

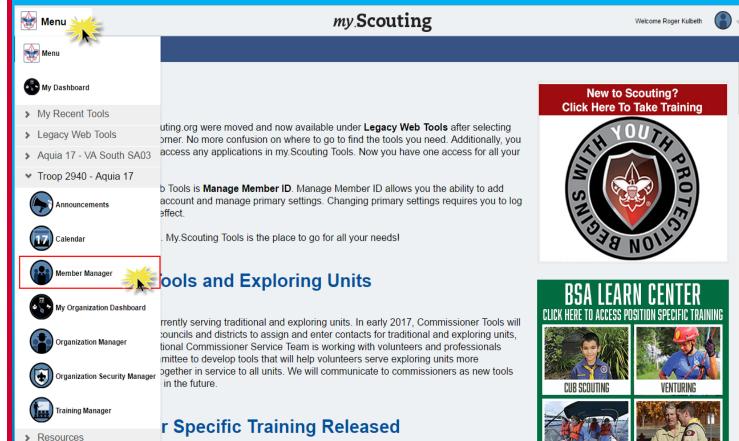
## my.Scouting Tools





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).



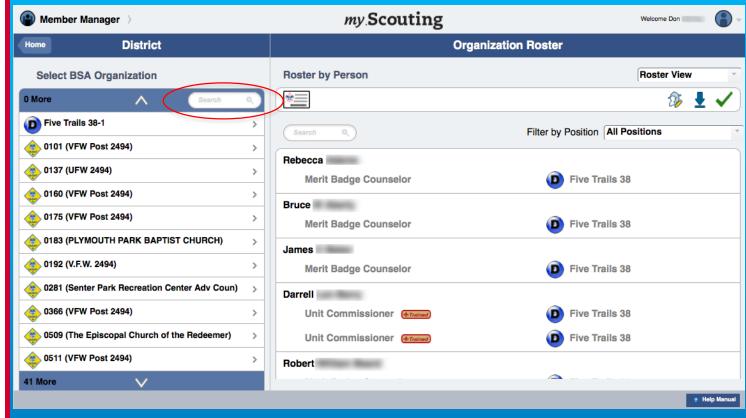


Member Manager provides the ability to assign members to functional roles in sub organization(s), view and export certain roster details, update certain member profile details, print membership cards, and print unit's Youth Member Age report.

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



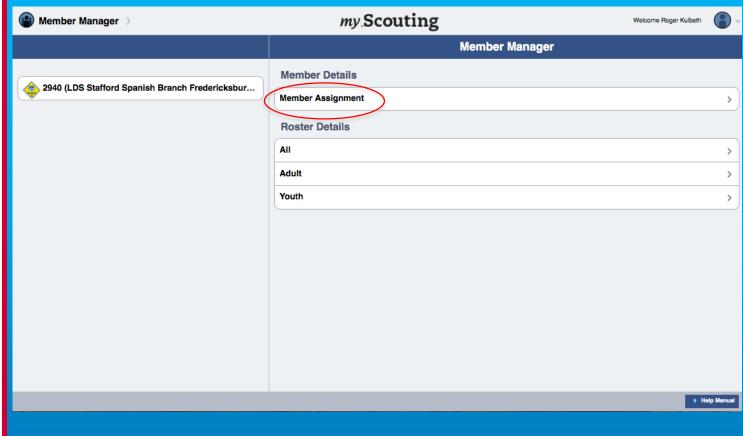




For district Key 3 administrators, the system will initially display a roster list of non-unit district registrants on the right side with their positions. A searchable list of units (packs, troops, crews) will display on the left. If you know all or part of the unit's name, you may enter it in the search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





