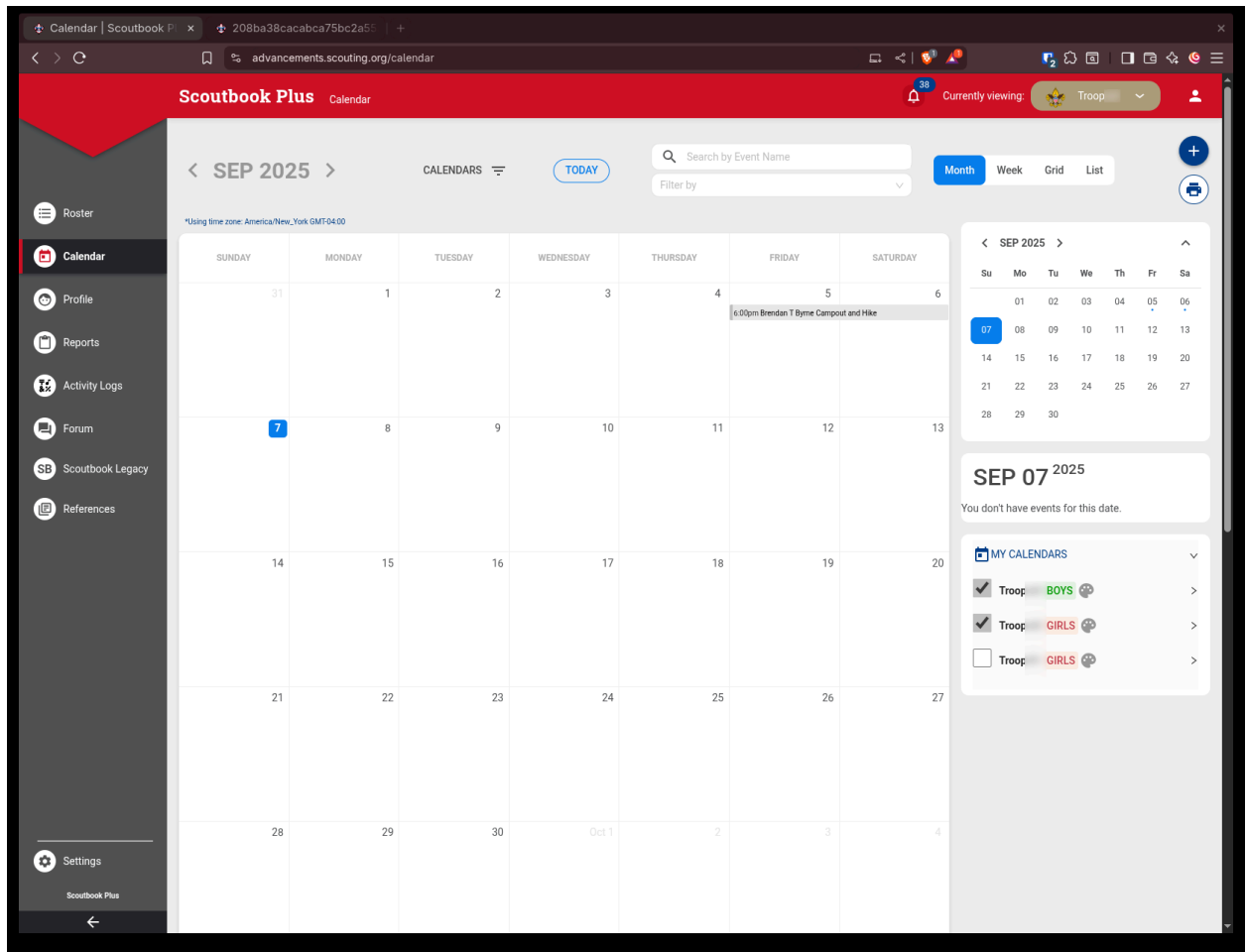


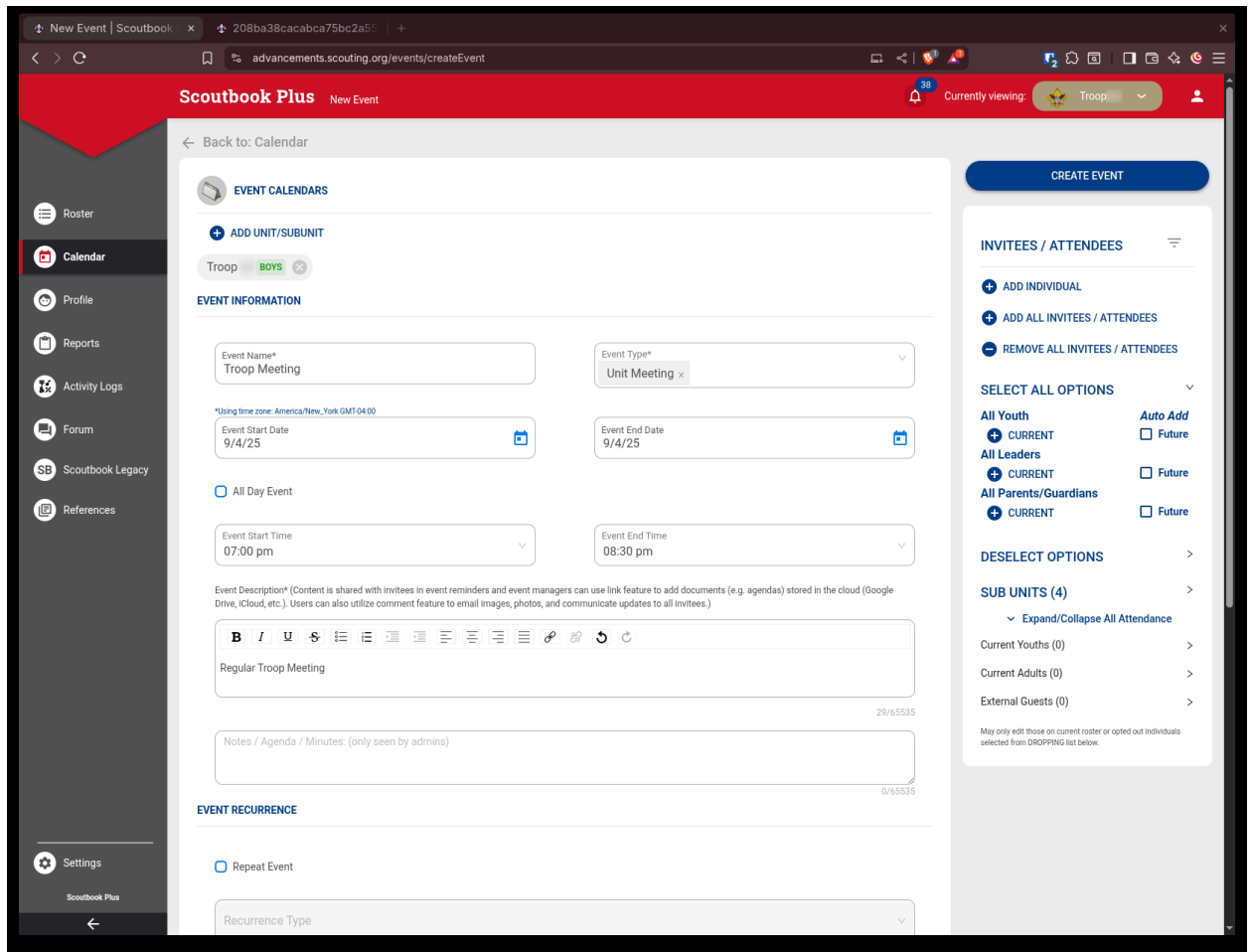
Add Event

Adding events to Scoutbook can be a good way to organize your outings and communicate them to your unit.

1. After logging into the Advancements website, navigate to the calendar section on the Left Hand Side (LHS). Make sure you have the correct Unit selected in the upper Right Hand Side (RHS). Then hit the plus button in the upper RHS to start creating your event.



2. Start typing in your event details. For this event, we are going to create a recurring event for our weekly meetings. Make sure to put in the Event Location and Location URL to make finding it easier for your unit. If you want RSVPs or Permission Slips, you can turn those options on.



Scoutbook Plus New Event

← Back to: Calendar

EVENT CALENDARS

+ ADD UNIT/SUBUNIT

Troop **BOYS**

EVENT INFORMATION

Event Name*
Troop Meeting

Event Type*
Unit Meeting x

*Using time zone: America/New_York GMT-04:00

Event Start Date
9/4/25

Event End Date
9/4/25

☐ All Day Event

Event Start Time
07:00 pm

Event End Time
08:30 pm

Event Description* (Content is shared with invitees in event reminders and event managers can use link feature to add documents (e.g. agendas) stored in the cloud (Google Drive, iCloud, etc.). Users can also utilize comment feature to email images, photos, and communicate updates to all invitees.)

