

FINDING GILWELL INC. · GULF STREAM COUNCIL



Unit Hub User Manual

How to enter a unit join code, create a login, and use the calendar, messages, albums, roster, reports, and advancement tools — on a computer or a phone.

findinggilwell.com

info@findinggilwell.com · 772-413-7121

20 September 2026 · searchable PDF with bookmarks

Contents

1. Welcome to Unit Hub

2. Sign in or create a login

Saved logins · join code first for a new login · Google, X, or email

3. Join a unit

Waiting for approval · SM/ASM approves · extra units · stand up a unit (Finding Gilwell admin)

4. Who can do what

5. Home and switching units

Rearrange Home cards · Arrange menu · search · announcements · meeting agenda · Reports in the menu

6. Calendar and attendance

One-day vs campout · Who is included · extra adults · Agenda (PLC) · door check-in · Print roster / Medical A&B / Part C · Going / Maybe / Can't

7. Messages

Reply like Messages · Refresh · newest at the bottom

8. Albums and photos

Compact album covers · add photos · Manage · select one or several to share

9. Unit Documents and files

Unit files · Calendar documents · Personal documents · tap the name to switch

10. Roster, parents, and medical forms

Youth offices and in-service dates · Connect to a Scout · fill, revise, or start a new form · authorized adults

11. Advancement

How to · Eagle-required slots · camping, service, and leadership · meeting sign-off

12. Reports

Rank, attendance, door check-in, two-deep, recharter, badges, hours, camping, leadership, awards · PDF and Excel

13. Unit admin

Join code · pending requests · permissions · stand up a unit · attach or create profile

14. Using a phone

Bottom bar · Arrange menu · Agenda, Announcements and Check-in under More · calendar month/year

15. Troubleshooting

Content blockers on iPhone, Android, and Mac · Google and X sign-in · loading screens

16. Help and contact

How to use this PDF. Open the Bookmarks (or Outline) panel in Preview, Adobe Acrobat, or your mail app's PDF viewer to jump to a chapter. Use Find (Command-F or Control-F) to search any word.

This edition (20 September 2026) — replace last week's PDF. Email or post this file; families do not need a new login. What is new:

- **Meeting sign-off** (Den sign-off in a pack) is its own page with a larger requirement list — code on its own line, How to (and Support in a pack) on each row. How this works at a meeting stays collapsed until you open it. Tap the displayed name to switch the starting Scout.
- **One Scout selected:** requirements already signed for that Scout stay off the list so you only see what is still open.
- **Several Scouts selected:** every requirement is shown. Save leaves anyone who already has that item dated as recorded, and only writes the Scouts who still need it.
- Calendar events print three separate PDFs from the card or the Roster window: **Print roster**, **Print Medical A&B**, and **Print Medical Part C**.
- Personal documents, parent and Scout connections, merit badges, and meeting sign-off all use the displayed name as a switcher (tap the name, search, pick another person).
- Service hours from one project can split across ranks. Oldest hours fill the current rank up to what it still needs; leftover stays on the hours record until the next rank can take them. Moving a project still lets leftover hours split.
- This reprint also matches the rest of Unit Hub as it works today: the Camping report, Leadership as months toward Star / Life / Eagle (summary or detailed), Arrange menu (sidebar and phone bar), who is included on a new event plus extra adults, den leaders, personal calendar reminders, and the full special-awards lists.

What changed (19 September 2026). Each Scout roster card now has an earned date for every rank, not only the current one. Star, Life, and Eagle only count leadership, camping, and community service that happened on or after the previous rank's earned date (First Class for Star, Star for Life, Life for Eagle). Assistant patrol leader still does not count for those ranks. Camping and service for Tenderfoot, Second Class, and First Class use the same rule against the earlier rank date on the card.

What changed (16 September 2026). Advancement now lists all 13 Eagle-required merit badge slots on each Scout, including the OR groups (Emergency Preparedness or

Lifesaving; Environmental Science or Sustainability; Swimming, Hiking, or Cycling). A second badge in a group counts as an elective for Star, Life, and Eagle. Youth-office in-service dates on the roster fill Star 5, Life 5, and Eagle 4. SM, ASM, Cubmaster, ACM, and the Chartered Org Rep can change or clear a recorded sign-off date (that permission is editable in Unit admin). Medical A&B can be revised from saved interview answers, and more than two authorized adults print as an attachment. Handbook numbering: Star 4 / Life 4 are service hours; Star 5 / Life 5 / Eagle 4 are leadership tenure; Second Class service is 8e.

1. Welcome to Unit Hub

Unit Hub is the members-only part of **findinggilwell.com**. The public site is for visitors, donations, and joining Scouting (BeAScout). Unit Hub is for people already in — or joining — a Finding Gilwell unit. A new family needs the unit's six-character join code from a leader before they can create a Unit Hub login.

Inside the hub you can:

- See meetings, campouts, and outings on the unit calendar
- Mark whether you are going, not going, or undecided
- Open **Agenda** to write the family agenda (and, for SPL / ASPL / scribe / SM / ASM, private PLC notes)
- Message the troop, a patrol, or adult leaders
- Share photos in albums (one picture or several at a time)
- Keep medical forms and other member files
- Track rank requirement sign-offs (then copy them into Scoutbook separately)
- Run reports (rank progress, attendance, camping, service hours, medical, paperwork, and more) and print PDF or Excel

Open Unit Hub. On the Finding Gilwell website, tap **Unit Hub** in the header (on a phone, open the three-line menu first). Direct address: findinggilwell.com/login. The sign-in screen also has a red **Unit Hub user manual (PDF)** link.

This manual is also online at findinggilwell.com/unit-hub-manual.pdf and at findinggilwell.com/manual. You may email this file to families and leaders.

2. Sign in or create a login

Each person who uses Unit Hub needs their own login. Scouts, parents, and leaders all create logins the same way. You do not share a password with your child. As many people as you need can register — there is no one-account limit.

The sign-in page shows the Finding Gilwell buffalo with the name **Finding Gilwell** at the top, then the sign-in buttons below. That wording stays readable above the white card.

Join code first for a new login. You cannot create a Unit Hub login until a Scoutmaster, Cubmaster, or other unit leader gives you the unit's six-character join code. Ask for that code before you tap Need an account. People who already have a saved login sign in as usual — they do not enter a join code again.

If you already have a login

On the first screen you will see:

- **Continue with X** — use the X (Twitter) account already tied to Unit Hub
- **Continue with Google** — use the Google / Gmail account already tied to Unit Hub
- **Continue with email** — sign in with the email and password you already created
- **Need an account? Enter a unit join code** — first time only (see below)

Google and X are separate Unit Hub accounts. Use the same button you used when you created the login. A **Unit Hub user manual (PDF)** link sits on this same screen if you want these instructions while you sign in.

Sign in with X or Google (saved login)

1. Open Unit Hub and tap **Continue with X** or **Continue with Google**.
2. Approve Finding Gilwell when X or Google asks (first time only on that device).
3. If this login is already approved on a roster profile, you open the hub. If it is still waiting, you see **Your account is waiting for approval** (chapter 3).

On iPhone, a saved-passwords sheet may appear. Close it unless you are using email and password. Then tap Continue with X or Continue with Google again.

Content blocked, or Google / X does nothing? A content blocker on the phone or computer can stop X and Google sign-in because those buttons leave Finding Gilwell and open X or Google. Email sign-in stays on this site and usually still works. Allow Finding Gilwell

(and, if you use them, Google and X) in the blocker, or follow chapter 15. You only have to set that once.

If you tap Continue with Google or Continue with X and that company creates a *new* Unit Hub login (you have never used it here), Unit Hub next asks for a join code before the hub opens. Enter the code a leader gave you. Finding Gilwell staff signing in as **info@findinggilwell.com** skip the join code — that login is the site admin (chapter 3).

Need an account? Enter a unit join code

Use this when you do *not* already have a Unit Hub login. Do not use Continue with email for a first-time signup — that screen is for people who already have a password.

1. Ask a Scoutmaster, Cubmaster, or other unit leader for the six-character **join code**. They copy it from Unit admin. It is not a BSA member ID and it is not an authorization code.
2. On the sign-in screen, tap **Need an account? Enter a unit join code**.
3. Type the code (letters and numbers). Choose who is joining: **Scout**, **Parent/Guardian**, or **Adult leader**. Adults can pick a specific role. Scouts can add a patrol or den (optional).
4. Tap **Continue**. If the code is valid, Unit Hub shows the unit name (for example Troop 532) and **Join code accepted**.
5. Create the login the same way you will sign in later:
 - **Continue with X** or **Continue with Google**, or
 - **Create an email account** — full name, a working email, and a password of at least 8 characters, then **Create account**.
6. You see **Your account is waiting for approval**. A unit admin must attach this login to a roster profile, or create one, before it becomes active (chapter 3). The account itself is not a roster profile.

A wrong or unknown code shows “That join code was not found.” Ask the leader to read it again, or to rotate and resend it from Unit admin if it leaked. Opening Create an email account without a join code returns you to the join-code screen. The server also rejects a new email login that has no valid code.

If that email is already in use, you will see: “That email already has an account. Sign in, or use a different email.” Tap **Already have an account? Sign in** and use your password, or pick a different email.

If you tapped Continue with email by mistake, tap **Need an account? Enter a unit join code** at the bottom of that screen (it is a full-width link, easy to hit on a phone).

One email, one account. No auto-attach. Every person uses their own email. Two people cannot share the same address. X, Google, and email are three separate Unit Hub logins.

Signing in with a new Google account does not open someone else's Google login, and it does not land on another roster card. The same is true for a new X or email account. Only a Scoutmaster, Assistant Scoutmaster, Cubmaster, assistant, or Finding Gilwell admin approves a login and attaches it to a roster profile.

