

Unit Visit Tracking System 2.0

(ready for usage in all councils)

with

Enhancements

Launched on July 15, 2010



Unit Visit Tracking System 2.0

- **NEW!** Unit Visit Tracking 2.0 (UVTS) has a new look, better navigation, and improved features completing the enhancements made since UVTS was launched December 1, 2008.
- **NEW!** All commissioners may make reports on unit visit contacts and have these reports reviewed by commissioners using the Web-based, self-managed system of Unit Visit Tracking.
- **NEW!** Administrative commissioners may add comments to reports entered by other commissioners based on their assigned council or district organization structure.
- **NEW!** The Export Visits Summary displays all units in the selected organization and totals the number of unit visit reports entered for each unit.



Unit Visit Tracking System 2.0



The screenshot shows the MyScouting login interface. At the top left is the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA". Below this is a blue horizontal bar. The main content area is divided into two sections: "Sign in to MyScouting" and "New to MyScouting?".

Sign in to MyScouting

User Name:

Password:

[Forgot your User Name or password?](#)
[Frequently asked questions](#)

New to MyScouting?

Create an account to*:

- take Youth Protection and other BSA training
- access unit, district, and council tools
- register for events
- keep in touch with members and alumni

**Some of these tools require a Member ID.*

This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. For best performance, use Internet Explorer 7.0 & above or FireFox 3.0 & above.

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Unit Visit Tracking 2.0 is available through **MyScouting** for commissioners to electronically submit unit visit reports.

Unit Visit Tracking System 2.0

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My Profile Training Unit Tools District Tools Events Community

My Profile
Update My Profile

Training
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Unit Tools
Internet Advancement
Internet Rechartering
ScoutParents
Tour Permits

District Tools
Unit Visit Tracking

Events
Event Registration

Community
Scouting Community

Welcome to the NEW MyScouting!

Thank you for setting up your MyScouting account. Through your account, you now have access to even more Scouting resources. MyScouting was created to better support your role in Scouting. Over time, new resources will be added and you will be able to see content specific to your position/rank. MyScouting will also be used to improve communication directly with you, our dedicated and hard-working members.



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DIGITAL MAGAZINE



Click to launch the full edition in a new window.

New Training Courses

This is Scouting - provides an overview of the Scouting movement, including history, values, programs, youth protection, community involvement, training, and so on. The module consists of six video sections, each followed by a brief quiz. Completion is noted automatically in the BSA training records database if the module is experienced online. Estimated time to complete: 50 minutes.



Trek Safely - covers 7 key safety points about trekking, and is recommended for adult leaders organizing any type of trek. You will watch a brief video broken into two sections, answering questions after each section. Completion is noted automatically in the BSA training records database if the module is experienced online. Estimated time to complete: 20 minutes.

MyScouting accessed from www.scouting.org provides applications such as E-Learning, Tour Permits, and UVTS 2.0. Each user profile will record the member ID and council that determines the menu items that will be available.



Unit Visit Tracking System 2.0

The screenshot shows the home page of the Unit Visit Tracking System. At the top left is the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA, Unit Visit Tracking". Below this is a navigation bar with tabs for "Home", "Visits", "Focus", and "Help". The main content area is divided into several sections:

- What is my Focus?:** A section with a date range from 06/02/2010 to 06/02/2010, listing "Pre-Camp Leader Meeting". Below it, another date range from 06/01/2010 to 06/01/2010 lists "Attend Commissioner meeting". A third date range from 05/19/2010 to 05/23/2010 lists "Test UVTS and test some more." There is an "Add Focus" button at the bottom.
- Recent Visits:** A list of recent visits with details such as date, name, unit meeting, and quality indicators. For example, on 05/06/2010, Neil Colbert had a unit meeting with 76 adults and 33 youth, and 5 out of 5 quality indicators.
- Welcome to Unit Visit Tracking!** A central text area explaining the importance of unit visits and how the system helps monitor and improve the program. It includes a video player for a "Unit Visit Tracking" demonstration video.

The home page displays navigation tabs and current entries.



Unit Visit Tracking System 2.0

Navigation is accomplished with four tabs:

- **Home** - Display Focus and Visits
- **Visits** - Display Visits/Add Visit
- **Focus** - Display Focus/Add Focus
- **Help** - User Help for system

The home page displays five personal Focus entries in date order beginning with most recent.

The home page displays five visit reports in date order beginning with the most recent report.

The screenshot displays two sections of the system's interface. The top section, titled "What is my Focus?", lists three focus entries with their dates and descriptions. The bottom section, titled "Recent Visits", lists three visit reports with their dates, names, and quality indicators.

