National Eagle Scout Association
Guide to
Update Information in Existing Eagle Records
And
Create New Eagle Records

Each Eagle Scout has a record in the database which is located in the Administration Center. Administrators (admins) with appropriate permission can follow this guide to change or add any information about an Eagle. If a record cannot be located for an Eagle, and the administrator has the appropriate permission, a new record can be created for that Eagle.

In order to access the information about an individual Eagle, the admin must first locate the Eagle's record in the database. Below is the web address for the NESA Administration Center and database information. Please bookmark it (or add it to your favorites list) to keep it handy.

https://admin.memberconnections.com/olc/pub/NESA/adminlogin/Login.jsp

How to log in to the Administration Center

1. After accessing the web address above, the first screen will display the login box. *See Figure 1.* All Admin log-in information will be provided separately from this guide. The login is case sensitive; if mis-keyed, the admin will be locked for up to 2 hours.
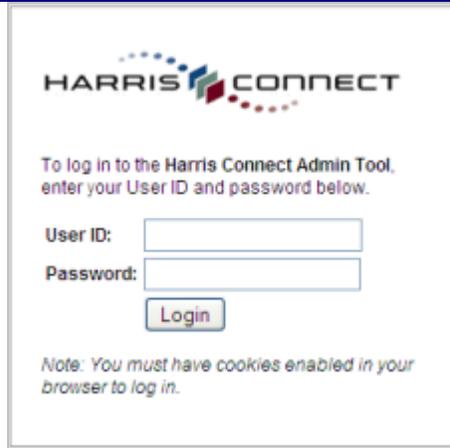
Figure 1

2. Upon successful login, the screen will display the **Administration Center**. Mouse over **User Management,** then click on **View/Modify/Register User**. *See Figure 2.*

Figure 2

3. The **Modify User** tab will display with the **Basic Query Builder** tab selected by default. *See Figure 3.*

4. Enter the values for the appropriate fields to successfully locate a Scout's record. For example, most often you will enter the Scout's name using First and Last. Click **Search.**

Figure 3

5. The Search Results page will display all records matching the search criteria. Identify the correct Scout, then click the User Info icon. *See Figure 4.*

Figure 4

6. The returned screen will display the various tables in the **Profile Details** section that contain the Scout's information. Click on the ⊞ to display which fields are located in each table *See Figure 5.*
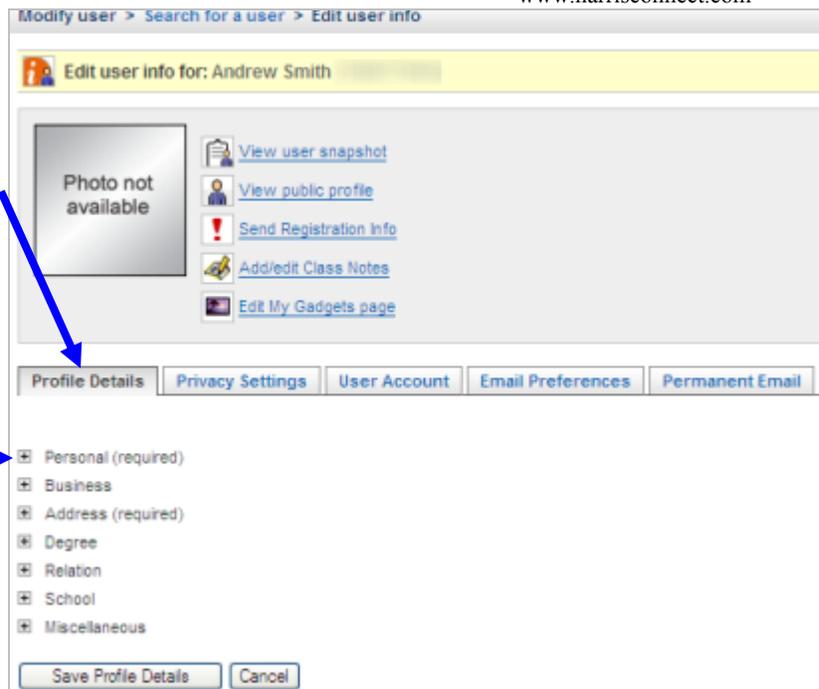

Figure 5

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7. A list of fields included in each table follows on page 7. For example, the Scout's **email address** is located in the **Personal table**.

8. Edit or enter the correct data in the field, then click the **Save Profile Details** button. *See Figure 6.*

9. To change or add data to multiple fields in a Scout's record, simply expand each table by clicking the ⊞ , then following the steps above.