Sign in with email (returning)

1. Tap **Continue with email**.
2. Enter the same email and password you created.
3. Tap **Sign in**.

Forgot the password? On the email sign-in screen tap **Forgot password?** You can set a new one yourself. Leaders can also send a reset or set a temporary password from Unit admin. A temporary password must be changed at the next login — Unit Hub opens a **Choose a new password** screen (at least 8 characters, then confirm) and will not open the hub until you save it.

3. Join a unit

Entering a join code and creating a login is not the same as being on the roster. The login is saved only. Unit Hub does **not** create a parent, Scout, or adult profile from the account. After a first-time login, Unit Hub shows **Your account is waiting for approval** for the unit whose code you entered (for example Troop 532).

Stay signed in or come back later. The waiting page checks for approval on its own. Contact the Scoutmaster, Cubmaster, or an assistant and ask them to attach this login to the right roster profile (or create one). Finding Gilwell contact details are on that screen if you cannot reach a leader. Already a Scoutmaster or assistant with a working roster login? Sign out and sign in with that login instead.

You cannot open the calendar, messages, or roster until a leader attaches this login. A new Google, X, or email login never creates a roster profile and never attaches itself to an existing one — not even if the name or email looks the same. If this login was disabled, Unit Hub says the account is disabled on every unit that login belongs to. If a roster profile was archived, it says membership is archived for that unit. You can still switch to another unit this login is active on, or sign out. Advancement and photos stay on file. A leader restores the profile from Archived if you return to that unit.

If you signed in with a saved login that is not on any unit yet, Unit Hub opens **Join your unit**. Enter the six-character join code there. If this login already belongs to Pack 532 or Troop 532 on the site but is not attached yet, that screen also shows **Restore existing units** — tap **Restore my units** instead of entering a new join code. New packs, troops, crews, and ships are not created from that page.

What the Scoutmaster, Cubmaster, or assistant does

After someone uses the join code, the login shows on Home under membership requests and in **Unit admin → Waiting logins**. It also shows under **Logins** on every unit, so a pack code used by mistake can be attached by the troop (or the other way around) without a second account. The leader does one of these:

1. **Attach this user profile to login** — pick an existing parent, Scout, or adult leader card that has no login yet, then tap Attach to login. That turns the login on.
2. **Create a roster profile** if none exists — enter the roster name, choose Parent, Scout, or Adult leader, and approve. That creates the card and turns the login on in one step.
3. **Dismiss request** if this unit is the wrong one. The login stays so the other unit can attach it.
4. **Delete account** if the login should not exist at all.

When the login is attached or a profile is created, the waiting person can open Unit Hub. If they stayed on the waiting page, it updates on its own.

Parents and Scouts

A Scout account and an adult account are two logins. A **parent/guardian or an adult leader** (for example a Scoutmaster who is also a parent) can request a connection to one or more Scouts from Roster → Connect to Scouts. Check every child in the troop. The Scoutmaster or an Assistant Scoutmaster must approve each link before the adult can view or update that Scout's profile and documents.

The Scoutmaster or an assistant can also attach a parent from the Scout's roster card, or attach several Scouts from the parent's card with **Scouts**, without waiting. A parent with two Scouts in the troop should be linked to both.

Wrong type on the roster? If someone was saved as a Scout by mistake, the Scoutmaster or an Assistant Scoutmaster opens **Roster**, finds that person, sets **Change account type** to Parent/Guardian or a registered adult unit position (Adult Leader, Scoutmaster, assistant, committee, chartered org rep), and taps **Save position**. Only SM and ASM can do this. After the save they are treated as an adult, not a Scout. Anyone with a unit position other than Parent / Guardian is a registered adult leader for two-deep. Connecting them to one or more Scouts is a separate step (Roster → Parent, Scouts on the adult's card, or Connect to Scouts).

Same login on another unit

Do not create a second Unit Hub login for Pack 532 if you already have Troop 532 (or the other way around). One person, one login. A leader of the other unit opens **Unit admin → Logins** and taps **Logins on other units** (next to Run cleanup). Add them here to use the same login, or delete the account if it is a duplicate. After they are on both, the unit name at the top of the hub lists both units. Archive on one unit does not remove the other. Do not make a new Google, X, or email account.

Stand up a brand-new unit (Finding Gilwell admin only)

Families and unit leaders do not create a pack, troop, crew, or ship from Unit Hub. There is no Request a unit screen and no authorization code. Finding Gilwell staff, signed in as the site admin, stands the unit up:

1. Sign in to Unit Hub with the Finding Gilwell admin login (no join code).
2. Open **Unit admin**.
3. Under **Stand up a unit**, enter the unit name, unit number, and program (Pack, Troop, Crew, or Ship).
4. Tap **Stand up unit**. The new six-character join code appears on Unit admin. That unit then appears in the unit name menu so staff can switch to it. The Finding Gilwell admin login is not

added to the family roster — staff still manage roster profiles from Unit admin.

5. Share that join code with families so they can create a login (chapter 2).

Older written unit requests, if any are still open, appear under **Pending unit requests** on the same page. Approve to create that unit for the requester, or decline. New units should use Stand up a unit, not a request form.

Need a new chartered unit? Write **info@findinggilwell.com** or call 772-413-7121. Staff stands it up from Unit Hub and sends you the join code.

4. Who can do what

Role	Typical access
Scout	Calendar, messages they belong to, albums they can see, own documents, own advancement progress, own reports. A Scout cannot sign off another Scout and cannot mark testing complete. Patrol leaders can sign Scouts in their own patrol (not themselves). SPL, ASPL, Troop Guide, and the scribe can sign any Scout except themselves. Anyone who can sign can use Meeting sign-off for several Scouts in one save.
Parent / Guardian	Same as an adult member for the unit (including calendar attendance for themselves and linked Scouts), plus linked Scouts' profiles, files, and reports after SM/ASM approval. Can sign off requirements; cannot mark tested. In a pack, a parent can sign individual Cub Scout requirements for linked youth. Cannot add or change calendar events. Cannot delete roster profiles.
PLC (SPL, Assistant SPL, patrol leader, Troop Guide, and scribe)	Sign off requirements (except their own), including several Scouts at once. SPL, ASPL, Troop Guide, and the scribe see unit-wide advancement. A patrol leader sees and signs only their own patrol. PLC can see scout-created albums and unit-wide rank, attendance, medical-status, BOR, leadership, and activity reports (not other families' emergency numbers). Youth PLC roles cannot add calendar events, change account types, or delete profiles. Other troop offices (quartermaster, historian, and so on) stay Scouts, not PLC. Assistant patrol leader is not PLC and does not count for Star / Life / Eagle.
Adult leader	RSVP, adult messages, adult albums, sign-off. May request a parent/guardian connection to a Scout (SM/ASM approval). Cannot mark testing complete. Cannot add or change calendar events. Cannot delete roster profiles.
Den Leader / Assistant Den Leader	Pack only. Sign Cub requirements and record the official Adventure date. Add and edit calendar events, door check-in, announcements, agenda, and roster contacts. See medical forms. Cannot rotate the join code, attach or delete logins, change account type, or delete roster profiles.
Committee Member	Add and edit calendar events and the meeting agenda. Cannot approve logins, attach or delete logins, change account type, or delete roster profiles. Committee Chair has those membership tools plus join code.
Scoutmaster / Assistant Scoutmaster / Cubmaster /	Admin accounts. Attach a waiting login to a roster profile or create parent, Scout, or adult leader (a new account does not create a profile). Dismiss a join request or delete an unused login. Delete a duplicate roster profile. Disable a login on every unit it belongs to, or archive a profile that left this unit only.

Role	Typical access
Assistant Cubmaster	Approve parent/guardian connections, change account type on Roster, mark testing complete, change or clear a recorded sign-off date, unit files, medical packets, all reports, album override, restore conversations, unit admin, and the Permissions board. Share and rotate the join code. Cubmaster, ACM, and den leaders record the official Cub Scout Adventure date. Cubmaster / ACM also add and edit pack calendar events.
Committee Chair / Chartered Org Rep	Unit admin (membership, join code, emails, account status) and paperwork / emergency reports. The Chartered Org Rep can also change or clear a recorded sign-off date (same default as SM/ASM). They cannot change account type, attach/delete logins, or delete a roster profile — that stays with SM/ASM. Both can add and edit calendar events.
Finding Gilwell admin	Site login at info@findinggilwell.com. Signs in without a join code. Stands up a new pack, troop, crew, or ship from Unit admin. Not shown on the unit roster — only staff see that profile in Unit admin if they need to change it. Listed with admin accounts. Used by Finding Gilwell staff to attach, detach, and approve logins if unit leaders are locked out.

If a button is missing, your role does not include that action. The Scoutmaster can turn any of these abilities on or off for a role or a person under Unit admin → **Permissions** (chapter 13). Ask the Scoutmaster if you need a different role or a one-person exception.

5. Home and switching units

After approval, Home shows upcoming events, the next meeting agenda, recent albums, conversations, and (for leaders) membership requests still waiting to be approved.

You can rearrange those cards on a phone or a computer. Tap **Arrange home**, drag a card or use the arrows, and size it **1**, $\frac{1}{2}$, $\frac{1}{4}$, or $\frac{1}{8}$ of the row. **Remove** takes a card off Home; **Add back** puts it on again. Nearby cards fill the gap. Reset layout puts the original order and sizes back. The layout is saved on this device for this unit. **Jump to** under Arrange home opens a card without scrolling the whole page. The buttons follow the order of the cards you kept. Cards you can put on Home:

- **Roster and stats** — roster mix, upcoming events, and items waiting on testing (or an official Adventure date in a pack)
- **Next on the calendar** — upcoming events with each event's agenda, so a separate agenda card is not needed (you can still add that card back)
- **Meeting agenda** — hidden by default; add it back if you want it as its own card
- **Announcements, Albums, Communications** (messages), **Advancement**, and **How sign-off works**
- **Unit admin** (leaders who can manage the unit) and **Membership requests** (when someone is waiting)

Open Agenda from the event to write or edit it.