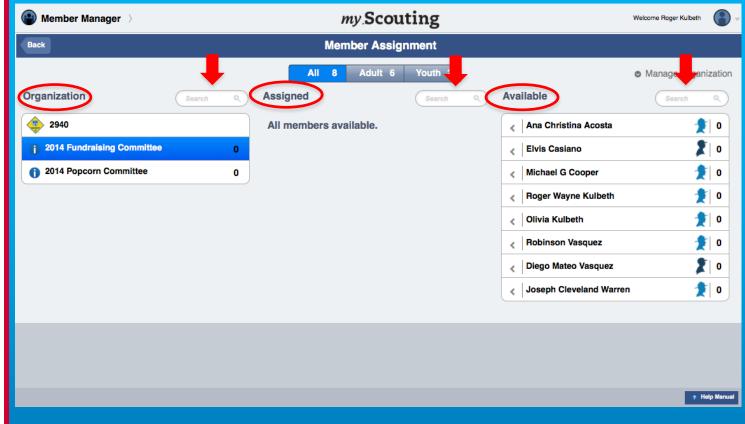


Unit Key 3 will see this screen upon selection of Member Manager. To begin assigning members to roles in sub organizations, select Member Assignment. (Sub organizations must first be created in the Organization Manager tool).

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



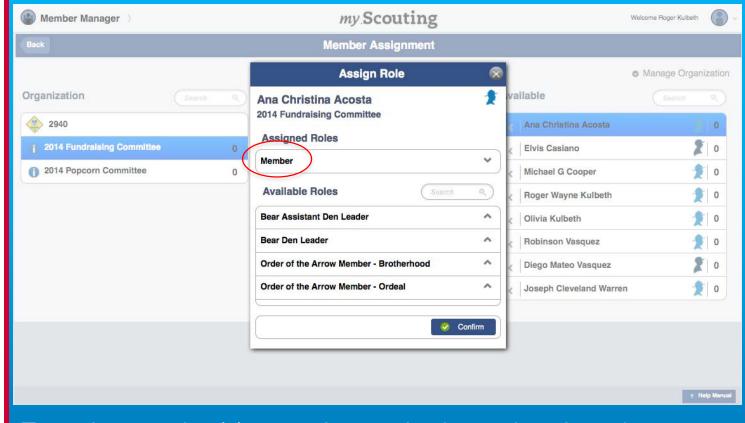




The above screen displays consisting of three sections. The left displays the unit and sub organization(s); the center displays list of members currently assigned to the sub organization (as well as a filter system for All, Adult or Youth); the right displays list of available members that can be assigned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





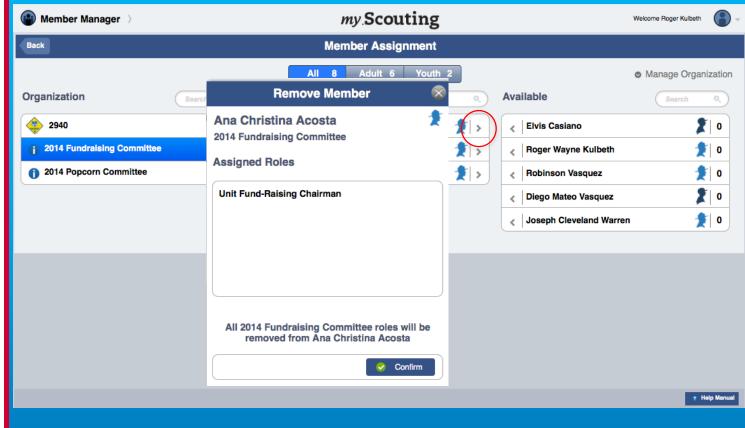


To assign member(s) to a sub organization, select the sub organization first, then choose a member from the Available list on the right by selecting the gray back arrow next to their name. A window box appears with a list of available roles that can be assigned. You may choose one or more from this list 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.









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.



