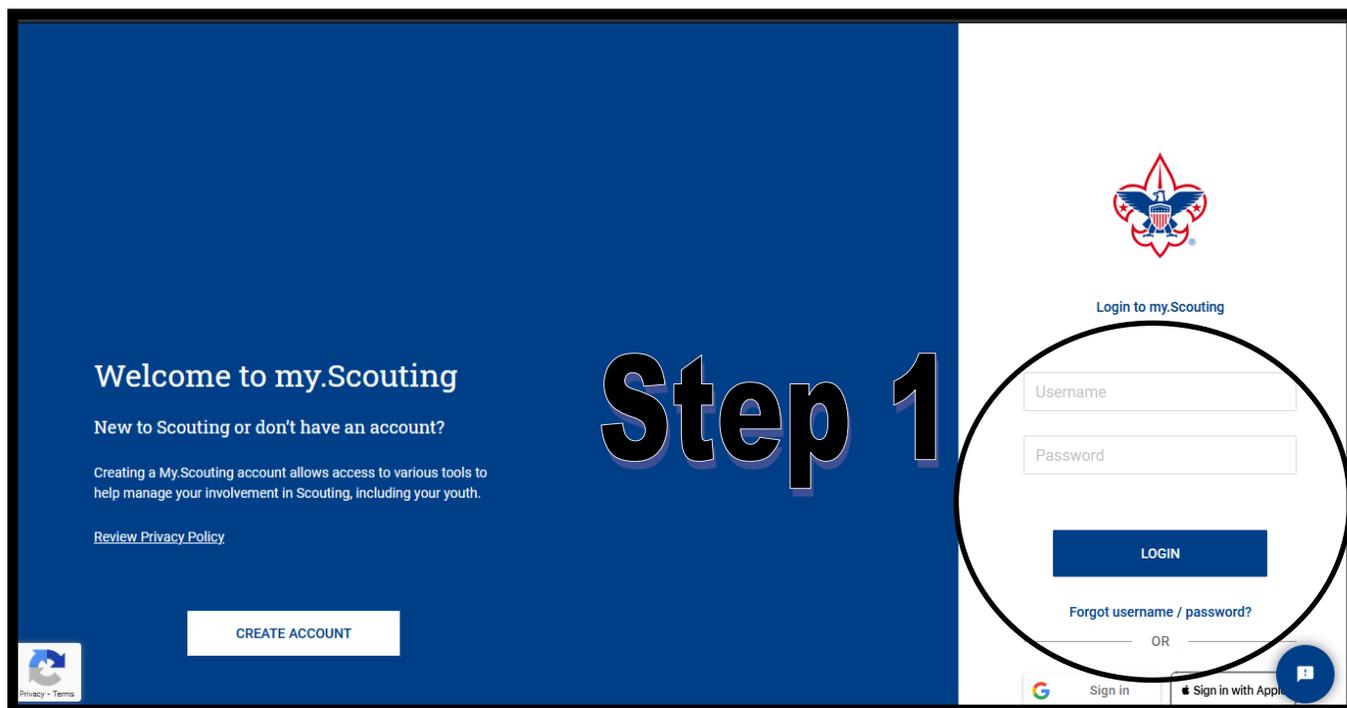# HOW TO PRINT MEMBERSHIP CARDS FOR YOUR UNIT

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

Click 'MENU'

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'

Patriots Path Council 358

Patriots Path Council 358   SELECT ORG LEVEL

Roster

Step 5

Pat...   358

Organization Manager

Settings

Unit Pin

Roster

Discounts

Reports

✉ Compose   🖶 Print ⌄   ✎ Edit Profile   ☁ Export Roster   ▽ Filter

☑	Name ▲	Member ID	Role	Gender
☑			Council Employee	F
☑			Council Member-at-Large	F
☑			Council Employee	F
☑			Scouter Reserve	M
☑			Nova Counselor	F
☑			Council Executive Board Member ⊕Trained	F
☑			Council Executive Board Member ⊕Trained	F
☑			Council Member-at-Large	M
☑			Council Executive Board Member	F
☑			Council Executive Board Member ⊕Trained	M