Arrange menu

The sidebar on a computer and the phone bar use the same order. Tap **Arrange menu** (sidebar, or More on a phone). Drag or use the arrows. The first four items sit on the phone shortcut bar; the rest stay under More. Reset menu puts the original order back. The order is saved on this device for this unit. In a pack, Merit badges is hidden (Cub Scout Adventures stay on Advancement). On a computer, **Collapse menu** (the panel icon next to Finding Gilwell) hides the names and leaves the icons, so the page has more room. Hover an icon to see its name. **Expand menu** puts the names back. Search in the icon bar opens the full menu so you can type. That choice stays on this computer.

Reports is in that menu (sidebar on a computer, More or the shortcut bar on a phone). Rank progress, attendance, medical, recharter, door check-in, two-deep, merit badges, service hours, camping, leadership, special awards, and the other unit reports live there — the calendar outing packet stays on the event. Packs do not show Service hours or Camping reports.

If you belong to more than one unit (for example Pack 532 and Troop 532), the unit name at the top lists every unit this login has joined, and you tap one to switch. The menu does not add or stand up a unit — a leader attaches this same login from Unit admin, or you sign in and use that unit's join

code (still this account, waiting for approval). Finding Gilwell admin sees every unit in that switcher and can open any of them. New packs, troops, crews, and ships are still stood up from Unit admin, not from this menu.

The search bar sits under the unit name on a computer and in the slide-out menu on a phone. Type at least two characters. It finds documents, messages, events, roster names, and albums.

The bell shows alerts. Calendar event alerts drop off after the event date has passed. Testing alerts for SM/ASM stay until every waiting requirement is marked tested — they are not dismissed by tapping the bell. Two-deep coverage warnings and YPT expiration alerts work the same way: they stay until the coverage or training is current. One-way announcements from SM/ASM also appear in the bell; those can be dismissed. New-login waiting or approved notes also appear there. Email and text for calendar and messages are off until you turn them on in your roster settings.

You are signed out after 15 minutes of no activity on phone and computer. Sign out is in the sidebar (computer: under Unit admin) and in More on the phone. Sign out returns you to the Finding Gilwell home page.

6. Calendar and attendance

Open **Calendar**. Jump to a month and year by tapping the underlined month or year (phone and computer). Days with events are marked in gold. Phone and computer show the **same days** for each event — times are stored in the unit's time zone (Eastern) so a 6:00–8:30 PM meeting does not spill onto the next morning on a phone.

Each Scout or Cub on the roster who has a **date of birth** also gets an all-day **Birthday** entry on that month and day, every year (ten years back and ten years ahead). The card shows the name and the age they turn, for example “Jordan Lee’s 12th birthday.” It comes from the roster, so there is nothing to RSVP, check in, or edit. Change or clear the date of birth on the roster and the calendar follows. A February 29 birthday is shown on February 28 in years that are not leap years. Adults are not listed unless they are marked as youth on the roster.

If an entry has both a start and an end that span more than one calendar day (for example a Friday–Sunday campout), **every day it covers is marked**. The first day shows only the start time. Days in between are marked **All day**. The last day shows only the end time. A two-day outing has no middle day: the first day is the start time and the second day is the end time, with no end time on day one and no start time on day two. A one-day meeting still shows both times.

A meeting that starts and ends on the same evening stays **one day**, even if the end time is midnight. Ending at 12:00 AM does not add the next morning to the calendar.

Add an event

The Scoutmaster, Assistant Scoutmaster, committee chair, committee members, and chartered organization representative can add and edit events. In a pack, the Cubmaster, assistant Cubmaster, den leader, and assistant den leader can too. Parents, adult leaders (no unit position other than Adult Leader), and youth members cannot. Hover (computer) or open Add event and pick a type: troop meeting, patrol meeting, committee meeting, campout, hike / outing, service project, board of review, court of honor, fundraiser, training, or other. In a pack those same types read as pack meeting, den meeting, rank recognition, and crossover / pack graduation. You can change the type later.

When you create or edit an event you can:

- Set start and end date and time, location, and description. Use an end date later than the start so a campout marks every day in between. Leave the end on the same date (or at midnight) for a one-day meeting.
- For a **service project**, set **Hours of service** (defaults to the event length). The title and description on the event are what appear on the Scout's rank page. Each Scout marked **Present or Late at door check-in** gets those hours assigned to the rank requirement that still needs them (Tenderfoot 7b first, then Second Class 8e, then First Class 9d, then Star 4, then

Life 4). Extra hours on one project split forward. SM/ASM can move an event to another rank; it then leaves the previous rank. Going, Maybe, or Can't does not count. Absent takes the hours off. First Class 9c and the Eagle project are not auto-filled — those stay a leader sign-off.

- For a **campout**, nights come from the start and end dates. Each Scout marked Present or Late at check-in gets that campout assigned in this order: Tenderfoot 1b (1 night), then Second Class 1a (2 overnight campouts after Tenderfoot is dated), then First Class 1a (3 overnight campouts after Second Class is dated). Extra campouts move to the next eligible rank. SM/ASM can reassign; it then leaves the previous rank. Going does not count. A leader still signs the rank radio. On a campout or a hike / outing, **Duty roster** and **Meal plan** are buttons on the event (and on Home when that event is next). They are not a box on every meeting. The patrol leaders council, Scoutmaster, or an assistant fills it in. The interview opens on the **whole troop** (or pack) and saving writes **one** PDF. Choose a patrol or den when you want a **separate** sheet for that group. Saving again replaces that same sheet. Tents are not on the duty roster — each Scout is responsible for their own. Troop setup stays: dining fly, firewood, patrol box, and campsite cleanup. Other duties can be searched, more than one Scout can be checked, and **Select all** checks every Scout on that job. Anyone not given a meal job is listed as **Off**. Scouts who still need Second Class 2b (firewood), Second Class 2e (cook one hot breakfast or lunch), First Class 2a (help plan the menu), or First Class 2e (serve as cook) are listed first, with the requirement on their name. Saving the duty roster lists each of those jobs on the requirement the Scout still needs. Helping plan the menu does the same for First Class 2a. The Scoutmaster, an assistant, or the chartered organization representative sees that line on the rank requirement and can **Approve** it or **Remove** it if the Scout did not do the duty. Removing does not change the sheet. The rank radio is still signed separately. **Who is shopping for the food** is a field on the meal plan interview and is printed on the PDF. Each event keeps its own duty roster and meal plan. **Revise saved sheet** reopens the last interview for that event. **New sheet** starts blank for that event only and does not change any other event. **Print duty roster** and **Print meal plan** are at the bottom of the calendar card with View roster and the other print buttons.
- Repeat it every week, every 2 weeks, or every month, with an optional end date (at most 52 copies). When you edit a repeating event you choose this event only, or this and later in the series.
- New events pick who is included from the type (see Who is included, below). On an older event you can still limit it to a patrol, selected people, or the whole unit.
- Attach files everyone can view and download — use the **Documents** box on New event and Edit event (PDF, Word, spreadsheets, slides, or photos; up to eight files). They also show under Calendar Documents by month.
- Write a **meeting agenda** families see on that day's calendar card (what this Tuesday is about) and **PLC notes** that only SM/ASM and the PLC see. The SPL, ASPL, and scribe keep those current from **Agenda** (sidebar, or More on a phone, or the Agenda button on the event). Check-in still has a short editor for the night of the meeting.

- Set a unit reminder from 1 day to 1 week before. It goes by each person's email or text preference (off until they turn it on in roster settings), including the organizer if they are listed as Going. Leaders can also tap **Send now** to people already marked Going. Calendar alerts drop after the event date.

Meeting agenda and PLC notes

Agenda is the working screen for the Patrol Leaders Council. Open it from the sidebar, from More on a phone, from Home, or from the event. Pick a meeting. The SPL, ASPL, scribe, patrol leaders, Scoutmaster, and assistants can write:

- **Agenda** — families see this on Home and the calendar card (opening, skills, announcements, closing).
- **PLC notes** — only the senior patrol and SM/ASM see these (assignments and follow-up). Copy last agenda and notes into the next meeting if you want a starting point.

Parents and Scouts who are not PLC still see the posted agenda there. They do not see PLC notes. Door check-in is a separate night-of list; it is not the only place to write the agenda.

Who is included

A new event fills its Going list from the type. You do not pick an audience first.

- **Troop meeting, campout, hike, service, and the rest** — every Scout, plus the Scoutmaster, assistants, committee chair, and chartered org rep (Cubmaster / ACM in a pack). Add other adults (parents, committee members, adult leaders) if they should be on this event.
- **Committee meeting** — registered adult members and the PLC. Other Scouts are not added. Cub Scouts are not added on a pack committee meeting. Key unit leaders are on every event. Add other adults if they should sit in.

On an older event you can still keep a custom audience (one patrol or den, selected people, adults only, or the whole unit).

Say if you are going

On the calendar card, tap **Are you going?** (or **Going?** on the event row). That is the only attendance link for marking yourself. Choices: **Going**, **Maybe**, **Can't**, and **Undecided**. Your choice is saved on the unit record. The same screen lists everyone below your mark — Scouts, then adults — so you do not open a second “attendance summary” link.

- Open the event, tap **Are you going?**, pick your choice, and save.
- A parent or adult leader can also mark attendance for each Scout linked to them on the roster. Those names appear at the top of the same screen.
- Scroll down on that screen to see who is Going, Maybe, Can't, or Undecided.
- If a choice does not hold, use the same attendance screen again — it writes to the unit calendar, not only to this device.

- For a printable attendance report by Scout and date range (one Scout, several, or all), use **Reports → Attendance**. Trends (meetings vs outings) are on **Reports → Attendance trends**.

