



# *my.Scouting* Tools

[Member Assignment](#)

[Roster Details](#)



**Member Manager**

my.Scouting Tools is best experienced using the latest version of Google Chrome or Mozilla Firefox. Also works with the latest version of Safari, and Internet Explorer (v11).



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Aquia 17 - VA South SA03

Troop 2940 - Aquia 17

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**Member Manager**

My Organization Dashboard

Organization Manager

Organization Security Manager

Training Manager

Resources

my.Scouting

Welcome Roger Kulbeth

uting.org were moved and now available under **Legacy Web Tools** after selecting **Tools** in the top right corner. No more confusion on where to go to find the tools you need. Additionally, you now have one access for all your applications in my.Scouting Tools. Now you have one access for all your applications in my.Scouting Tools. Now you have one access for all your applications in my.Scouting Tools.

Tools is **Manage Member ID**. Manage Member ID allows you the ability to add a new account and manage primary settings. Changing primary settings requires you to log out and log back in.

My.Scouting Tools is the place to go for all your needs!

**Tools and Exploring Units**

Currently serving traditional and exploring units. In early 2017, Commissioner Tools will be available to all councils and districts to assign and enter contacts for traditional and exploring units, and the National Commissioner Service Team is working with volunteers and professionals on a committee to develop tools that will help volunteers serve exploring units more effectively together in service to all units. We will communicate to commissioners as new tools are released in the future.

**Position Specific Training Released**

New to Scouting?  
Click Here To Take Training

YOUTH PROTECTION BEGINS WITH

BSA LEARN CENTER  
CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING

CUB SCOUTING

VENTURING

Member Manager provides the ability to assign members to functional roles in sub organization(s), view and export certain roster details, update certain member profile details, print membership cards, and print unit's Youth Member Age report.

Upon login, select Menu at the top, then Member Manager from the drop-down list.





## [Member Assignment](#)

### [Roster Details](#)



Member Manager > my.Scouting Welcome Don

Home District Organization Roster

Select BSA Organization

0 More ^ Search

- Five Trails 38-1 >
- 0101 (VFW Post 2494) >
- 0137 (UFW 2494) >
- 0160 (VFW Post 2494) >
- 0175 (VFW Post 2494) >
- 0183 (PLYMOUTH PARK BAPTIST CHURCH) >
- 0192 (V.F.W. 2494) >
- 0281 (Senter Park Recreation Center Adv Coun) >
- 0366 (VFW Post 2494) >
- 0509 (The Episcopal Church of the Redeemer) >
- 0511 (VFW Post 2494) >

41 More v

Roster by Person Roster View

Search Filter by Position All Positions

Rebecca	Merit Badge Counselor	Five Trails 38
Bruce	Merit Badge Counselor	Five Trails 38
James	Merit Badge Counselor	Five Trails 38
Darrell	Unit Commissioner <span>Trained</span>	Five Trails 38
	Unit Commissioner <span>Trained</span>	Five Trails 38
Robert		

Help Manual

For district Key 3 administrators, the system will initially display a roster list of non-unit district registrants on the right side with their positions. A searchable list of units (packs, troops, crews) will display on the left. If you know all or part of the unit's name, you may enter it in the search field to more quickly locate the unit. Selecting a unit will display similar screen on following page.





Unit Key 3 will see this screen upon selection of Member Manager. To begin assigning members to roles in sub organizations, select Member Assignment. (Sub organizations must first be created in the Organization Manager tool).

**NOTE:** When assigning a member you are doing so to a functional role and not a registered unit role or position.





Member Manager > my.Scouting Welcome Roger Kulbeth

Back Member Assignment

Organization Assigned Available

2940 2014 Fundraising Committee 0 2014 Popcorn Committee 0

All members available.

Ana Christina Acosta 0  
Elvis Casiano 0  
Michael G Cooper 0  
Roger Wayne Kulbeth 0  
Olivia Kulbeth 0  
Robinson Vasquez 0  
Diego Mateo Vasquez 0  
Joseph Cleveland Warren 0

Help Manual

The above screen displays consisting of three sections. The left displays the unit and sub organization(s); the center displays list of members currently assigned to the sub organization (as well as a filter system for All, Adult or Youth); the right displays list of available members that can be assigned to a sub organization. You may also search for specific sub organization(s), assigned member(s), or available member(s) using the search field above each section.





