

## How to print “Blue Cards” from ScoutBook

When Scouts start but don't complete Merit Badges at camp or during Council events, the completed requirements are saved by the camp into the advancement record and then propagated into ScoutBook. An easy way for a Scout, Parent & Merit Badge Counselor to keep track of what remains is to print a “Blue Card” from ScoutBook. It will print on a standard 8.5x11 sheet of paper.

Here are the steps:

Log onto ScoutBook

Goto My Account --> My Advancement

Scroll down to the Merit Badge you want to print and click on it.

At the top of the list of requirements, you can click “Print Blue Cards”

At the bottom of the new screen, check the box to select the Merit Badge.

Click “Print Blue Cards”

The “Blue card” will be a few sheets depending on how many requirements are completed. What's helpful is that now Merit Badge Counselors have a place to initial new completed requirements.

Once a Merit Badge Counselor signs off on new completions, the Scout will want to treat this sheet just like an official Blue Card, as it is the only record of accomplishment.

Once all the requirements are completed, the Scout and Merit Badge Counselor will follow the Advancement Chairs guidelines submitting and approving.

This same procedure can be used to print completed Rank requirements.