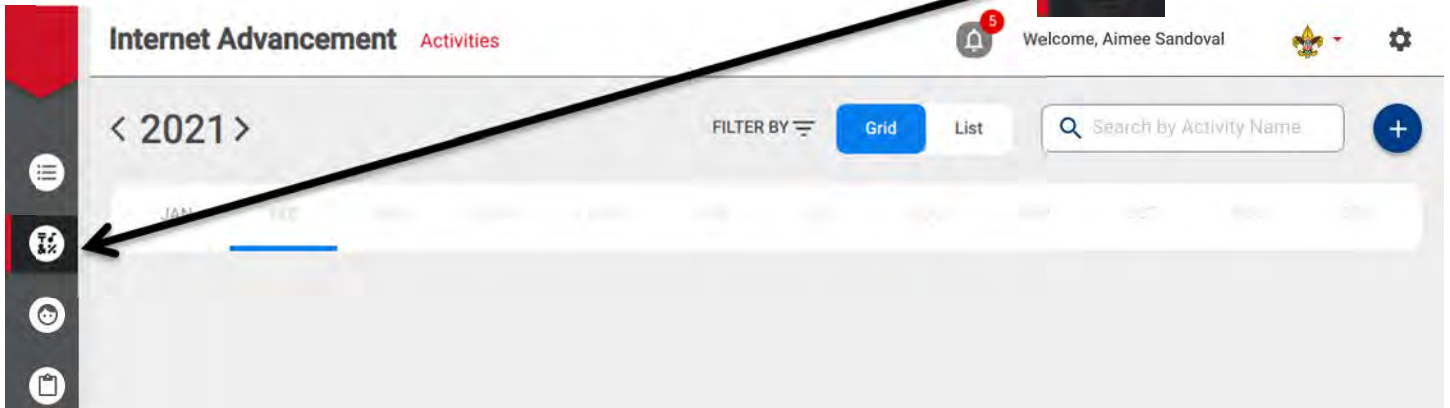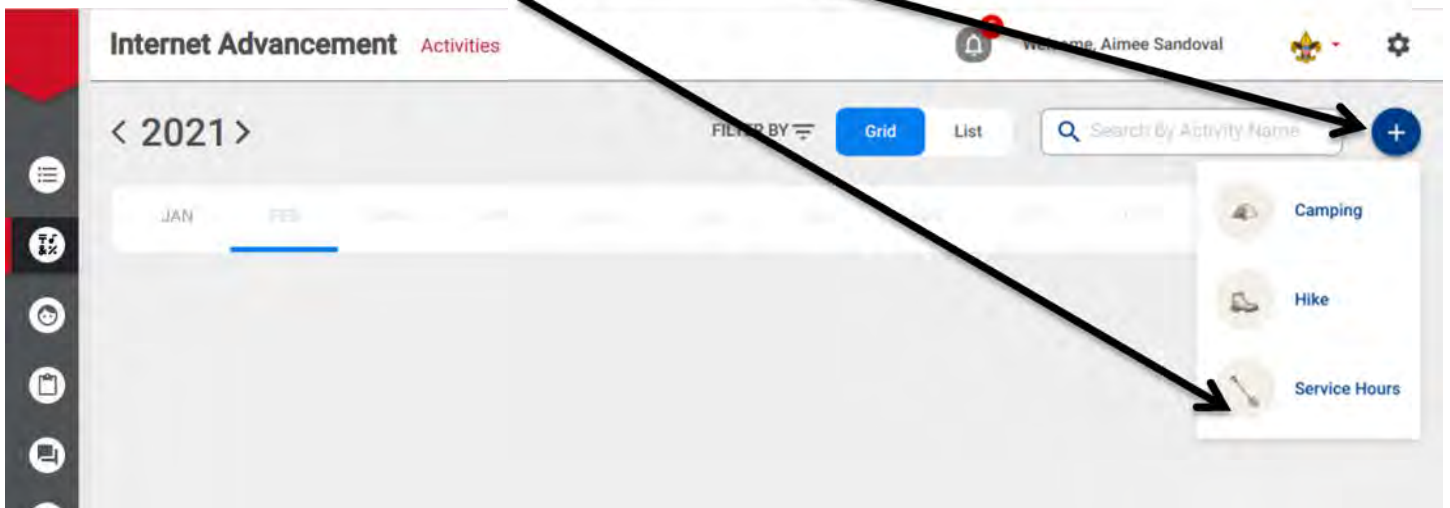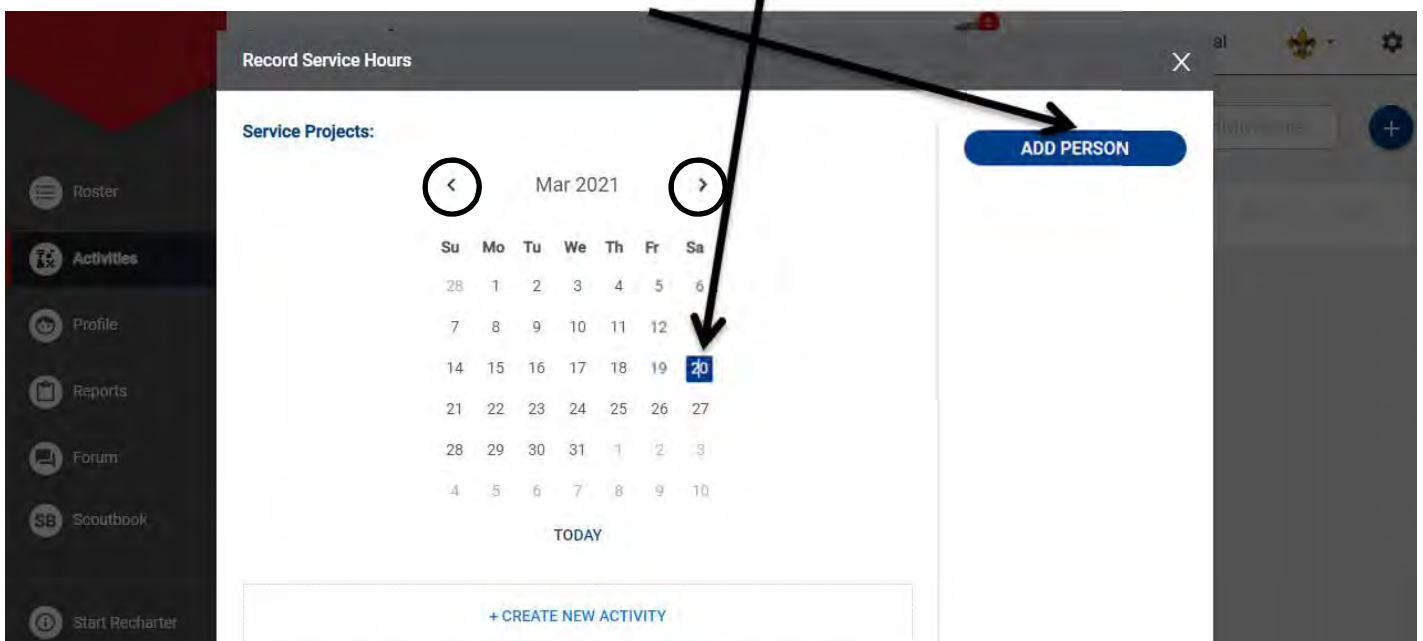# Recording Service Hours for Scouts

