

Entering Unit Service Hours online

- Creating a user profile -

To access the Service Hours website, login as you normally would to your “MyScouting” home page, then select the “**Service Hours Reporting**” link shown below. -- Or optionally the website can be accessed directly by going to: <https://servicehours.scouting.org> .

MyScouting.org Home Page

Español Home Scouting in Your Area Donate Shop Sponsors ScoutSource

My Profile Training Unit Tools District Tools Council Tools Events Home

My Profile
Update My Profile

Training
E-Learning
Training Validation
Unit Training Detail
Unit Training Tracking

Unit Tools
Bass Pro Shops Online Toolkit
National Safety Council Defensive Driving Course
Internet Advancement
Internet Rechartering
ScoutParents
BeAScout
BeAScout Membership Application Status
Service Hours Reporting
Tour and Activity Plan

District Tools
Unit Visit Tracking

NEW! MyScouting Tools

BSA recently released the first stage of an exciting new tool for unit and district members. To view MyScouting Tools please click [here](#) and you will be redirected.

Required browsers for MyScouting Tools:

Firefox 14+ Google Chrome 21+ Internet Explorer 9.0 +

In the MyScouting home page, click [here](#) to be able to support

iOS and (name).

To view [links on this new tool please click the links below:](#)

[MyScouting Tools PowerPoint](#)

[Frequently Asked Questions](#)

Once you log in using your MyScouting user name and password, you will be able to view unit or district announcements, your calendar, your personal profile, and more.

In order to create a login, you will need to obtain your unit’s ID number. It is 5 to 11 digit (usually a 5 or 9 digit) number - (It is also the same number that is used as the user ID to access your online “Internet Advancement” system).

You will only need this number to initially “create” your username and password.

Contact your District or Unit Commissioner to obtain your Unit ID number.

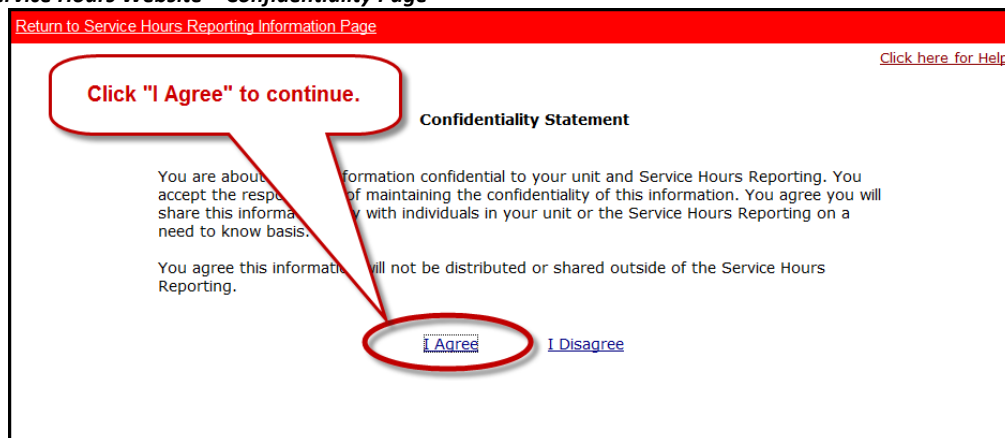
Note: Multiple User profiles (username and Password) can be created for each unit. Such as Unit Leader, Committee Chair, and Activities chair could each have an individual username and password.

Service Hours Website – Login Page



To create your unique login, click The “New Users Click Here” link shown above.

Service Hours Website – Confidentiality Page



Click the “I Agree” link to continue.