‹ 1 2 3 **4** 5 6 ··· 23 ›

Contact   Terms & Conditions

Step 5

Click the checkbox next to the individual name, or click the check box 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).
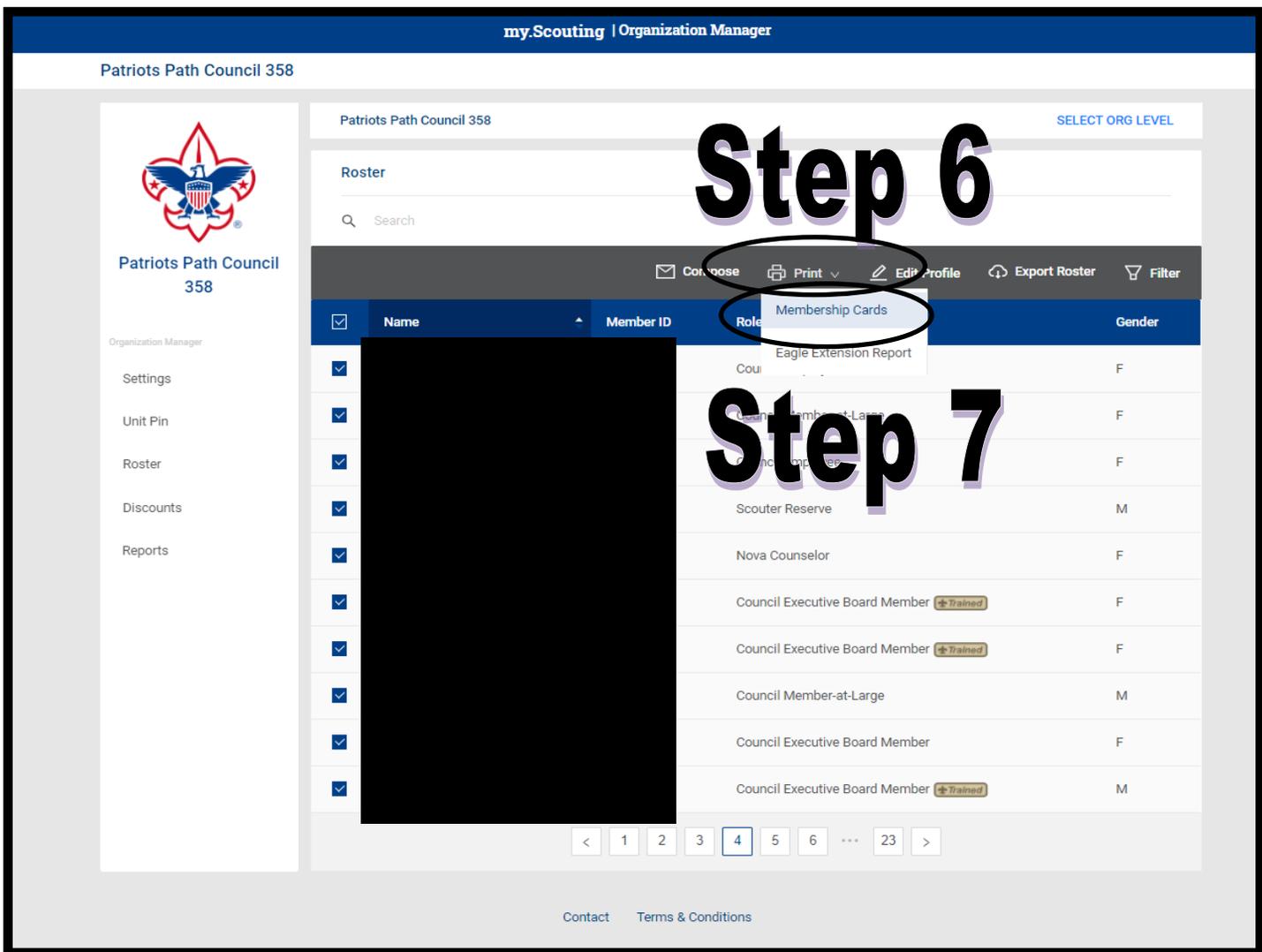
Step 6

Click the 'Print' icon

Step 7

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

BOY SCOUTS OF AMERICA® Print Membership List

Council Patriots Path Council 358
District
Unit
Chartered Organization
Report Generated By Michael Wellech
Date Report Generated 03/09/2021

Export to CSV   **Export to PDF**

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

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.

