



Internet Advancement Instructions

Use Internet Advancement to process ranks and awards for packs, troops, teams, crews, and posts.

Learn more about Internet Advancement by taking the Internet Advancement Tutorial available at www.wyoscouts.org.

Units can now submit advancement for unit youth members online. Use Internet Advancement for the following:

- Review, update, or add ranks, merit badges, and/or awards. When submitting Eagle Scout Palms must include application with advancement report. It will only show youth in the program pack, troop, team, or crew that you are working on.
- Access a Unit Advancement Summary, Member Summary and Unit Roster.
- Print an Advancement Report with a Unit Awards Summary to assist in purchasing.

To access Internet Advancement, go to the Central Wyoming Council web page www.wyoscouts.org and click "Internet Advancement".

- Select a unit advancement processor. This person must have Internet access and Microsoft Internet Explorer. They also need an email address.
- Obtain a unit ID code (The Registrar at the Central Wyoming Council can give this number to you).
- Gather information for advancement, including merit badge applications and advancement records with dates.
- Follow the instructions in Internet Advancement to process advancements and print an advancement report. Make sure to load the roster.
- Have the appropriate people sign the printed unit advancement report and submit to the council service center. When you use Internet Advancement for Boy Scout ranks, three signatures are required with the date of the board of review. You cannot enter awards on a youth who are not registered in your unit. Save a copy of the advancement report for your files.

Units should submit advancements before the end of each month, or more often if needed. In December, submit a report before the 15th of the month to update the unit for year end. After December 15th the Trading Post will be closed until the first work day in January.

