

Building Evidence in Scouting Together



Registering Troop Members:

Instructions for Completing the Excel Registration File

1. **Save the Excel file** to your computer and rename it with your *Troop Number* and *Council Name*. For example: Troop 123_Montclair Council.
2. The **Troop Information** tab (where you enter your troop and troop members' information) has built-in formatting, drop down menus, instructions and hints to help guide you as you fill it out. **Yellow cells** in the Excel spreadsheet are required (different fields are required for adults and Scouts). **Blue rows** in the Excel spreadsheet have basic reminders and instructions. Rows 5 and 6 in the Excel spreadsheet contain **examples**.
3. When you have filled in all the **yellow** fields highlighted in the Excel spreadsheet, you have completed the required information for that individual and can enter information for the next person. **(See the next page of this document for detailed column-by-column instructions.)**
4. When you have entered information for all troop members who you are registering for the BEST Study, save the file and email it to us at yourvoice@bsabeststudy.org.

If you run into any problems or have questions, we are here to help!

yourvoice@bsabeststudy.org

1-888-309-1556 (option 1)

THANK YOU FOR YOUR SUPPORT OF THE BSA BEST STUDY!

INSTRUCTIONS FOR FILLING IN EACH COLUMN IN THE EXCEL FILE

ROW OR COLUMN	COLUMN HEADER	REQUIRED/ REQUESTED FOR	INSTRUCTIONS
Rows 1-3	<i>Not applicable</i>	Required for all troops	Fill out troop information (Local Council Name, Troop Number, Charter Organization) at the top left.
Column A	Role	Required for all individuals	Use drop down menu to select the individual's role in the troop (Scoutmaster, Assistant Scoutmaster, or Scout). For the BEST Study, we are only including adult leaders in the Scoutmaster or Assistant Scoutmaster roles.
Column B	First Name	Required for all individuals	Enter the individual's first name .
Column C	Last Name	Required for all individuals	Enter the individual's last name .
Column D	Current age	Requested for Scouts (<i>not required</i>)	Enter Scout's current age . For the BEST Study, we are only including Scouts age 10-18 who are currently enrolled in the troop and have not aged out.
Column E	Contact email address to take the survey	Required for all individuals	Enter individual's email address (if they do not have an email, enter No Email); if Scout does not have an email address, it's okay to enter a parent/guardian's email address here.
Column F	Contact Phone Number	Required for all SM and ASMs ; requested for Scouts	Enter individual's 10-digit phone number with no spaces, dashes, parentheses or other punctuation (if the individual does not have a phone number, leave blank). We use the phone number to remind participants when it is time to take their surveys.
Column G	Contact Phone Type	Required for all phone numbers	Use the dropdown menu to indicate what type of phone number is provided (Home, Cell, Office).
Column H	Permission to Contact by Phone	Required for all phone numbers	Use drop down menu to select Yes if it's okay for us to call this individual, and No if they do not want us to call. We will only call to remind them about surveys if it says Yes here.
Column I	Permission to Text Reminders	Required for all phone numbers	Use drop down menu to select Yes if it's okay for us to text this individual, and No if they do not want us to text them. We will only text to remind them about surveys if it says Yes here.
Column J	Parent/Guardian's First Name	Required for all Scouts	Enter parent or guardian's first name .
Column K	Parent/Guardian's Last Name	Required for all Scouts	Enter parent or guardian's last name .
Column L	Parent/Guardian's email address	Required for all Scouts	Enter the parent or guardian's email address . If they do not have an email address, enter No Email . We use this email address to let the parent/guardian know that the Scout is participating in the study and give them a chance to withdraw their Scout if they choose. For families that do not have email, we will send you cards with codes for Scouts to take the survey online, and information you can give to parents in case they'd like to withdraw their Scout from the study.