

## THE PACIFICA DISTRICT MERIT BADGE COUNSELOR LIST

### ADMS

Pacifica District has been using the *MB Counselors for Windows* program by TroopMaster Software, Inc. for maintaining and distributing its merit badge counselor list. However, *MBCounselors* is an old program and TroopMaster Software is no longer providing upgrades to it. As a result, we were no longer able to add new merit badges as they came out. So we have switched to a new program, *Automated District Management System* (ADMS), pronounced "Adams", also a TroopMaster Software program.

As the name implies, ADMS was designed as a comprehensive data management system for districts, but we will be using ADMS only to manage our Pacifica District merit badge counselor list.

### Where to Obtain the ADMS Program and Merit Badge Counselor Data Files

CDs containing the ADMS program are available at the monthly Pacifica District roundtable meetings, or the program can be downloaded from [www.pacificabsa.org/advancement.html](http://www.pacificabsa.org/advancement.html). The counselor data files are not included on the CD or in the download; these are emailed to the ADMS users who request them. (ADMSData.bak is the active data file and ADMSArchive.bak is the archive file. Most people will not need the archive file, but it shows which counselors have been deleted and may occasionally be of interest. ADMSArchive.bak will be sent only when it has changed.)

Users may sign up at roundtable to receive the monthly data updates or they may send their data request to Ken King at [kennethking@earthlink.net](mailto:kennethking@earthlink.net). Please include phone number and troop affiliation, if any.

### Reading in the Data and Generating Reports

Once ADMS has been installed on your computer, loading the data is just a matter of putting the data file(s) somewhere and telling the program where to find it/them. The default location for the folder containing the ADMS data files is "C:\Troopmaster Software\Automated District Mgt System\Data" (when ADMS is installed on Drive C). If you accepted the default location, you should save ADMSData.bak (and ADMSArchive.bak) to that folder. Then open ADMS and click on *File>Restore Data Files*, or click on the *Restore Data Files* icon (second icon from left). Enter "C:\Troopmaster Software\Automated District Mgt System\Data" for *Folder to Restore Files From* and click OK. You can click on the *MBC Management* icon (third icon from right) to verify that the counselor data have been read in (counselor list should be there).

To generate reports, click on the *Reports* menu (top line), go down to *Merit Badge Counselors* and select any one of the first seven sub-menu items. A dialog box will appear where you can decide whether to include "All Counselors" or "Filtered Selection". With Filtered Selection, you can specify that only counselors from a particular unit and/or zip code be included (and printed, if you wish) or you can choose the "Select Member Groups" option where you can create your own customized list of counselors. (You will rarely want to print out the entire merit badge counselor list.)

The ADMS Users Manual in PDF format can be found under the *Help* menu.

### Updating the Counselor List

Our Merit Badge Counselor List is sadly out of date. Counselor circumstances change over time and there are counselors on our list from whom we have not heard in years. Many on our list are no longer counseling. Scouts sometimes have to call many names before finding an active counselor.

In the coming months, we will be making an effort to remedy the situation. We will be attempting to reach everyone on our list -- by email if possible or by regular mail otherwise -- to obtain email addresses, find out about any changes, and find out which counselors have completed Youth Protection Training and which have not. Those who do not respond will be dropped from the list.

In the meantime, there are two areas where we could use your help:

1. As mentioned above, we need email addresses for all of our counselors. At present, we have email addresses for only about a third of them. We would appreciate any help that we can get in this regard. For example, it would be good if someone in each troop could gather email addresses from their counselors and send them to us at [kennethking@earthlink.net](mailto:kennethking@earthlink.net).
2. Also, if someone in each troop could attempt to reach everyone listed as being connected to that troop (even if they are no longer active in the troop) to find out whether they are still counseling, and let us know the names of any who are not, we can remove them from the list. (But please don't tell us to remove someone unless you are sure that they are no longer counseling. Many people continue counseling long after they leave the troop.)

### Merit Badge Counselor Applications

Everyone should use the Pacifica District Merit Badge Counselor Application, not BSA Form 34405.

The Pacifica District form also can be downloaded from the Pacifica District web page.

- The BSA form doesn't ask for an email address and we need email addresses.
- It doesn't have check boxes for specifying which phone number(s) the Scouts should use.
- It doesn't mention that LAAC policy limits counselors to 6 merit badges (the BSA form has room for 7 MBs).
- It doesn't spell out the procedure to follow when submitting an application  
(Pacifica App + BSA App + YPT cert; send to Bob Harada at 1424 W 172<sup>nd</sup> St, Gardena CA 90247).