Member Manager

myScouting

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Back

Member Assignment

Organization

2940

2014 Fundraising Committee 0

2014 Popcorn Committee 0

Assign Role

Ana Christina Acosta

2014 Fundraising Committee

Assigned Roles

Member

Available Roles

Bear Assistant Den Leader

Bear Den Leader

Order of the Arrow Member - Brotherhood

Order of the Arrow Member - Ordeal

Confirm

Manage Organization

Available

Ana Christina Acosta 0

Elvis Casiano 0

Michael G Cooper 0

Roger Wayne Kulbeth 0

Olivia Kulbeth 0

Robinson Vasquez 0

Diego Mateo Vasquez 0

Joseph Cleveland Warren 0

Help Manual

To assign member(s) to a sub organization, select the sub organization first, then choose a member from the Available list on the right by selecting the gray back arrow next to their name. A window box appears with a list of available roles that can be assigned. You may choose one or more from this list of roles, then select Confirm. If no role is selected, the system defaults role to Member. Repeat this process until you have assigned the desired members to their respective sub organization.





Member Manager > my.Scouting Welcome Roger Kulbeth

Back Member Assignment

All 8 Adult 6 Youth 2 Manage Organization

Organization Search

- 2940
- 2014 Fundraising Committee**
- 2014 Popcorn Committee

**Remove Member**

Ana Christina Acosta  
2014 Fundraising Committee

Assigned Roles

Unit Fund-Raising Chairman

All 2014 Fundraising Committee roles will be removed from Ana Christina Acosta

Confirm

Available Search

<	Elvis Casiano	0
<	Roger Wayne Kulbeth	0
<	Robinson Vasquez	0
<	Diego Mateo Vasquez	0
<	Joseph Cleveland Warren	0

Help Manual

To remove member(s) from the sub organization, click on the forward arrow to the right of their name under the Assigned column. A Remove Member window appears. Selecting confirm removes role(s) assigned and returns member to the Available column.





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**Member Assignment**

[Back](#) [Manage Organization](#)

All 8 Adult 6 Youth 2

Organization	Assigned	Available
2940	2 Ana Christina Acosta	Elvis Casiano 0
2014 Fundraising Committee 3	1 Michael G Cooper	Roger Wayne Kulbeth 0
2014 Popcorn Committee 0	1 Olivia Kulbeth	Robinson Vasquez 0
		Diego Mateo Vasquez 0
		Joseph Cleveland Warren 0

Help Manual

Member Assignment  
Roster Details

If you need to create additional sub organizations or to return to the unit's Organization Details, select Manage Organization at the top right of the screen. To return to the Member Manager home page, select the Back button on the top left.





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[Roster Details](#)

Member Manager

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Member Manager

Member Details

Member Assignment

Roster Details

All

Adult

Youth

2940 (LDS Stafford Spanish Branch Fredericksbur...

Help Manual

To view your organization roster details, select one of the options under Roster Details. You have options to view by All members, Adult or Youth.





# [Member Assignment](#)

## [Roster Details](#)



Member Manager

my.Scouting

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Back

Organization Roster

2940 (LDS Stafford Spanish Branch Fredericksbur...

Roster View  
Organization View  
Roster View

Search

Filter by Position All Positions

<b>Ana Christina Acosta</b>	
Committee Member	2940
Bear Assistant Den Leader	2014 Fundraising Committee
Unit Fund-Raising Chairman	2014 Fundraising Committee
<b>Elvis Casiano</b>	
Youth Member	2940
<b>Michael G Cooper</b>	
Committee Member	2940
Wolf Den Leader	2014 Fundraising Committee
<b>Olivia Kulbeth</b>	
Committee Chairman	2940
Bear Den Leader	2014 Fundraising Committee

Help Manual

Upon selection of an option, a roster list of members with their registered position title and assigned role(s) will display in a Roster View format. Selecting Organization View from the drop down displays an alphabetical list of positions with the member's name associated to that position below it. Remember, multiple members may occupy the same position(s) in the organization.