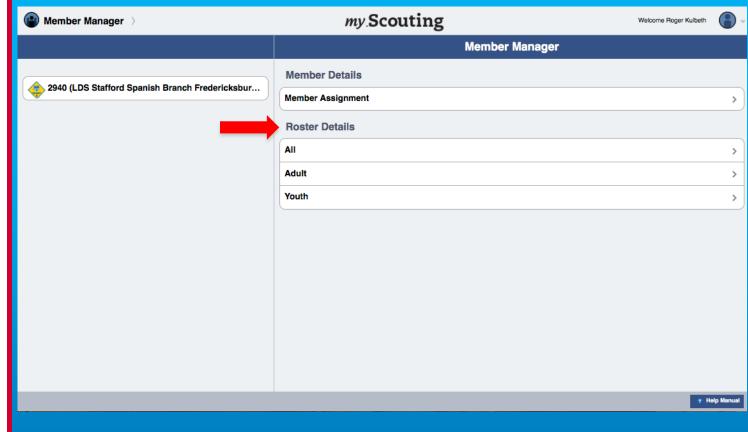




If you need to create additional sub organizations or to return to the unit's Organization Details, select Manage Organization at the top right of the screen. To return to the Member Manager home page, select the Back button on the top left.



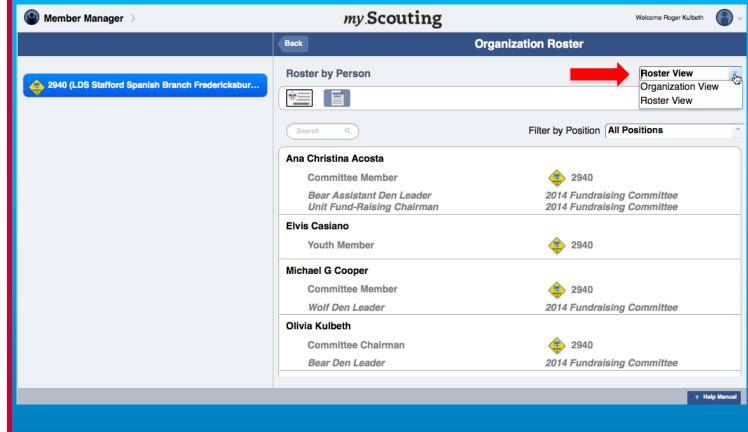




To view your organization roster details, select one of the options under Roster Details. You have options to view by All members, Adult or Youth.



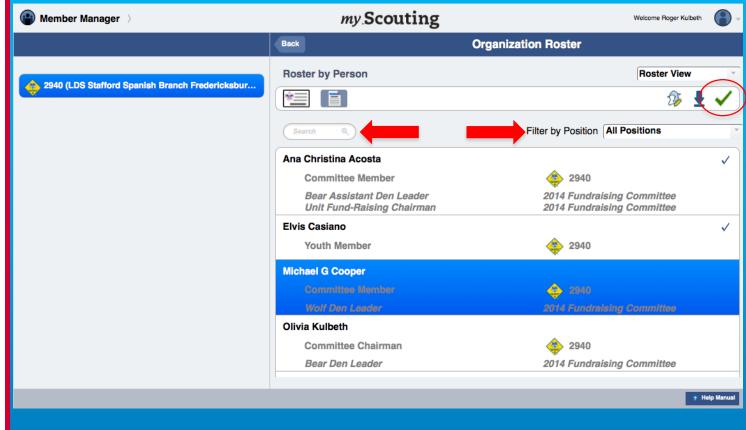




Upon selection of an option, a roster list of members with their registered position title and assigned role(s) will display in a Roster View format. Selecting Organization View from the drop down displays an alphabetical list of positions with the member's name associated to that position below it.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



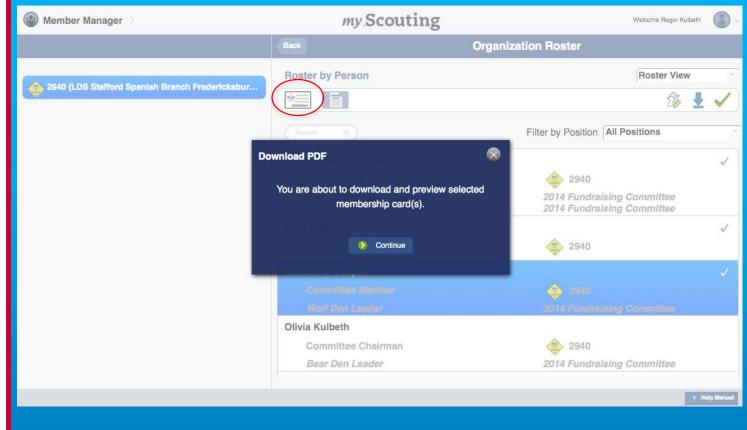




To print membership cards, edit profile information or export roster, you must select members from the list first. Selecting members individually places a check mark on the far right. To select all members, click the green check mark in the task bar. You may also search by member's name in the search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



