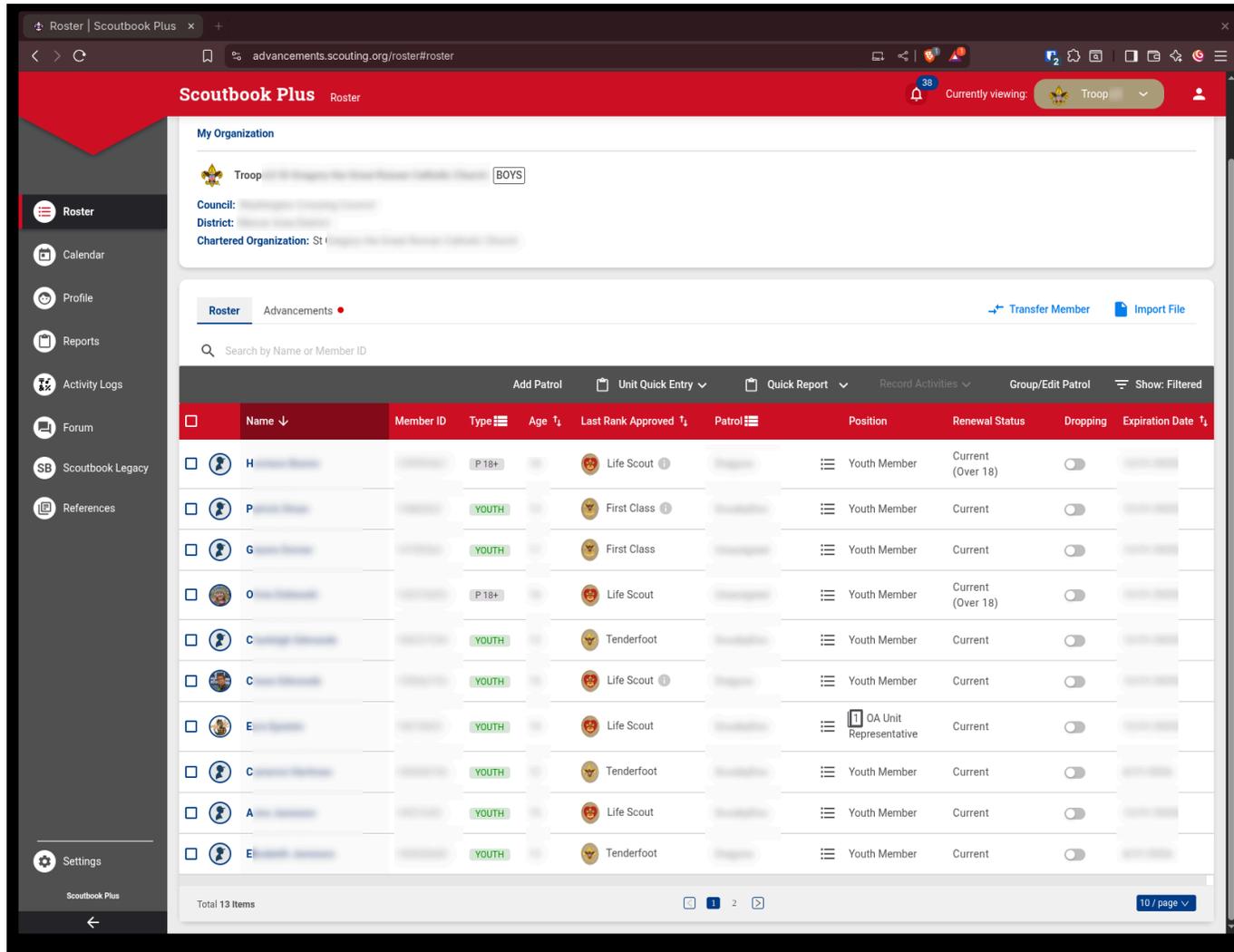


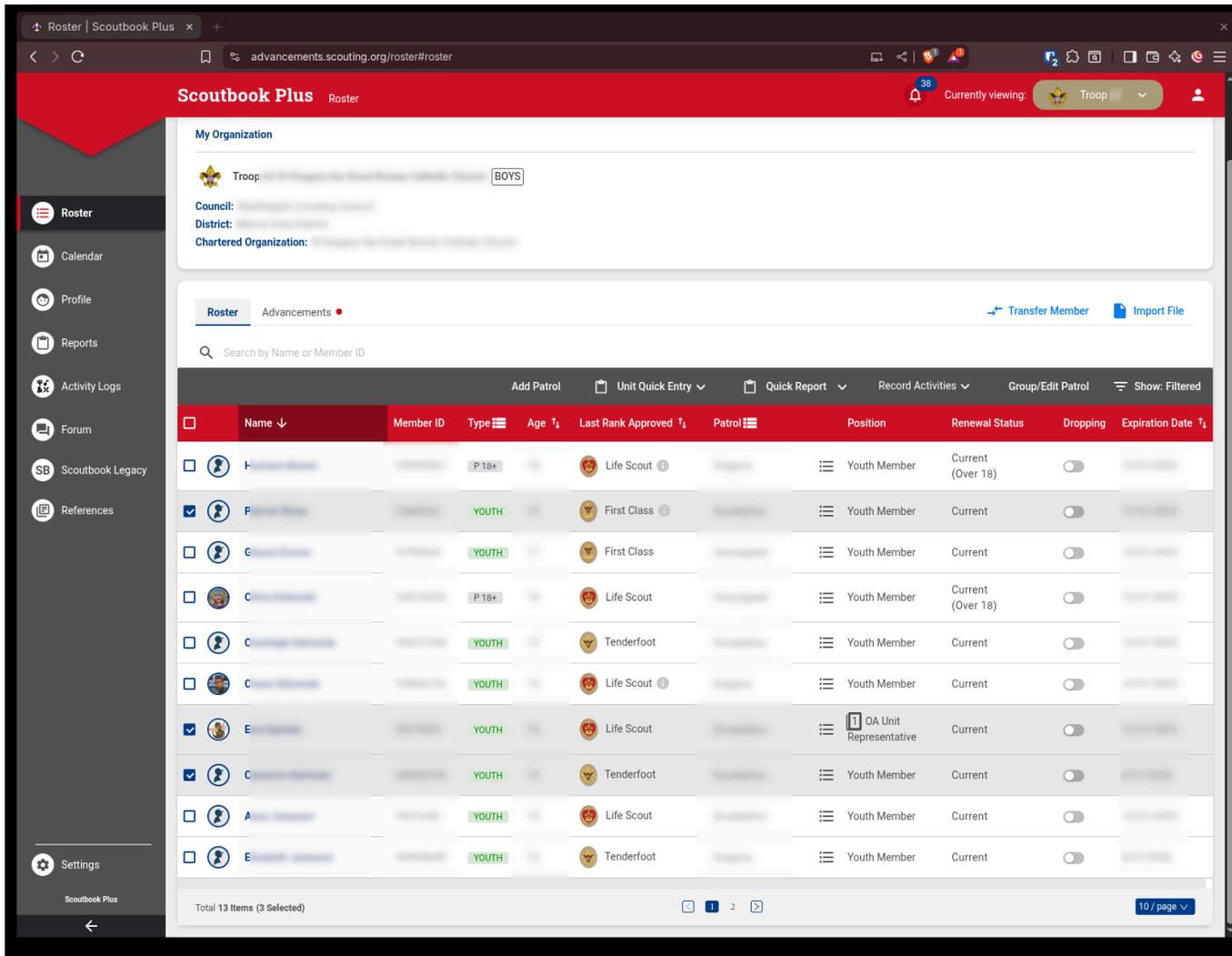
# Record Activity

If you need to record a past activity, you can do this in Scoutbook. You can