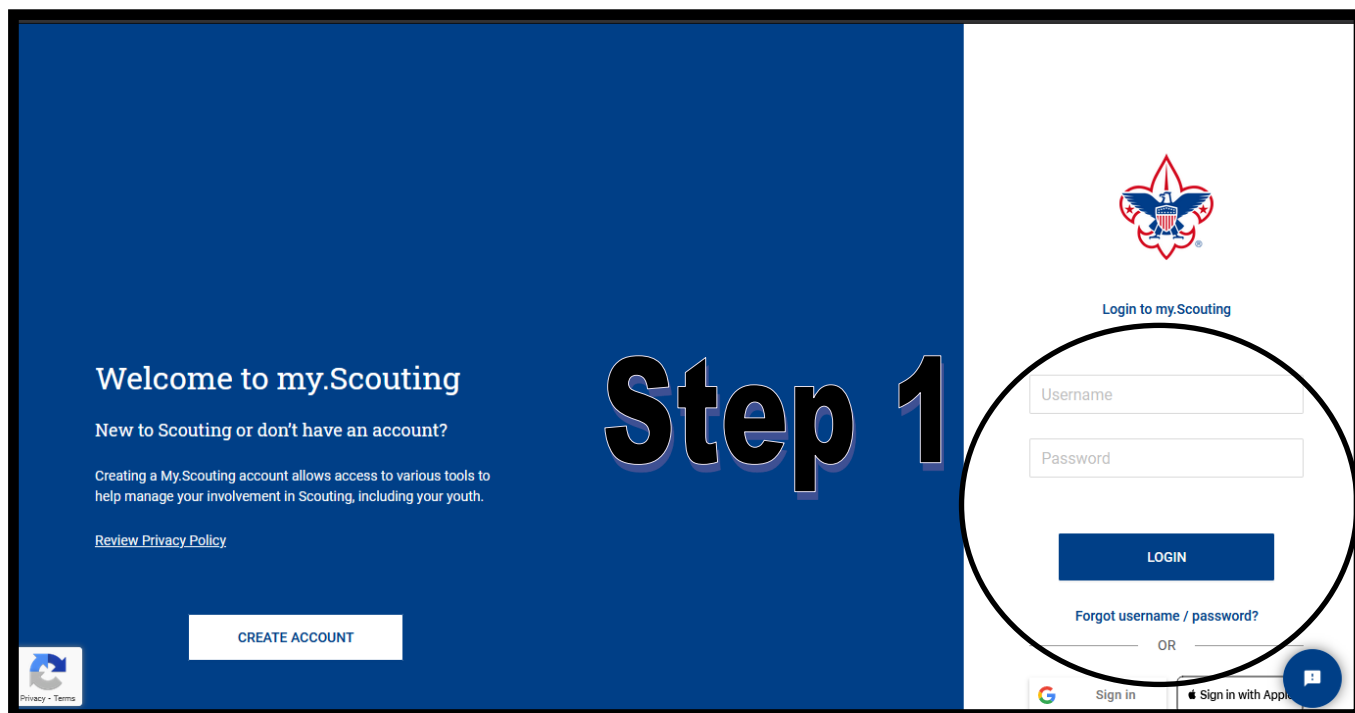


HOW TO PRINT MEMBERSHIP CARDS FOR YOUR UNIT

Note: to print your own individual membership card, jump to page 8



Step 1.

Using Google Chrome or Mozilla Firefox,
have a Key 3 member,
or a Key 3 delegate log into

<https://My.Scouting.org>



Step 2

News

BSA Online Applications Access Extended

National 02/25/2021

To help ensure units have full access to BSA online systems while charters continue to be processed, we have extended the grace period for units to continue accessing online systems for an additional 60 days. This includes Scoutbook, Internet Advancement, my.Scouting tools, and Den Leader Experience. This extension will be available for all recharter dates. This additional 60 days does not extend your charter expire date. Instead, provides you and your Scouts continued access to tools and resources.

Member Manager renamed Roster

National 02/16/2021

The Member Manger tab on your drop down menu was renamed to better reflect its function and is now called Roster. All the same features you were use to are still available. Depending on your registered role, you may also have access to Organization manager as this is the main tool Roster is part of.

