

How to access your unit's roster on My.Scouting.org

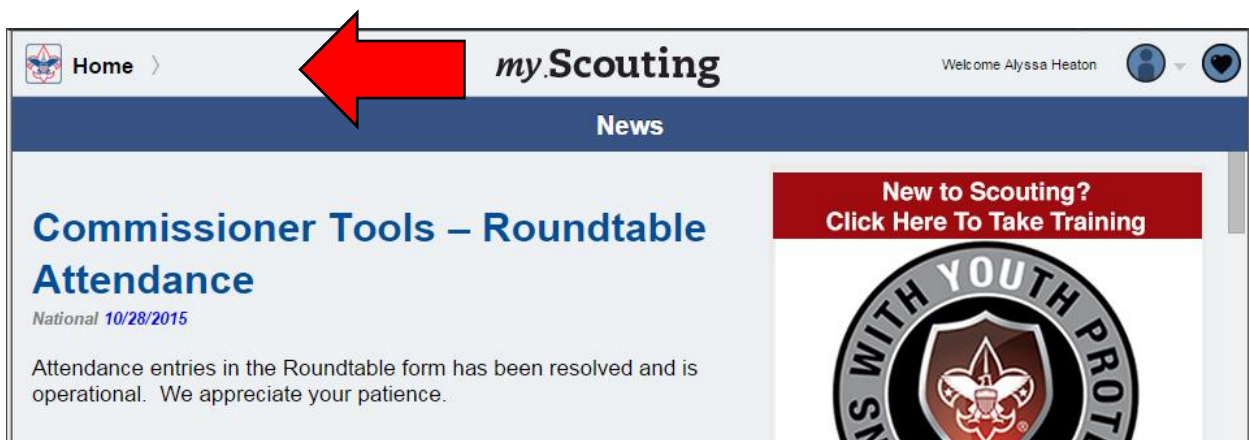
1. In your internet browser (Chrome or Firefox preferred) enter my.scouting.org



2. Enter your login information to open your account.
 - a. If you had a previous myscouting.org account that login information will work here. If you do not have an account, please see the instructions for "Setting up a my.scouting.org account"



3. After logging in click the 'home' icon.



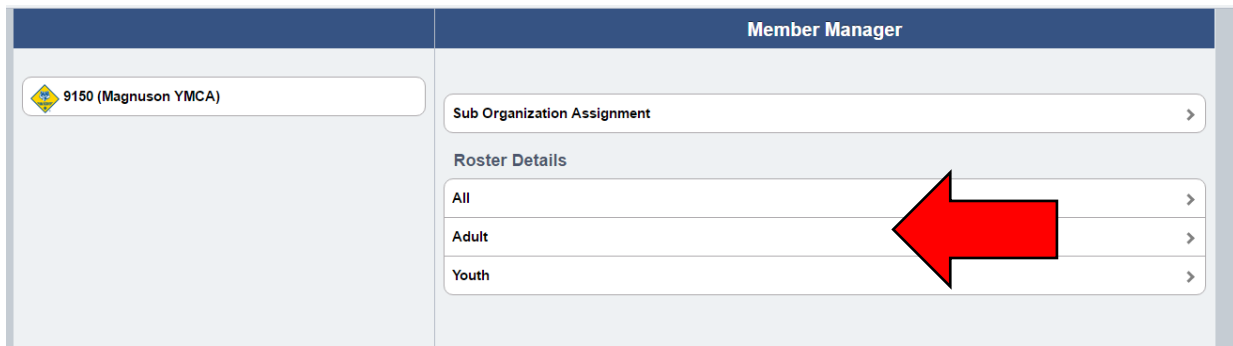
4. After the 'home' dropdown menu opens up select the unit you wish to run reports for.

The screenshot shows the myScouting website interface. At the top, there is a navigation bar with the myScouting logo and a user profile for Alyssa Heaton. A 'Home' dropdown menu is open on the left side, listing several options: Home, My Dashboard, My Recent Tools, Legacy Web Tools, Chief Seattle Council 609 - Area 1 9041, Crew 0570 - Samm Trails General 06-1, and Pack 9150 - Scoutreach General 21-1. A large red arrow points to the 'Pack 9150 - Scoutreach General 21-1' option. The main content area features a 'News' section with a 'Roundtable' article and a 'Commissioner Tools Reports' section. A red banner at the top right says 'New to Scouting? Click Here To Take Training' with a circular logo for 'YOUTH PROTECTION BEGINS WITH YOUTH PROTECTION'. Below this is a 'Leader Training' banner with a photo of children and the text 'Leader Training Click Here'.

5. Once you have selected your unit, the dropdown menu will expand, you then must select 'Member Manager'.

This screenshot shows the expanded dropdown menu for the selected unit, 'Pack 9150 - Scoutreach General 21-1'. The menu lists several management tools: Organization Security Manager, Training Manager, My Organization Dashboard, Member Manager, Organization Manager, Announcements, and Calendar. A large red arrow points to the 'Member Manager' option. The background of the page is partially visible, showing the 'Commissioner Tools Reports' section and the 'Leader Training' banner.

6. Upon the Member Manager opening select whether you wish to see the youth, adult, or full roster.



7. Once selecting the roster you wish to view you may

- a. Print membership cards
- b. Print a youth member age report
- c. Edit profiles
- d. Export your roster