record camping nights, service, or hiking.

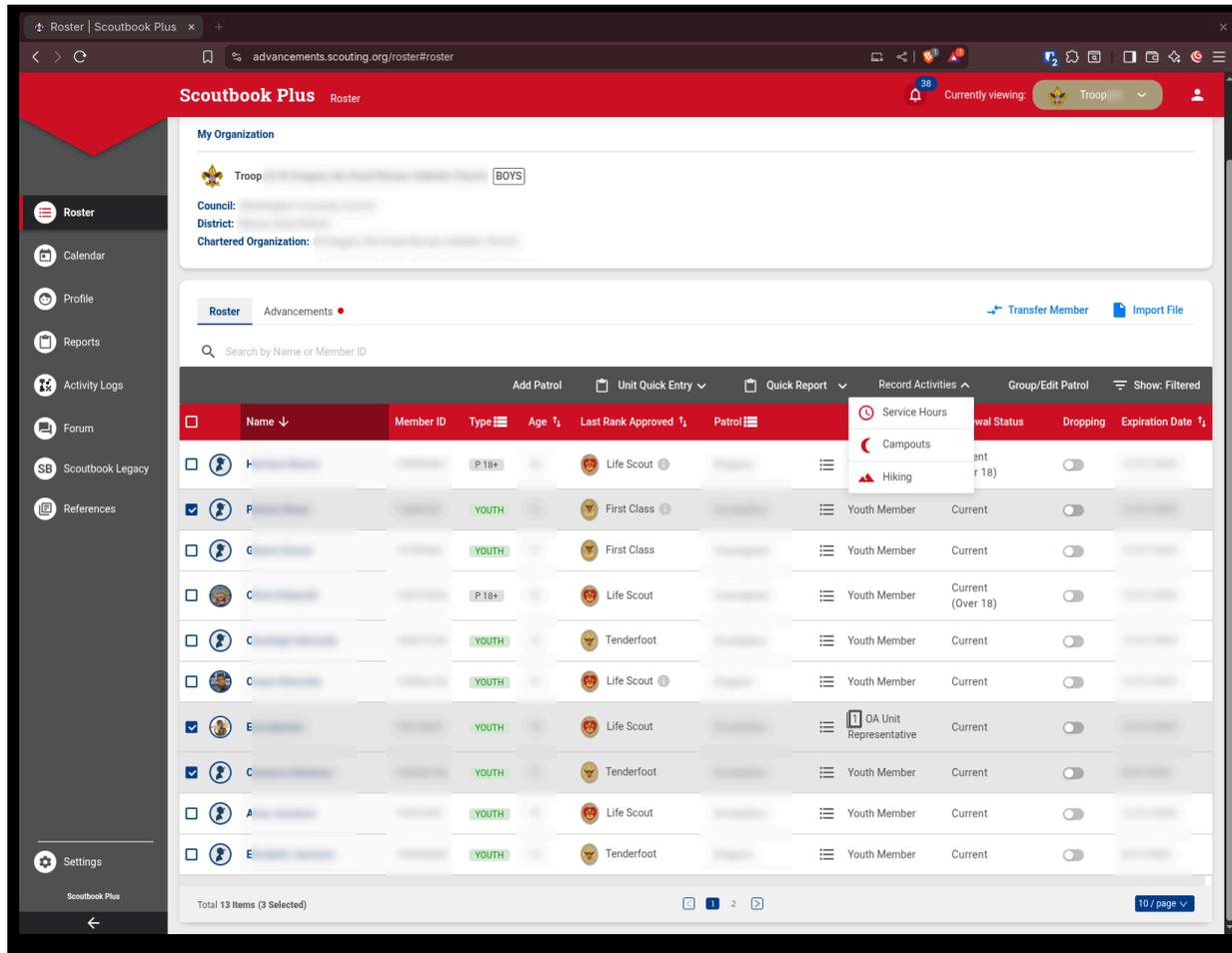
1. Start by navigating to your [Troop roster in the Advancements section](#) of Scoutbook.



