



## What is ScoutNET Compatible Interface Certification?

A software program created for Scout units that has a **ScoutNET compatible interface** means that the program can produce files that can be downloaded and given to the council by disk. These files can then be imported directly into the council's system (ScoutNET) eliminating the need to manually fill out many reports. The council can also download your unit's data to disk to upload into your unit's **ScoutNET compatible interface** 3rd party Unit Management software program.

**ScoutNET compatible interface** programs are normally certified to produce files for **Rechartering, Advancement and Additional Enrollments**.

## Tips for entry of data that may be forwarded to ScoutNET

- Don't enter any information in all capital letters; for example, the person's name should be initial cap only, as in **Dave Smith**.
- Don't punctuate any information, including addresses and abbreviations; for example, type **Blvd** and **St** without periods.
- Use the person's true name in the First Name field. There's a separate place for a nickname.
- If the person has a **Jr**, **Sr**, or **III** suffix after his name, enter it in the Suffix field.
- If the person has a **Dr** before his/her name, enter it in the Prefix field.  
(Some programs do not have a "Prefix" field available, therefore you can not enter any prefixes).

Also, when you submit your recharter and additional enrollments (and disks) to your council, please include the name and contact point (phone and/or email address) of the person preparing the particular report. This gives the Council Service Center the ability to quickly and easily contact the specific individual responsible for preparing the report to request (for example) that a name in the unit's 3rd party unit management software data be changed to match the name used in ScoutNET (Thomas instead of Tommy) or to give guidance which will allow subsequent reports to be processed more smoothly.

## Updates and Patches

Whatever software package your unit decides upon, make sure you download and install the latest patches for that software. The patches normally include any changes made to the National/Council's ScoutNET program plus fixes to the software.

## Can council create a ScoutNET file that I can import into our Units software?

Yes, the Council procedures for creating the export file are as follows:

- 1) From the ScoutNET main menu, select the "**Unit Menu**".
- 2) Do a **unit search** for the desired unit.
- 3) Insert a diskette and click the "**Export**" button.
- 4) Go to the print queue screen and select "**Save to disk**".
- 5) Select "**Save all files**". Do NOT select "Save print files" or ScoutNET will rename the file before it saves it.

If done correctly, the name of the file they'll give you is "LODxyyyy.CSV", where x is your unit type (i.e., C for Cub Scouts, S for Boy Scouts, etc) and yyyy is your unit number.