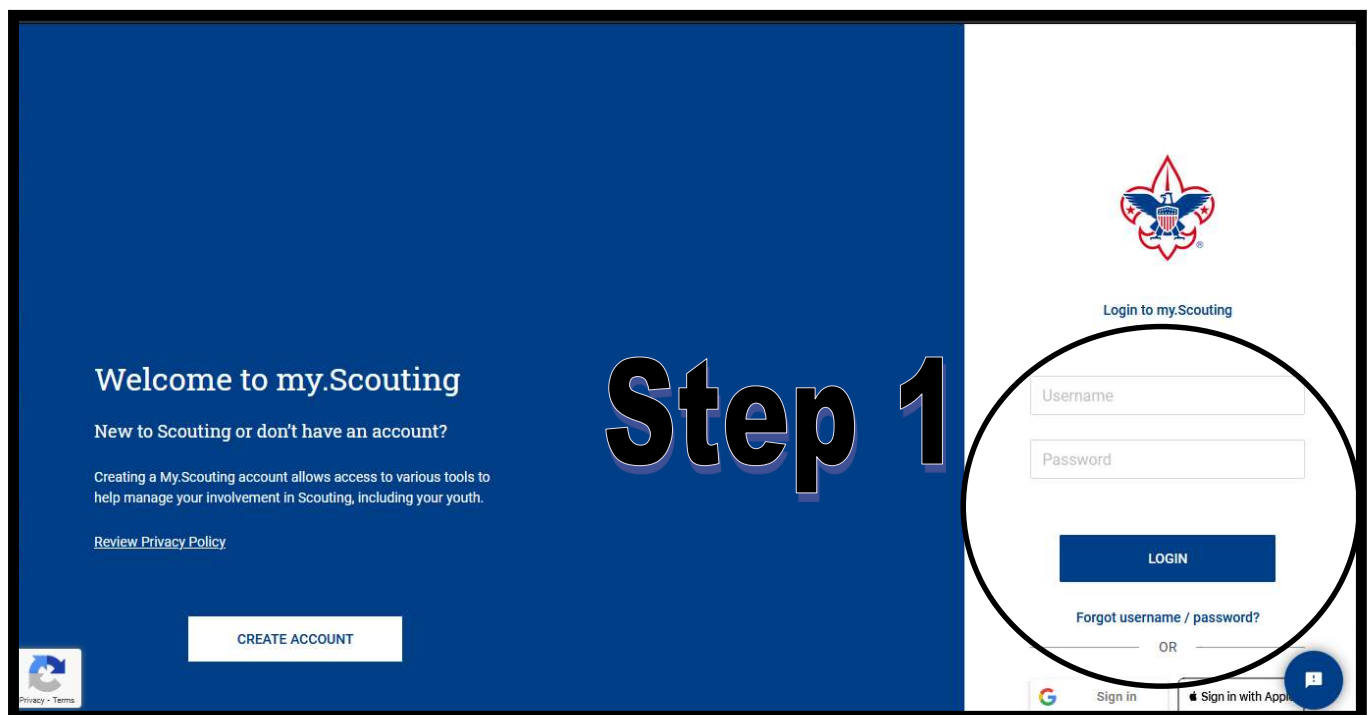


HOW TO PRINT MEMBERSHIP CARDS

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>

 Menu >

my.Scouting

Welcome Michael Wellech

News

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



[Contact](#) [Terms and Conditions](#)

Step 2
Click 'MENU'

my.Scouting

Welcome Michael Wellech

Menu

My Recent Tools

BSA Web Links

Patriots Path Council 358 - Area 5 9015

Application Manager

Commissioner Tools

Council Membership Tools

District JTE Data

District Total Available Youth

Finance Tool

Invitation Manager

Organization Manager

Organization Security Manager

Roster

Training Manager

Resources

News

Step 3

Click logo below to take Youth Protection in English or Spanish

BSA LEARN CENTER

CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING

CUB SCOUTING

SCOUTS BSA

EXPLORING

CLICK HERE TO ACCESS EXPLORING TRAINING

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

358

Organization Manager

Settings

Unit Pin

Roster

Discounts

Reports

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"/>			Council Employee	F
<input checked="" type="checkbox"/>			Council Member-at-Large	F
<input checked="" type="checkbox"/>			Council Employee	F
<input checked="" type="checkbox"/>			Scouter Reserve	M
<input checked="" type="checkbox"/>			Nova Counselor	F
<input checked="" type="checkbox"/>			Council Executive Board Member Trained	F
<input checked="" type="checkbox"/>			Council Executive Board Member Trained	F
<input checked="" type="checkbox"/>			Council Member-at-Large	M
<input checked="" type="checkbox"/>			Council Executive Board Member	F
<input checked="" type="checkbox"/>			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 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).

