# 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. Log into Scoutbook and navigate to the unit you want to work with. Go to **Troop Reports → Needs Purchasing** or **Pack Reports → Needs Purchasing**.
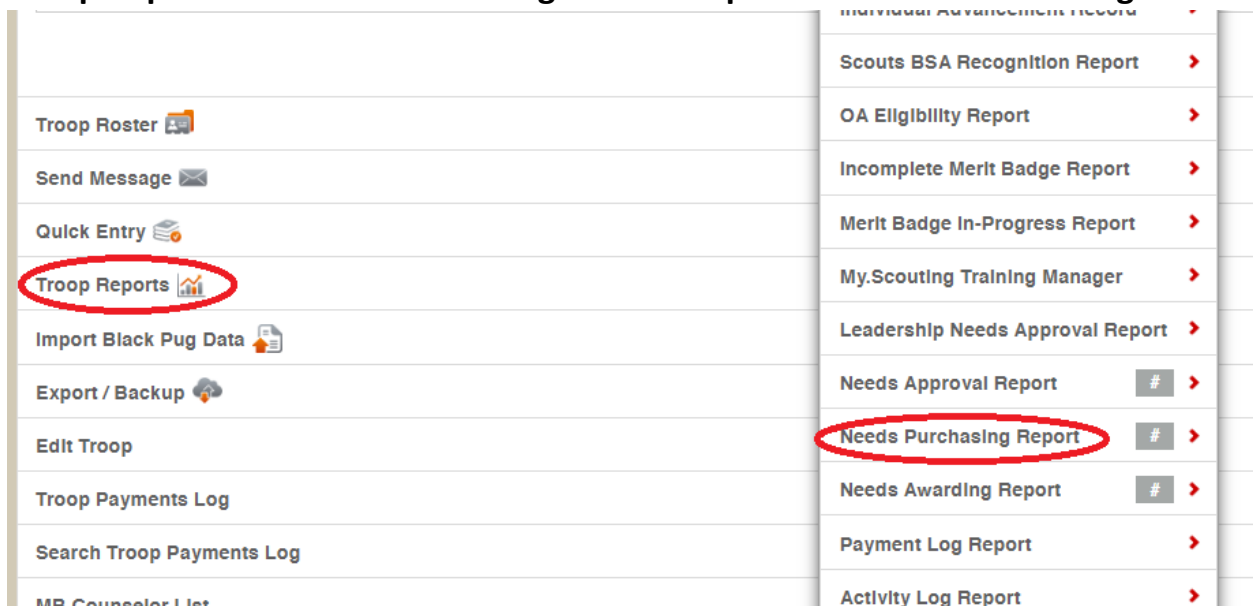
2. If you need to create a new purchase order, select the advancements you need to purchase and click **Create Purchase Order.** If you have an open Purchase Order, click **View Open PX #XXXXXXX**. Otherwise you can click **View Closed Purchase Orders** and select the one you need to order. In all three cases, you will be taken to a report that lists all of the advancements. Review the list. Leave all of the defaults in the bottom section on which fields to show.

3. You will have the option to "CSV" or "Print" in the upper right. Click on "**CSV**" and save the file to your computer.

| CSV ❯ | Print ❯ |

4. Go to the MCC Online Store. Click **Shop** from the main screen to enter the Shopping area.
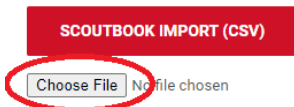
5. On the SHOP page, click the "**CSV Import**" button.

SHOP

Home

SCOUTBOOK IMPORT (CSV)

Welcome to the new Michigan Crossroads Council online sh

Click the "**Choose File**" button and select your Scoutbook CSV export file.

SCOUTBOOK IMPORT (CSV)

Choose File   No file chosen

Welcome to the new

6. 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.

SCOUTBOOK IMPORT (CSV

Choose File   PO612035 T333.c

Welcome to the
you can p

Scoutbook Import (CSV): Confirm Import   ✕

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

7. 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%**

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