Regular Troop Meeting

Notes / Agenda / Minutes: (only seen by admins)

EVENT RECURRENCE

☒ Repeat Event

Recurrence Type

INVITEES / ATTENDEES

+ ADD INDIVIDUAL

+ ADD ALL INVITEES / ATTENDEES

- REMOVE ALL INVITEES / ATTENDEES

SELECT ALL OPTIONS

All Youth
+ CURRENT
+ Future

All Leaders
+ CURRENT
+ Future

All Parents/Guardians
+ CURRENT
+ Future

DESELECT OPTIONS

SUB UNITS (4)

Expand/Collapse All Attendance

Current Youths (0)

Current Adults (0)

External Guests (0)

May only edit those on current roster or opted out individuals selected from DROPPING list below.

3. Start typing in your event details. For this event, we are going to create a recurring event for our weekly meetings.

4. Make sure to put in the Event Location and Location URL to make finding it easier for your unit. If you want RSVPs or Permission Slips, you can turn those options on.

New Event | Scoutbook

advancements.scouting.org/events/createEvent

Scoutbook Plus New Event

Currently viewing: Troop

EVENT RECURRENCE

☒ Repeat Event

Recurrence Type
Weekly one day

Select the Days
☐ Su ☐ M ☐ Tu ☐ W ☒ Th ☐ F ☐ Sa

*Using time zone: America/New_York GMT-04:00

Event Start Date
9/11/25

End Date
6/25/26

PERMISSIONS SLIPS

☐ Required Permissions Slips

EVENT RSVP

☒ Event with RSVP

EVENT LOCATION

Location
St.

Location URL
<https://maps.app.goo.gl/>

EVENT REMINDERS

Reminders are disabled because there are no invitees selected

☒ Disable Reminders for this event

☐ Send only to RSVP "Yes"

☒ Send only to RSVP "Yes", "Maybe" and "No Reply"

No Response (0)

[Add External Guest](#)

May only edit those on current roster or opted out individuals selected from DROPPING list below.

Settings

Scoutbook Plus

5. On the RHS, you'll be able to add invitees / attendees to your event. You can also click the plusses or minuses to add folks to the event.

6. To indicate that new members who join your troop should be invited, make sure to check the Auto Add function. You have the opportunity to add or remove folks before you finalize the event. In this example, I'll click on the plus sign next to the "All Leaders" and the "All Youth" sections.

The screenshot displays the Scoutbook Plus interface for creating a new event. The left sidebar contains navigation links for Roster, Calendar, Profile, Reports, Activity Logs, Forum, Scoutbook Legacy, and References. The main content area is titled 'New Event' and includes a 'Back to: Calendar' link. The 'EVENT CALENDARS' section has an 'ADD UNIT/SUBUNIT' button and a 'Troop' dropdown set to 'BOYS'. The 'EVENT INFORMATION' section contains fields for 'Event Name*' (Troop Meeting), 'Event Type*' (Unit Meeting), 'Event Start Time' (07:00 pm), and 'Event End Time' (08:30 pm). There is a checkbox for 'All Day Event' and a rich text editor for the 'Event Description*' (Weekly Troop Meeting). Below this is a 'Notes / Agenda / Minutes' field. The 'EVENT RECURRENCE' section has a checked 'Repeat Event' checkbox, a 'Recurrence Type' dropdown (Weekly one day), and a 'Select the Days' section with checkboxes for Su, M, Tu, W, Th, F, and Sa. On the right, the 'CREATE EVENT' button is at the top. Below it is the 'INVITEES / ATTENDEES' section, which includes buttons for 'ADD INDIVIDUAL', 'ADD ALL INVITEES / ATTENDEES', and 'REMOVE ALL INVITEES / ATTENDEES'. The 'SELECT ALL OPTIONS' section shows checkboxes for 'All Youth' (CURRENT, Future), 'All Leaders' (CURRENT, Future), and 'All Parents/Guardians' (CURRENT, Future). The 'DESELECT OPTIONS' section shows a list of subunits with their respective counts and checkboxes for 'Auto Add' and 'Future'. The 'SUB UNITS (4)' section lists 'Expand/Collapse All', 'RSVP/Attendance', 'RSVP Yes (0)', 'RSVP No (0)', 'RSVP Maybe (0)', and 'No Response (36)'. The 'Current Youths (13)', 'Current Adults (23)', and 'External Guests (0)' are also listed. A link 'Add External Guest' is at the bottom of the invitees section. A small note at the bottom right states: 'May only edit those on current roster or opted out individuals selected from DROPPING list below.'