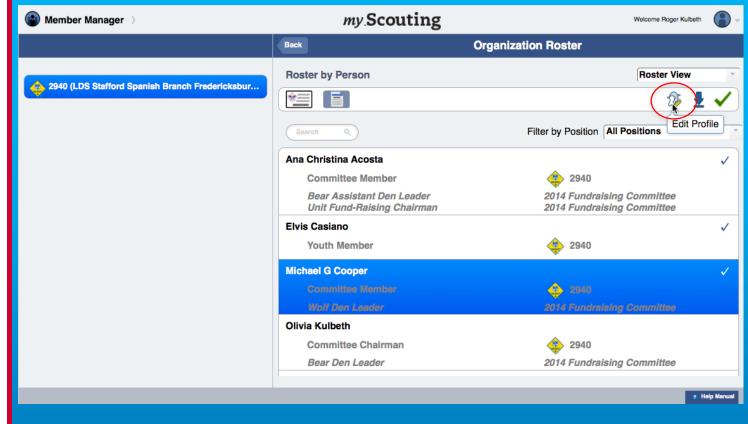




To print membership cards, select member(s), then click the Print Membership Card icon in the task bar. A verification window will appear to continue the download. A PDF summary report will be generated and membership card image will follow that you may print.



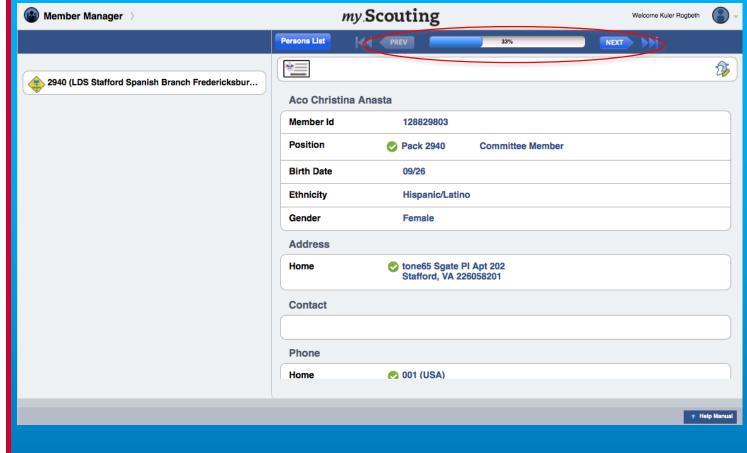




To view or edit a member's profile information, select member(s), then select the Edit Profile icon in the task bar.



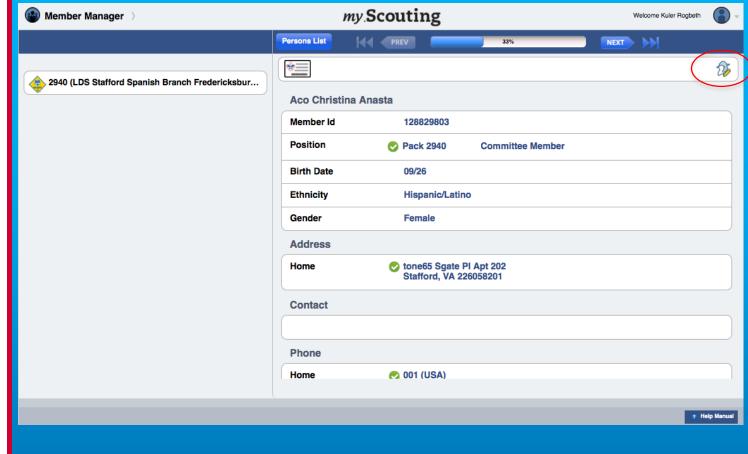




The above screen will display where you can view member's profile details. If multiple members are selected, the multi-view controller appears across the top. Use the PREV and NEXT buttons to move through each member 's profile information.