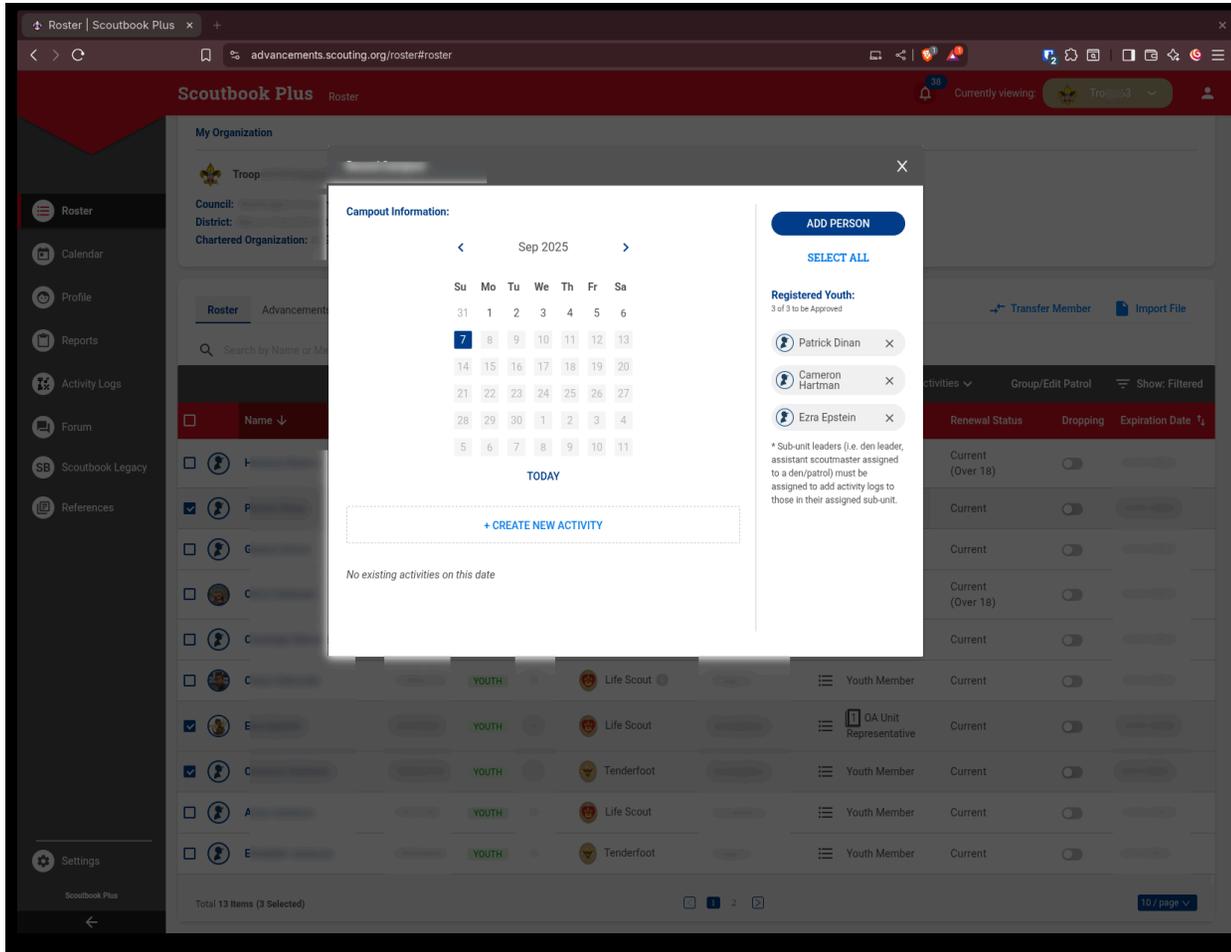
2. Next, select the scouts that participated in the activity you would like to record.



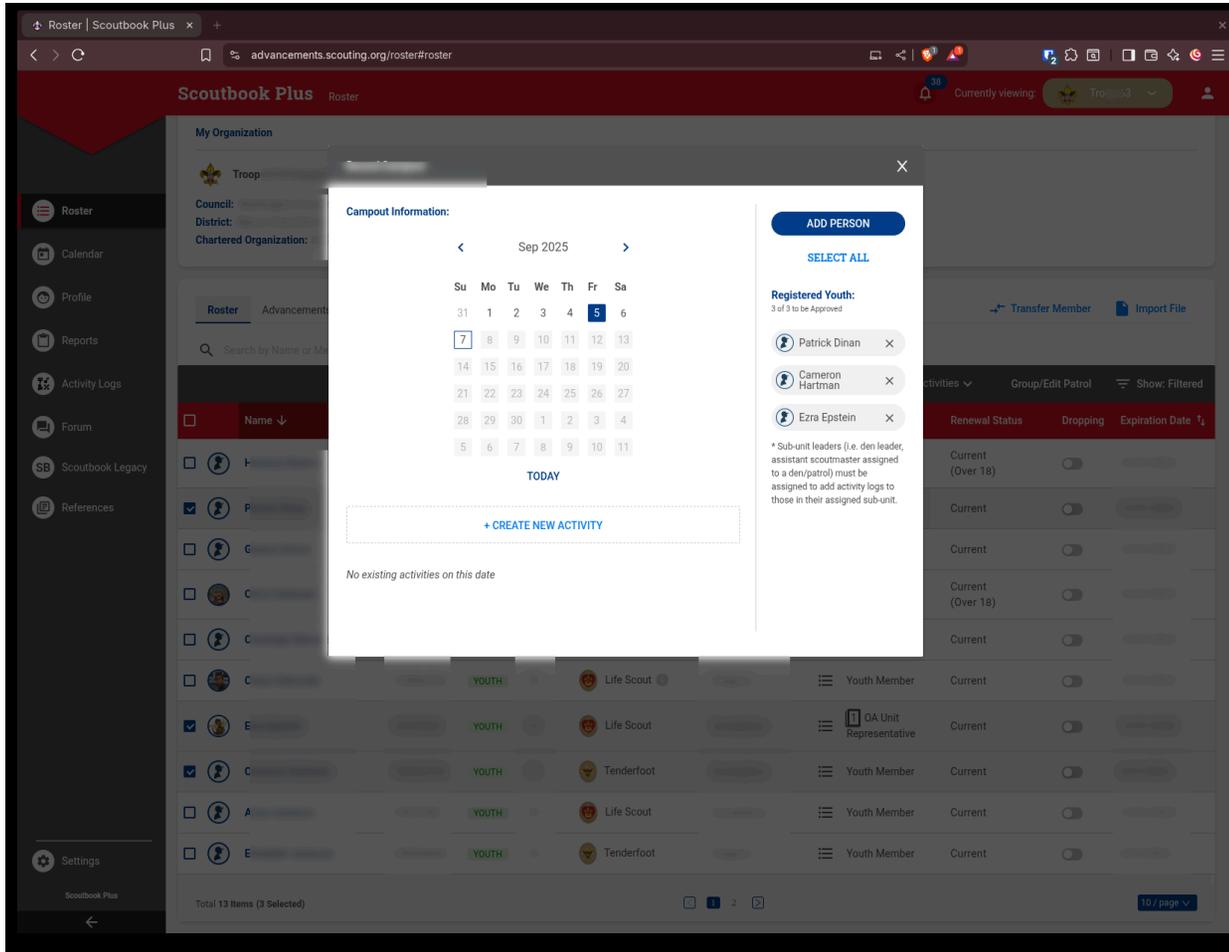
- Click on the Recent Activities tab and select the type of activity to record. Don't worry if you need to select more than one, we'll fix that in a later step. Just choose one activity for now.