What is my Focus?	
From:06/02/2010	To:06/02/2010
Pre-Camp Leader Meeting	
From:06/01/2010	To:06/01/2010
Attend Commissioner meeting.	
From:05/19/2010	To:05/23/2010
Test UVTS and test some more.	

[Add Focus](#)

Recent Visits	
05/06/2010	Nell Colbert
Unit Meeting	
adult: 76 youth: 33	
5 out of 5 quality indicators	
05/05/2010	Nell Colbert
Unit Meeting	
adult: 5 youth: 20	
5 out of 5 quality indicators	
03/17/2010	James Gregory
Other	
adult: 3 youth: 0	
3 out of 5 quality indicators	

Most recent entries.



Unit Visit Tracking System 2.0

Visits page lists unit visit reports.

Reports are available for viewing based upon how the commissioner is registered in the council.

Use **Add Visit** to enter new visit reports.

The screenshot shows the 'Unit Visit Tracking' web application. At the top left is the Boy Scouts of America logo. To its right, the text reads 'BOY SCOUTS OF AMERICA, Unit Visit Tracking'. In the top right corner, there is a 'Welcome' message. Below this is a navigation bar with buttons for 'Home', 'Visits', 'Focus', and 'Help'. The main content area is titled 'Visits' and contains an 'Add Visit' button. Below the button are three icons: a funnel, a printer, and a document. The central part of the page is a table with the following data:

Visit Date	Attendees	Visit Type	Unit	District	Commissioner Name	Charter Date	Tenure	Expire Date	Charter Status	Quality Indicators	Comments
05/06/2010	Adult:76 Youth:33	Unit Meeting	Pack 3617	Little Econ	Nell Colbert	11/01/1996	146	12/31/2010		Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	Comments
05/05/2010	Adult:5 Youth:20	Unit Meeting	Crew 2682	Little Econ	Nell Colbert	12/16/2002	97	12/31/2010		Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	Comments

At the bottom of the page, there is a copyright notice: '© 2010 Boy Scouts of America All Rights Reserved'.



Unit Visit Tracking System 2.0

Print Preview PDF provides a summary of visit reports entered for units.

When Print Preview is selected the report is created as a PDF that may be saved unless printing is required.

If visits are filtered first, the PDF report will display these visits.

UVTS - Visit Details Report Page 1 of 2

UNIT VISIT TRACKING REPORT

Report Created by: Nell Colbert
 Region Name: Southern Region ~ 902
 Area Name: Area 4 ~ 9024
 Council Name: Central Florida Council ~ 083

Visit Date	Attendees	Visit Type	Unit	District	Commissioner Name	Charter Date	Tenure	Expire Date	Charter Status	Quality Indicators	Comments
07/04/2010	#Adult: 50 #Youth: 22	Unit Activity	Troop 0058	Little Econ	Nell Colbert	12/09/2005	49	12/31/2010	R	Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	General: No Visit: Yes Unit: No Administrative: No
07/03/2010	#Adult: 15 #Youth: 40	Unit Meeting	Pack 3125	Osceola	Nell Colbert	09/01/1996	148	12/31/2010	R	Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	General: No Visit: No Unit: No Administrative: No
07/03/2010	#Adult: 15 #Youth: 50	Unit Activity	Team 6297	Sand Lake	Nell Colbert	06/01/1995	163	12/31/2010	R	Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	General: No Visit: No Unit: No Administrative: No
07/01/2010	#Adult: 15 #Youth: 40	Unit Activity	Pack 3179	Little Econ	Nell Colbert	09/30/2003	76	12/31/2010	R	Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	General: No Visit: No Unit: No Administrative: No
06/25/2010	#Adult: 20 #Youth: 50	Unit Activity	Crew 2050	Little Econ	Nell Colbert	06/06/2000	115	12/31/2010	R	Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	General: Yes Visit: Yes Unit: Yes Administrative: Yes



Unit Visit Tracking System 2.0

Export Visits List provides a reporting function for Unit Visit Tracking.

The export file shows all data columns or the user may select fewer columns to export.

Commissioners in council and district positions will see all reports within their organization level.