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[Roster Details](#)



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Back Organization Roster

2940 (LDS Stafford Spanish Branch Fredericksbur... Roster View

Search Filter by Position All Positions

<b>Ana Christina Acosta</b>	✓
Committee Member	2940
Bear Assistant Den Leader	2014 Fundraising Committee
Unit Fund-Raising Chairman	2014 Fundraising Committee
<b>Elvis Casiano</b>	✓
Youth Member	2940
<b>Michael G Cooper</b>	
Committee Member	2940
Wolf Den Leader	2014 Fundraising Committee
<b>Olivia Kulbeth</b>	
Committee Chairman	2940
Bear Den Leader	2014 Fundraising Committee

Help Manual

To print membership cards, edit profile information or export roster, you must select members from the list first. Selecting members individually places a check mark on the far right. To select all members, click the green check mark in the task bar. You may also search by member's name in the search field or filter by positions.





Member Manager > my.Scouting Welcome Roger Kulbeth

Back Organization Roster

2940 (LDS Stafford Spanish Branch Frederickksbur... Roster View

Download PDF

You are about to download and preview selected membership card(s).

Continue

Filter by Position All Positions

2940	2014 Fundraising Committee	2014 Fundraising Committee
2940	2014 Fundraising Committee	2014 Fundraising Committee
2940	2014 Fundraising Committee	2014 Fundraising Committee
Olivia Kulbeth	Committee Chairman	2014 Fundraising Committee
	Bear Den Leader	

Help Manual

To print membership cards, select member(s), then click the Print Membership Card icon in the task bar. A verification window will appear to continue the download. A PDF summary report will be generated and membership card image will follow that you may print.





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## [Roster Details](#)



Member Manager

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Organization Roster

2940 (LDS Stafford Spanish Branch Fredericksbur...

Roster by Person

Roster View

Search

Filter by Position

All Positions

Edit Profile

<b>Ana Christina Acosta</b>	Committee Member	2940	2014 Fundraising Committee
	Bear Assistant Den Leader		2014 Fundraising Committee
	Unit Fund-Raising Chairman		
<b>Elvis Casiano</b>	Youth Member	2940	
<b>Michael G Cooper</b>	Committee Member	2940	2014 Fundraising Committee
	Wolf Den Leader		
<b>Olivia Kulbeth</b>	Committee Chairman	2940	2014 Fundraising Committee
	Bear Den Leader		

Help Manual

To view or edit a member's profile information, select member(s), then select the Edit Profile icon in the task bar.





# Member Assignment

## Roster Details



Member Manager > my.Scouting Welcome Kuler Rogbeth

Persons List | PREV 33% NEXT

2940 (LDS Stafford Spanish Branch Fredericksbur...

Aco Christina Anasta

Member Id	128829803
Position	Pack 2940 Committee Member
Birth Date	09/26
Ethnicity	Hispanic/Latino
Gender	Female

Address

Home	tone65 Sgate PI Apt 202 Stafford, VA 226058201
------	---

Contact

Phone

Home	001 (USA)
------	-----------

Help Manual

The above screen will display where you can view member's profile details. If multiple members are selected, the multi-view controller appears across the top. Use the PREV and NEXT buttons to move through each member 's profile information.





# Member Assignment

## Roster Details



Member Manager > my.Scouting Welcome Kuler Rogbeth

Persons List << PREV 33% NEXT >>

2940 (LDS Stafford Spanish Branch Fredericksbur...)

Aco Christina Anasta

Member Id	128829803
Position	✓ Pack 2940 Committee Member
Birth Date	09/26
Ethnicity	Hispanic/Latino
Gender	Female

Address

Home	✓ tone65 Sgate PI Apt 202 Stafford, VA 226058201
------	---

Contact

Phone

Home	✓ 001 (USA)
------	-------------

Help Manual

To edit member's address, contact or phone details, select the Edit Profile icon at the top. Only the member's address, contact and phone information can be edited.





Member Manager > my.Scouting Welcome Kuler Rogbeth

Persons List PREV 33% NEXT

2940 (LDS Stafford Spanish Branch Fredericksbur...