Door check-in

Calendar Going is the plan. **Check-in** (sidebar, or More on a phone) opens today's event when there is one; otherwise it lists upcoming events. **Past check-ins** on that screen searches earlier door lists. You can also open an event on the calendar and use **Door check-in** there. SM/ASM and the PLC mark Present, Late, or Absent, one person at a time or several at once (apply to selected). Anyone not marked stays **Not marked**. Check-in always updates that event's calendar attendance: Present or Late sets **Going**; Absent sets **Can't**. Marking Going, Maybe, or Can't on the calendar before the event starts does not fill in a door radio. Agenda and PLC notes are on **Meeting agenda**, not on the door list. On a service project, Present or Late assigns the event's hours to the rank requirement that still needs them; leftover hours stay on the hours record until the next rank can take them, and a leader can still Move them. Absent removes them. Going on the calendar does not write hours. On a campout, Present or Late assigns those nights the same way.

If fewer than two **registered adult leaders** are marked Going, SM/ASM get a two-deep warning in the bell and on the event. A registered adult leader is anyone with a **unit position** other than Parent / Guardian: Scoutmaster, Assistant Scoutmaster, committee chair or member, chartered org rep, adult leader, or merit badge counselor. Parents without a unit position do not count toward two-deep, even if they are marked Going. An adult can still be connected to their Scouts after you assign a unit position.

Announcements

SM/ASM can post a one-way note to the whole unit, adults only, or one patrol (or den, in a pack) from **Announce**. It is not a chat thread — no replies. It appears on Home, on Announcements, and in the bell for people in that audience.

Print roster, Medical A&B, and Part C

On the event, open **More**. **View roster**, **Print roster**, **Print Medical A&B**, and **Print Medical Part C** sit at the **bottom** of that card. On a campout or hike, **Print duty roster** and **Print meal plan** are there too — they download the sheet already saved on the event (one PDF for the whole unit, or one PDF for each patrol or den that was saved). The Roster window stays in front of the calendar day card on a phone and a computer. Print separately from the card or from that window — each button makes its own PDF of people marked Going:

- **Print roster** — event name, month and year, Scouts (rank, BSA ID, emergency contact, Medical A&B expiration) then adults. No medical form pages. If a form is missing or expired the roster still shows “no medical A&B on file” or the expiration date.
- **Print Medical A&B** — current Parts A and B for those people, in the same order. Missing or expired A&B files are left out of this PDF.

- **Print Medical Part C** — current Part C files only. Outings of 72 hours or longer need Part C as well as A&B; shorter outings can still print Part C if you want those forms.

A unit-wide medical / paper-ready list (not just this outing) is on **Reports → Medical**. Reports also has a **Calendar outing roster** shortcut back to the event prints.

Subscribe to the calendar

On the calendar, tap **Subscribe** (next to Add event). That opens a page with Apple, Google, Outlook, and a link you can copy for other calendars. Updates appear when that calendar refreshes. Changes you make on your personal calendar do not change the Unit Hub event.

On that same Subscribe page, set **My reminder on subscribed events** (none, 15 minutes, 1 hour, 2 hours, 1 day, 2 days, or 1 week). That alarm is only on your calendar. On each event you can also set **My calendar reminder** for that outing only, or leave it on your default. If Subscribe or Calendar Documents stay on a loading screen, see chapter 15 (content blockers).

7. Messages

Conversations can be troop-wide, patrol, adult leaders, PLC, or a custom group. The conversation with the newest activity is at the top of the list. Unread counts show on the conversation. When you open a conversation, it starts at the **most recent message** (the bottom of the thread), on a phone and on a computer.

Tap **New conversation** for shortcuts: whole unit; adult leaders; PLC (or den leaders in a pack); each patrol or den plus adult leaders; or a custom group. Youth Protection requires two registered adult leaders whenever a Scout and an adult leader are in the same custom conversation — the screen asks you to pick a second adult before it will start. Live and Archive folders sit at the top of the list.

The unit record on the computer is the source of the conversation. Opening Messages, sending, or tapping **Refresh** pulls the full history onto the phone and the computer so both show the same thread.

- Your bubbles sit on one side; others on the other (blue for you, green for others).
- Edit or delete your own message. Deleting removes it (no “message deleted” placeholder).
- Reply like Apple Messages: tap **Reply** under a bubble. A quote of that message appears in the compose bar at the bottom. Type there and send. Cancel drops the quote. The new message stays attached to the original.
- React with an emoji. You can remove a reaction without deleting the message.
- Attach a file or photo. Thumbnails stay small. Files for that conversation are collected in its file area, labeled with who added them.
- Search inside a conversation or across your message list.
- The creator, Scoutmaster, or Assistant Scoutmaster can archive a conversation (read-only) and restore it later. Archived threads stay searchable.
- A typing indicator appears when someone else is writing.

On a phone, tap Reply under the message, or press and hold for reply, edit, delete, react, or share. On a computer, use Reply or right-click. Add a photo from a message to an eligible album from the file on the message or from the conversation file list.

People in the conversation (except the sender) can get email or text when something is added, based on roster notification settings. The note links to the conversation from the last read point. You do not get a notice for your own message.

8. Albums and photos

Albums are grouped by event or outing so they are easy to find. The album list uses a **small cover** next to the title (not a large photo card) so more albums fit on the screen. Inside an album, photo thumbnails are also compact so more pictures show at once.

- The Scribe or an adult leader can create an album. Scouts may create albums depending on unit practice.
- Create album is its own screen. After you save, you return to the album list. Open the album to see every photo.
- When you create an album, choose who may add photos (only you, or others) and who may view it: everyone in the unit, a patrol (or den, in a pack), or adults only.
- PLC members can see scout-created albums. Scouts cannot see adult-only albums. Admins can override scout albums. Only SM/ASM can override an adult album.
- Use **Add photos** and **Manage** on the album. Add photos opens a picker on that album (phone and computer) — choose pictures, then **Add to album**. Manage changes the title, who can see it, and who can add. The open-album view is for looking.
- On the open album, check **one photo or several**, then Share or Download. That works on a phone and a computer. The share link is for those pictures (or the whole album if none are checked). Anyone with the link can open the photos without signing in to Unit Hub. If a photo is later removed, that link shows that the picture is gone.
- The album creator or an adult can delete a photo. The creator or an admin can delete the whole album or move photos between albums.
- Download a photo, a zip of the album, or share to your own social accounts. Leaders can share to the unit Facebook page. Shares should show findinggilwell.com, not a preview address. Facebook does not live-update when the hub album changes; post again if you need the new photos there.

9. Unit Documents and files

There are two document places, plus each person's own files:

- **Unit Documents** (sidebar) is for unit files the Scoutmaster or Assistant Scoutmaster upload for everyone.
- **Calendar documents** on the calendar lists files attached to events, by month. Search months instead of scrolling a long list. You can add an eligible photo from those files to an album.
- **Personal documents** is the link on a roster card (Medical A&B, Medical C, applications, Youth Protection). It is that person's file, not the unit file cabinet. Tap the name at the top to search and open another person's documents without going back to the roster. The same name switcher is on parent connections, adult Scout connections, merit badges, and meeting sign-off.

If an upload is too large, shrink the photo or file until it fits. Pictures from phones are often reduced automatically when the app offers a resize option.

10. Roster, parents, and medical forms

Roster is grouped into **Youth leaders** (Patrol Leaders Council in a troop; denner and assistant denner in a pack), **Scouts / Cub Scouts**, **Parents / guardians**, and **Adult leaders**. **Jump to** under the search box opens that group, or Alerts for your own calendar and message settings. Your card shows contact details. Phone numbers save with dashes (for example 772-555-1234). On a phone, tap a number to call or an email to write; the rest of the profile stays on the card. When a **BSA member ID** is on the profile it appears next to the name on the roster card; if none is entered the card stays blank there until someone fills it in. **Date of birth** is on the profile for pack and troop — the member, a linked parent, and adult leaders can see a Scout's. Each member card also shows the Unit Hub login it is tied to (email and Google/X). The Scoutmaster or an Assistant Scoutmaster can detach that login, switch it to another unused login, or leave the card with no login until someone is attached.

On a pack roster the grouping field is a **den**, not a patrol. Edit a Cub Scout's profile to set the den (Wolf, Bear, Webelos, and so on). Troop roster cards still use patrol.

The Finding Gilwell admin login is not a pack or troop member. Families do not see that profile on Roster. Staff signed in as Finding Gilwell admin still use Unit admin → Members to change roster profiles (name, den or patrol, unit position, login) when needed.

Parents/guardians and adult leaders use **Connect to Scouts** on the roster and can select more than one Scout at a time — for a parent with two children in the troop, check both names. That request waits for the Scoutmaster or an Assistant Scoutmaster. SM/ASM use **Parents** on a Scout's card to attach an adult, or **Scouts** on an adult's card to attach that person to several Scouts at once (approved immediately). **Remove** sits next to each connected name on the roster card itself, and again on those connect screens. A parent can remove their own connection; SM/ASM can remove any connection. Removing a link does not delete the parent or Scout from the roster.

Unit positions (SM / ASM only)

On each Scout card the Scoutmaster or an Assistant Scoutmaster sees **Youth offices**. A Scout can hold more than one office at the same time (for example Senior Patrol Leader and Quartermaster), and more than one **term of the same office**. If they are currently Senior Patrol Leader, you can still add an earlier SPL term while that current term stays open: tap **Record previous term** on the SPL card, or pick **Senior Patrol Leader · previous term** at the top of Add office. Set the earlier in-service date and that term's last day so it ends before the current term starts. Each office has an **in-service** date and an optional **end date**. Only SM and ASM can assign, end, or delete an office. Choices include PLC offices, **assistant patrol leader**, and other troop offices (troop guide, instructor, quartermaster, chaplain aide, historian, librarian, webmaster, OA representative, junior assistant Scoutmaster, den chief, bugler, and outdoor ethics guide).

