

## Downloading Pre-Populated Eagle Scout Application and “Profile” report

### Pre-populated Eagle Scout Application:

- Via “Internet Advancement”: [advancement.scouting.org](http://advancement.scouting.org) (aka “Scoutbook Plus”)
  - Advancement Chair, key-3 or key-3 delegate log into Internet Advancement\*\*
  - Select Unit, Roster and individual Scout – to display Rank and Merit Badge status
  - Click the “View More” button to the right off the “Eagle Scout” rank line. (An Eagle Application can be downloaded for any scout).
  - Click the “Open Eagle Application” button in the column, under the “Eagle Scout” patch. The pre-populated Eagle Application will download automatically.
- Via “Scoutbook”: [scoutbook.scouting.org](http://scoutbook.scouting.org) \*\*
  - Advancement Chair, key-3 or key-3 delegate log into Scoutbook\*\*
  - Select Unit, Roster and individual scout
  - Scroll down and click the word “Reports” in the bottom row
  - Click the “Eagle Application” entry. The pre-populated Eagle Application will download automatically.
  - Note that the “Individual Advancement Record” and “History Report” present the same information as the “Profile report”, in a different format.
- The pre-populated application is a “Fill-able” pdf file that can be modified / updated with additional information (references, project info etc.) using Adobe Acrobat Reader.
  - Do not use “browser-based” pdf tools, especially on an Apple computer.
  - Do not use electronic signatures, which will lock the file, preventing future updates

### Download “Profile Report”: [my.scouting.org](http://my.scouting.org)

- Advancement Chair, key-3 or key-3 delegate log into [my.scouting.org](http://my.scouting.org)\*\*
- Select Unit and Roster, click box to the left of the individual scout’s name
- Click the drop-down next to “Print” in the top gray menu
- Select “Unit Advancement Details Report” – the “Person Profile” will open in a new browser window. Select “Export to PDF” to download this information. This is the same information, in the same format as that provided by the council registrar.
  - Ive noticed that merit badges earned on the same day may not be reported in the same order, if multiple profiles are generated, or in the same order as reported on the pre-populated Eagle application. We should not expect blue card sequence in Eagle books to necessarily match the Eagle application and/or the profile report for merit badges earned on the same day.

\*\* The same user id and password are used for all 3 sites – [my.scouting.org](http://my.scouting.org), Internet advancement and Scoutbook. The specific data that is available depends on all the positions the leader is registered for.