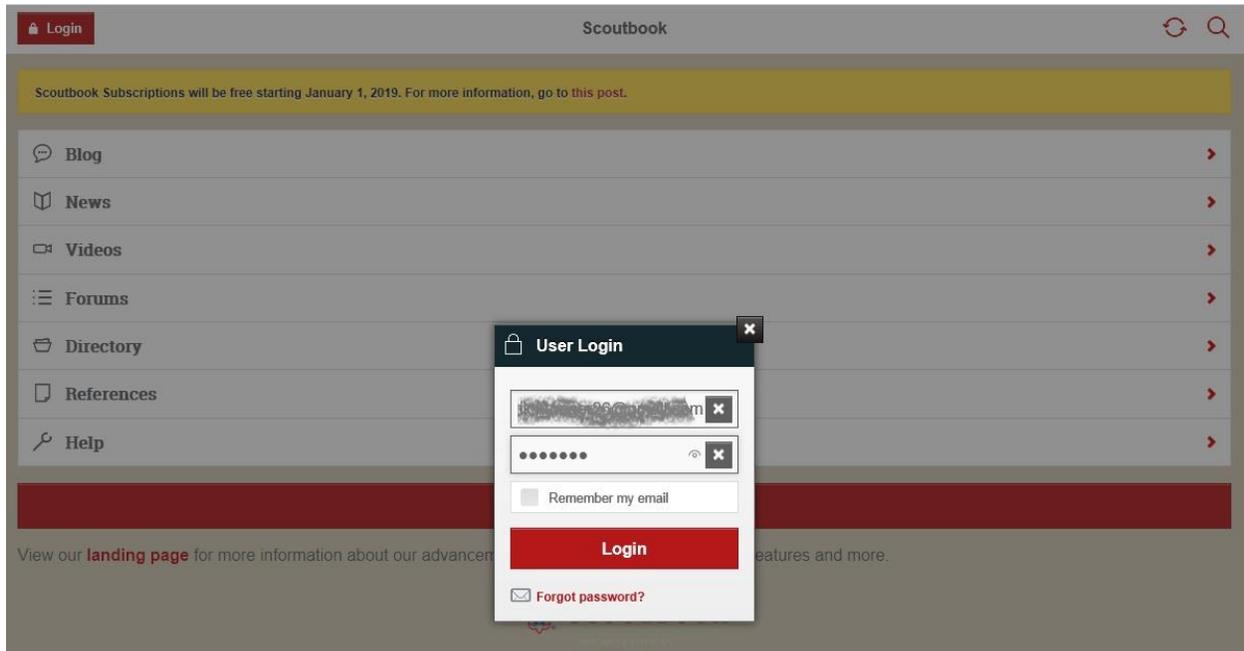
You may be prompted at this time to update your password. If so, enter the old password (from email) and then enter and confirm your new password.

Update / Confirm Your Profile

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

Then click on **Administration**.

Then click on **My Account**.
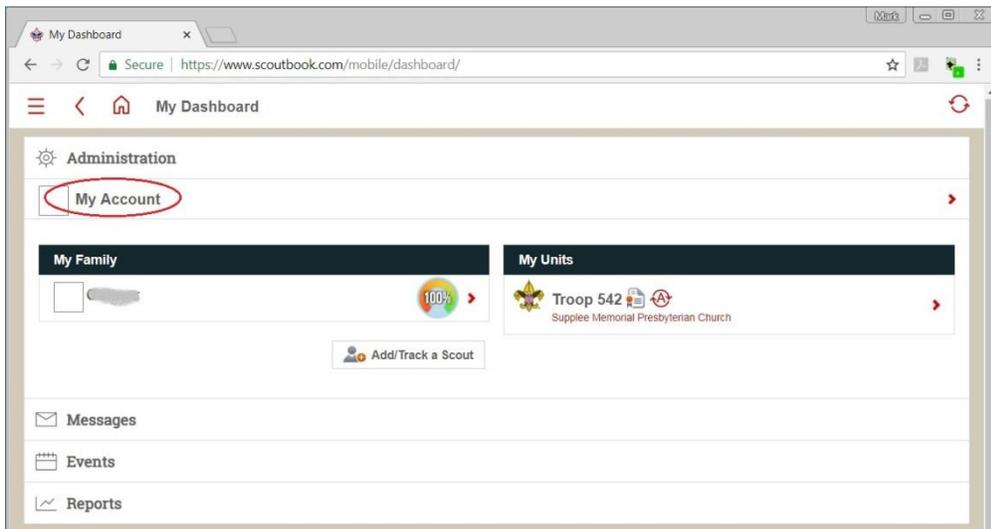
On your account page, you can change your password to something other than the default password provided in the email. Then click on **Edit Profile** to review and update your profile.
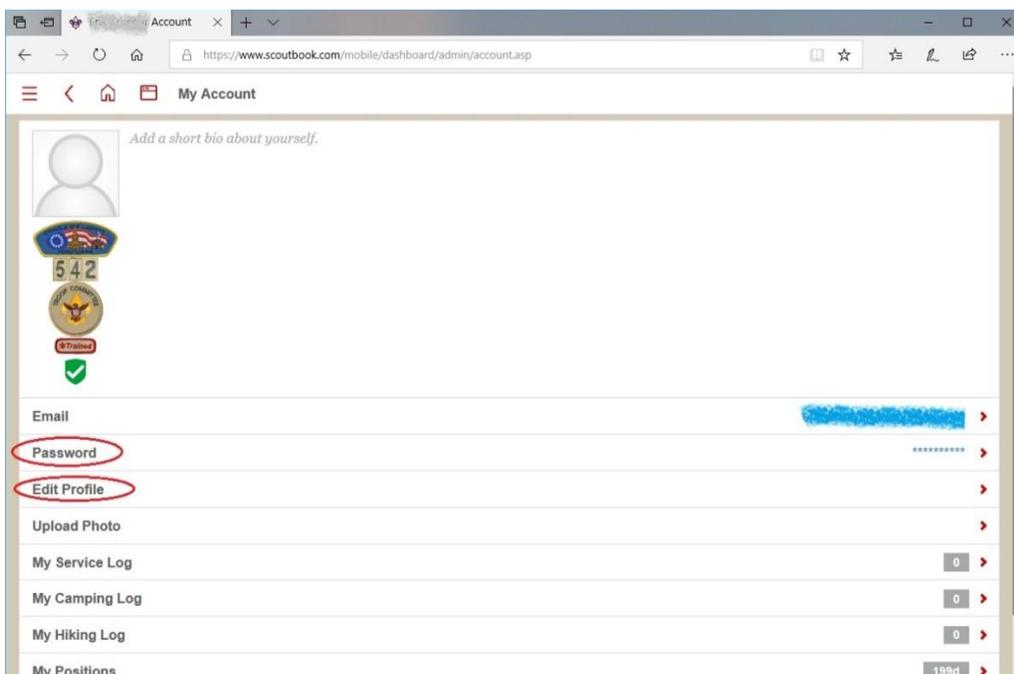
Ensure your name, address, home phone, and mobile phone are correct. You may also fill in any other fields here that you want. You can save this information by clicking the **Update** button at the bottom of the screen.

