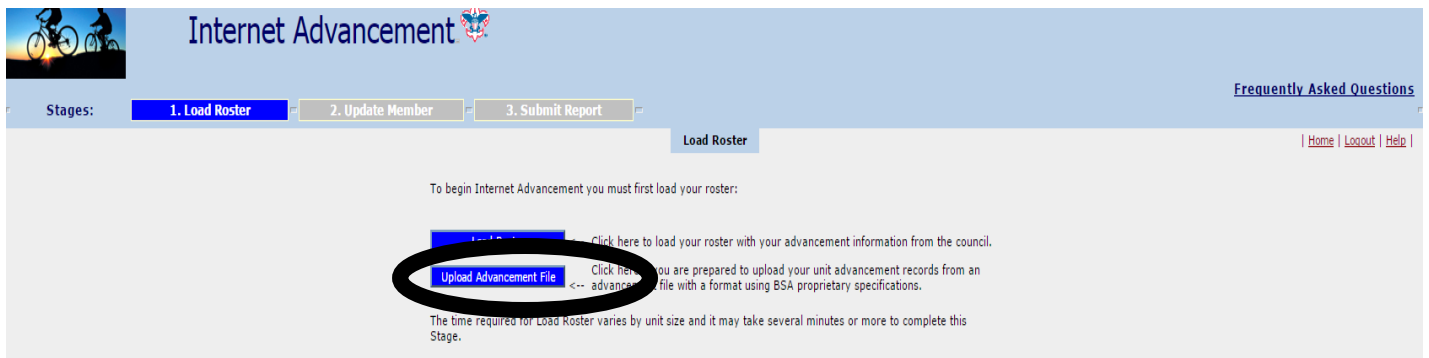


After creating your purchase order, scroll down to the bottom of the page and click on scoutnet file. This will create a download that you will import into Internet Advancement. If asked to save then save as it is, do not change the name.

Log into Internet advancement and click on load roster. If Roster is already up click on start over.



Click on chose file and find file in download folder. Then click upload file.

The screenshot shows a web browser window with the URL <https://scoutnet.scouting.org/iadv/UI/UMSRecon/UMSFileLoader.aspx>. The page title is "Internet Advancement" and it is for "Las Vegas Area Council: Pack 0330". The interface includes a navigation bar with stages: "1. Load Roster", "2. Update Member", and "3. Submit Report". The current stage is "1. Load Roster". Below the navigation bar, there is a section titled "Upload Advancement File". The text in this section reads: "Once you upload the advancement file, Internet Advancement will verify the file for approved version. First click **Browse** to locate the advancement file for your unit in the dialog box. Click **Open** to place the file in the box. Then click **Upload File** to verify the file and to process your records. If you decide to stop the upload file processing, click **Cancel Upload** and you will go to Stage 2. Update Member. Internet Advancement will match the members in your file with your registered youth members and exact member matches will be processed automatically. In Stage 2. Update Member click on Review Advancement Report to see the results of upload file processing. You may make other additions or changes as necessary before submitting this report. Please note that only rank and merit badge advancement will be accepted from an upload file." Below the text, there is a file selection area with a button labeled "Choose File" and the text "No file chosen". At the bottom of the file selection area, there are two buttons: "Upload File" and "Cancel Upload".

Once it is uploaded, if errors print page and contact registrar at council office. If no errors click okay and proceed.

click next,

submit to council,

okay ( yes I want to do this),

save (survey don't type anything)

print advancement report