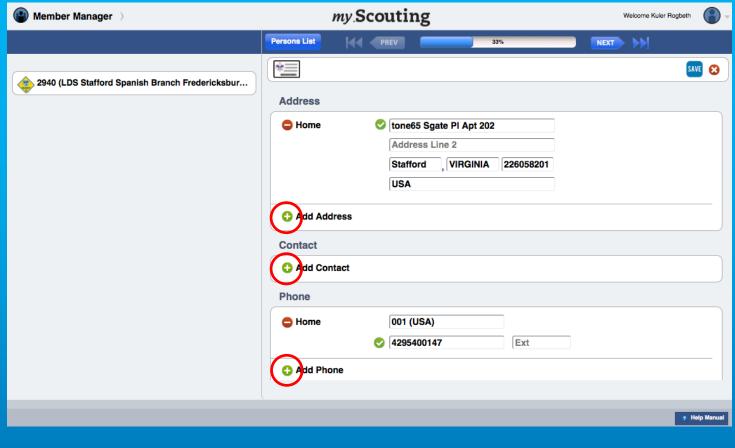




To edit member's address, contact or phone details, select the Edit Profile icon at the top. Only the member's address, contact and phone information can be edited.



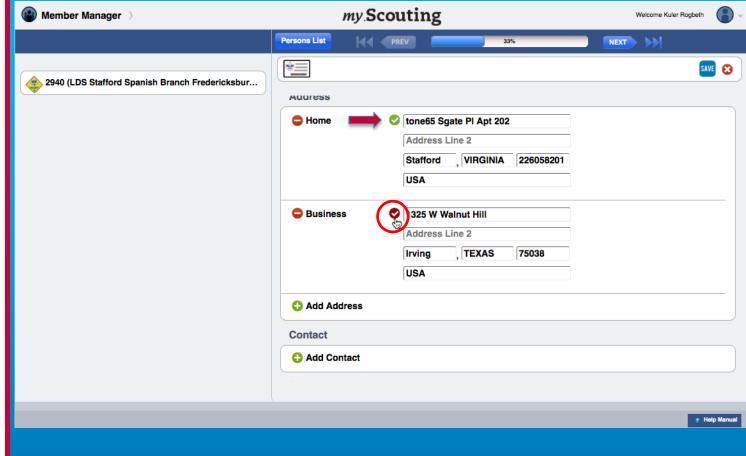




Make your changes or additions in the editable fields. To add additional profile information, select the plus symbol next to that field. **NOTE:** At least one email is required, and at least one address and phone number must be primary. Once you have completed your changes select the Save symbol at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



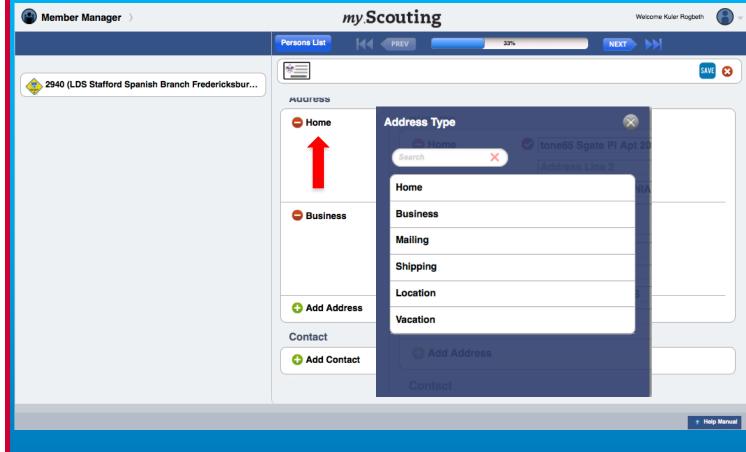




A phone number, contact or address will be defaulted to primary if it is the only one that exists (denoted by a green check mark). If there is more than one address, contact or phone number in your profile and you want to change one to be primary, select the red check mark at the beginning of that field.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