HOW TO PRINT YOUR PERSONAL MEMBERSHIP CARD

Step 1.

Log into

https://My.Scouting.org
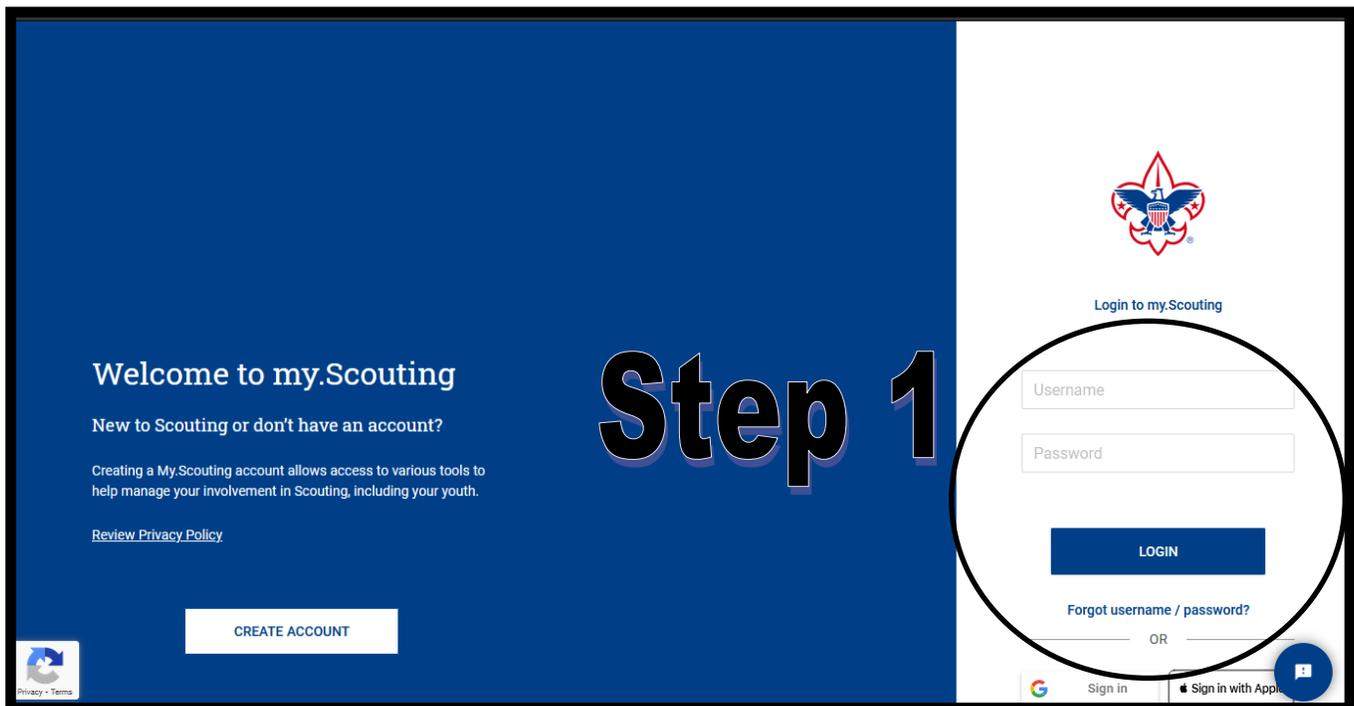
(NOTE: if this doesn't work with the browser you're using, try a different browser.
I've confirmed it works with Internet Explorer, Chrome, and Firefox)

Menu 〉

my.Scouting

Step 2

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 the profile icon next to your name

in the upper right hand corner.