- The Patrol Leaders Council is **Senior Patrol Leader, Assistant SPL, Patrol Leader, Troop Guide, and Scribe**. Those Scouts get a **Youth leader** badge and appear under Youth leaders. Assistant patrol leader is a patrol office, not PLC, and does not count for Star / Life / Eagle. In a pack, Youth leaders are the **denner** and **assistant denner**.
- Other offices stay on the Scout list with every in-service office shown on the card.
- When you set an end date, the office stays on the roster through that last day, then leaves the active list. The dates stay on **Reports → Leadership & patrols** (or dens) for history. **Delete office** (or **Delete this term** on a previous term) removes that term from the Scout's card and from the Leadership report — use it when the office was entered by mistake. End office keeps the dates. You can filter that report with From and To. For a troop, the **in-service date** (and end date) on this card is what Star 5, Life 5, and Eagle 4 use — change it here and Advancement updates the same way campouts and service hours do. Only approved positions of responsibility count; assistant patrol leader does not. Months before the First Class earned date on this card do not count for Star, Life, or Eagle.
- They can still use advancement, documents, and parent connections like any other Scout.
- PLC members join the Patrol Leaders Council conversation with adult leaders. If a Scout holds a PLC office plus another office, they still count as PLC.

Rank earned dates

On each Scout card the Scoutmaster or an Assistant Scoutmaster (Cubmaster, ACM, or den leader in a pack) sees **Rank earned dates** for every rank, not only the current one. Fill Scout through Eagle (or Lion through Arrow of Light). Completing every requirement for a rank also records that date. Star 5, Life 5, and Eagle 4, and the camping and community service requirements, only count time, nights, and hours on or after the previous rank's date on this list. Leave a rank blank if it has not been earned yet.

In a pack, **Working toward** on the Cub Scout's card is the rank they are in this year (Lion through Arrow of Light). Den sign-off lists Cubs on that same working rank. You can set it from the den name or as the next rank after the last earned date.

Change account type (SM / ASM only)

On a Scout card, **Change account type** converts them to a parent or adult leader if they registered as the wrong kind. On an adult card, **Unit position** and **Save unit position** switches among parent (no unit position), adult leader, Scoutmaster, assistant, committee, chartered org rep, and similar — or back to Scout. Saving any adult unit position other than Parent / Guardian marks them as a registered adult leader for two-deep, YPT, and adult-leader conversations.

- Saving a parent or adult leader type removes the Scout (youth) flag so they no longer appear as a Scout on advancement.
- Only SM and ASM can save this. Committee Chair and Chartered Org Rep cannot.

Each person can store documents that only they, a linked parent or connected adult, and the Scoutmaster or Assistant Scoutmaster can see. Documents are labeled **Medical A&B**, **Medical C**, membership application, merit badge counselor, Youth Protection / training, **Training Certificates**, archive, or other. Training Certificates is available in both a pack and a troop — choose that tag when you upload a course certificate so it is saved in its own group.

Fill and sign

On a roster card, open **Personal documents**. **Fill and sign** completes the form in Unit Hub, captures a signature, and saves the PDF on that person. Interview answers are stored on that roster card so you can come back later:

- **Revise this form** reopens the last interview, lets you change answers, and prints a new PDF.
- **New form** starts a blank interview (for a new year or a different person using the same device).
- **Medical A&B** — official Parts A and B only (weekend campouts and activities under 72 hours). Parents can complete and e-sign it when a form is missing. Part C is not on this form. The interview includes emergency-contact name, relationship, address, home and other phone, and an alternate contact — fill any blank that is not already on the roster. For a youth, add as many adults as needed who are authorized or not authorized to take the youth to and from events. The official form has two name-and-phone lines per section. With more than two in a section, that section prints “see attached” and the full list (name and phone) is added as a page. Two or fewer print on the form; no attachment is needed for that section.
- **Adult application** — signed unit copy to download and email to council. Official registration still goes through my.Scouting / BeAScout.
- **Merit badge counselor** — form 34405, for adults counseling badges (position 42).

The Florida immunization exemption (680-451) that can attach to Medical A&B checks the boxes next to **and/or my child** on a youth form (English and Spanish, both paragraphs) and the boxes next to **me** on an adult form — never the child boxes for an adult. A vaccine-exemption reason field is optional — keep the line, it does not have to be filled in.

Medical forms

- Medical A&B and Medical C each have their own label in documents.
- Both require an expiration date and must be updated annually. The same tracking applies to both.
- When either expires, that file moves to Archive and will not print with Print Medical A&B or Print Medical Part C.
- Part C is upload-only after the physician visit. It is never mixed into the fillable A&B form.
- Older files tagged “medical form” show under Medical A&B.
- The member and linked parent are notified at expiration.

On a phone, open a roster person to reach their documents if you are that person, a linked parent, the Scoutmaster, or an Assistant Scoutmaster.

In your own roster settings, choose email and/or text for calendar reminders and message alerts. Both stay off until you turn them on, and you need a mobile number on the card for text.

11. Advancement

Advancement in Unit Hub is the unit's working checklist. It does not replace Scoutbook. Phone and computer show the same completed radios and notes. The unit record on the computer is the source; open the Scout, sign off, or tap **Refresh** to pull that record onto the phone.

- Open a Scout from Advancement or from the Advancement link on their roster card. In a troop the page opens on the **next rank after** the assigned rank bubble (the rank they are working on). In a pack it opens on the Cub's **Working toward** rank from the roster card.
- **Jump to** at the top of a Scout's rank page skips the rank list and goes to merit badges, special awards, service hours, camping, or leadership. **Top** on each of those sections (and **Back to top** at the bottom) returns to the Scout's name.
- Each requirement has a radio. Uncheck the same radio to undo a sign-off that is not yet tested. To sign the same requirements for several Scouts in one save, use **Meeting sign-off**.
- The completion date stays blank until the Scoutmaster or an Assistant Scoutmaster marks **testing complete**. If SM or ASM signs the requirement radio themselves, testing is marked at the same time and the date fills in.
- The **master date** sits at the top of a rank, a Cub Scout Adventure, and a merit badge. Every open requirement shows that date. Signing one requirement saves that date on that requirement. Dates already recorded stay. Change one requirement's date if that one was a different day. Change the master date again and the open requirements follow the new date. On meeting or den sign-off, checked requirements still get the master date. If no requirements are checked, that date is the Adventure earned date.
- SM, ASM, Cubmaster, ACM, and the Chartered Org Rep can **change a recorded date** or **clear a completed sign-off** so the requirement is live again. That is a permission (Change or clear recorded sign-offs) you can turn on or off in Unit admin. A den leader or parent cannot undo a completed official date unless that permission is granted.
- Who signed and who tested is shown on the requirement.
- SM/ASM get a bell notice (Scout's name, link to that Scout) while anything waits for testing. The waiting items are highlighted. The notice is not dismissible; it clears for both SM and ASM when testing is done.
- Notes: add a note on a requirement and save it by itself, or leave it in the box and sign the requirement — it is saved with the sign-off. The author is stored. The person who wrote it can edit or delete it. SM/ASM can edit or delete any note. Notes appear on phone and computer, including on merit badge requirements.
- Assigned camping, service, leadership tenure, and merit badges sit next to Notes on that requirement (event name, date, hours or nights, months in office, or badge name) with a link to the calendar event or roster card when there is one. They are not notes. SM/ASM use **Move** to

send extra camping or service to another rank — it then leaves the previous rank. Leadership months stay on the rank they were served in (Star while First Class, Life while Star, Eagle while Life).

- After you sign off, the page stays on that requirement so you can keep working down the list instead of jumping to the top.
- **How to** opens the official requirement help for that item (see below).
- The assigned-rank radios at the top (the **bubbles**) save the rank from the last board of review onto the roster. Pick a different bubble and tap Save to roster to change it. They hold that rank after save.
- Entering the same data in advancements.scouting.org / Scoutbook is a separate step. SM/ASM open **Reports** → **Scout book export** (Advancement used to have this button; it now goes to Reports). A window asks for From and To dates, then runs the download. Both blank = full unit record. One date = that day's tested sign-offs. A range = requirements whose testing-complete date falls in it (completed ranks use the earned date). Download a zip (ranks .txt plus sign-offs .csv), or each file on its own. Files are named with the dates you picked. Rank progress for the troop (completed vs still needed) is on **Reports**, not on this export.
- **Special awards** list every award on the Scout's advancement page and on **Merit badges & awards** (sidebar; hidden in a pack). Open **Support** on each one for how to earn it and the official Scouting America page. SM/ASM mark earned when the troop or pack presents the award. Troop: Totin' Chip, Firem'n Chit, Cyber Chip, Protect Yourself Rules, Outdoor Ethics Awareness, Paul Bunyan Woodsman, World Conservation Award, Den Chief Service Award, Interpreter Strip, Mile Swim BSA, Snorkeling BSA, Kayaking BSA, Boardsailing BSA, Scuba BSA, and BSA Lifeguard. Pack: Whittling Chip, Cyber Chip, Protect Yourself Rules, Leave No Trace for Kids, Cub Scout Outdoor Activity Award, National Summertime Pack Award, World Conservation Award, Recruiter Strip, Interpreter Strip, Religious Emblem, Emergency Preparedness Award, and Conservation Good Turn.

Meeting sign-off (troop) and Den sign-off (pack)

Open **Meeting sign-off** (or **Den sign-off** in a pack) from Advancement, or from a Scout's rank page. It is a page of its own so the requirement list can use the full screen — code on its own line, title underneath, then How to (and Support in a pack) on each row. **How this works at a meeting** is collapsed until you open it. Individual rank pages stay on one Scout's checklist. After you save, **Sign-off record** on this page (or Reports) lists who signed and who tested.

Tap the displayed name at the top to search and switch the starting Scout (or Cub) without going back to Advancement.

One Scout selected

With only the starting Scout selected — no other names added — the list shows **only requirements that Scout still needs**. Anything already signed for that Scout stays off the list so you cannot re-sign it. If every requirement on that rank (or Adventure) is already signed, the page says so: add other Scouts to keep working, or tap the name to switch.

Several Scouts selected

Search and add every Scout who did the same work tonight. The full requirement list for that rank (or Adventure) appears. Check the ones completed, set the date if you are SM/ASM, and save.

