Scoutbook Code Entry Instructions

*Note: User entering the code must be a Key 3 member or Unit Admin.*

1. Click on “Pack/Troop Subscription”

2. Under Pack/Troop Plan click “Manage Pack/Troop Subscription:”

3. Select unit and then put the code received from the council in the Promotion Code box, then click “subscribe/renew”

*When entered correctly, your subscription will be started or extended.*