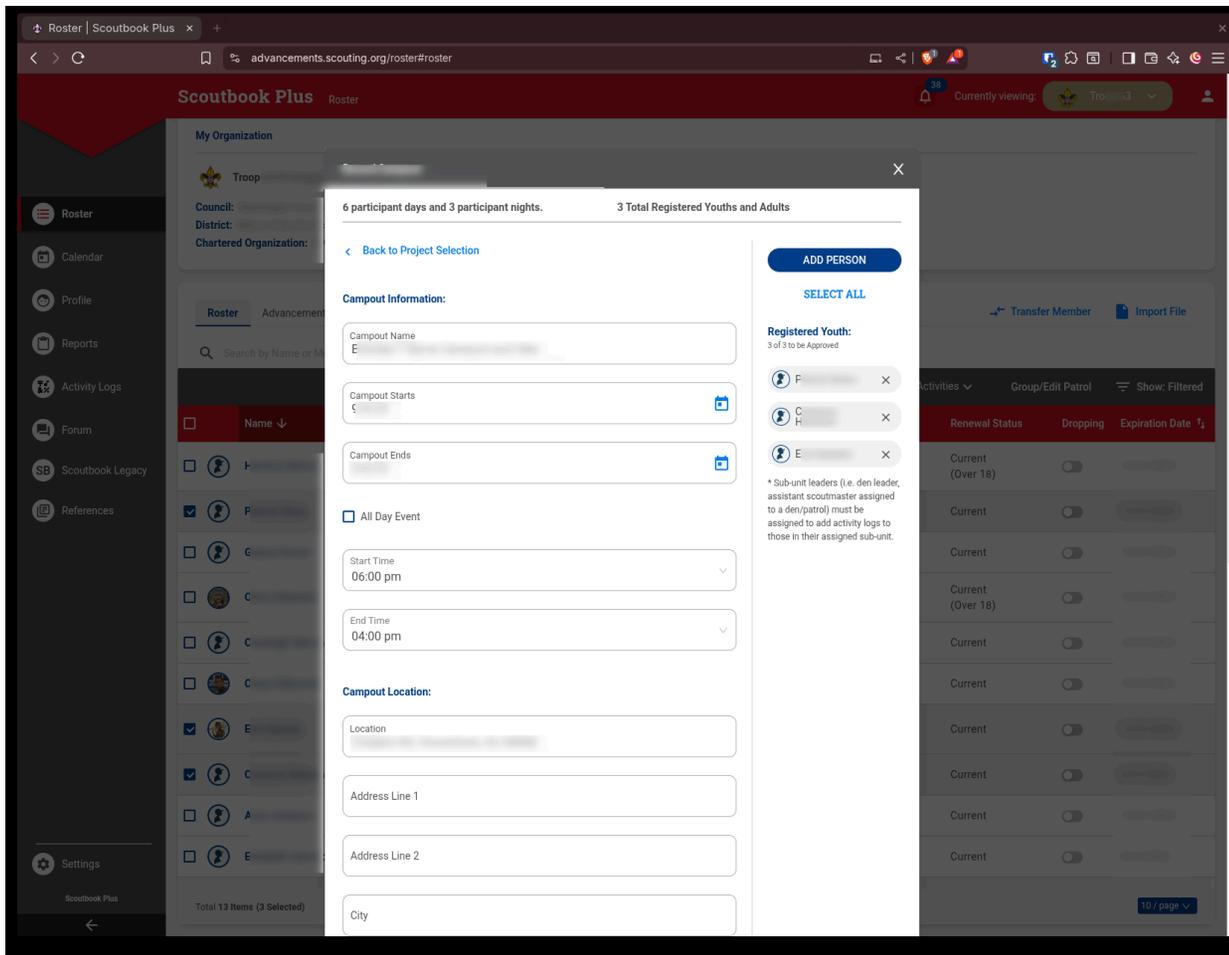
4. Since this is recording an activity that has already happened, choose a date in the past.



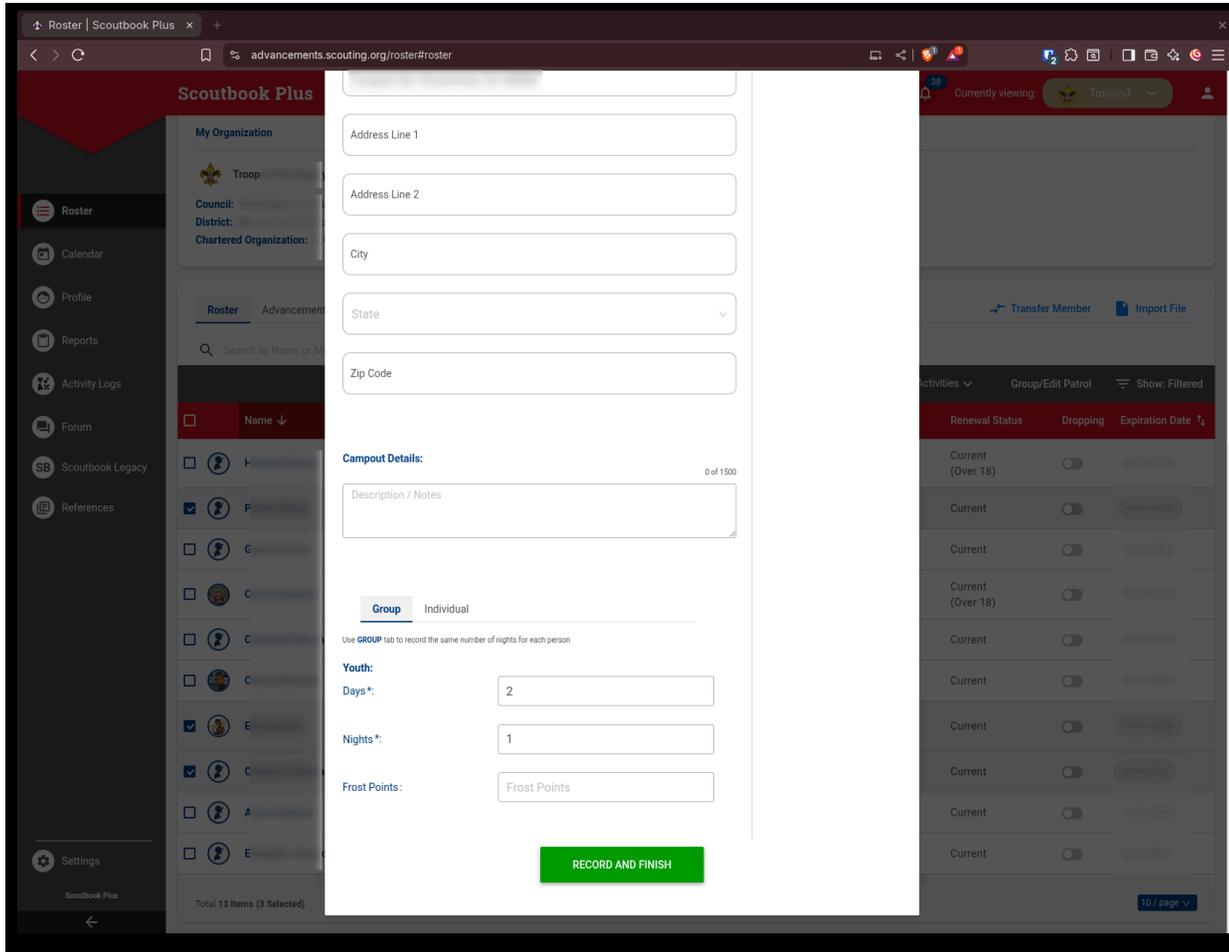
5. You'll have the opportunity here to add more folks to the record. You can either add all, or just add one by one.