The screenshot shows the 'Visits' page of the Unit Visit Tracking System 2.0. At the top, there are navigation tabs: Home, Visits, Focus, and Help. Below the tabs, there is a 'Visits' section with an 'Add Visit' button and icons for a funnel, printer, and document. A 'Column Selection' dialog box is open, allowing users to choose which columns to export. The dialog has a 'Column Selection' header and a list of checkboxes for various columns: All (checked), Region/Area, Council, District, Current Expiration Date, Months of Unit Tenure, Original Charter Date, Charter Status, Unit Attendance, Quality Indicators, Commissioner Name, and Comments. Below the list, there is an 'Export Type' dropdown menu set to 'Excel File (.xls)' and buttons for 'Submit', 'Reset', and 'Cancel'. In the background, a table of visit records is visible with columns: Visit Date, Attendees, Visit Type, Unit, Tenure, Expire Date, Charter Status, Quality Indicators, and Comments. The table contains three rows of data.

Visit Date	Attendees	Visit Type	Unit	Tenure	Expire Date	Charter Status	Quality Indicators	Comments
07/06/2010	Adult: 2 Youth: 5	Leader Meeting	Crew 0101	80	01/31/2011	R	Planning: Yes Program: No Leadership: Yes Tone: Yes Attendance: Yes	Comments
06/14/2010	Adult: 5 Youth: 12	Unit Meeting	Pack 0001	133	12/31/2010	S	Planning: Program: Leadership: Tone: Attendance:	Comments
06/09/2010	Adult: 3 Youth: 11	Unit Activity	Troop 0039	318	01/31/2011	R	Planning: Yes Program: Yes Leadership: Yes Tone: Yes Attendance: Yes	Comments

The Export Type makes available the Excel File (.xls) or the CSV File (.csv) formats for multiple browser use.



Unit Visit Tracking System 2.0

Export Visits allows customization by selecting the columns to include.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	District	District No	Visit Date	Visit Type	Description	UnitType/No	Attend-Adult	Attend-Youth	Qual-Planning	Qual-Program	Qual-Leadership	Qual-Tone	Qual-Attendance
2	Best	10	11/28/2008	Unit Meeting	Court of Honor	Troop 0001	38	18	Yes	Yes	Yes	Yes	Yes
3	Best	10	11/26/2008	Unit Activity	Troop Dinner and Court of Honor	Troop 0002	40	22	Yes	Yes	Yes	Yes	Yes
4	Best	10	11/22/2008	Unit Activity	Trap Shooting activity	Troop 0003	7	18					
5	Best	10	11/20/2008	Unit Meeting	Pack Meeting	Pack 0001	45	25	Yes	Yes	Yes	Yes	Yes
6	Best	10	11/18/2008	Leader Meeting	Charter Review Meeting	Crew 0001	12	0					
7	Best	10	11/14/2008	Leader Meeting	Plan Court of Honor	Troop 0002	12	3					
8	Best	10	11/14/2008	Unit Meeting	Crew meeting	Crew 0002	7	18	Yes	Yes	Yes	Yes	Yes
9	Best	10	11/11/2008	Unit Meeting	Weekly meeting	Troop 0001	6	17	Yes	Yes	Yes	Yes	Yes
10	Best	10	10/18/2008	Unit Activity	Camporee	Troop 0001	5	16	Yes	Yes	Yes	Yes	Yes

Quality indicators will display when selected for export.

✓ Five Indicators:

Planning: Did the observed program reflect prior planning and preparation?

Program: Was it appropriate to the advancement and program objectives?

Leadership: Was adult (and age-appropriate youth) leadership present ?

Tone: Did the Scouts enjoy and be engaged with the program activity?

Attendance: Was attendance at activity at or near number of enrolled youth?



Unit Visit Tracking System 2.0

Filter allows search for visit reports.

Commissioners will be able to search for specific unit reports by district, by unit, and by date range. All reports will be viewed based on role selection.

Sort by order for reports is based on charter date, months' tenure, expire date, and charter status.

Visit Date	Attendees	Visit Type	Unit	District	Commissioner Name	Charter Date	Tenure	Expire Date	Charter Status	Quality Indicators	Comments
06/25/2010	Adult: 20 Youth: 50	Unit Activity	Crew 2050	Little Econ	Nell Colbert	08/06/2000	115	12/31/2010	R	Planning: Program: Leadership: Tone: Attendance:	Comments



Unit Visit Tracking System 2.0

Visit Management is used to make a new unit visit report or edit an existing report.

The information on Region, Area, Council, and District may be auto-filled for the commissioner. The unit will be selected by the commissioner using the pick list or by using Search.

If a saved report is being edited the unit is also auto-filled.

