



CUB SCOUTS

# Cub Scout Tracker

How to Update a Completed Meeting Plan.

9/16/2014

Pack 138, Western Mass Council



BOY SCOUTS OF AMERICA®



# Updating a completed den meeting

- Under Den Leader Select "Den Meeting"

Home

**My Account**

Welcome back Jeffrey

[ Logout ]

- Update Account Info
- Change Password
- Pack Leader Roster
- Parent Roster
- Pack Calendar

**Administrator**

- Administrative Tools
- Add Adult Leaders / Parents
- Add Scout
- View Scout Roster
- View/Edit Parent Roster
- Update Username or Password
- Edit Scout Info
- Edit Adult Info
- Send Email

**Tigers - 1 (Jeffrey Holmes)**  
Create a New Den Meeting or update an existing meeting.

**Create a New Den Meeting**

BOY SCOUTS OF AMERICA  
SCOUTSOURCE

[Use a Pre-defined BSA ScoutSource Den Meeting Plan](#)

[Create a New Den Meeting from scratch](#)

**Planned Den Meetings**

Planned Date	Description			
09/08/2014	Bobcat and Making My Family Special	<a href="#">View/Edit</a>	<a href="#">Mark as Complete</a>	<a href="#">Delete</a>
09/15/2014	Go See It: Let's Go Outdoors	<a href="#">View/Edit</a>	<a href="#">Mark as Complete</a>	<a href="#">Delete</a>

**Completed Den Meetings**

[Click here for Den Meeting Attendance and Dues Summary](#)

No completed den meetings.

Select "Mark as Complete" for the desired den meeting







# Update Scouts

Uncheck any scouts that did not attend the meeting

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## Complete Den Meeting

If you have completed this Den Meeting, check the attendance of each scout, verify the 'Completion Date' and click 'Update Scouts'.

Name	Completed?	Dues Paid
[REDACTED]	<input checked="" type="checkbox"/>	0.00
[REDACTED]	<input checked="" type="checkbox"/>	0.00
[REDACTED]	<input checked="" type="checkbox"/>	0.00

Completion Date:

Verify the date of meeting

Click "Update Scouts" to mark the scouts as attending the meeting and fulfilling the requirements per the meeting plan

## Home Assignment

This den meeting had the following Home Assignment:

Take some time to look at the tiger cub book with your young scout. Get them excited about the adventures we will get to have. If there are adventures that you are excited about, let us know.

Click [here](#) to send the parents a reminder email.





# Send Home Assignments

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## Complete Den Meeting

If you have completed this Den Meeting, check the attendance of each scout, verify the 'Completion Date' and click 'Update Scouts'.

Name	Completed?	Dues Paid
[REDACTED]	<input checked="" type="checkbox"/>	0.00
[REDACTED]	<input checked="" type="checkbox"/>	0.00
[REDACTED]	<input type="checkbox"/>	0.00

Completion Date:

Den Meeting Marked as Completed and Scout records have been updated!

[Click here for Den Meeting Attendance and Dues Summary](#)

## Home Assignment

This den meeting had the following Home Assignment:

Take some time to look at the tiger cub book with your young scout. Get them excited about the adventures we will get to have. If there are adventures that you are excited about, let us know.

Click [here](#) to send the parents a reminder email.


If you want to send a reminder about home assignments, click "here"





# Send Message

Here is message that was part of the meeting plan

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## Home Assignment Reminder Tool

### Tiger Badge Homework Assignment

The following parents have a scout that has not earned their Tiger Badge. This email will contain a link directly to the Tiger Achievement Tracker page so they can enter in any updates without requiring them to login!

Send

Subject: Tiger Badge Home Assignment for the 'Bobcat'

[Unselect all]

	Name	Email Address
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]

#### Message to be sent:

To complete the requirements for the den meeting 'Bobcat and Making My Family Special' your son needs to complete the following at home:

**Take some time to look at the tiger cub book with your young scout. Get them excited about the adventures we will get to have. If there are adventures that you are excited about, let us know.**

Please click on the button below to view and update the tasks for this badge.

[Button will be shown here]

There is a location to add an additional message if needed.