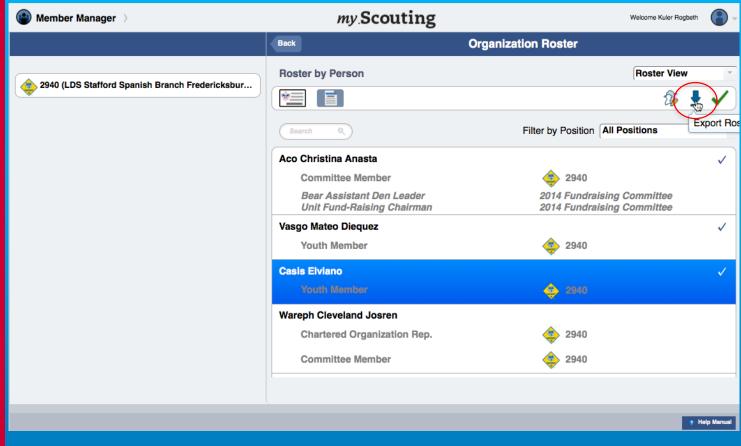




To change the address or phone type, select the field name (in this example Home was selected). A dialogue window will appear with a list of address type options. Select a type to change the field name. Once you have completed your additions or updates, select the Save icon on the top right of the task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



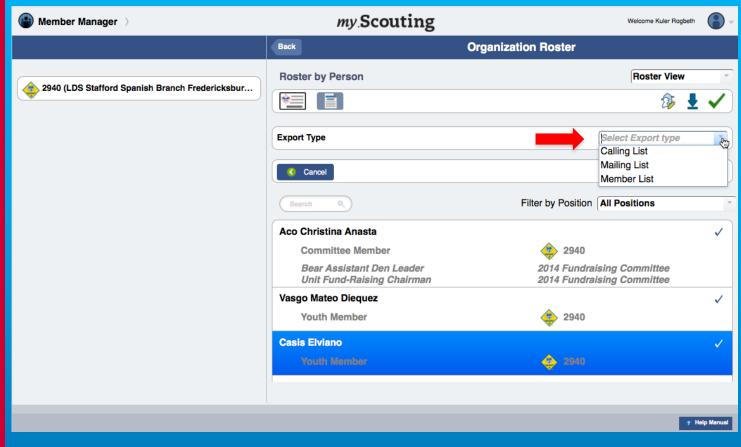




To export a roster, select your members first (with option to select all), then select the Export Roster icon.



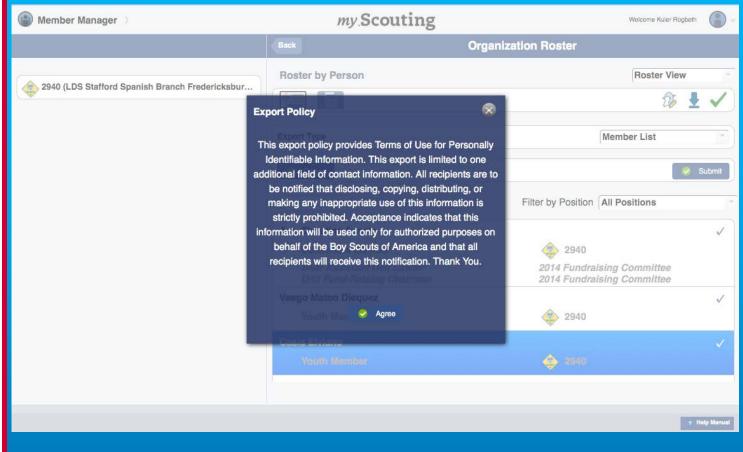




Next, select the type of export you'd like from the **Export Type** dropdown menu (calling list; mailing list; or member list). Select **Submit** after you've made your selection.