- Anyone who already has a dated sign-off for a checked requirement is **left as recorded** — their date and signer do not change.
- Only the selected Scouts who still need that requirement are updated.
- A row the starting Scout already has dated shows a note that extras who still need it can still be included.

The additional Scout list follows the starting Scout's roster rank. A First Class Scout only offers other First Class Scouts. A Tenderfoot Scout only offers other Tenderfoot Scouts. The same rule applies to every rank, including Scout, Second Class, Star, Life, and Eagle. Scout through First Class can still be worked at the same time on each Scout's own checklist, but a meeting sign-off does not mix ranks — requirements on those ranks often sound alike and are not the same item.

Scoutmaster-only items stay off the list unless SM or ASM is signing. A patrol leader, SPL, Troop Guide, scribe, or adult leader can sign; their name is saved and the date fills in after SM/ASM testing.

In a pack the same rules apply to an Adventure: one Cub selected hides already-dated requirements; several Cubs selected shows every requirement and skips Cubs who already have that item. Cubmaster, ACM, and den leaders still record the official Adventure date separately. A parent can sign individual requirements for a linked Cub.

Pack (Cub Scout) Adventures

In a pack, pick the rank (Lion through Arrow of Light) and the Adventure. The Cub's **Achievements** record lists every Adventure that has been started or finished. Use **All**, **Completed**, and **In progress** — each with a count — the same way a troop filters merit badges. In-progress Adventures stay highlighted. **Edit** opens that Adventure's requirements in a pop-out. Add other Cubs who are working the same rank to sign one requirement, or the whole Adventure, for all of them at once. A Cub who already has that requirement is left as recorded. When the Cubmaster, an assistant Cubmaster, or a den leader signs a requirement, that date is the official completion. A parent sign-off still waits for the Cubmaster or den leader to record the official date. Rank earned dates for every Cub rank can also be entered on the roster card (useful for a transfer Cub).

How to, alternatives, and teaching links

Tap **How to** on a requirement. The panel shows the official wording, the steps, and who signs it off, then the approved options:

- **Alternative activities** — every official BSA option for that item, not a short sample. Cub Scout Adventures: any one listed den-meeting activity signs it off. Electives: complete every numbered requirement; for each one, pick any listed activity. Scouts BSA ranks include

approved alternatives and Guide to Advancement notes (including disabilities) where they apply.

- **Teach this lesson** — official plans, PDFs, Scoutmaster Bucky rank pages, and extra resources. Every teaching or scouting.org link opens in a **new tab** so you do not lose the Scout's rank page. The same is true on a phone.

Eagle-required merit badges

On each Scout's Advancement page, every merit badge on that Scout lists in **four columns**. In-progress badges are highlighted so they stand out from earned ones. Use **All**, **Earned**, **In progress** (with a count — every started badge, Eagle-required or not), **Eagle required earned**, and **Remaining Eagle required** to filter. Remaining Eagle required still lists every unfilled slot. A slot stays highlighted, with how many requirements are signed, when that badge — or one choice in an OR group — is already in progress. Slots not started stay unmarked. Scoutmaster and assistants tap **Edit** on any badge to open a pop-out (same idea as a calendar event) and change the date or counselor, sign remaining requirements on a partial, or **Remove badge from this Scout**. Each in-progress badge also has a **Requirements** link to that badge's official page on scouting.org (from the merit badge list). Citizenship in Society is an elective (it counts toward Eagle only if started before 27 February 2026 and finished by 31 December 2026).

The 13 slots are:

- Camping
- Citizenship in the Community, Nation, and World (three slots)
- Communication
- Cooking
- Family Life
- First Aid
- Personal Fitness
- Personal Management
- **Emergency Preparedness or Lifesaving** (one slot — earn either)
- **Environmental Science or Sustainability** (one slot — earn either)
- **Swimming, Hiking, or Cycling** (one slot — earn any one)

The first badge earned in an OR group **fills the Eagle slot**. Any other badge in that same group is an **elective**. It still counts toward Star, Life, and Eagle totals, but it does not count as a second required badge. Example: Swimming + Hiking + Cycling = 1 Eagle-required slot + 2 electives.

Star 3, Life 3, and Eagle 3 use that same split when they list “merit badges that count”:

- **Star 3** — six merit badges, including four that fill Eagle-required slots. Extra OR-group badges can fill the remaining two as electives.

- **Life 3** — five more (11 in all), including three more Eagle-required slots. Remaining badges, including extras from an OR group, count as electives.
- **Eagle 3** — 21 merit badges in all: the 13 required slots plus 8 electives. A second badge from an OR group is one of those eight.

SM/ASM mark a badge earned, or start any badge (started / partial / earned) with an optional counselor, from **Merit badges & awards** in the menu (or from the Scout's advancement page). **Jump to** on that page opens Sign badges, In progress, Already earned, or Special awards. That page has its own name switcher so you can record the same badge for several Scouts. Each badge in the list, and each badge you open to sign, has **Official requirements** (and the pamphlet, when Scouting America publishes one). Requirements that have official support links — videos, worksheets, or websites — show those links under the requirement while you check them off. Electives that are not started stay off the page until someone starts them. In-progress badges sit in the same grid as earned badges (highlighted, with an Edit control and a link to official requirements). Packs do not show this menu item — Cub Scout Adventures stay on Advancement.

Assign camping, service, leadership, and badges

The selected assigned-rank bubble is the rank this Scout already holds. Calendar attendance (Present or Late) is what creates camping and service credit — not Going.

- **Service hours** can also be logged by hand on the Scout (date, hours, what was done). Totals print on Reports → Service hours. A calendar **service project** assigns hours to the first unmet service requirement, in this order:
 - Tenderfoot 7b (1 hour)
 - Second Class 8e (2 hours)
 - First Class 9d (3 hours)
 - Star 4 (6 hours)
 - Life 4 (6 hours)

If one project has more hours than that rank still needs, leftover hours split to the next rank the project's date is eligible for. Oldest hours fill the current rank up to what it still needs, then stop — extra hours stay on the Scout's hours record as a record of service; they are not listed as extra on the rank. Star only takes hours on or after First Class is earned; Life only after Star. Hours dated before those gates stay on the earlier rank until the gate is met. Eagle has no hour count (the Eagle project is separate). SM/ASM can Move an event to another eligible rank from the requirement card or from Service hours; leftover hours of a moved project still split to other eligible ranks.

- A calendar **campout** assigns the whole outing in this order:
 - Tenderfoot 1b — 1 night
 - Second Class 1a — 2 overnight campouts, after Tenderfoot is dated
 - First Class 1a — 3 overnight campouts, after Second Class is dated

Campouts before those rank dates stay with the earlier rank. Extra campouts after a rank is filled are assigned to the next eligible rank. Move works the same way. The event name, date, and hours or nights are listed on that requirement, with a link to the calendar event. They sit next to Notes — they are not notes, and they do not sign the radio.

- **Leadership tenure** comes from youth offices on the roster, not the calendar. The **in-service date** (and end date) you save on the Scout's roster card is what Advancement uses. Change that start date and Star 5, Life 5, and Eagle 4 update the same way campouts and service hours do. Only approved positions of responsibility (patrol leader, senior patrol leader, assistant SPL, troop guide, instructor, quartermaster, scribe, chaplain aide, historian, librarian, webmaster, OA representative, junior assistant Scoutmaster, den chief, bugler, outdoor ethics guide) count months toward:
 - Star 5 — four months while a First Class Scout
 - Life 5 — six months while a Star Scout
 - Eagle 4 — six months while a Life Scout

The window starts from that rank's earned date on the roster (or the board of review date if no roster date is saved). Time before First Class does not count. Assistant patrol leader does not count. Time in two offices at once counts once. Extra months while First Class do not move to Life. The roster dates and the months that count toward the rank are listed on that requirement. Open roster card from the requirement to edit the in-service date and every rank earned date. A leader still signs the radio.

- **Merit badges that count** on Star 3, Life 3, and Eagle 3 list the earned badges assigned there. Eagle-required vs elective (alternate) is labeled the same way as the 13-slot list.
- A leader still signs the rank radio. Filling in the hours, nights, months, or badges does not mark the requirement complete.
- **Camping, Service hours, and Leadership** at the bottom of the Scout page list every Present/Late event or youth office, which rank it counts toward, and (for camping and service) the SM/ASM Move control.

On a phone, Advancement is on the bottom bar so it is one tap away. Radios, notes, How to, Refresh, and the Eagle-required list work the same as on a computer. Scoutbook export is on Reports.

12. Reports

Open **Reports** from the sidebar (computer) or More (phone). Outing roster and medical prints stay on the calendar event (three separate PDFs); Reports has a **Calendar outing roster** shortcut to those. Everything else in this chapter is a unit report you can view, print to PDF, or export to Excel.

Who you see depends on your role. Scoutmaster, assistants, and PLC see the unit (PLC does not get other families' emergency numbers). Parents see Scouts linked to them. A Scout sees their own row. Use Refresh if a list looks stale. On a phone, Print / PDF and Export Excel use the same buttons as on a computer. Packs do not show Service hours or Camping.

On Service hours, Camping, and Leadership you pick **Summary totals** or **Detailed**, then one Scout, several, a patrol (or den), or All Scouts. Leave dates blank for every record.

Rank progress

Current rank, working rank, requirements completed, still needed, and waiting on SM/ASM testing. Sort by Scout name or by rank. This is the working checklist for a conference or PLC, not the Scoutbook file (that export is Reports → Scoutbook export).

Attendance

Calendar Going / Maybe / Can't / Undecided for a date range. Pick one Scout, several, or All Scouts. Leave dates blank for the whole calendar. The live list for one outing is on that event's **Are you going?** screen, below your own mark. The printed report labels Can't as Not going and Undecided as No response.

Attendance trends

Going rate for meetings versus campouts and other outings, plus trailing missed meetings (consecutive No or no response). Use a quarter or school year so the numbers mean something. Blank dates include every event.

