

Silver Beaver and Meritorious Action Awards Reporting Tool

A council MyBSA administrator must grant access to the Silver Beaver and Meritorious Action Awards reporting tool.

To grant access to the Silver Beaver or Meritorious Action Awards reporting tool:

1. From the Home page, select the Administration tab.
2. From the User Access section on the left side of the page, click on the Events link below “Access Within Pages.”
3. Select “user” and check the “Silver Beaver Awards Reporting” or “Meritorious Action Awards Reporting” box to grant access.



The Silver Beaver and Meritorious Action Awards reporting tool is currently being updated. While the process will remain the same, the screen shots you see here may change slightly.

How to Use the Silver Beaver and Meritorious Action Awards Reporting Tool

1. From the MyBSA Home page, click on the Program tab and select the Events page.
2. On the left side of the page, under Silver Beaver Reporting or Meritorious Action Award Reporting, two links will appear: **Award Listing** and **Add Recipient**.



Click on the links for the **Silver Beaver Award Listing** and the **Meritorious Action Award Listing** to view the recipients of the award within a specified date range. Recipients must first be added to the system by using the **Add Recipient** link, explained later in this document under “How to Add a Recipient.”

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3. Enter the date range you would like to see.

Silver Beaver Award Listing

Run Reset

Parameters

Beginning Awarded Date dd 1 mm 1 yyyy 2012

Ending Awarded Date dd 2 mm 7 yyyy 2012

The screenshot shows the 'Silver Beaver Award Listing' form. The 'Parameters' section is highlighted with a red circle. It contains two rows for date selection: 'Beginning Awarded Date' and 'Ending Awarded Date'. Each row has input fields for day (dd), month (mm), and year (yyyy). The first row is set to dd 1, mm 1, yyyy 2012. The second row is set to dd 2, mm 7, yyyy 2012. There are also small calendar icons next to the year fields.

5. Click on the **Edit** link beside a record to edit contents of that recipient. Click the **Save** button to save changes.

Silver Beaver Award Listing

Query Parameters

Beginning Awarded Date 1/1/2011

Ending Awarded Date 3/31/2011

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	Last Name	First Name	Address 1	Address 2	Address 3	City	State	ZIP	E-mail Address	Award Date	Council Number	Member ID
Edit	DeBate					Genity	CO	80634		3/30/2011	162	
Edit	DeBate					Broken	CO	80501		3/30/2011	162	

The screenshot shows the 'Silver Beaver Award Listing' report. The 'Query Parameters' section is at the top, showing 'Beginning Awarded Date' as 1/1/2011 and 'Ending Awarded Date' as 3/31/2011. Below this is a table of recipients. The first two rows of the table are highlighted with a red circle, and each row has an 'Edit' link in the first column. The table columns include Last Name, First Name, Address 1-3, City, State, ZIP, E-mail Address, Award Date, Council Number, and Member ID.

4. Recipients within that date range will now appear in the report. If no recipients appear in the report, verify that your date range is correct.

Meritorious Action Award Listing

Run Reset

Parameters

Beginning Awarded Date dd 1 mm 1 yyyy 2015

Ending Awarded Date dd 8 mm 4 yyyy 2015

Award Type Both

The screenshot shows the 'Meritorious Action Award Listing' form. The 'Parameters' section is highlighted with a red circle. It contains three rows: 'Beginning Awarded Date', 'Ending Awarded Date', and 'Award Type'. The first row is set to dd 1, mm 1, yyyy 2015. The second row is set to dd 8, mm 4, yyyy 2015. The third row is set to 'Both' with a dropdown arrow. There are also small calendar icons next to the year fields.

Medal of Merit and National Certificate of Merit Award Listing

Query Parameters

Beginning Awarded Date 1/1/2010

Ending Awarded Date 12/31/2010

Award Type Both

	Award Type	Award Date	Recipient Name	Address 1	Address 2	Address 3	City	State	ZIP	E-mail Address	Award Date	Council Number	Member ID
Edit	National Certificate of Merit	12/31/2010	12/31/2010				Wheat	WV	26153		1/1/2011		
Edit	Medal of Merit	12/31/2010	12/31/2010				Wheat	WV	26153		1/1/2011		

The screenshot shows the 'Medal of Merit and National Certificate of Merit Award Listing' report. The 'Query Parameters' section is at the top, showing 'Beginning Awarded Date' as 1/1/2010 and 'Ending Awarded Date' as 12/31/2010. Below this is a table of recipients. The first two rows of the table are highlighted with a red circle, and each row has an 'Edit' link in the first column. The table columns include Award Type, Award Date, Recipient Name, Address 1-3, City, State, ZIP, E-mail Address, Award Date, Council Number, and Member ID.