You can now transfer and multiple between units using your My.Scouting account

National 11/16/2020

Now users are able to transfer from one Scout unit to another without having to take a new application into the Scout office. On the "My Application" tab you can transfer yourself as an adult volunteer or your youth member from unit to unit. Unit leaders will be able to transfer youth by going to the new "Roster" feature in "Member Manager" and "Organization Manager" and select the youth who need to be transferred, then click the "Transfer" icon. This will create a transfer application which will be sent to the new unit with the ability to be approved in "Application Manager". Transfers will take 48 hours to sync with the new unit.

The "Roster tool" also allows unit leaders to email other leaders in the unit directly from the tool. Editing youth/adult profiles, and printing rosters/membership cards is also available in the updated tool.

Click logo below to take Youth Protection in English or Spanish



BSA LEARN CENTER

CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING



SEA SCOUTS



COMMISSIONERS

EXPLORING

CLICK HERE TO ACCESS EXPLORING TRAINING



Step 2

Click 'MENU'

Step 3

Step 4

Step 3

Click the unit you're looking to print the cards for
 (FYI, in this example it shows Patriots' Path Council 358—Area 5 9015)

Step 4

Click 'ROSTER'

my.Scouting | Organization Manager

Patriots Path Council 358

Patriots Path Council 358 [SELECT ORG LEVEL](#)

Roster

Compose Print Edit Profile Export Roster Filter

<input checked="" type="checkbox"/>	Name	Member ID	Role	Gender
<input checked="" type="checkbox"/>	[REDACTED]		Council Employee	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Member-at-Large	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Employee	F
<input checked="" type="checkbox"/>	[REDACTED]		Scouter Reserve	M
<input checked="" type="checkbox"/>	[REDACTED]		Nova Counselor	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member Trained	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member Trained	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Member-at-Large	M
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member Trained	M