my.Scouting | Organization Manager

Patriots Path Council 358

Patriots Path Council 358

SELECT ORG LEVEL

Roster

Search

Compose Print Edit Profile Export Roster Filter

Membership Cards

Eagle Extension Report

Step 6

Step 7

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

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

Contact Terms & Conditions

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

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

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

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

[Export to CSV](#) [Export to PDF](#)

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

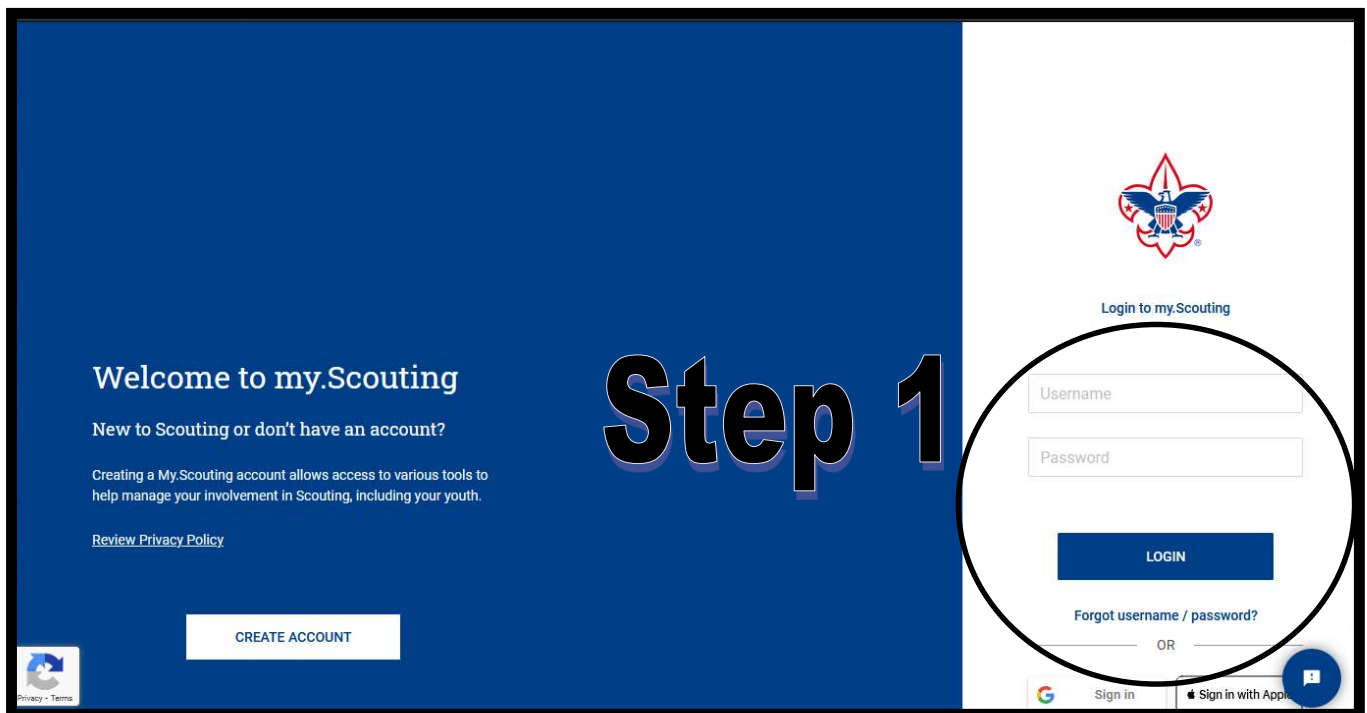
Step 9

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.

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

Welcome Michael Wellech 

News

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.

[Contact](#) [Terms and Conditions](#)

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.**

The screenshot shows the my.Scouting website. At the top, there is a navigation bar with the my.Scouting logo, a 'Menu' dropdown, and a user welcome message 'Welcome Michael Wellech'. Below the navigation bar is a blue banner with the text 'Empowering you to deliver the Scouting program.'.

The main content area on the left contains three news items:

- BSA Online Applications Access Extended:** National 02/25/2021. Text: 'To help ensure units have full access to BSA online systems while charter renewals are in progress, we have extended the grace period for units to continue accessing online systems for an additional 60 days. This includes access to our Internet Advancement, my.Scouting tools, and Den Leader Experience. This extension will be in effect for 60 days 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. Text: '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. Text: '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.'

