This document outlines how to access the Pack 485 ScoutLander Web Site. The website is very intuitive and easy to use. For any questions, please email CubScoutsPack485@gmail.com.

**Instructions:**

**1. Open a browser and go to:** <http://www.scoutlander.com/publicsite/unithome.aspx?UID=14049>

**2. Click on Member Login on the top toolbar**



**3. Enter your Email and Password then click Login**



**4. Once you login, click on the hyperlink for the site you have access to.**



**5. After clicking the link - click on Home Page under Public Site on the left column.**



Once you logged in, you may wish to update your profile information on the left side of the site under “My Profile”.



**6. To change ScoutLander site information, click the Edit link in the top left corner of the page that appears.**



This opens a Microsoft Word type of editor. Make any changes you wish and be sure to click Save (top right corner) after making changes.

**7. Attaching Documents**



Once in edit mode, at the bottom of the page you can add documents by browsing through your files and add, then ensure to save.

**8. Adding new scout members**

Adding new scouts, adult leaders’ (Pack & Den leader) names can be done under the **Site Setup Wizard** link found at the bottom left of the page of step 5.



\*\* SITE ADMINS & LEADERS – 2015/2016

Javier Foronda

Aaron Hottenstein

Christine Matthews

Jennifer Poitras

Becky Webb

\*\* SITE LEADERS – 2015/2016

Heather Atkinson

Chris Swanson