

Pack Master Instructions

Adding Activities

1. Left click on Activities
2. Left click on Activity Management
3. Change the den option to your den number
4. Click the Add New button
5. Change the activity type to the desired type (for example: meeting, camping, etc.)
6. Enter the activity's date
7. Enter the activity's starting and ending times
8. Enter the name and location of the activity in the location field
9. Enter any remarks as needed
10. Click the OK button to save the information; otherwise, click the Cancel button
11. Click the Close button to exit Activity Management

Editing Activities

1. Left click on Activities
2. Left click on Activity Management
3. Left click on the activity in the activity list
4. Click the Edit/Review button
5. Change any information as desired
6. Click the OK button to save the information; otherwise, click the Cancel button
7. Click the Close button to exit Activity Management

Deleting Activities

1. Left click on Activities
2. Left click on Activity Management
3. Left click on the activity in the activity list
4. Click the Delete button
5. Click the Yes button to delete the activity
6. Click the Close button to exit Activity Management

Recording Attendance

1. Left click on Activities
2. Left click on Activity Management
3. Left click on the activity in the activity list
4. Click the Edit/Review button
5. Change the Display to show the scouts in your den
6. Select the scout's name in the list by holding down the CTRL key and then clicking on the name
7. When all the names are selected, click the Credit Members button
8. Click the OK button to save the information; otherwise, click the Cancel button
9. Click the Close button to exit Activity Management

Creating Tour Permits

1. Left click on Activities
2. Left Click on Activity Management
3. Left click on the activity in the activity list
4. Click the Edit/Review button
5. Click the Tour Permit button
6. Enter the information on the General Page
7. Left click on the Itinerary tab
8. Enter the information on the Itinerary Page
9. Left click on the Transportation tab
10. Enter the information on the Transportation Page
11. Click the OK button to save the information; otherwise, click the Cancel button
12. Make two copies and submit them to the Cubmaster and the Committee Chair

Entering Individual Achievements

1. Left click on Scouts
2. Left click on Scout Management
3. Left click on the scout's name
4. Left click on the Advancement button
5. Left click on the rank of the scout
6. Left click on the rank button
7. Enter the date in the blank the achievement was completed.
8. Left click on the OK button

NOTE: Please enter a date that falls after the last award deadline. This will guarantee that the award will appear on the new award report.

Entering Individual Special Awards

1. Left click on Scouts
2. Left click on Scout Management
3. Left click on the scout's name
4. Left click on the Advancement button
5. Left click on the rank of the scout
6. Left click on the Special Awards button
7. Find the award in the list on the right side and left click. If the award is not listed, please contact the Advancement Chair.
8. Left click on the Add button
9. Enter the date of the award
10. Click the OK button
11. When finished, click the OK button

Entering Group Credit

1. Left click on Advancement
2. Left click on Group Credit
3. Left click on the rank or electives
4. Click on the achievement or elective in the list on the right. If you need to select more than one item, hold down the CTRL key and click on another item.
5. Click on the name of the scout in the list on the left. If you need to select more than one scout, hold down the CTRL key and click on another scout.
6. Enter the date of the award
7. Click on the Process button

Running Reports

1. Left click on Reports
2. Left click on the type of report
3. Left click on the report name
4. Select the options you need and press the OK button to print the report
5. You have the options to print, save, or email the report at the top of the screen.
6. When finished, click the X button on the top left corner of the screen
7. Click the Cancel button

Suggested Reports

- Advancement – Badge Progress Report
- Advancement – Scout Records
- Advancement – Webelos Reports
- Advancement – Scouts Having/Needing
- Scout – Den Roster
- Scout – Phone List