

# Unit Visit Tracking System for Commissioner Service

## Now available online: Council information

The Unit Visit Tracking System (UVTS) is a tool for commissioners to record and review information about their contact with the units they serve. With regular and consistent use, this system can provide each commissioner an "at-a-glance" overview of recent visits and a report history of communications with each unit, which can help provide timely and consistent support.

There are several critical steps for councils preparing to use Unit Visit Tracking through MyScouting.

**Appoint a Representative:** Councils should first appoint a representative to oversee the implementation of UVTS. This person could be the council commissioner, assistant council commissioner, or volunteer who understands the commissioner role. The volunteer should be advised by a council professional designated by the Scout executive, such as the director of field service or assistant Scout executive.

**Register Commissioners in PAS:** Commissioners must be correctly registered in PAS in appropriate positions. The Unit Visit Tracking System relies on accurate registration information in PAS. Ensure that commissioners have submitted the appropriate applications, paid the necessary fees, and are correctly entered into the PAS database. To add a person to PAS with the unit commissioner position, complete these steps:

Select Additional Enrollments and Other Registration.

1. Complete the registration effective and expire dates, the commissioner's name, and the council structure fields.
2. Click the down arrow at the Position field, and select unit commissioner, position code 80.
3. Click the Next button and then post the information.
4. A commissioner may be paid in the registered position or multiple if paid in another position.

For more detailed instructions, see Add Non-Unit Registrations on the ScoutNET Support site.

**Assign Unit Commissioners to a Unit:** To assign the commissioner to a unit, open the unit record, and then select the More Information tab. Click the down arrow at the Unit Commissioner field and select a commissioner from the resulting list.

Before beginning this process, check PAS Find for Commissioners for each district to determine what commissioner assignments to units have already been made.

Work from an updated listing of commissioner unit assignments to approach this efficiently and accurately. In larger councils, it may be necessary to involve several support staff members to complete the assignments in Unit Maintenance. This is especially important

when first setting this up in the system. After the initial setup, it is only maintenance to add and delete commissioner unit assignments.

**Create MyScouting Accounts (Commissioners):** A commissioner must have a MyScouting account to access Unit Visit Tracking. The commissioner must also include a member ID on the MyScouting account to ensure access.

If a commissioner already has a MyScouting account without a member ID, it will be necessary to modify the profile to add the member ID. Once the MyScouting account is established with the member ID, the commissioner can select Unit Visit Tracking from the profile menu.

**Create MyScouting Accounts (Professionals):** Council commissioned professionals who support traditional units can monitor and view the reports made in Unit Visit Tracking via their MyScouting account. The unit reports will be **read-only** for the entire council by district.

This access is available to following positions: Scout executive, assistant Scout executive, director of Field Service, director of Support Services, field director, district director, senior district executive, district executive, and other support executives.

If a professional does not have a MyScouting account, it will be necessary to create one that includes the professional's member ID from PAS. If a professional already has a MyScouting account without a member ID, the profile must be modified to include the member ID, and then the menu link will become available.

The council commissioner staff should be made aware that Unit Visit Tracking is available in read-only view to council professional staff members.

The information from the reports can be exported and printed.