Edit Recipient Record

Council Name: [dropdown]

Member ID: [input]

City of Award: [input]

Member ID: [input]

The screenshot shows the 'Edit Recipient Record' form. It has several input fields: 'Council Name' (a dropdown menu), 'Member ID' (a text input), 'City of Award' (a text input), and another 'Member ID' (a text input). There are also some smaller input fields for 'First Name' and 'Middle Name'.

Edit Recipient Record

Member ID: [input]

City of Award: [input]

Member ID: [input]

The screenshot shows another view of the 'Edit Recipient Record' form, focusing on the 'Member ID' and 'City of Award' fields. It shows two 'Member ID' input fields and one 'City of Award' input field.

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6. Close the Edit Recipient Record window when you are finished making changes. Click the **Refresh** button to see the updates you made.

How to Add a Recipient

Click on the **Add Recipient** link to add a Silver Beaver Award recipient or Meritorious Action Award recipient. After entering all information, you must save the recipient record by clicking the Save button.

Note: Required items will be marked with a red asterisk.

To add additional recipients, click on **Add New Recipient**. You will see the Create Recipient Record screen. Enter the information, then press the Save button. When you have finished adding recipients, close the window to return to the main page. To view the recipients you added, click on the **Silver Beaver Award Listing** or **Meritorious Action Award Listing** link.

Silver Beaver Award Listing

Refresh

Query Parameters

Beginning Awarded Date: 10/06/2010

Ending Awarded Date: 10/20/12

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Last Name	First Name	Address 1	Address 2	Address 3	City	State	ZIP	E-mail Address	Award Date	Member ID
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Record Count: 0

Medal of Merit and National Certificate of Merit Award Listing

Refresh

Query Parameters

Beginning Awarded Date: 5/1/2014

Ending Awarded Date: 4/30/2015

Award Type: Both

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Award Type	Award Date	Award Date	Last Name	First Name	Address 1	Address 2	Address 3	City	State	ZIP	E-mail Address	Member ID	Summary of the Action
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Record Count: 0

There were no records found within these date parameters.

Create Recipient Record

Add New Recipient

Save

Council Name: Greater Indiana Council

Star Assigned Number: 001

Headquarters City and State: Birmingham, AL

Date of Award: mm - dd - yyyy

Member ID: *

First Name or Initial: *

Middle Name or Initial: *

Last Name or Initial: *

Street Address: *

Create Recipient Record

Add New Recipient

Save

Council Name: Greater Indiana Council

Star Assigned Number: 001

Headquarters City and State: Birmingham, AL

Award Type: *
Type of Award

Date of Award: mm - dd - yyyy

Last Name or Initial: *

Summary of the Action: *

Member ID: *

First Name or Initial: *

Middle Name or Initial: *

Last Name: *

The National Court of Honor

Presents the Following Awards



The **Silver Buffalo Award** recognizes registered Scouters and others of exceptional character who have provided distinguished service to youth at the national level.



The **North Star Award**, the highest level of recognition for nonregistered volunteers, is given to those who have made a significant contribution to Scouting on the same level as the Silver Beaver Award, which is for registered volunteers.



The **Silver Antelope Award** recognizes registered Scouters of exceptional character who have provided distinguished service to youth within a region.



The **Honor Medal With Crossed Palms** recognizes a youth member or adult leader who has demonstrated unusual heroism and extraordinary skill or resourcefulness in saving or attempting to save a life at extreme risk to self.



The **Silver Beaver Award** is bestowed upon those registered Scouters of exceptional character who have provided distinguished service to youth at the council level.



The **Honor Medal** recognizes a youth member or adult leader who has demonstrated unusual heroism and skill in saving or attempting to save a life at considerable risk to self.

For additional information about these awards and others, go to scouting.org/awards_central.



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