

## **Options for transferring youth within the council**

### **Option 1:**

**Parent does the transfer.**

Parent logs into my.scouting.org, from MENU selects MY APPLICATION

Selects the youth they want to transfer. Selects UNIT TYPE, enters UNIT NUMBER (must be a 4-digit number i.e., 0010), SEARCH. From the search results, select the unit you want to transfer the child to. **After the parent has completed this process, one of the Key 3 of the unit they are transferring into will need to accept the online application.**

### **Option 2:**

**Unit transferring from does the transfer.**

One of the Key 3 of the unit the youth is transferring from logs into my.scouting.org From MENU select the UNIT, select ROSTER. Select the youth that are transferring (can only transfer to one unit at a time). Clicks on TRANSFER (just above roster). This screen will show the names that were selected. Select UNIT TYPE for unit they are transferring to enter UNIT NUMBER (must be a 4-digit number i.e., 0010), SEARCH. From the search results select the unit they are transferring to. **After this unit they are transferring from has completed the process, one of the Key 3 of the unit they are transferring into will need to accept the online application.**

### **Option 3:**

**Unit they are transferring into does the transfer.**

**This requires the unit have the following information:**

1. Youth Member ID
2. Youth First Name
3. Youth Last Name
4. Youth Date of Birth

One of the Key 3 of the unit the youth is transferring into logs into my.scouting.org From MENU select the UNIT, select ROSTER. Select TRANSFER IN (left side of roster). Enters the required information. SEARCH (if the system does not find the youth, then it means that the information provided for the search does not match with how they are registered). You will get a warning once you have found the youth that matches the criteria (confirm that you are transferring the correct youth from the correct unit). If it is the correct youth select TRANSFER, if you determine it is not the correct youth select CANCEL.

### **Option 4:**

**Paper application** – Parent completes the current application. Youth and parent information must be complete. Requires parent signature and signature of one of the Key 3. All signatures must be either a wet signature or a digitally verified signature.

If you have any issues with transferring, contact [Denise.Ellen@scouting.org](mailto:Denise.Ellen@scouting.org) or [Marian.McQuaid@scouting.org](mailto:Marian.McQuaid@scouting.org)