Personal (required)

Client ID	(required)
Prefix	
First	
Last	
Suffix	
Primary E-Mail	
Security Info	
Display in Directory	(required)
Homepage	
L=Lost/D=Deceased	
Where I Received My Eagle Award	
Registered Indicator	N
Email Status	(select value) (required)

⊞ Business
⊞ Address (required)
⊞ Degree
⊞ Relation
⊞ School
⊞ Miscellaneous

[Save Profile Details] [Cancel]

Figure 6

How to Add a new Eagle Scout to the database

1. Mouse over **User Management** then click on **Add New User.** *See Figure 7.*

National Eagle Scout Association
Administration Center

Home   Shortcuts ▾   User Management ▾   Email Marketing ▾

User Manager

Add New User
View/Modify/Register User
Manage Administrative Access
Legacy Applications ▸
Create a Call List ▸

Add New User

Figure 7

2. The Add New User tab will display. *See Figure 8.* Select the radio button for User Type: Community.

3. Click on the ⊞ button to expand each table to enter as much information as you have available about that Scout. *Certain fields are required.
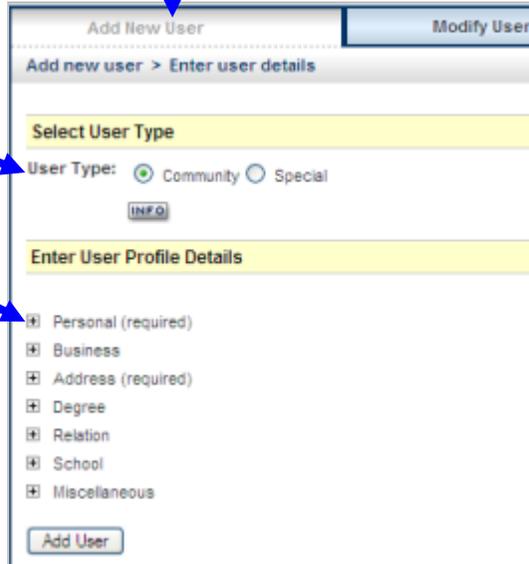
4. Click **Add User** tab.

Figure 8

*These fields are required for each new record:

Personal Table:	Address Table:
Client ID	Street
First	City
Last	State
Display in Directory (Y or N)	
Email Status (choose Send Email)	
*Remember to add email address if available	

.

Profile Details Section: List of Tables and Fields

Personal Table Fields – See Figure 6

Business Table Fields

⊟ **Business**

Job Title	
Career Category	(select value) ▾
Company Name	
Business Street 1	
Business Street 2	
Business Street 3	
Business Street 4	
Business Street 5	
Business City	
Business State	(select value) ▾
Business Country	(select value) ▾
Business Zip	
Business Phone	
Business URL	
Additional Job Title	
Additional Company Name	
Additional Career Category	(select value) ▾
Specialty Category	
Professional Affiliations	
Board Affiliations	
Volunteer/Charitable Affiliations	
Industry Category	
Business E-Mail	

Address Table Fields

Address (required)

Address Type	**primary** (required)
Street 1	[ ] (required)
Street 2	[ ]
Street 3	[ ]
City	[ ] (required)
State	(select value) ▾ (required)
Zip Code	[ ]
Country	(select value) ▾
Phone	[ ]

School Table Fields

School

Preferred Class	[ ]
Class Year	[ ]
Other Degree 1	[ ]
High School	[ ]
Other Year 2	[ ]
Other Degree 2	[ ]
Other Inst 2	[ ]
Other Year 3	[ ]
Other Degree 3	[ ]
Other Inst 3	[ ]

Miscellaneous Table Fields

⊟ **Miscellaneous**

Field	Value
Council Number	
Council Name	
Board of Review Date	
Eagle Program	
Eagle Unit	
Eagle City	
Eagle State	
NESA Type	
NESA Expiration Date	
NESA Life Member	
Distinguished Eagle Scout Award	
Awards 1	(select value)
Awards 2	(select value)
Awards 3	(select value)
Awards 4	(select value)
Awards 5	(select value)
Awards 6	(select value)
Awards 7	(select value)
Awards 8	(select value)
Awards 9	(select value)
Awards 10	(select value)
Order of the Arrow	(select value)
Scouting Involvement 1	(select value)
Scouting Involvement 2	(select value)
Scouting Involvement 3	(select value)
Scouting Involvement 4	(select value)
Scouting Involvement 5	(select value)
Scouting Involvement 6	(select value)
Scouting Involvement 7	(select value)
Scouting Involvement 8	(select value)
Scouting Involvement 9	(select value)
Scouting Involvement 10	(select value)
BSA Region	
Interested in receiving membership information?	
Print Org_Code (admin only)	
Print HPC_ID (admin only)	
Print Rec Update Source (admin only)	
Print Book (admin only)	(select value)