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.

Click on this field to select your carrier.

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

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

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

Invite Your Scout to Scoutbook

If you are comfortable with your Scout having access to Scoutbook, return to the Dashboard.

Click on your Scout's name.
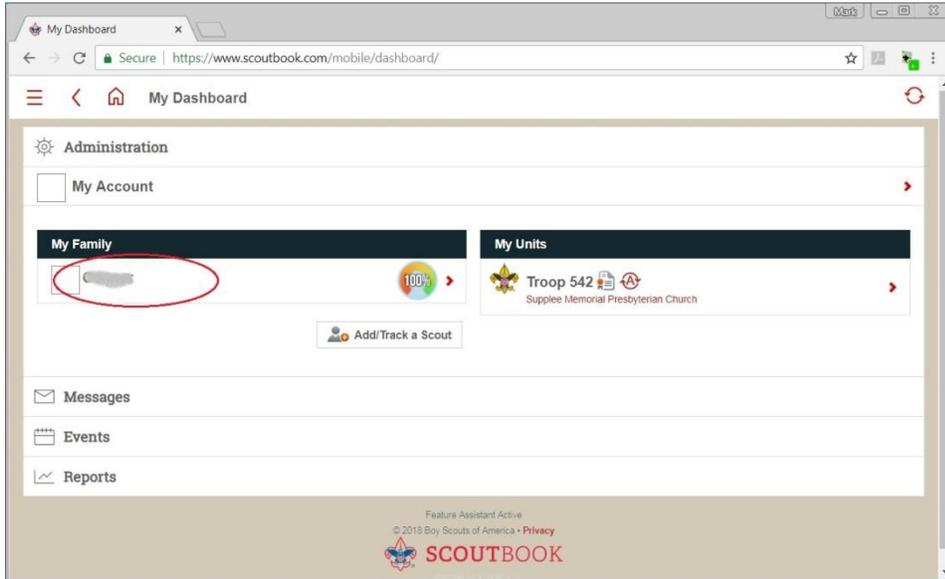
This will take you to your Scout's account page. To invite him to Scoutbook, click on **Edit Profile**.
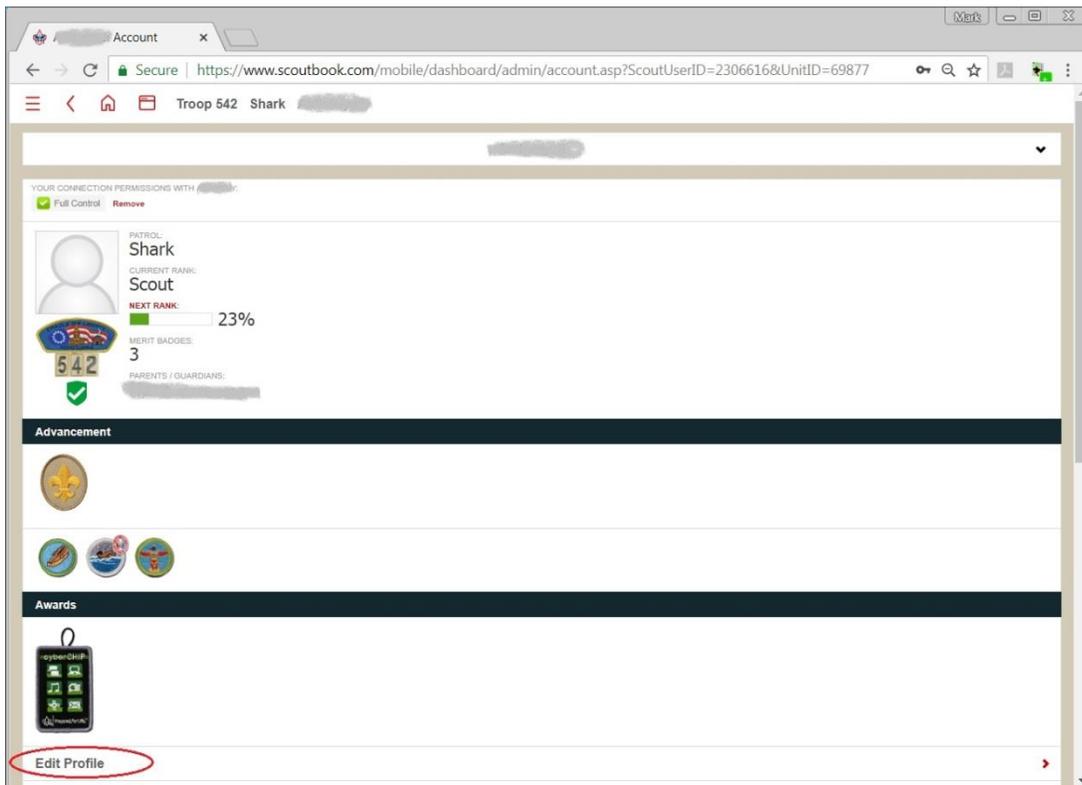
Take this opportunity to insure all of his information is correct. This includes his name, address, and home phone. You may also include his mobile phone if he has one and if it is acceptable for you to allow him to use for communications to/from Scoutbook. Your Scout will still need to register his phone as you did above once he logs in to Scoutbook.

