



# Using the CSV Import to upload advancements from Scoutbook

**Overview:** As Advancement Chair, you've entered/uploaded all your advancements into Scoutbook, and now you want to purchase them online. You do not have to enter all those advancements individually into the MCC Online Shop, too! Import them from your CSV download from Scoutbook. We'll help...follow along:

1. From Scoutbook, once you have created your Purchase Order, you will have the option to "CSV" or "Print" in the upper right. Click on "CSV" and save the file to your computer.



2. Go to the MCC Online Store. Click **Shop** from the main screen to enter the Shopping area.
3. On the SHOP page, click the "CSV Import" button. Click the "Choose File" button and select your Scoutbook CSV export file.



4. After you have selected your file, the system will think for a few seconds while it is reading the file. When it is complete, it will provide you a list of the items that it will add to the cart. You can always adjust the quantities





or make changes later.

CSV IMPOR

Choose File P

Uniforms (

Row #	SKU	ITEM NAME & TYPE	PRICE	QTY	STATUS
1	420	Life Scout Rank Emblem (Badges of Rank)	\$2.99	1	Added
2	10303	Citizenship in the Community MB Emblem (Merit Badges)	\$3.59	1	Added
3	10304	Citizenship in the Nation MB Emblem (Merit Badges)	\$3.59	1	Added
4	10305	Citizenship in the World MB Emblem (Merit Badges)	\$3.59	1	Added
5	618111	Cooking MB Emblem (Merit Badges)	\$3.59	1	Added
6	10307	Emergency Preparedness MB Emblem (Merit Badges)	\$3.59	1	Added
7	10316	Family Life MB Emblem (Merit Badges)	\$3.59	1	Added
8	10546	Graphic Arts MB Emblem (Merit Badges)	\$3.59	1	Added
9	10549	Home Repairs MB Emblem (Merit Badges)	\$3.59	1	Added
10	615305	Kayaking MB Emblem (Merit Badges)	\$3.59	1	Added
11	10565	Music MB Emblem (Merit Badges)	\$3.59	1	Added
12	10569	Painting MB Emblem (Merit Badges)	\$3.59	1	Added
13	10311	Personal Management MB Emblem (Merit Badges)	\$3.59	1	Added

ADD TO CART

CANCEL

5. Click **“Add to Cart”**. This will add each item to the cart. It may take 30-90 seconds, depending on the number of items. A progress indicator will show you the progress.

11	10565	Music MB Emblem (Merit Badges)
12	10569	Painting MB Emblem (Merit Badges)
13	10311	Personal Management MB Emblem (M

ADD TO CART

CANCEL

Progress: 5%

6. When it completes, you will be redirected to the Cart where you can adjust quantities as needed and then add/remove additional items.
7. Checkout when ready and have everything shipped right to your door! It’s that easy!