< 1 2 3 4 5 6 ... 23 >

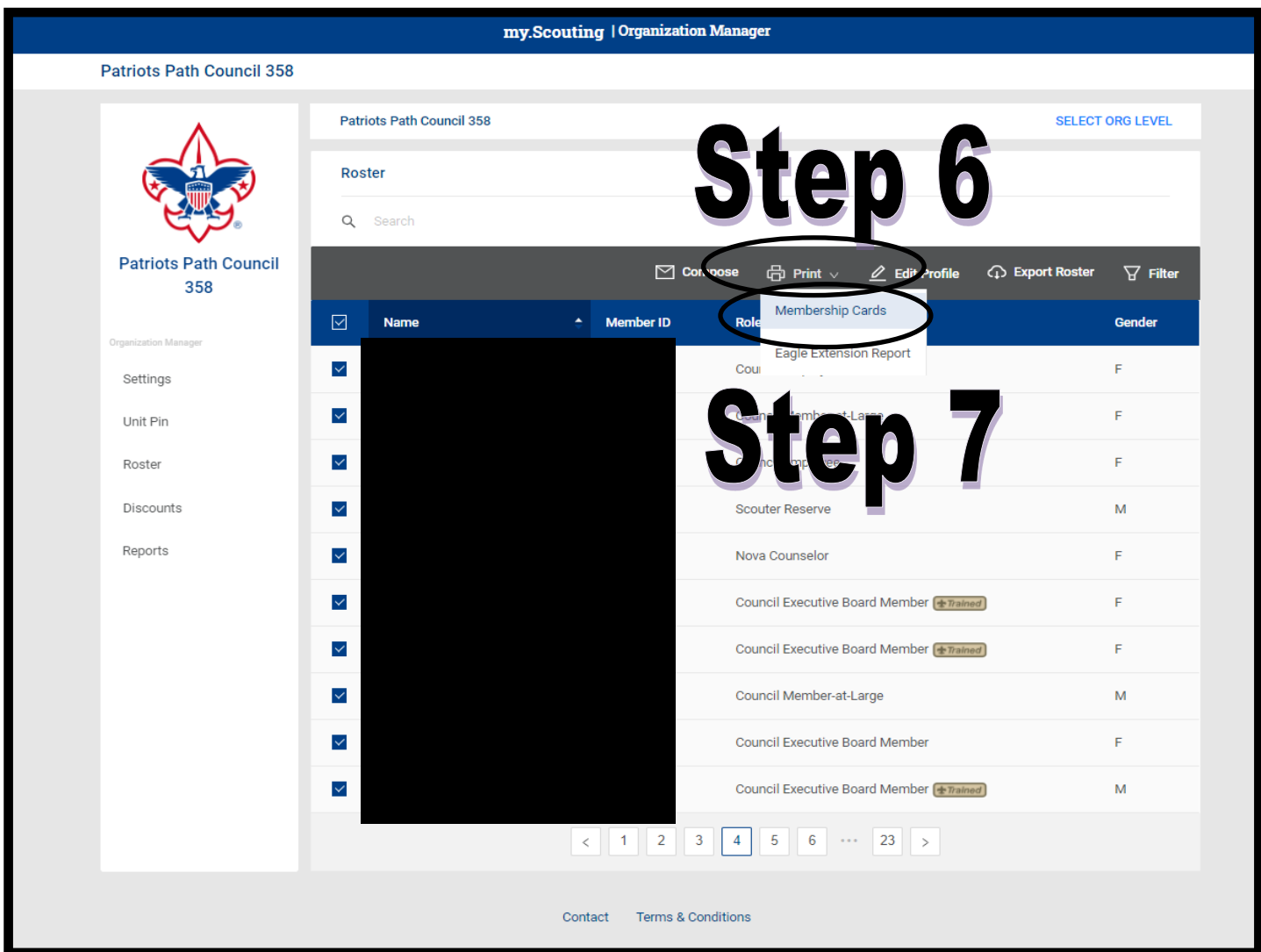
Contact Terms & Conditions

Step 5

Step 5

Click the checkbox next to the individual name, or click the checkbox at the top to select all names on the page.

(note: this will only select the names on the current page. If you see at the bottom you have multiple pages, you'll need to click on each page and click the 'Name' box at the top each time).



Step 6

Click the 'Print' icon

Step 7

Click 'Membership Cards'

This brings up the BSA Print Membership List you'll see on the next slide.



This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

Council Patriots Path Council 358
District
Unit

Export to CSV

Export to PDF

Chartered Organization
Report Generated By Michael Wellech
Date Report Generated 03/09/2021

Step 8

FILTER

Group by: Cards Issued

REFRESH

RELOAD

Page 1 of 4 GO

Records: 43

Member ID	Member Name	Position	Registration Expiry Date
Membership Card Count Summary: Cards issued: 42, Not issued: 1, Total Selected: 43 record(s) Count: 42 Membership card available for following positions:			

	Council Executive Board Member	02/28/2021
	Scouter Reserve	02/28/2021
	Council Executive Board Member	02/28/2021
	Council Executive Board Member	02/28/2021
	Council Member-at-Large	02/28/2021
	Council Member-at-Large	12/31/2020
	Council Employee	12/31/2021
	Scout Executive	12/31/2021
	Council Employee	12/31/2021
	Council Employee	12/31/2020
	Council Member-at-Large	02/28/2021
	Council Member-at-Large	02/28/2021
	Council Executive Board Member	02/28/2021
	Council Member-at-Large	02/28/2021
	Scouter Reserve	02/28/2021
	Council Employee	12/31/2021
	Scouter Reserve	02/28/2021

Step 8

Click the 'Export to PDF' option

BOY SCOUTS OF AMERICA® Print Membership List

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

Council Patriots Path Council 358 [Export to CSV](#) [Export to PDF](#)

District
Unit
Chartered Organization
Report Generated By Michael Wellech
Date Report Generated 03/09/2021

FILTER Group by: Cards Issued [REFRESH](#) [RELOAD](#)

Page 1 of 4 [GO](#)

Records: 43

Member ID	Member Name	Position	Registration Expiry Date
Membership Card Count Summary: Cards issued: 42, Not issued: 1, Total Selected: 43 record(s) Count: 42			
Membership card available for following positions:			
		Council Executive Board Member	02/28/2021
		Scouter Reserve	02/28/2021
		Council Executive Board Member	02/28/2021
		Council Executive Board Member	02/28/2021
		Council Member-at-Large	02/28/2021
		Council Member-at-Large	12/31/2020
		Council Employee	12/31/2021
		Scout Executive	12/31/2021
		Council Employee	12/31/2021
		Council Employee	12/31/2020
		Council Member-at-Large	02/28/2021
		Council Member-at-Large	02/28/2021
		Council Executive Board Member	02/28/2021
		Council Member-at-Large	02/28/2021
		Scouter Reserve	02/28/2021
		Council Employee	12/31/2021
		Scouter Reserve	02/28/2021

Print Membership List Report

You are about to download and preview Print Membership List Report.

[Confirm](#) [Cancel](#)

Step 9

Step 9

Click 'Confirm' when the 'Print Membership List Report' pop-up opens up.

Step 10

This opens up a PDF with the membership cards you selected. You can print this on card stock and pass out to the individual members.