Step 3

Click 'MY PROFILE'

SAVE CHANGES

Registrations

Registered Positions

Step 4

Download Membership Card

Black River Region 05

Merit Badge Counselor
Expire Date: 12/31/2020

Patriots Path Council 358

Council Admin
Expire Date: 12/31/2021

Patriots Path Council 358

✓ **Council Employee**
Expire Date: 12/31/2021

Address

Step 4

Click 'DOWNLOAD MEMBERSHIP CARD'

Step 5

Click the position(s) you're looking to print

Step 6

Click 'DOWNLOAD'

Registrations

Registered Positions

Download Membership Card

Black River Region 05

Merit Badge Counselor
Expire Date: 12/31/2020

Patriots Path Council 358

Council Admin
Expire Date: 12/31/2021

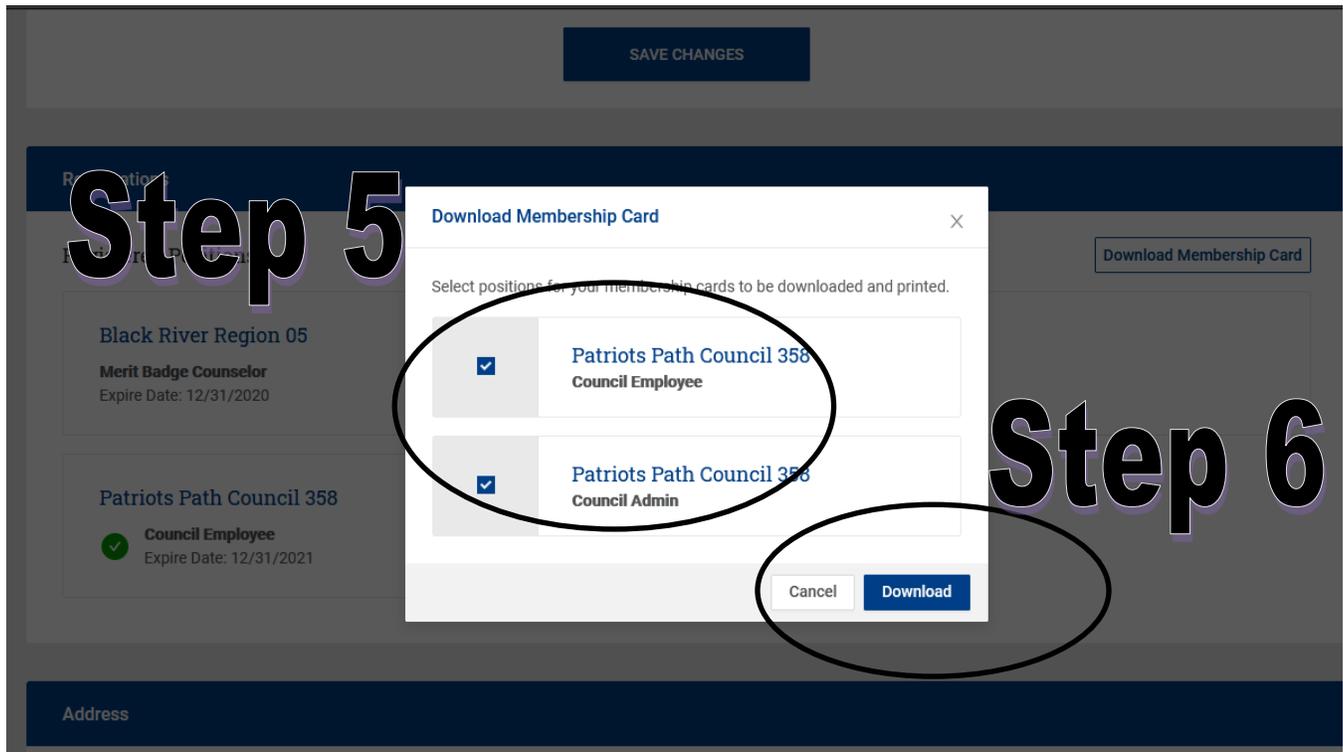**Patriots Path Council 358**

✓ **Council Employee**
Expire Date: 12/31/2021

Address

Home
30 Henley Ave
Cranford, NJ 0?
USA

Do you want to open or save **proxy.json** from **my.scouting.org**?   Open   Save ▾   Cancel

Step 7

Click 'OPEN'

This certifies that

Council Employee
is an adult leader in the
BOY SCOUTS OF AMERICA
Patriots Path Council 358
and is entitled to all the rights and privileges
there of to the last day of 12/31/2021

Roger C. Mosby
President and CEO

358

This certifies that

Council Admin
is an adult leader in the
BOY SCOUTS OF AMERICA
Patriots Path Council 358
and is entitled to all the rights and privileges
there of to the last day of 12/31/2021

Roger C. Mosby
President and CEO

358

Step 8

Print your card(s) on card stock