

Using Internet Advancement

- Select the person who will serve as your unit's advancement processor.
- Obtain a unit ID code from the council.
- The unit advancement processor attends the internet advancement training session.
- Gather the needed information for entry of advancement, including unit member merit badge applications and advancement records with dates.
- [Access the Internet Advancement site.](#) Follow the instructions to process advancements and print an advancement report.
- Have the appropriate people sign the printed unit advancement report and submit it to the council.
- Save a copy for your files.
- Units should submit monthly, before the last Council Business day of each month, or more often if needed. In December, units should submit a report before the end of the month to update your unit information. This will also aid the council's efforts for accurate end of year information.