my.Scouting Tools

my.Scouting Tools is best experienced using Firefox 14 or greater, Google Chrome 21 or greater, Apple Safari 6 or greater, and Internet Explorer 9.0 or greater.
Organization Manager (previously called Organization Profile) provides the ability for you to manage your unit’s organization information and structure. To access it, select Home from the top, then select Organization Manager from the drop-down list.
For Unit Key 3, the system will display unit’s organization details on the right.
For District Key 3, a searchable list of units in your district’s organization structure displays on the left. To more quickly locate a unit, type a unit number or any portion of the unit name in the search field. After selecting a unit, organization details of that unit will display on the right.
To edit organizational details, select the edit icon to the right of the editable field. After completing your changes, select Done.

**NOTE:** Only Key 3 administrators can update the unit’s Scouting website, email address or social media information. Your council maintains Chartered Organization information.
To learn more about the BSA Social Media Guidelines, select that link. A new window will open directing you to BSA’s website of its guidelines.
You are also able to create sub organizations within the unit. To add a new sub organization, select Add Sub Organization. Enter a name and a short description below it, then select Create to add the new sub organization. **NOTE:** Please be specific in naming your sub organization(s) (i.e. 2013 Popcorn Committee; Wolf Den; Beaver Patrol, etc.).
After creating your sub organization(s), you may move the order in which they appear by selecting and holding the pancake symbol and drag the sub organization to its desired position in the list. You may also remove the sub organization by selecting the minus symbol at the end of the field. To assign members to this new sub organization, click on the sub organization name.
You will be redirected to the Member Assignment screen in the Member Manager tool (displayed above). For further information on how to assign members to roles in the sub organization, please download and view the Member Manager manual by selecting the Help Manual button at the bottom corner of the screen. **NOTE:** When assigning a member you are doing so to a functional role and not a registered unit role or position.
To log out of my.Scouting, 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 Organization Manager tool, please contact the BSA National Support Center at: myscouting@scouting.org.