1. Introduction
   a. Introduce yourself...
   b. Outline of the agenda (Slide)
      i. How IA can benefit your scouting program
         1. Cub Scouting
         2. Boy Scout
      ii. Demonstration on how to use IA
      iii. Hands-on Exercise
2. Why IA (Slide)
   a. Official record
   b. Free
   c. Accuracy
      i. No chance of error as to who is advancing or when they advanced.
      ii. Enforces most BSA rules
      iii. Allows for corrections
   d. No Loss of information.
   e. Easy transition between Cub and Boy scouts
      i. Helps with re-chartering
      ii. Award information will carry forward from Cub to Boy Scouts
      1. Need to get a list of the wards
   f. Helpful report making purchasing awards easy.
3. Browsers / Settings (Slide)
   a. IE trusted sites
   b. Compatibility Sites
   c. SHOW/DEMO as needed
4. Registration (Slide)
   a. Unit ID
   b. Unit Type
   c. Unit Number
   d. SHOW/DEMO
5. Working Copy (Slide)
   a. Shopping Cart Concept
   b. Cart only valid for 30 days and then get emptied automatically if not submitted
6. DEMO application
   a. Cub
      i. Data Entry
         1. Rank
         2. Loop
         3. Pins
         4. Awards
         5. Activity Badges
         6. Belt Loops
         7. Order of entry to avoid data loss
      ii. Multiple Entry
      iii. Reports
   b. Troop/Team/Crew
      i. Data entry (Rank, MB, Awards)
      ii. Multiple Entry
      iii. Reports
7. Final Thoughts (Slide)
   a. See slide notes
   b. Board of reviews
      i. Have your own sheet for the board to sign. Attach copy to report(s).
   c. Court Of honor
      i. Individual reports
8. Questions before going to exercise
9. Hands on exercise
   a. Register
   b. Log in
10. Questions

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