BOY SCOUTS OF AMERICA
Unit Visit Tracking

Welcome

Home Visits Focus Help

Visit Management

Fields with a red asterisk (*) are required

Visit Quality Indicators Comments

Role Selection Assistant Council Commissioner Central Florida Cou

Region Southern Region

Area Area 4

Council Central Florida Council

District Little Econ ~ 01

Unit Pack 3119 Arbor Ridge PTA Orlando,FL * Search

Type of Visit Unit Activity *

Description

Date of Visit * Required field

Number of Youth * Required field

Number of Adults * Required field

Save Cancel

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Unit Visit Tracking System 2.0

Based on the BSA organization level to which the commissioner is registered, **Search Units** provides the search by

- ❖ Unit Type,
 - ❖ Unit Type and Number,
 - ❖ Number only,
- Or
- ❖ Chartered organization name (Unit Charter).

[Close](#)

Search Units

Unit Type:

Unit Number:

Unit Charter:

Unit Type	Unit Number	Unit Charter
Troop	0033	Woodbury Presbyterian Church
Troop	0039	Veterans Of Foreign Wars Post 10139
Troop	0058	St Lukes Lutheran Church
Troop	0078	St Stephen Presbyterian Church
Troop	0079	LDS University Park Orlando
Troop	0081	LDS Goldenrod Orlando
Troop	0111	St Isaac Jogues Catholic Church
Troop	0131	LDS Oviedo Orlando
Troop	0173	St Maximilian Kolbe Catholic Church
Troop	0179	LDS Waterford Lakes Hunters Creek
Troop	0202	Vista Community Church
Troop	0219	United Global Outreach Inc

Page: of 2



Unit Visit Tracking System 2.0

Quality Indicators are confirmed by selecting appropriate radio buttons.

Quality Indicators will display on the report summary and are included in the export file report for the unit visit.

Indicators may be edited once saved.

BOY SCOUTS OF AMERICA.
Unit Visit Tracking

Welcome

Home Visits Focus Help

Visit Management

Fields with a red asterisk (*) are required

Visit	Quality Indicators	Comments
Planning	Did the observed program reflect prior planning and adequate preparation?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Program	Was the observed activity appropriate to the stated advancement and program objectives for this unit?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Leadership	Was adult (and age-appropriate youth) leadership present during this activity?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Tone	Did the Scouts appear to enjoy and be engaged with the program activity?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Attendance	Was actual attendance at this activity at or near the number of enrolled youth?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None

Save Cancel

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If “None” is selected the Indicators fields will remain empty.

Unit Visit Tracking System 2.0

Home Visits Focus Help

Visit Management

Fields with a red asterisk (*) are required

Comments successfully saved.

Visit Quality Indicators **Comments**

What is this comment regarding? *

Visit Unit General

Pack has made significant progress in attracting and enrolling new youth members and parents in leader positions and as ScoutParents.

Total number of characters: 122 / 255

	Date	User	Comment Regarding	Comment
X	05/25/2010		Visit	Pack conducted a well-organized and fun filled outdoor activity day for youth and parents alike. Ended the activity in early evening with an impressive ceremony, including presentation of ranks and awards.

Save Cancel

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Visit Comments for each unit visit may be made. Category for comment is selected and comment is entered and saved.

Report Comments can be edited or removed later. Up to 255 characters allowed for each comment entry.

Comments are added, edited, and removed by the commissioner entering the report.



Unit Visit Tracking System 2.0

Administrative comments may be entered by administrative commissioners.

Only authors may edit/delete comments.

All comments made may be viewed in a separate Comment listing for each unit.

Date	User	Comment Regarding	Comment
05/25/2010		Administrative	Pack leaders showed great enthusiasm for upcoming series of Roundtable meetings.
05/25/2010		Administrative	Assistant Council Commissioner Eager Beaver attended along with Assistant District Commissioner.
05/25/2010		Unit	Pack has made significant progress in attracting and enrolling new youth members and parents in leader positions and as ScoutParents.
05/25/2010		Visit	Pack conducted a well-organized and fun filled outdoor activity day for youth and parents alike. Ended the activity in early evening with an impressive ceremony, including presentation of ranks and awards.

Close

What is this comment regarding? *

Visit
 Unit
 General
 Administrative

Pack leaders showed great enthusiasm for upcoming series of Roundtable meetings.

Total number of characters: 175 / 255

Date	User	Comment Regarding	Comment
X	05/25/2010	Administrative	Assistant Council Commissioner Eager Beaver attended along with Assistant District Commissioner.