Service Hours Website – Profile Creation Page

The screenshot shows a web form for profile creation. At the top, there is a red header with a link to 'Return to Service Hours Reporting Information Page' and a 'Click here for Help' link. Below the header, there is a paragraph of text: 'About a service project in which your unit/group participated, you must report the hours. Please provide us the following information.' This is followed by a bold instruction: 'If you do not have your Unit ID or Local Unit Number then please contact your Unit Serving Executive or your Local Council.' The form fields include: Unit ID (with a callout: 'Enter the (5 to 11) digit UNIT ID NUMBER here.'), Unit Type (dropdown), Local Unit Number (with a callout: 'The LOCAL UNIT NUMBER is your regular Pack, Troop, Team, or Crew number. It must be entered as a 4 digit number. example: "Pack 123" would be entered as "0123".'), First Name, MI Name, Last Name, Address, State (dropdown, currently set to Alabama), Zip Code, E-Mail, Username (with a callout: 'Create your own unique USERNAME here.'), Password (with a note: 'Passwords must be 6 to 10 characters long.'), and Verify Password. At the bottom are 'Register' and 'Cancel' buttons. Red arrows point to the Unit ID, Unit Type, Local Unit Number, Username, and Password fields.

The next page is where you'll create your user profile. Enter all the required fields as prompted.

One common error you may encounter is that the LOCAL UNIT NUMBER (this is the number on the sleeve of your uniform) must be entered as a 4 digit number. Just add leading zeros to your unit number (if needed). For example, Troop "123" would be entered as "0123", Pack "3" would be entered as "0003".

When finished, click the REGISTER button at the bottom of the screen. If the Username you've selected is already in use, you will be prompted to choose a different one. After selecting another Username, remember to re-enter your password choice, and click REGISTER again.

Entering Unit Service Hours online

- Entering a Unit Service Project -

The process of entering, reviewing and editing Service Hour entries is fairly easy and straight forward process. To view an online help file, for additional task information, go to:

<https://servicehours.scouting.org/includes/files/popHelp.htm> .

For this example, first access the Service Hours website, as shown on page 1 of this document. Then login normally using the username and password you previously created, when you created your profile. You will then see the main task selection page below. Whenever you click the "Home" link on any of the subsequent pages, it will bring you back to this page:

Service Hours Website – Task selection Page

The screenshot shows the 'Task selection Page' of the Service Hours website. At the top, there is a red navigation bar with the text 'Return to Service Hours Reporting Information Page'. Below this, the user is greeted with 'Welcome Troop Committee' and 'Troop: 0123'. The council name is 'California Inland Empire Council'. A message states 'Your last Eagle Scout Service Project Desc was recorded on July 31, 2012.' On the right, there are links for 'Home', 'Change Profile', 'Change Password', 'Log Off', and 'Help'. The main content area features a thank-you message and a list of three options: 'Would you like to view all previously recorded projects? Click Here', 'Would you like to report a Service Project? Click Here', and 'Would you like to report an Eagle Scout service project? Click Here'. Three callout boxes provide instructions: one pointing to the first option, one pointing to the second option, and one pointing to the third option. The footer includes copyright information for Boy Scouts of America and a TRUSTe logo.

Here you can choose one of three task options:

- View (or edit*) a previously entered service project.
- Enter a new service project.
- Enter a new "Eagle" service project.

(*Note: While all previously entered service projects can be viewed, only projects entered in the "current year" can be edited.)

To enter a new project, select this option: Would you like to report a Service Project? [Click Here.](#)

Service Hours Website – Category selection Page

[Return to Service Hours Reporting Information Page](#)

Welcome Troop Committee
Troop: 0123
Council Name: California Inland Empire Council
[Your last Eagle Scout Service Project Desc was recorded on July 31, 2012.](#)

[Home](#) | [Change Profile](#) | [Change Password](#) | [Log Off](#) | [Help](#)

Click on the category below that best describes the type of service project in which your unit participated. Use "Other Services" for any service project that does not fall into any of the listed categories.

