

Organization Manager

This part of My.Scouting.org has a great deal of information.

SETTINGS: Scroll down to edit the emails sent out during the online registration process.

ROSTER: You can print the roster. To print Membership Cards, and Person History (this is called Unit Advancement Details Report), click on the names, then PRINT. Pick what to print.

TRANSFER IN: In order to transfer in a Scout from another unit, you **MUST** have the Scout's Member ID, correct first name, last name and their date of birth. When asked for a unit number, it **MUST** be a 4 digit number (0010 vs 10). All transfers must be accepted by the unit. They will show up on the roster in My.Scouting in 24 hours. The change will appear in Scoutbook in an additional 24-48 hrs. PLEASE be patient. If the Scout doesn't appear in this time frame, please reach out to Marian McQuaid at Marian.McQuaid@scouting.org or Denise Ellen at Denise.Ellen@scouting.org

POSITION MANAGER: Any functional positions must be reset after the charter is renewed and gone thru final processing. If you are a Key 3 member, you should **NOT** be a Key 3 Delegate. The position of Key 3 Delegate allows a Key 3 member to delegate (give) another person the same abilities that they have. This makes the delegate a back up to the Key 3 person.