1. Log into Scoutbook.
2. Click on 'Internet Advancement'. Once there click on the icon that looks like this:
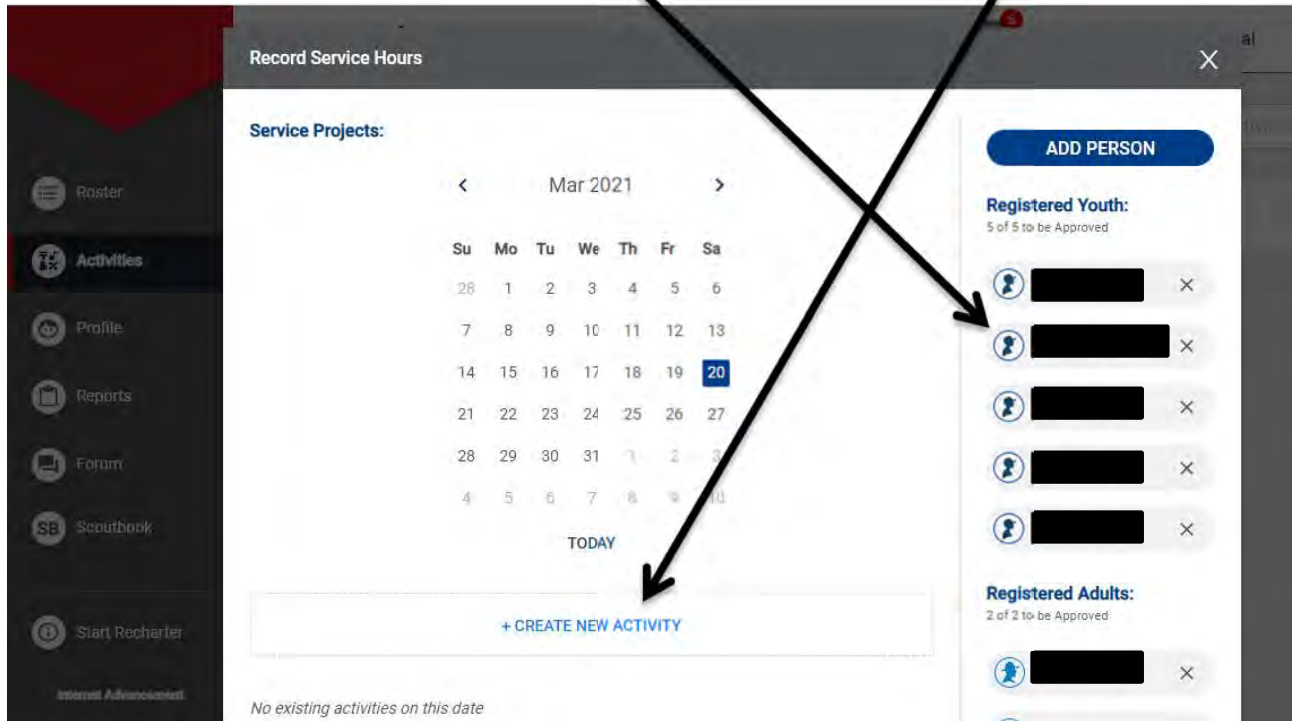