Address

Home tone65 Sgate PI Apt 202  
Address Line 2  
Stafford, VIRGINIA 226058201  
USA

+ Add Address

Contact

+ Add Contact

Phone

Home 001 (USA)  
4295400147 Ext

+ Add Phone

Help Manual

Make your changes or additions in the editable fields. To add additional profile information, select the plus symbol next to that field. **NOTE:** At least one email is required, and at least one address and phone number must be primary. Once you have completed your changes select the Save symbol at the top. If more than one member was selected, click NEXT at the top to continue to the next member.





## Member Assignment

### Roster Details



Member Manager > my.Scouting Welcome Kuler Rogbeth

Persons List PREV 33% NEXT

2940 (LDS Stafford Spanish Branch Fredericksbur...

Address

Home → tone65 Sgate Pl Apt 202  
Address Line 2  
Stafford, VIRGINIA 226058201  
USA

Business 325 W Walnut Hill  
Address Line 2  
Irving, TEXAS 75038  
USA

+ Add Address

Contact

+ Add Contact

Help Manual

A phone number, contact or address will be defaulted to primary if it is the only one that exists (denoted by a green check mark). If there is more than one address, contact or phone number in your profile and you want to change one to be primary, select the red check mark at the beginning of that field. The check mark will then change to green.





## Member Assignment

### Roster Details

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Persons List PREV 33% NEXT

2940 (LDS Stafford Spanish Branch Fredericksbur...

Address

Home

Business

+ Add Address

Contact

+ Add Contact

Address Type

Search

Home

Business

Mailing

Shipping

Location

Vacation

+ Add Address

Contact

Help Manual

To change the address or phone type, select the field name (in this example Home was selected). A dialogue window will appear with a list of address type options. Select a type to change the field name. Once you have completed your additions or updates, select the Save icon on the top right of the task bar. The system will then return you to the roster list screen.





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## [Roster Details](#)



Member Manager

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Organization Roster

2940 (LDS Stafford Spanish Branch Fredericksbur...

Roster by Person

Roster View

Export Roster

Search

Filter by Position All Positions

Aco Christina Anasta

Committee Member

Bear Assistant Den Leader

Unit Fund-Raising Chairman

2940

2014 Fundraising Committee

2014 Fundraising Committee

✓

Vasgo Mateo Diequez

Youth Member

2940

✓

Casls Elviano

Youth Member

2940

✓

Wareph Cleveland Josren

Chartered Organization Rep.

Committee Member

2940

2940

Help Manual

To export a roster, select your members first (with option to select all), then select the Export Roster icon.





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[Roster Details](#)



Member Manager > my.Scouting Welcome Kuler Rogbeth

Back Organization Roster

2940 (LDS Stafford Spanish Branch Fredericksbur...)

Roster by Person Roster View

Export Type **Export Type** Select Export type  
Calling List  
Mailing List  
Member List

Cancel

Search Filter by Position All Positions

<b>Aco Christina Anasta</b> Committee Member Bear Assistant Den Leader Unit Fund-Raising Chairman	2940 2014 Fundraising Committee 2014 Fundraising Committee	✓
<b>Vasgo Mateo Diequez</b> Youth Member	2940	✓
<b>Casls Elviano</b> Youth Member	2940	✓

Help Manual

Next, select the type of export you'd like from the **Export Type** dropdown menu (calling list; mailing list; or member list). Select **Submit** after you've made your selection.





# Member Assignment

## Roster Details



Member Manager

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Organization Roster

2940 (LDS Stafford Spanish Branch Fredericksbur...

Roster by Person

Roster View

Member List

Submit

Filter by Position All Positions

2940

2014 Fundraising Committee

2014 Fundraising Committee

2940

2940

Help Manual

Export Policy

Export Type

This export policy provides Terms of Use for Personally Identifiable Information. This export is limited to one additional field of contact information. All recipients are to be notified that disclosing, copying, distributing, or making any inappropriate use of this information is strictly prohibited. Acceptance indicates that this information will be used only for authorized purposes on behalf of the Boy Scouts of America and that all recipients will receive this notification. Thank You.

Unit Fund-Raising Chairman

Vasgo Mateo Diequez

Youth Manager

Agree

An Export Policy dialogue window appears stating BSA's policy for exporting and viewing roster information. If you agree to the policy select Agree. If you do not agree, click on the X to close and return to the previous screen.





