

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 Marian McQuaid, Marian.McQuaid@Scouting.org or Denise Ellen, Denise.Ellen@Scouting.Org 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 ROSTER
- Check the box above the names
- Select PRINT to the right
- 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 Marian McQuaid, Marian.McQuaid@Scouting.Org or Denise Ellen, Denise.Ellen@Scouting.org for assistance.