Door check-in

Present, late, absent, and unmarked counts for each event in the date range. This is the door list, not calendar Going.

Two-deep

Upcoming events and how many registered adult leaders are marked Going. Parents without a unit position do not count. Short events are flagged.

Recharter snapshot

Application on file, YPT (adults), medical A&B, BSA ID, Hub login, and a linked parent for each Scout. Use this at recharter so every person is current.

Medical / paper-ready

Who has current Medical A&B and Part C, who is missing a form, who is expired, and who expires within 30 days. Set **As of** to a campout date to see who is paper-ready that weekend. Part C is required when an activity is 72 hours or longer; A&B is the weekend check.

Paperwork

BSA member ID, membership application, YPT / training, hub login, and whether a Scout has a linked parent. Gaps are marked so you can chase the missing item before a camp or recharter.

Emergency contacts

Roster emergency name and phone plus linked parents. Meant for the trailer or a hike. Scoutmaster, assistants, committee, and a linked parent can open it; a Scout only sees their own row.

Board of review ready

Scouts whose working rank is fully tested. A second list is signed off but still waiting on SM/ASM testing — not ready for a board until testing is marked.

Leadership and patrols / dens

Months in youth office that count toward Star 5, Life 5, and Eagle 4. **Summary totals** shows qualifying months for each Scout. **Detailed** lists each office, the dates served, and the rank those months were applied to. Assistant patrol leader shows as “Does not count.” Extra months at one rank do not move to the next. Filter by Scout, patrol or den, and date range. The in-service dates themselves are still edited on the roster card. Delete office on that card removes a mistaken term from this report. End office keeps it.

Sign-off record

Who signed a requirement and who marked testing complete, with dates. This is a **report** (Reports → Sign-off record), not a section on each Scout’s rank page. Pick one Scout or several, or All Scouts, then Run. Filter with From and To (for example last week’s meeting). Good for Scoutbook follow-up after a campout. Meeting sign-off also links here after you date several Scouts.

Merit badges

Eagle-required slots earned (13, counting one from each OR group), all earned, and in-progress counts by Scout. Extra badges from an OR group are electives on this report, not a second required slot.

Service hours

Hours recorded in the date range (troop only). Tenderfoot 7b, Second Class 8e, First Class 9d, Star 4, and Life 4 are the auto-filled service requirements. Hours that came from a calendar service project (Present or Late at check-in) are included. Summary totals hours per Scout, including leftover hours not yet applied to a rank. Detailed lists each event, the date served, and the rank those hours were applied to.

Camping

Campouts and nights (troop only). Present or Late at check-in is what counts — not Going. Summary totals campouts and nights per Scout and which rank they were applied to (Tenderfoot 1b, Second Class 1a, First Class 1a), plus unassigned outings. Detailed lists each campout, the dates, and the rank. Camping counts toward a rank only after the previous rank date on the roster.

Special awards

Totin' Chip, Firem'n Chit, and the other awards on file, by Scout.

Scoutbook export

SM/ASM only. Same date rules as above. Both blank = full unit record. One date = that day. A range uses the testing-complete date. Download a zip (ranks .txt and sign-offs .csv together — handy on a phone), or each file on its own. Files are named with the dates you picked. Advancement no longer has its own export button; it opens this report.

Calendar outing prints. From the event on Calendar, print **Print roster**, **Print Medical A&B**, and **Print Medical Part C** as three separate PDFs of the Going list. Reports → Medical is the unit-wide checklist before you open that outing.

13. Unit admin

Scoutmasters and Assistant Scoutmasters use Unit admin to:

- See and share the six-character **join code** (and rotate it if it leaks). Families need this code *before* they create a Unit Hub login. The code does not create a roster profile. A leader attaches the login, or adds a login that already belongs to the other unit.
- See waiting logins after someone uses the join code. They also show on Home as membership requests. Registering does not create a roster profile. Attach the login to an existing profile or create one. The same waiting login is listed on every unit. Dismiss request keeps the login for the other unit. **Delete account** removes the login even if a roster profile is attached — type DELETE. Check **Also delete roster profiles** to remove the duplicate cards too. On a member card, Delete forever can also delete the login.
- See every registered Unit Hub login. **Admin accounts** are the Scoutmaster, Assistant Scoutmaster, and the Finding Gilwell admin login (info@findinggilwell.com). A **waiting login** is a sign-in that is not attached to any roster profile. A parent who is on the roster but not linked to a Scout is not a waiting login.
- On each member card, see whether a **parent is linked** (or which Scouts a parent is linked to). Connect missing links on Roster.
- Attach a waiting login to an existing parent, Scout, or adult leader card (**Attach this user profile to login**), or create a new roster profile of any type and approve the login at the same time.
- Detach a login from a roster card, then attach it to a different card, or delete an unused login after it is detached. A login never attaches itself to a profile.
- Approve parent/guardian connections to Scouts (including a parent linked to more than one Scout).
- Change emails, send a password reset, or set a temporary password (user must change it at next login)
- Disable a login or archive someone who left. **Disable** blocks that sign-in on every unit, whether the person is on the pack, the troop, or both. The profile stays. Enable turns the login back on. **Archive** is this unit only — they leave this roster and drop off this unit's live channels. If the same login is still active on another unit, that unit still opens. Advancement and photos stay on file. Restore from Archived if they return.
- **Delete forever** a duplicate roster profile. Type that profile's name or DELETE. Check **Also delete the Unit Hub login** to remove the sign-in from every unit at the same time. Leave the box unchecked and the login stays under waiting logins so you can attach it on this unit or the other unit, or delete the account from Logins. Only the Scoutmaster, an Assistant Scoutmaster,

Cubmaster, assistant, or the Finding Gilwell admin can do this — not committee. You cannot delete your own card. Disabled and archived lists have the same delete.

- Set the unit Facebook page for album sharing
- Configure email/text delivery for the unit (including a test message to yourself)
- **Permissions** — turn each Unit Hub ability on or off for a **role** (Scoutmaster, ASM, Cubmaster, den leader, parent, SPL, and the rest) or for one **person**. Defaults match chapter 4. Changing a role updates everyone in that role unless that person has their own override. Use default / Follow group clears a personal override so that person follows the role again. The board includes sign-off, testing, changing or clearing a recorded sign-off, Cub Scout Adventures, youth offices, unit files, parent connections, calendar, agenda, announcements, door check-in, medical forms, and the other permission-gated tools. Finding Gilwell admin always has every ability.

Committee Chairs and the Chartered Organization Representative can use join-code, email, and membership-status tools. They cannot change unit position, attach or detach logins, or delete a roster profile — that stays with SM/ASM.

Changing a member's **unit position** (Scout offices, Parent / Guardian with no unit position, adult leader, Scoutmaster, assistant, committee, chartered org rep) is only for the Scoutmaster or an Assistant Scoutmaster. Do it on **Roster** (Unit position on the card) or on the member in Unit admin. Saving any adult unit position other than Parent / Guardian marks them as a registered adult leader.

Registered Unit Hub logins is only for the Scoutmaster, Assistant Scoutmaster, Cubmaster, or assistant. Each member card shows the login it is tied to. Search on Members and on Logins filters by name, email, role, or linked Scout. **Run cleanup** only reports leftover matches — it does not auto-attach a login. **Logins on other units**, next to Run cleanup, lists people already on the pack or the troop so you can add that same login here or delete a duplicate account. Selecting a profile or login keeps the screen on that row instead of jumping to the top.

Finding Gilwell admin also sees **Stand up a unit** on this page (unit name, number, and program). That is the only way to add a pack, troop, crew, or ship. Older written requests, if any remain, sit under Pending unit requests — Approve or Decline. There is no Request a unit form for families or unit leaders.

Jump to sits under the page title on a phone and a computer. The buttons follow the section order from Arrange sections and only list sections that are on the page. Tap one to open that section without scrolling past the rest. A **Return to top** button sits at the lower right once you have scrolled down. It uses the unit color so it stands out, and it disappears when you are back at the top. The same button is on Home, Roster, Merit badges, and a Scout's advancement page wherever Jump to is shown. Tap **Arrange sections** to drag a section or move it up and down. Phone and computer keep that order. The sections are Stand up (Finding Gilwell admin), Waiting

logins, Parent connections, Members, Logins, Settings (join code, Facebook, email/text delivery), and Permissions.

14. Using a phone

Phones open a Unit Hub layout made for thumbs: Home, Calendar, Messages, and Advancement on the bar by default; everything else under More (announcements, meeting agenda, door check-in, roster, documents, albums, reports, unit admin, sign out). Tap **Arrange menu** on More to change which four sit on the shortcut bar — the same order as the computer sidebar. If this login is on more than one unit, More lists those units so you can switch. It does not add or stand up a unit. Search is in the slide-out menu (tap the unit name or the menu control at the top): type at least two characters.

- Prefer taps on links and labeled buttons (Save, Continue, Create account, Sign in, Save position, Save unit position, Refresh). If a control does nothing, look for a real button or a text link rather than a tiny icon. A new login on a phone still starts with **Need an account? Enter a unit join code** — there is no Create an email account button until the code is accepted.
- Calendar: tap a day to open events. Tap the underlined month or year to pick a month or year, the same as on a computer. A one-day meeting stays on that day (including if it ends at midnight). A multi-day campout appears on every day it covers. Phone and computer mark the same days. Attendance is a separate screen on the event with Going / Maybe / Can't / Undecided and a summary. Parents and adult leaders can mark linked Scouts there too. SM/ASM, committee, and chartered org rep can add or edit events on the phone; those saves use the unit time zone so they match the computer. The day's card shows the meeting agenda. Door check-in is on More and on the event. **Print roster**, **Print Medical A&B**, and **Print Medical Part C** are at the bottom of the event (open More), and in the Roster window. A campout or hike also has **Print duty roster** and **Print meal plan** there.
- Messages: a conversation opens on the latest message. Tap Reply under a bubble; the quote appears in the bar at the bottom. Use Refresh if the thread looks incomplete. Press and hold a bubble for the action menu. Scroll up for older messages.
- Advancement: tap a Scout to open requirements. Radios, notes, How to, Refresh, and the Eagle-required slot list work on the phone. Scoutbook export is under More → Reports. **Meeting sign-off** (Den sign-off in a pack) is its own page — tap the name to switch the starting Scout, then add others. With one Scout selected, already-signed requirements stay off the list; with several selected, save skips anyone who already has that item dated. After a sign-off you stay on that requirement. How to lists official alternative activities; teaching links open in a new tab. SM/ASM/COR can change or clear a recorded date when that permission is on.
- Reports: under More. Open a report, run it, then Print / PDF or Export Excel. Rank progress, attendance, medical, and the rest match the computer.
- Albums: open an album with **View photos**, tap **Add photos**, choose pictures, then Add to album. Check one or several photos, then Share. Manage stays on the album instead of bouncing back to the list.