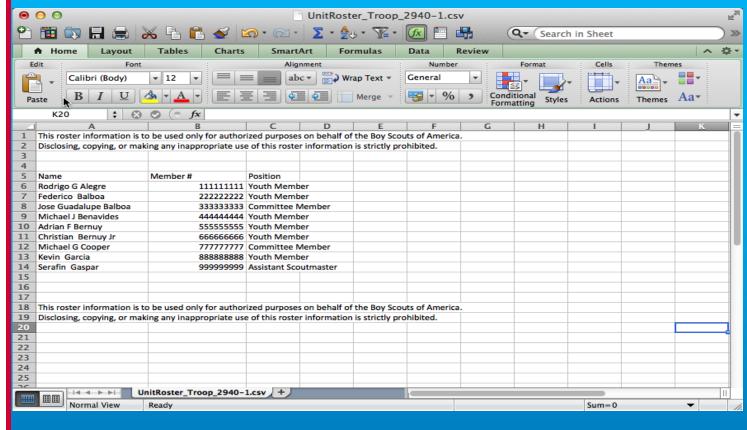




An Export Policy dialogue window appears stating BSA's policy for exporting and viewing roster information. If you agree to the policy select Agree. If you do not agree, click on the X to close and return to the previous screen.



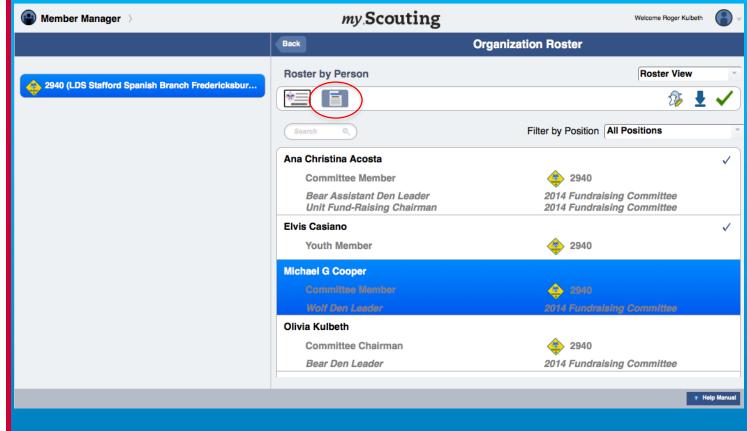




After downloading, you may open it with any program that is capable of reading a Comma Separated Value (CSV) spreadsheet, like Microsoft Excel. When opened, the spreadsheet (sample displayed above) will contain a summary listing of the information based on the export selection you made.







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.







## 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

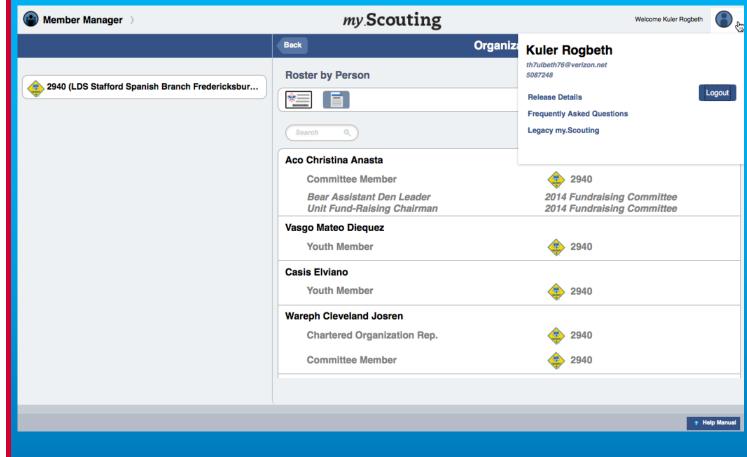
Name	Position	Age
Rodrigo G Alegre	Youth Member	16
Federico Balboa	Youth Member	14
Michael J Benavides	Youth Member	14
Adrian F Bernuy	Youth Member	15
Christian Bernuy Jr	Youth Member	16
Kevin Garcia	Youth Member	17
Jose Francisco Portillo	Youth Member	14
Jonathan Rivera	Youth Member	13
Juan R Robles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







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.





For questions or concerns regarding the Member Manager Tool, please contact the BSA National Support Center at myscouting@scouting.org.