# Member Assignment Roster Details

UnitRoster\_Troop\_2940-1.csv

Search in Sheet

Home Layout Tables Charts SmartArt Formulas Data Review

Edit Font Alignment Number Format Cells Themes

Paste Calibri (Body) 12 Wrap Text General Conditional Formatting Styles Actions Themes

K20

1	This roster information is to be used only for authorized purposes on behalf of the Boy Scouts of America.										
2	Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.										
3											
4											
5	Name	Member #	Position								
6	Rodrigo G Alegre	111111111	Youth Member								
7	Federico Balboa	222222222	Youth Member								
8	Jose Guadalupe Balboa	333333333	Committee Member								
9	Michael J Benavides	444444444	Youth Member								
10	Adrian F Bernuy	555555555	Youth Member								
11	Christian Bernuy Jr	666666666	Youth Member								
12	Michael G Cooper	777777777	Committee Member								
13	Kevin Garcia	888888888	Youth Member								
14	Serafin Gaspar	999999999	Assistant Scoutmaster								
15											
16											
17											
18	This roster information is to be used only for authorized purposes on behalf of the Boy Scouts of America.										
19	Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.										
20											
21											
22											
23											
24											
25											
26											

UnitRoster\_Troop\_2940-1.csv

Normal View Ready Sum=0

After downloading, you may open it with any program that is capable of reading a Comma Separated Value (CSV) spreadsheet, like Microsoft Excel. When opened, the spreadsheet (sample displayed above) will contain a summary listing of the information based on the export selection you made.





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Back Organization Roster

2940 (LDS Stafford Spanish Branch Fredericksbur...)

Roster by Person Roster View

Search Filter by Position All Positions

<b>Ana Christina Acosta</b>	Committee Member	2940	✓
	Bear Assistant Den Leader	2014 Fundraising Committee	
	Unit Fund-Raising Chairman	2014 Fundraising Committee	
<b>Elvis Casiano</b>	Youth Member	2940	✓
<b>Michael G Cooper</b>	Committee Member	2940	
	Wolf Den Leader	2014 Fundraising Committee	
<b>Olivia Kulbeth</b>	Committee Chairman	2940	
	Bear Den Leader	2014 Fundraising Committee	

Help Manual

Back on the Organization Roster page, you also have the ability to print a Youth Member Age Report. To do so, select the Print Youth Member Age Report icon.





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## YOUTH MEMBER AGE REPORT

**Council:** National Capital Area Council - 082 **Date Generated:** 08/23/2013 06:39:49 CST  
**District:** Aquia - 17 **Generated by:** Roger Kulbeth  
**Unit:** Troop 2940 - LDS Stafford Spanish Branch Fredericksburg Stake

Total Count:  
20

Name	Position	Age
Rodrigo G Alegre	Youth Member	16
Federico Balboa	Youth Member	14
Michael J Benavides	Youth Member	14
Adrian F Bernuy	Youth Member	15
Christian Bernuy Jr	Youth Member	16
Kevin Garcia	Youth Member	17
Jose Francisco Portillo	Youth Member	14
Jonathan Rivera	Youth Member	13
Juan R Robles Jr	Youth Member	15
Samuel Robles	Youth Member	16
Alvin Israel Torrico	Youth Member	14
H Jacob Torrico	Youth Member	12

--END OF REPORT--

The Youth Member Age Report produces a PDF report of registered youth member's name and their age that you may save or print for your records.



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Organizations

2940 (LDS Stafford Spanish Branch Fredericksbur...

Roster by Person

Search

Aco Christina Anasta

Committee Member

Bear Assistant Den Leader

Unit Fund-Raising Chairman

2940

2014 Fundraising Committee

2014 Fundraising Committee

Vasgo Mateo Diequez

Youth Member

2940

Casis Elviano

Youth Member

2940

Wareph Cleveland Josren

Chartered Organization Rep.

Committee Member

2940

2940

Kuler Rogbeth

th7ulbeth76@verizon.net

5087248

Logout

Release Details

Frequently Asked Questions

Legacy my.Scouting

Help Manual

To log out of *my.Scouting* at any time, click on the icon located at the top right corner and select Logout. There are also links to the Release Details, FAQs and to the Legacy myScouting website.

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For questions or concerns regarding the Member Manager Tool, please contact the BSA National Support Center at [myscouting@scouting.org](mailto:myscouting@scouting.org).

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