- Roster (SM/ASM): **Unit position** is on every member card — Scout offices on a Scout, registered adult positions on an adult (Parent / Guardian means no unit position). Phone numbers format with dashes as you type.
- Unit admin (SM/ASM): **Jump to** opens a section. Tap **Arrange sections** to drag a section or move it up and down. Phone and computer keep that order. Delete forever is on the open member card (type the name or DELETE, and check Also delete the Unit Hub login to remove the sign-in). Scroll past Members to see every name; tap a name to open the card without jumping to the top.
- Sign out from More. You should land on the Finding Gilwell home page, not a hosting status page.
- If a page stays on Loading, a button flashes with no action, or Google / X sign-in says content is blocked, a content blocker is often the cause. See chapter 15. You can leave the blocker on for the rest of the web and allow only Finding Gilwell.

Public Finding Gilwell site (before you sign in)

The public pages (home, About, Donate, Unit Hub sign-in) use a three-line menu on a phone. Tap the lines at the top right to open Units, About, Community Partners, Contact, Donate, Fundraising, Gulf Stream Council, Facebook, and Unit Hub. Tap the X to close it. Community Partners lists local supporters (Kanner Group, Outback Steakhouse, Advanced Sprinkler & Pump, Window Solutions, Napier & Rollin Law, Reisinger CPA, Polish American Club, Indian River Salvage, Moody Tire, and others as they are added). Tap the menu item for the full page, or a partner name in the list to jump to that card.

Under **Fundraising: Scrapping for Scouts** (scrappingforscouts.com) and the **Popcorn campaign** (532popcorn.com). On a computer those same links appear when you hover Fundraising in the header.

15. Troubleshooting

Most Unit Hub problems on a phone are either a tap that never opens the next screen, a page that stays on **Loading**, missing photos, or Google / X sign-in that says content is blocked. Before you assume the site is down, check for a **content blocker**.

What a content blocker is

Safari Content Blockers, AdGuard, 1Blocker, AdBlock, uBlock Origin, Brave Shields, NextDNS, and similar tools hide ads and trackers. They also block scripts and pages on other companies' sites. Finding Gilwell itself is first-party. **Continue with Google** and **Continue with X** must open Google or X to finish sign-in. Subscribe to Google Calendar and Outlook does the same. A blocker that is still on for this visit can stop those steps, and on some phones it can stall Unit Documents, Calendar Documents, albums, or roster until the request times out.

The short “Turn Off Content Blockers” banner in Safari is **temporary** — it lasts for that visit (or until you close the tab). Use the website setting below if you want Finding Gilwell to keep working with the blocker still on everywhere else.

Email sign-in is the fallback. If you already have an email login, use Continue with email. If you need a new login and Google or X is blocked, enter the unit join code first, then Create an email account. After you allow Finding Gilwell once, you can go back to Google or X if you prefer.

iPhone and iPad (Safari)

Temporary (this visit only)

1. Open findinggilwell.com in Safari.
2. Tap **AA** (or the page / puzzle icon) on the left of the address bar.
3. Tap **Turn Off Content Blockers** if you see it. Reload the page.

That only lasts for this visit. Do not use it as the everyday fix.

Permanent (this site only — leave the blocker on for other sites)

1. Open findinggilwell.com in Safari.
2. Tap **AA** (or the page icon) on the left of the address bar.
3. Tap **Website Settings**.
4. Turn **Use Content Blockers** off.
5. Close the sheet and reload. Safari remembers this for Finding Gilwell.

If you use **1Blocker** or **AdGuard** as a Safari extension: open that app (or the Safari toolbar icon) and **Allow Site** / turn off blocking for findinggilwell.com. That also sticks.

To use Google or X sign-in as well, allow **accounts.google.com** and **x.com** (and twitter.com if your blocker lists it) in the same app. You do not need to turn the whole blocker off.

You can also check later under **Settings → Apps → Safari → Settings for Websites → Content Blockers** (wording varies by iOS version) and set findinggilwell.com to Off.

Android (Chrome, Samsung Internet, Firefox)

Android browsers do not use Apple's Content Blockers list. Blocking usually comes from an app (AdGuard, Blokada, a DNS filter) or from the browser's own shields.

Temporary

1. Open findinggilwell.com.
2. In **AdGuard** or similar, tap the shield and pause protection, or choose disable for this site for this session.
3. In **Brave**, tap the lion / shields icon and set shields down for this site.
4. Reload. Turn protection back on when you leave Finding Gilwell if you only needed a one-time pass.

Permanent (this site only)

1. **AdGuard**: open the app → find findinggilwell.com in recent activity → add to allowlist / exclusions. Or AdGuard → Settings → Filtering → add findinggilwell.com as an exception.
2. **Chrome with an extension** (on tablets, or desktop-mode Chrome): tap the puzzle / AdBlock icon → this site → Always allow / don't run on this site.
3. **Samsung Internet**: menu → Extensions / content blockers → allow this site, or turn the extension off for Finding Gilwell.
4. **Firefox**: tap the shield in the address bar → Enhanced Tracking Protection → Off for this site (Firefox remembers it).
5. **Next DNS, Private DNS, or Blokada**: add findinggilwell.com (and google.com / x.com if you sign in that way) to the allowlist in that app. A DNS block is not turned off from inside Chrome.

Reload after you allow the site. If Google or X still fails, use email sign-in or add those companies to the same allowlist.

Mac (Safari)

Temporary

1. Open findinggilwell.com in Safari.
2. Click the page-settings button on the left of the address bar (it may look like **AA** or a toggle).

3. Choose **Turn Off Content Blockers** if listed, then reload. This is for the current visit.

Permanent (this site only)

1. Open findinggilwell.com in Safari.
2. From the menu bar choose **Safari → Settings for This Website...** (or click the page-settings control in the address bar → Website Settings).
3. Uncheck **Use content blockers** / set Content Blockers to Off for this website.
4. Reload. Safari keeps that choice.

To review every site later: **Safari → Settings → Websites → Content Blockers**. Find findinggilwell.com and set it to Off. Leave other sites as they are.

1Blocker and AdGuard on the Mac have an Allow Site / exception list the same as on iPhone. Allow findinggilwell.com there if Safari's website setting is not enough.

Mac (Chrome, Edge, Firefox, Brave)

Temporary

1. Click the blocker extension (uBlock Origin, Adblock, AdGuard, Brave Shields) in the toolbar.
2. Power it off or pause for this site, then reload. Turn it back on when you leave if you only needed one visit.

Permanent

1. Open the same extension menu on findinggilwell.com.
2. Choose **Don't run on this site**, **Allowlist**, or **Disable for this site** — wording differs, the idea is the same.
3. In uBlock Origin you can also open the dashboard → Filter lists / Trusted sites and add `findinggilwell.com`.
4. Brave: lion icon → Shields down for this site. Brave remembers it.

If you use a network-wide filter (Pi-hole, NextDNS, iCloud Private Relay combined with a blocker), add findinggilwell.com on that filter too. Private Relay alone rarely blocks Unit Hub; a DNS or ad-block list is the usual cause.

After you change the setting

- Reload the page, or close the tab and open findinggilwell.com again.
- For Google or X, complete sign-in on that company's page, then you return to Unit Hub.
- Unit Documents, Calendar Documents, Subscribe, albums, and roster should open instead of sitting on Loading.
- If one device works and another does not, the blocker is almost always on the device that fails — not a different Unit Hub.

Still stuck after allowing the site? Write the Scoutmaster or Finding Gilwell (chapter 16) and say which device and which button you tapped. If a leader just set a temporary password and the hub will not open, you should see **Choose a new password** — that screen has to be finished first. If Continue with Google or Continue with X does nothing, the phone may have blocked the popup; allow popups for Finding Gilwell and try again.

16. Help and contact

For a waiting login or “I cannot get in,” start with your Scoutmaster, Cubmaster, or an assistant. They attach the login in Unit admin (Waiting logins) to an existing profile or create one. For a new chartered unit or a problem with the site itself, write Finding Gilwell — staff stands the unit up from Unit Hub and sends the join code. Do not look for Request a unit on the public site; that form is gone.

Finding Gilwell Inc.

6443 55th Sq, Vero Beach, FL 32967

info@findinggilwell.com · 772-413-7121

findinggilwell.com

Meetings: Wednesday evenings at the Polish American Social Club, 7500 US-1 N, Vero Beach. Call to confirm a meeting is on before you visit.

Council resources (registration, medical form, advancements) are on the public site under **Gulf Stream Council**. Fundraising links (Scrapping for Scouts and the Popcorn campaign) are under **Fundraising** in the same menu.

Finding Gilwell Inc. is a 501(c)(3) public charity (EIN 99-2962096), Florida Charitable Solicitation Certificate CH75600, chartering Pack 532 and Troop 532 in the Gulf Stream Council. This manual describes Unit Hub as of 20 September 2026. Print or email the PDF; it is searchable and bookmarked.