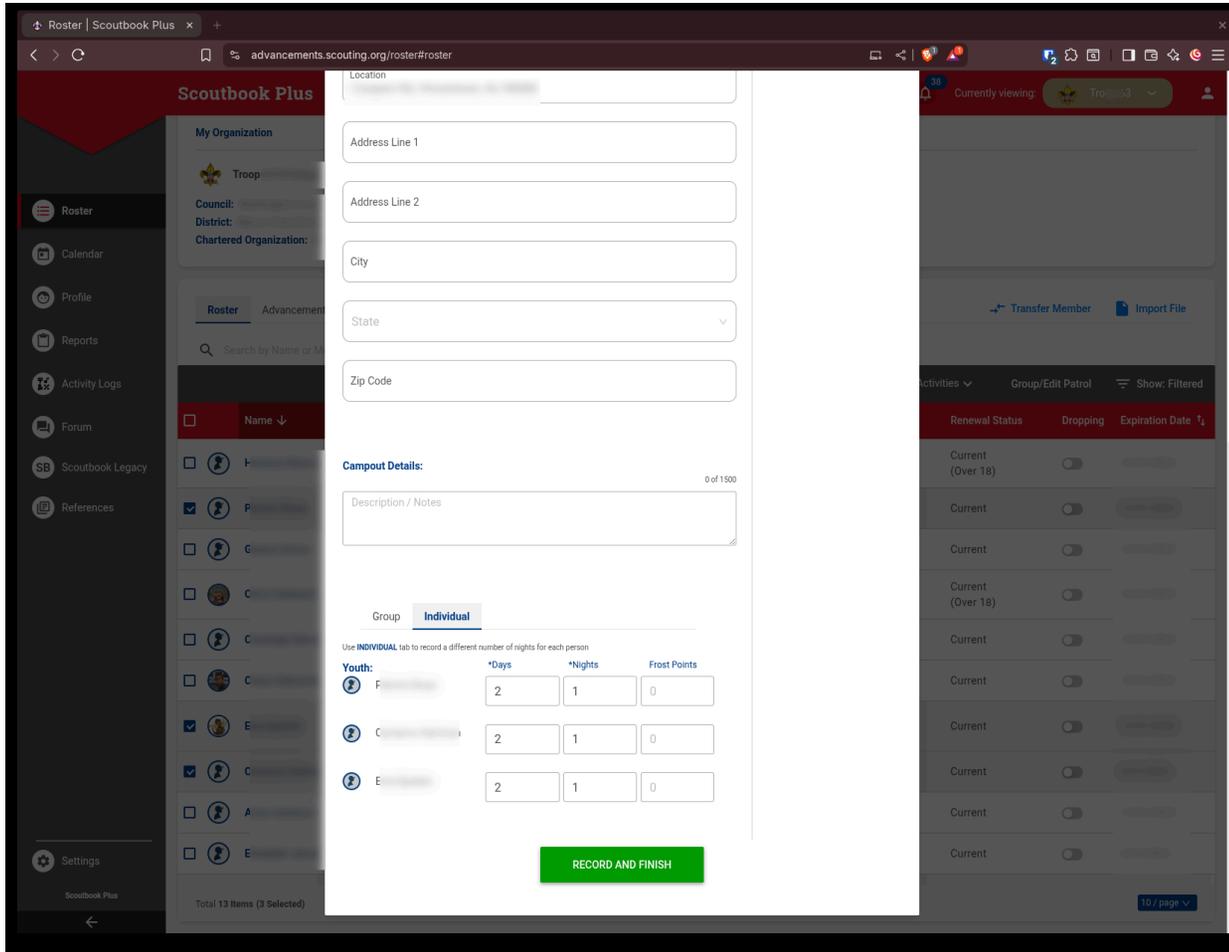
6. Once you have everyone selected and clicked on the Create New Activity button, you can fill out the activity details.



