

Unit Visit Tracking Frequently Asked Questions

What is it?

It's an online method for unit commissioners to track information about visits to their units. Commissioners meet periodically with their unit leaders to discuss program delivery to the unit and they attend unit meetings and activities. Record the visit report online and display the information to supervising commissioners.

Where is this new system available?

It is available on MyScouting. Go to www.scouting.org. Log onto MyScouting, or create an account if you don't yet have one. When creating a MyScouting account, commissioners must use their member ID to ensure access to UVTS. Once logged in, select the Unit Visit Tracking option.

Who will have access to it?

Anyone registered in any commissioner position in PAS; unit commissioners must be assigned to units. Unit commissioners will enter data, and other commissioners can view the information. To access Unit Visit Tracking, your council must enter you in ScoutNET as a commissioner. If you are a unit commissioner, you must be assigned to a unit by the council.

What does it track?

Visit details include visit date, attendees, type of visit, unit, and district plus up to five quality program indicators, including Planning, Program, Leadership, Tone, and Attendance. You can also add comments about the visit.

What can a unit commissioner do with this information?

Export it to an Excel spreadsheet, extract information, and create a report to share with others, or print the information from a pdf.

What is the Focus feature?

A commissioner can enter "focus" points or reminder tasks to complete with respect to unit service. This is like a "note to self." The Focus may later be edited or deleted. Each Focus must be entered for a date or date range.

Why does Unit Visit Tracking have no visits displayed?

No unit visit reports have been entered visible to the commissioner position.

What does the message "there are no units assigned" mean?

A unit commissioner will receive this message until a council has assigned the commissioner a unit in PAS.

Who can view reports entered by a unit commissioner?

Unit visit reports may be viewed by all supervising commissioners, including the district commissioner and assistants, the council commissioner and assistants, and members of the council professional staff.

How can someone get help creating a MyScouting account?

The MyScouting Logon page has a Help document and brief video. The Help contains this information:

Need assistance? E-mail myscouting@netbsa.org with your logon e-mail address and contact information. Please include your council name and headquarters city. The National Service Desk will respond to the request for assistance on the next business day.

Comments about Unit Visit Tracking may be sent by e-mail. Please include your identifying information.

Why might a commissioner with a MyScouting account not see the Unit Visit Tracking option?

The commissioner must activate Unit Visit Tracking from the MyScouting profile page. Log into MyScouting, click on My Profile and then Modify Profile, and scroll down to view the list of applications. If Unit Visit Tracking is listed, check the box and click Submit. If it is not listed, make sure the member ID entered for this profile is valid.

Where can a person find their member ID?

The member ID is on the commissioner registration card. Or, contact the council for this information. Also, review the MyScouting help and video.