Messengers of Peace

- [Personal Dimension](#)
- [Community Dimension](#)
- [Environmental Dimension](#)

Healthy Living

- [Blood Drive](#)
- [Fun Run / Walk / Hike / Cycle](#)
- [Bike Safety Event](#)
- [Child Fingerprinting](#)
- [Health Fair / Fitness Expo](#)
- [CPR Training](#)
- [Tree Planting](#)
- [Litter Cleanup / Beautification](#)

BSAdopt-a-School

- [Other](#)
- [Bike Safety Event](#)
- [Child Fingerprinting](#)

Shelter

- [Home Building](#)
- [Home Repair / Maintenance](#)
- [Personal Care Collection](#)
- [Blanket Collection](#)
- [School Supply Collection](#)
- [Book / Magazine Drive](#)

US Military Families

- [Blue Star Families](#)
- [Other](#)

Other Services

- [Disaster Relief](#)
- [Conservation](#)
- [Military Support](#)
- [National Park Service Resource Stewardship](#)
- [Other](#)

Food

- [Food Collection](#)
- [Meal Delivery](#)
- [Serving Food](#)

In this example we will select "Other", under "Other Services".

The category selection page will be displayed.

Select the category that best describes the type of service project that your unit was involved in. The prompts that appear on the following "Details" page may vary slightly depending on the category you've selected here.

(Note: The category you select on this page is the only item that cannot be edited later.)

If your type of project is not shown, select "Other" in the "Other Services" section.

In this example we will select the "Other" category.

Service Hours Website – Project Details Page

[Return to Service Hours Reporting Information Page](#)

Welcome Troop Committee
Troop: 0123
Council Name: California Inland Empire Council
[Your last Eagle Scout Service Project Desc was recorded on July 31, 2012.](#)

[Home](#) | [Change Profile](#) | [Change Password](#) | [Log Off](#) | [Help](#)

Other

To report information about a project, fill out the following information and press the Submit Report button.

Date of service project

Number of youth members participating in the project

Number of youth who are not members participating in the project

Number of adult leaders participating in the project

Number of other adults participating in the project

Total unit hours - including members and non-members (example: 10 people worked 2 hours = 20 total unit hours)

Which of the following organizations did you partner with on the project? Hold down the Ctrl key to select multiple entries.

Messengers of Peace
 BSAdopt-a-School
 US Military Families
 Order of the Arrow Lodge

Briefly tell us about your project

Characters available: 2000

Enter all the data requested.

Enter the total combined hours performed on this project.

Enter a brief description of your project here.

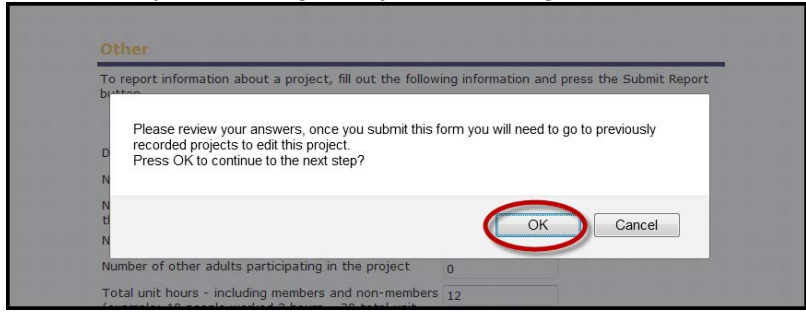
When finished, click the Submit button.

Enter the appropriate information in all the required fields. Including;

- Number of Scouts participating,
- Number of Non-Scouts,
- Number of Adult leaders, and
- Number of Adult non-leaders.
- Under “partnered organizations”, select all groups that you were working with on this project. This can be the benefiting organization. There is also an “Other” and a “No partner” option available here, if needed.
- Include a brief description of your service project.

When you are finished, click the “**Submit Report**” button.

Service Hours Website – Project Details Page – Confirmation message



A confirmation message will be displayed. Click OK to continue, or Cancel to return to the same page.

Service Hours Website – Congratulations – task complete!



Congratulations! This page confirms you have entered your service project correctly. You have the option to print a certificate of your units Service Project. Printing of this certificate is optional, and not a required step in reporting your Service Project.

Service Hours Website – Optional Certificate of completion