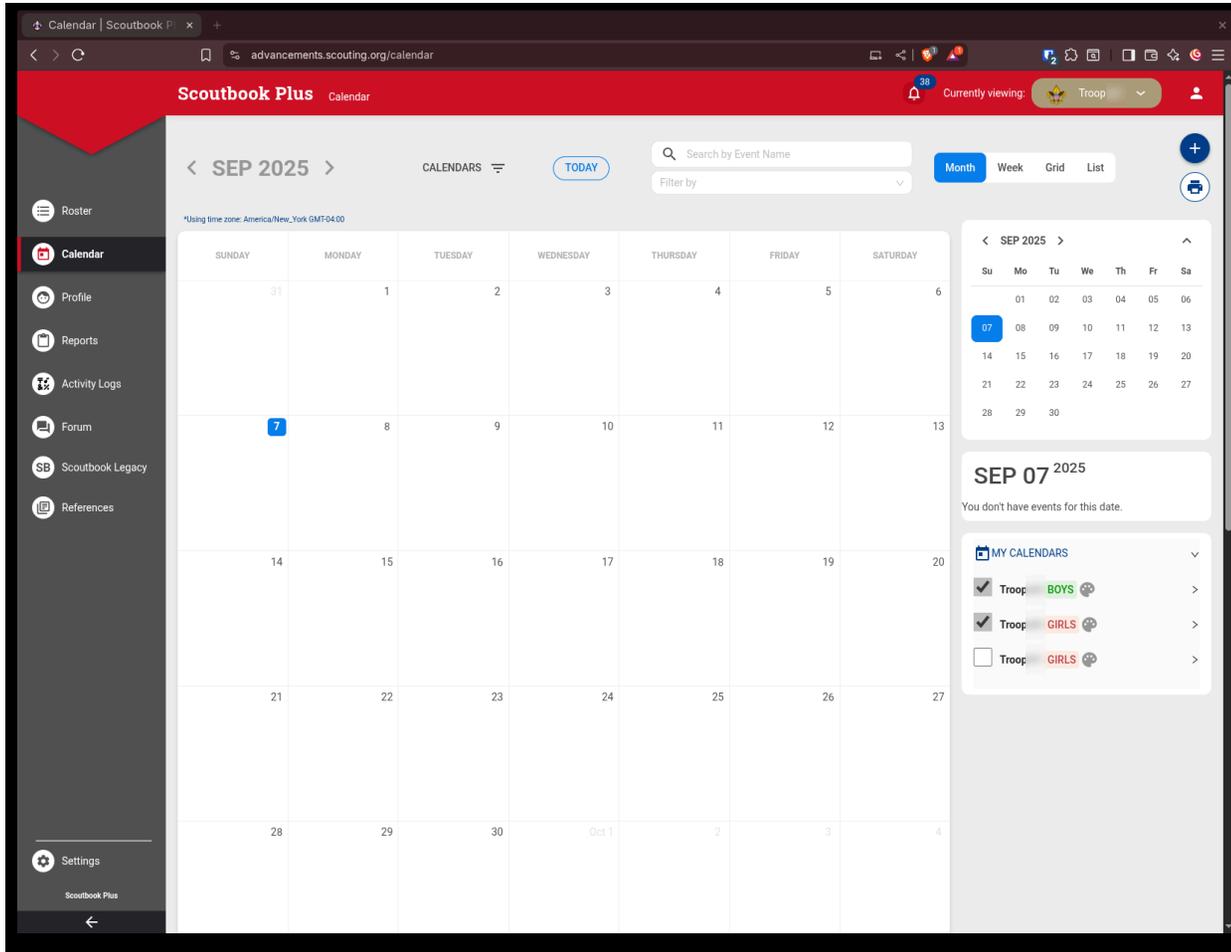
7. You can enter the default details for the whole group.



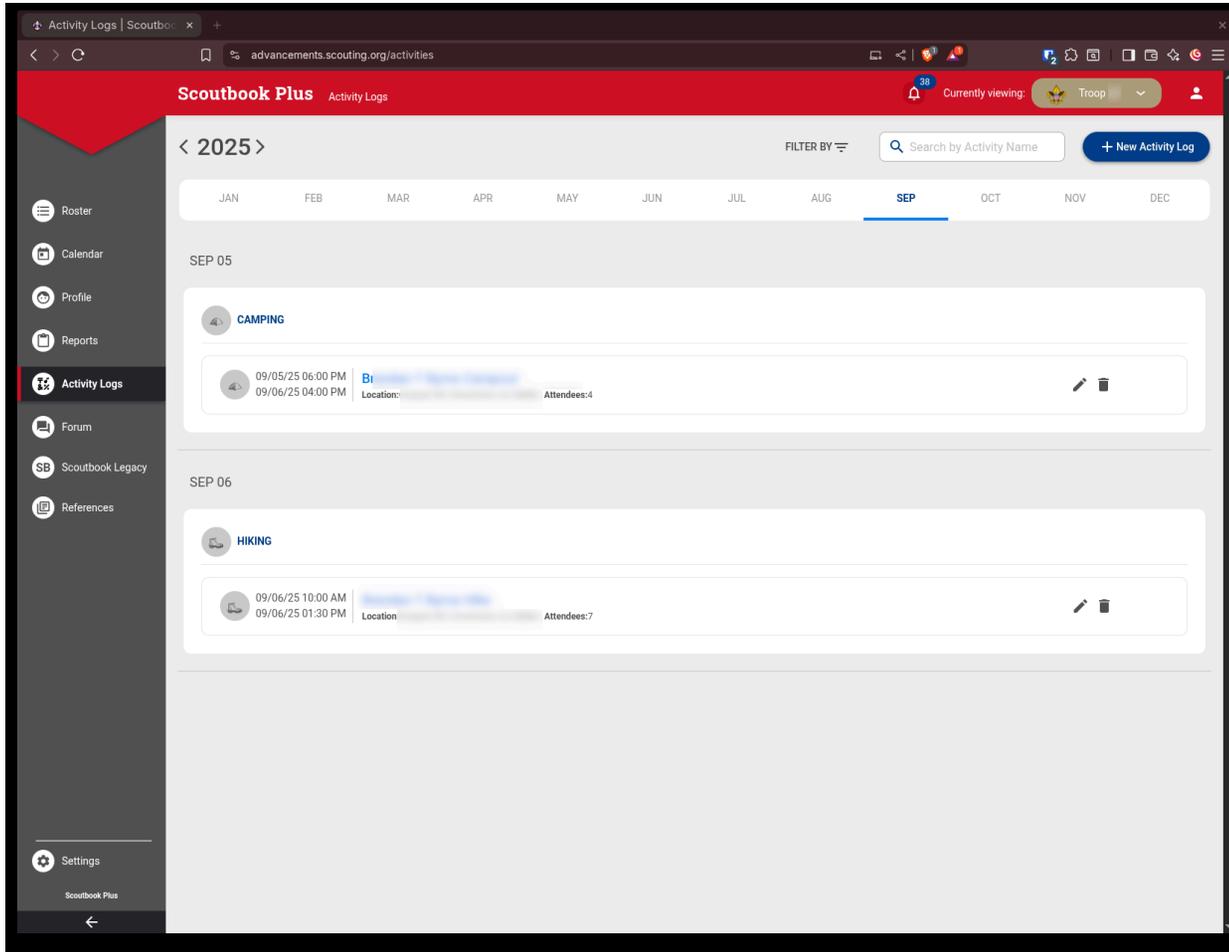
8. And then make individual corrections if you need.



