

Building Evidence in Scouting Together



Scoutmasters: How to Register Your Troop Members for the BSA BEST Study

- 1 Save the Excel registration file to your computer.**
 - A. The Excel file is included as an attachment to your welcome email (from yourvoice@bsabeststudy.org) and can also be downloaded from the study website at www.bsabeststudy.org/materials.
 - B. Save a copy of the Excel file to your computer; name the file with your *Troop Number* and *Council Name* (for example: Troop 365_Montclair Council).

- 2 Fill out troop-specific information.**
 - A. Open the Excel file and fill out the troop-specific information at the top (Troop Number, Council Name, and Charter Organization).

- 3 Fill out the information for participating Scouts and Assistant Scoutmasters.**
 - A. Fill out information for **at least 5** Scouts.
 - B. Fill out information for Assistant Scoutmasters (if any).
 - C. When you are finished entering information, save the Excel file.
 - D. Additional detailed instructions for filling out the Excel file can be found on the study website at www.bsabeststudy.org/materials.

- 4 Email the Excel file to yourvoice@bsabeststudy.org to complete registration.**

If you run into any problems or have any questions, please call or email us!
We are happy to help!

yourvoice@bsabeststudy.org

1-888-309-1556 (option 1)