7. From here you can expand the Current Adults section by clicking on the down arrow. You can see the number of folks selected for each category.

Scoutbook Plus New Event

Currently viewing: Troop

ADD UNIT/SUBUNIT

Troop **BOYS**

EVENT INFORMATION

Event Name* Troop Meeting

Event Type* Unit Meeting

☐ All Day Event

Event Start Time 07:00 pm

Event End Time 08:30 pm

Event Description* (Content is shared with invitees in event reminders and event managers can use link feature to add documents (e.g. agendas) stored in the cloud (Google Drive, iCloud, etc.). Users can also utilize comment feature to email images, photos, and communicate updates to all invitees.)

Weekly Troop Meeting

Notes / Agenda / Minutes: (only seen by admins)

EVENT RECURRENCE

☒ Repeat Event

Recurrence Type Weekly one day

Select the Days

☐ Su ☐ M ☐ Tu ☐ W ☒ Th ☐ F ☐ Sa

*Using time zone: America/New_York GMT-04:00

Event Start Date 9/11/25

End Date 6/25/26

INVITEES / ATTENDEES

ADD INDIVIDUAL

ADD ALL INVITEES / ATTENDEES

REMOVE ALL INVITEES / ATTENDEES

SELECT ALL OPTIONS

All Youth **CURRENT** **Auto Add**

All Leaders **CURRENT** **Future**

All Parents/Guardians **CURRENT** **Future**

DESELECT OPTIONS

SUB UNITS (4)

Expand/Collapse All RSVP/Attendance

☒ RSVP Yes (0)

☒ RSVP No (0)

☒ RSVP Maybe (0)

☒ No Response (36)

Current Youths (13)

Current Adults (23)

Brian **Leader** **Parent**

B **Leader**

D **Leader**

E **Leader** **Parent**

F **Leader**

J **Leader**

J **Leader**

8. You can click the three dots next to each name to edit their RSVP status (if you activated that option), or to remove them from the event.

Scoutbook Plus New Event

ADD UNIT/SUBUNIT

Troop **BOYS**

EVENT INFORMATION

Event Name* Troop Meeting

Event Type* Unit Meetingx

☐ All Day Event

Event Start Time 07:00 pm

Event End Time 08:30 pm

Event Description* (Content is shared with invitees in event reminders and event managers can use link feature to add documents (e.g. agendas) stored in the cloud (Google Drive, iCloud, etc.). Users can also utilize comment feature to email images, photos, and communicate updates to all invitees.)

Weekly Troop Meeting

Notes / Agenda / Minutes: (only seen by admins)

EVENT RECURRENCE

☒ Repeat Event

Recurrence Type Weekly one day

Select the Days

☐ Su ☐ M ☐ Tu ☐ W ☐ Th ☒ F ☐ Sa

*Using time zone: America/New_York GMT-04:00

Event Start Date 9/11/25

End Date 6/25/26

INVITEES / ATTENDEES

ADD INDIVIDUAL

ADD ALL INVITEES / ATTENDEES

REMOVE ALL INVITEES / ATTENDEES

SELECT ALL OPTIONS

All Youth ☒ CURRENT ☐ Future

All Leaders ☒ CURRENT ☐ Future

All Parents/Guardians ☒ CURRENT ☐ Future

DESELECT OPTIONS

SUB UNITS (4)

Expand/Collapse All RSVP/Attendance

☒ RSVP Yes (0)

☒ RSVP No (0)

☒ RSVP Maybe (0)

☒ No Response (36)

Current Youths (13)

Current Adults (23)

Brian Leader Parent

B Leader

D Leader

E Leader

F Leader

J Leader

J Leader

J Leader

Move to RSVP Yes

Move to RSVP Maybe

Move to RSVP No

Remove

9. Here I removed the second adult from the list as they aren't active anymore and don't need the calendar invite.

The screenshot shows the 'New Event' form in Scoutbook Plus. The form is for a 'Troop Meeting' and includes fields for event name, type, start/end times, description, and recurrence. The recurrence is set to 'Weekly one day' on Thursdays. The right sidebar shows a list of invitees/attendees, including leaders and parents, with options to add or remove them.