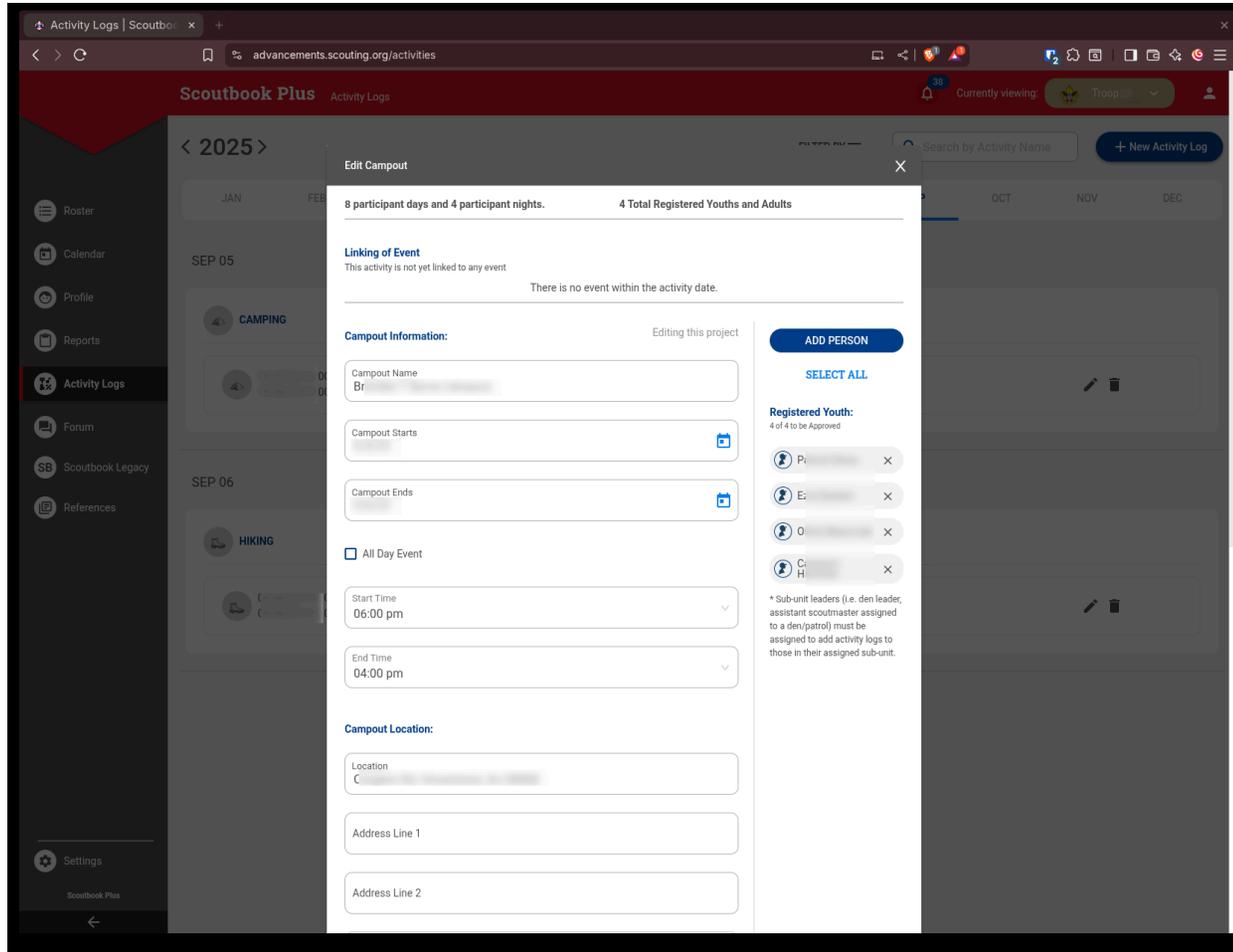
9. Finally, hit Record and Finish and you'll be returned to the calendar.