On the right side, there is a user profile for Michael Wellech with the email mike.wellech@Scouting.org and ID 127309183. A 'Logout' button is present. Below the profile is a menu with the following items: 'My Training', 'My Profile' (circled with a black oval), and 'My Account'.

At the bottom right, there is a 'BSA LEARN CENTER' section with the text 'CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING' and two images: 'CUB SCOUTING' and 'SCOUTS BSA'. Below this is an 'EXPLORING' section.

Step 3

Click 'MY PROFILE'


SAVE CHANGES

Registrations

Registered Positions

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

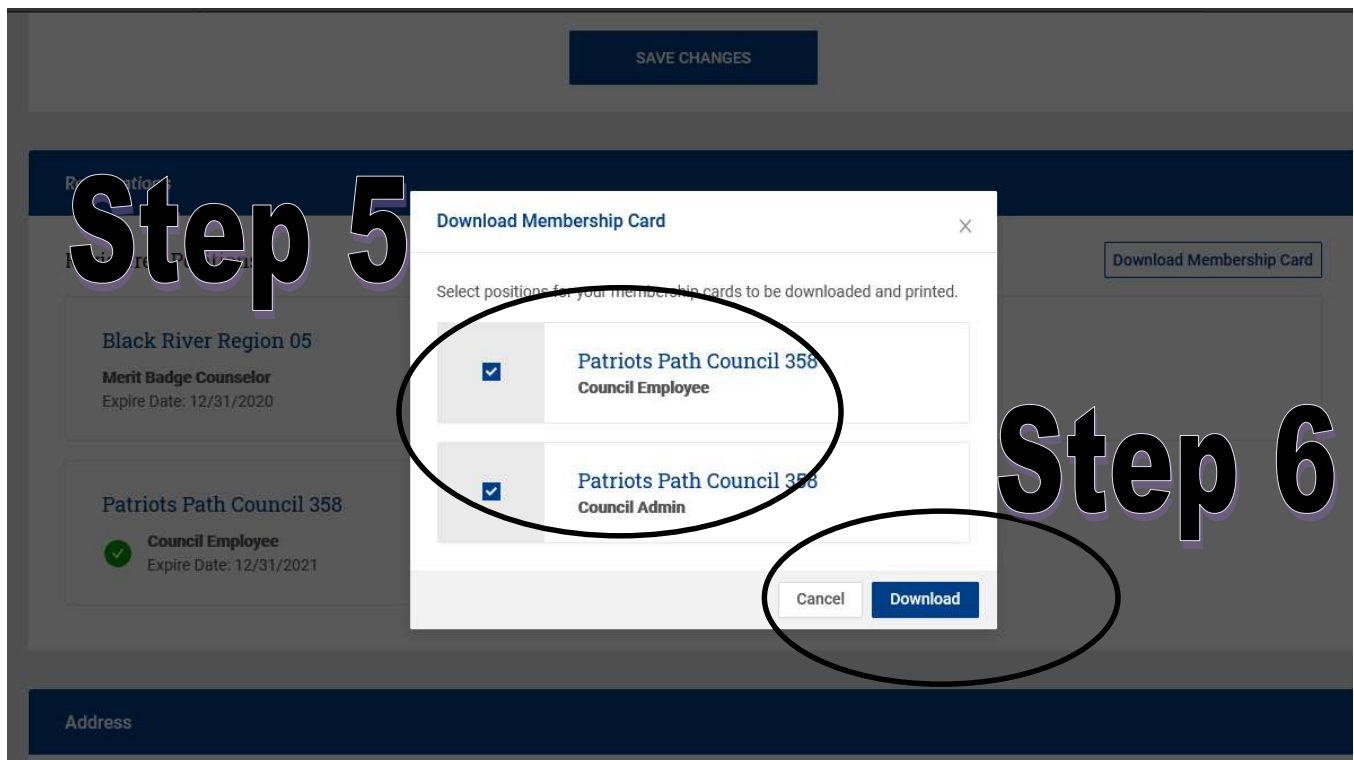
[Download Membership Card](#)

Address

Step 4

Step 4

Click 'DOWNLOAD MEMBERSHIP CARD'



Step 5

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

Step 6

Click 'DOWNLOAD'

Registrations

Registered Positions

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

Download Membership Card

Address

Home

30 Henley Ave

Cranford, NJ 07016

USA

Do you want to open or save proxy.json from my.scouting.org?

Open

Save

Cancel

Step 7
Click 'OPEN'



Step 8

Print your card(s) on card stock