Please Note: Mobile phones for Scouts are hidden from all Scoutbook users for Youth Protection reasons. Scoutbook users send text notifications by selecting names and then the Scoutbook application is responsible for sending the text message to the associated mobile phone number. Parents will be automatically copied on all communication.

Scroll down to the bottom of the profile page. If you are comfortable with your Scout having access to Scoutbook, click on the **Invite <Scout name> to Connect**. For this to work, your Scout must have his own unique email address.
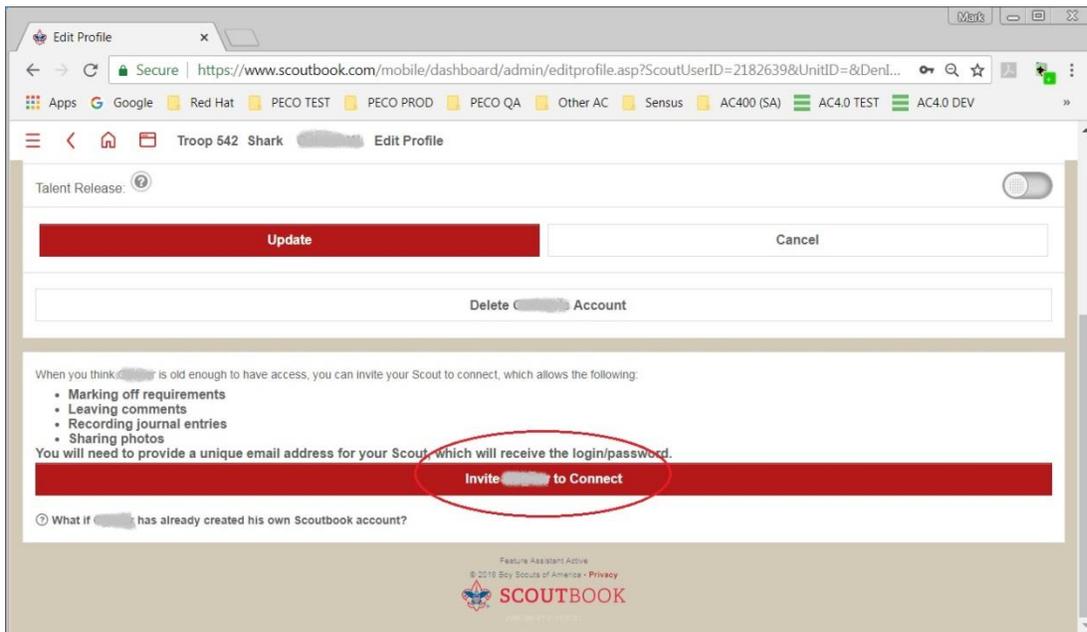
A dialog will open. Enter your Scout's email address and click on **Invite**.