

**Effective January 1, 2019 membership cards are no longer printed by local councils.**

- Membership cards are downloaded as a pdf from my.scouting.org
- Individuals have access to print their own cards, or a Key 3 member has access to print all cards for a unit.

#### **Printing your own individual card**

- Using your current login information login into my.scouting.org
- From MENU select MY PROFILE
- Scroll down to registrations
- Select Download Membership Card
- Select the position(s) you want to print a card for
- Select DOWNLOAD
- This will download a pdf for you to print

**If there is no option to print a card, that means there is no current registration associated with that member ID in MY PROFILE. Contact the council for assistance.**

#### **Printing membership cards for the entire unit**

- Only a member of the Key 3 has the capability to do this
- Using your current login information login into my.scouting.org
- From MENU **select THE UNIT** you want to print cards for
- Select MEMBER MANAGER
- Select PRINT (about 1/3 of the way down on the screen)
- Select MEMBERSHIP CARDS
- Select EXPORT TO A PDF
- This will download a pdf of the cards for you to print

**If an individual's name does not appear on the roster, that means they don't have a current registration in that unit. Contact the council for assistance.**