3. Click the plus sign in the upper right hand corner.
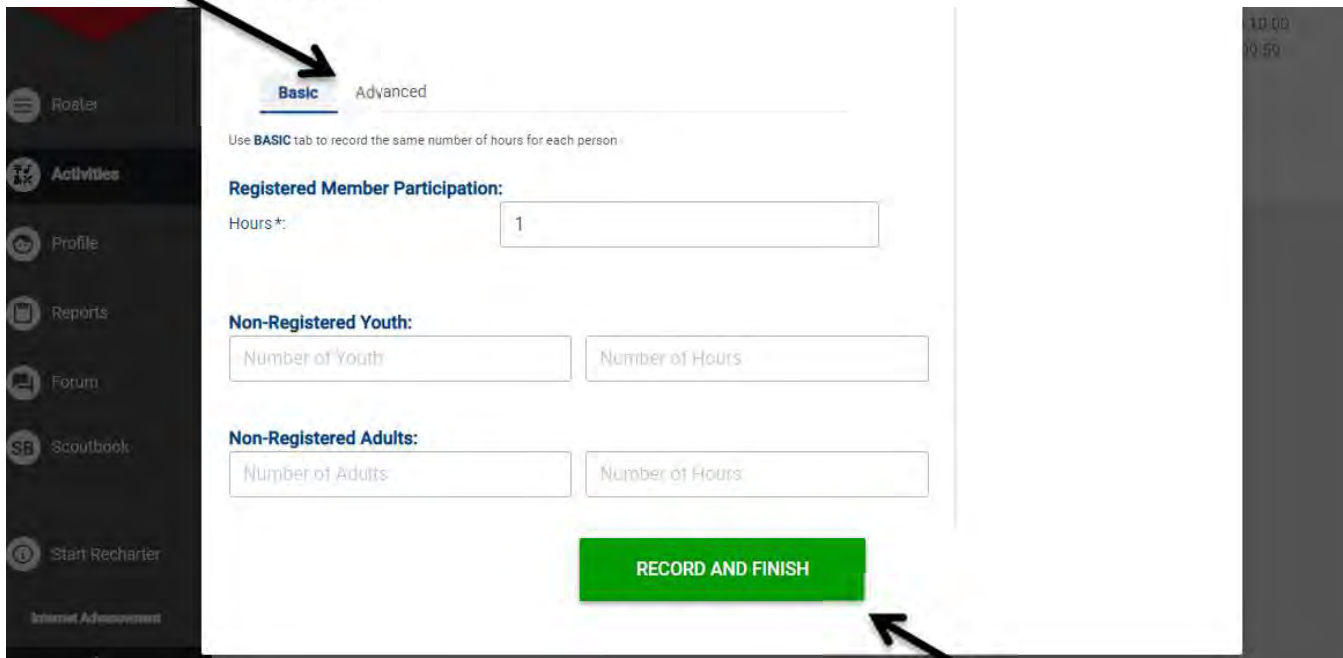4. A menu will appear; select 'Service Hours'.

5. A new window will pop up for you to select the date of the activity. Using the < > arrows select the appropriate corresponding date for your service project. If it spans more than one day you will have the option to input that later. Then, click on 'ADD PERSON".

6. A list of registered youth and adults should pop up after clicking on ADD PEOPLE. Here, from a dropdown menu, you will select everyone that participated in this activity. After that you will click the 'CREATE NEW ACTIVITY' icon under the calendar.

7. From here you will be taken to a screen to enter all of the information regarding your project. If you do not have all of this information, only the sections marked with an asterisk are required. On this page you can scroll down to the bottom and enter the number of any non-registered youth/adults that participated. At the bottom you will also have a 'basic' and 'advanced' tab to click on. The basic tab allows you to enter in the SAME number of hours for each registered person you previously selected. The advanced tab allows you to enter individualized numbers.

8. Once this is completed you want to hit the green RECORD AND FINISH button.