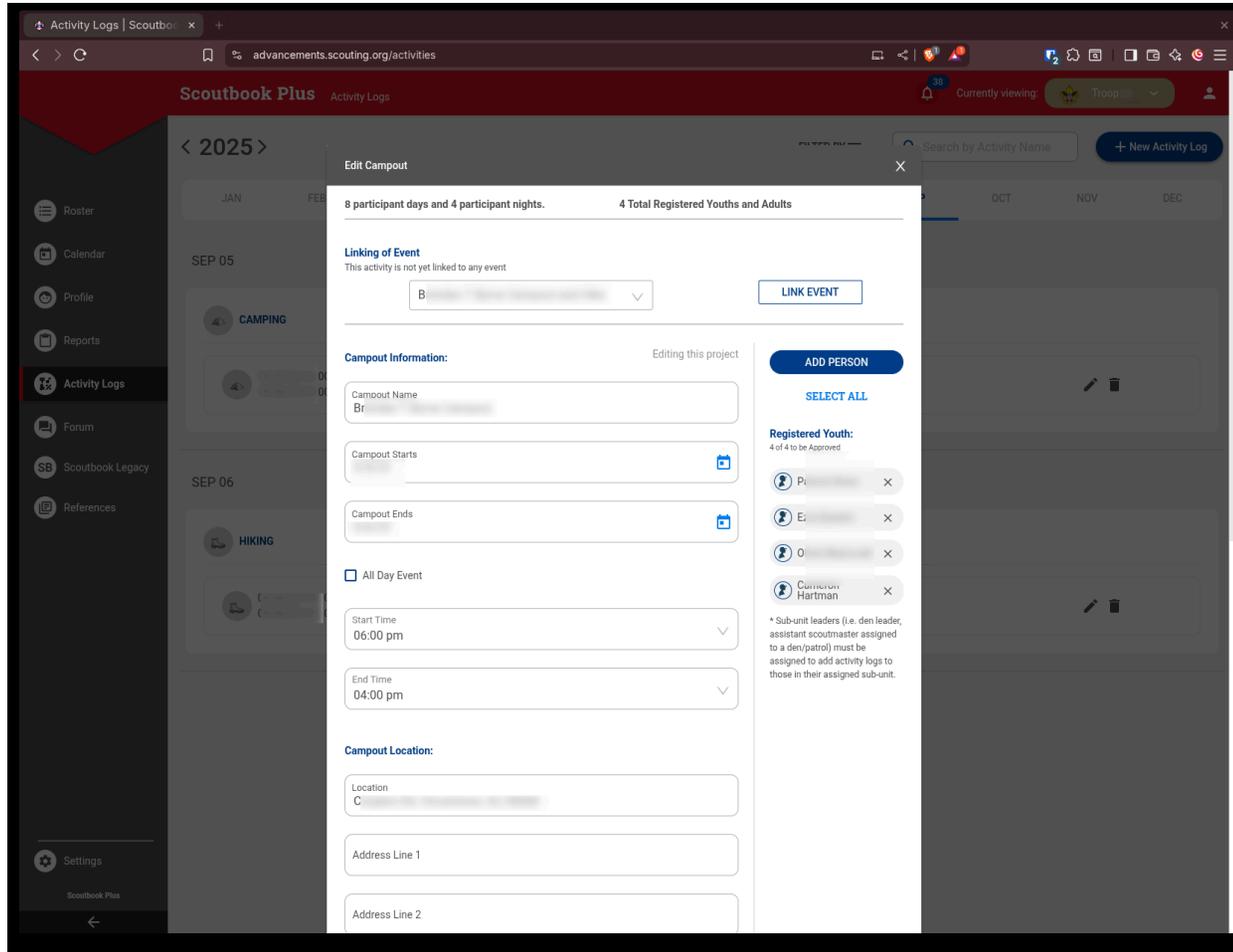
10. You can see all your activity logs for the month by clicking on “Activity Logs” on the LHS.



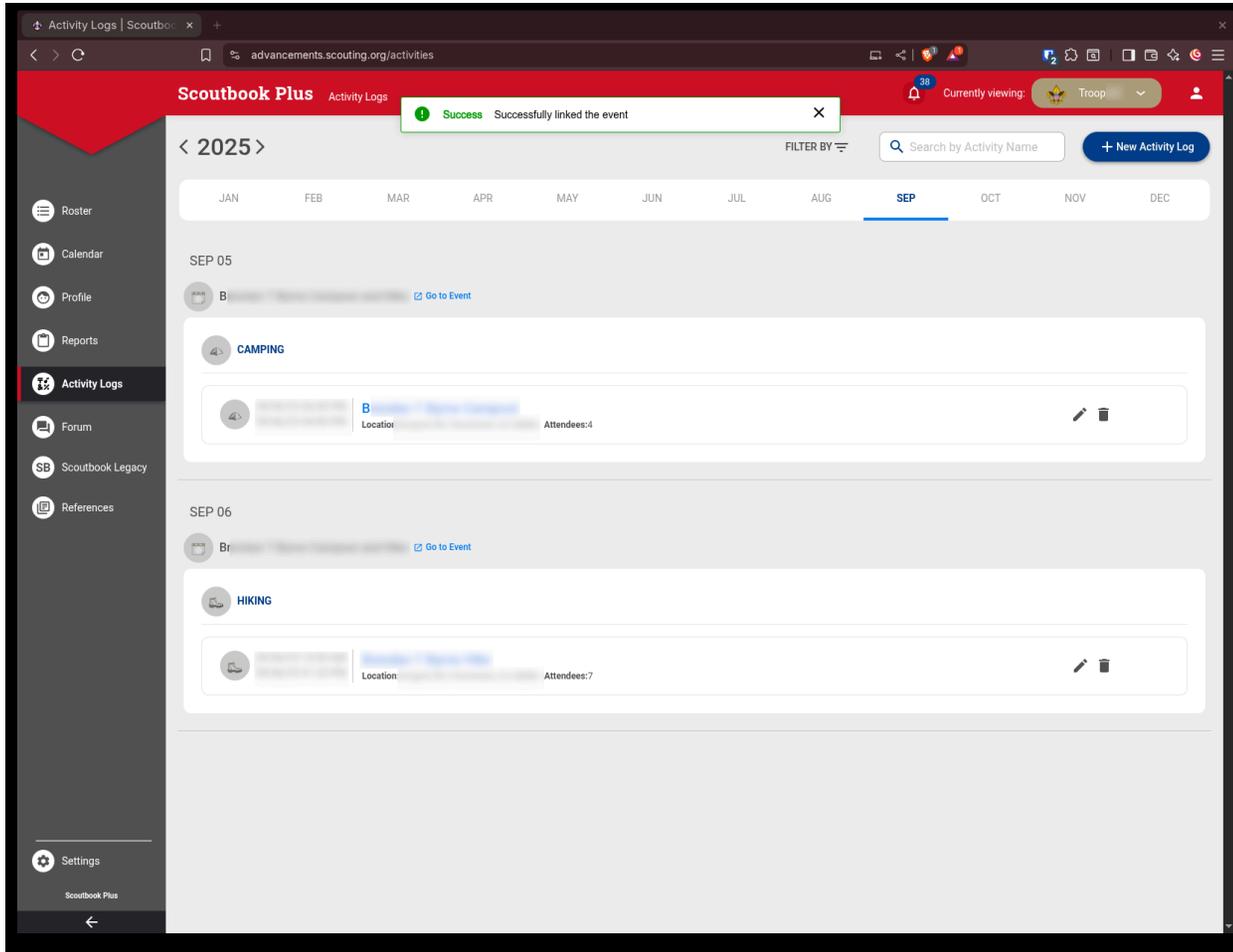
11. You can add a new Activity Log by clicking the button in the upper RHS. Hit “Record and Finish” when you are done.



12. If you'd like to link this new activity with a campout, you can by editing it, and using the Link Event dropdown at the top.



13. Once saved, you'll see the new activity together with the existing one in the Activity Logs.



14. You can also go to the event by clicking the “Go to Event” text next to the Event. From here, you can edit the details of the event and update the attendance as well.