Scoutbook Plus New Event

ADD UNIT/SUBUNIT

Troop **BOYS**

EVENT INFORMATION

Event Name* Troop Meeting

Event Type* Unit MeetingX

☐ All Day Event

Event Start Time 07:00 pm

Event End Time 08:30 pm

Event Description* (Content is shared with invitees in event reminders and event managers can use link feature to add documents (e.g. agendas) stored in the cloud (Google Drive, iCloud, etc.). Users can also utilize comment feature to email images, photos, and communicate updates to all invitees.)

Weekly Troop Meeting

Notes / Agenda / Minutes: (only seen by admins)

EVENT RECURRENCE

☒ Repeat Event

Recurrence Type Weekly one day

Select the Days

☐ Su ☐ M ☐ Tu ☐ W ☒ Th ☐ F ☐ Sa

*Using time zone: America/New_York GMT-04:00

Event Start Date 9/11/25

End Date 6/25/26

INVITEES / ATTENDEES

ADD INDIVIDUAL

ADD ALL INVITEES / ATTENDEES

REMOVE ALL INVITEES / ATTENDEES

SELECT ALL OPTIONS

All Youth

☒ CURRENT ☒ Future

All Leaders

☒ CURRENT ☒ Future

All Parents/Guardians

☒ CURRENT ☐ Future

DESELECT OPTIONS

SUB UNITS (4)

Expand/Collapse All

RSVP/Attendance

☒ RSVP Yes (0)

☒ RSVP No (0)

☒ RSVP Maybe (0)

☒ No Response (35)

Current Youths (13)

Current Adults (22)

B Leader Parent

D Leader

Ei Leader Parent

F Leader

J Leader

J Leader

J Leader

J Leader

10. I can expand all the lists and ensure they are correct. Once I'm satisfied, I'll click the "Create Event" button at the top RHS.

The screenshot shows the 'New Event' form in Scoutbook Plus. The form is divided into several sections:

- Select the Days:** A row of checkboxes for days of the week (Su, M, Tu, W, Th, F, Sa). Thursday (Th) is selected.
- Event Dates:** Two date pickers. 'Event Start Date' is 9/11/25 and 'End Date' is 6/25/26. A note indicates the time zone is America/New_York GMT-04:00.
- PERMISSIONS SLIPS:** A section with a checkbox for 'Required Permissions Slips'.
- EVENT RSVP:** A section with a checkbox for 'Event with RSVP'.
- EVENT LOCATION:** A section with a 'Location' field (containing 'St') and a 'Location URL' field (containing 'https://maps.app.goo.gl').
- EVENT REMINDERS:** A section with checkboxes for 'Disable Reminders for this event' and 'Send only to RSVP "Yes"', and a checkbox for 'Send only to RSVP "Yes", "Maybe" and "No Reply"'. There is also an 'ADD NEW REMINDER' button.

On the right side, there is a sidebar with the following sections:

- Currently viewing:** A dropdown menu showing 'Troop'.
- Current Adults (10):** A list of 10 adults, each with a profile picture, name, and role (Leader or Parent).
- External Guests (0):** A section with an 'Add External Guest' button and a note: 'May only edit those on current roster or opted out individuals selected from DROPPING list below.'

11. Now you can see my recurring events on Thursday evenings.

The screenshot displays the Scoutbook Plus web application interface. At the top, a red header bar contains the 'Scoutbook Plus' logo and a navigation menu. A success message banner at the top center reads 'Success Event saved successfully'. The main content area shows a monthly calendar for September 2025. The calendar grid highlights recurring events on Thursday evenings at 7:00pm, labeled '7:00pm Troop Meeting'. A right-hand sidebar provides a detailed view of the selected event for September 11, 2025, at 07:00 PM, titled 'Troop Meeting'. This sidebar includes fields for location, start/end times, audience ('Youths and Leaders'), and event types ('Unit Meeting'). Below this, a 'MY CALENDARS' section lists filters for 'Troop 63 BOYS' and 'Troop GIRLS'. A left-hand sidebar contains navigation links for Roster, Calendar, Profile, Reports, Activity Logs, Forum, Scoutbook Legacy, and References. The bottom of the page features a dark navigation bar with a 'Settings' icon and the 'Scoutbook Plus' logo.