Unit Visit Tracking System 2.0

Home Visits Focus Help

Visits ? Help

Add Visit



Export Type

Export Type: CSV File (.csv) ▾

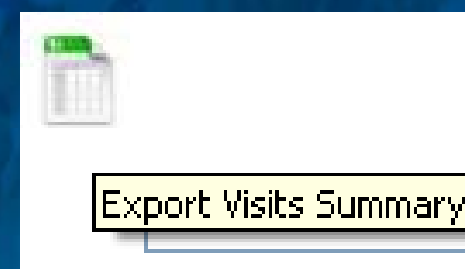
Submit

Cancel

Visit Date	Attendees	Visit Type	Charter Date	Tenure	Expire Date	Charter Status	Quality Indicators	Comments
06/25/2010	Adult: 20 Youth: 50	Unit Activity	06/06/2000	115	12/31/2010	R	Planning: Program: Leadership: Tone: Attendance:	Comments

The **Export Visits Summary** is available in two Export Type formats: CSV File (.csv) and Excel File (.xls). This feature will accommodate persons using multiple browsers where different file formats are utilized.

This new feature is added to both export reports.



Click the Export icon to begin.



Unit Visit Tracking System 2.0

The Export Visits Summary includes the following data fields:

Region	Current Expiration Date
Area	Months of Unit Tenure
Council	Original Charter Date
District	Charter Status
Unit Type and Number	Number Visit Reports

1	District	District Number	Unit Type and Number	Current Expiration Date	Months of Unit Tenure	Original Charter Date	Charter Status	Number Visit Reports
2	Little Econ	1	Crew 1234	12/31/2010	115	6/6/2000	R	1
3	Little Econ	1	Crew 1235	12/31/2010	203	2/1/1992	R	1
4	Little Econ	1	Crew 1236	12/31/2010	151	6/1/1996	R	1
5	Little Econ	1	Crew 1237	12/31/2010	156	1/1/1996	R	1
6	Little Econ	1	Crew 1238	12/31/2010	61	12/16/2004	R	1
7	Little Econ	1	Crew 1239	12/31/2010	8	5/21/2009	R	2
8	Little Econ	1	Crew 1240	12/31/2010	135	10/1/1997	R	2



Unit Visit Tracking System 2.0

Focus tab displays all personal Focus notes made by the user.

This allows a memo for the user on important steps that need to be taken to provide service to units, districts, and councils.

Each Focus may later be edited or removed.

Home Visits Focus Help

Focus Help

Fields with a red asterisk (*) are required

From: *

To: *

Focus:

Total number of characters: 218 / 255

		From	To	Focus
View		06/27/2010	06/27/2010	Pre-Prod testing for Unit Visit Tracking System.
View		06/16/2010	06/16/2010	Pre-Camp Leader Meeting quite successful; 50 leaders were there.



Unit Visit Tracking System 2.0

Summary:

- The commissioner must be registered in ScoutNET by the local council.
- Commissioner creates MyScouting account and enters member ID for account profile.
- Unit Visit Tracking System 2.0 has major new enhancements to improve usability.



Unit Visit Tracking System 2.0

Flexible entry of unit visit reports and comments:

- ❖ Commissioners may add new unit visit reports to any unit within their organizational structure based on registered position.
- ❖ Administrative commissioners may add administrative comments to visit reports within their organizational structure.
- ❖ Commissioners may view all comments entered for any visit report within their organizational structure from the Comments link.

Only the original visit or comment author may edit or delete entries.



Unit Visit Tracking System 2.0

Versatile methods to filter, search, and sort visit reports:

- ❖ Visits display additional unit data including expiration date, charter date, renewal status, and months' unit tenure.
- ❖ Visits has new filter search by commissioner name and new sort order by expiration date, charter date, renewal status, and months' unit tenure.
- ❖ Search allows the commissioner to find units by type, unit type and number, unit number, or chartered organization name.

The filter and sort utility assists in customizing how reports are viewed.



Unit Visit Tracking System 2.0

Power in reporting tools:

- ❖ The Export Visits List is expanded with additional data fields and the administrative comment. The files export in two format types.
- ❖ The PDF format is improved and expanded with more information in the summary format. The report may be previewed and saved.
- ❖ The Export Visits Summary provides a listing of all units within the organizational structure and number of visit reports for each unit.

The reporting tools track unit visits and vital statistics on unit health.



Where do I go for help or support and troubleshooting with MyScouting?

E-mail myscouting@scouting.org with your logon e-mail address and contact information. Please include your council name and headquarters city.

Where do I get support to use the updated UVTS 2.0?

Call the UVTS 2.0 Hotline for Commissioners only:

Hours

Monday through Saturday: 8:00 am – 10:00 pm

Phone #: 972-672-4389

