My council has always been required to print and mail membership cards. Why is this being changed?

In an effort to streamline basic operations and put tools in the hands of volunteers, the BSA has decided to make "self-service" as many membership processes as possible. This change will allow individuals and units to print membership cards in a timelier manner.

(Q) When is the effective date of this change?

The effective date is January 1, 2019.

(Q)

(A)

(A)

(Q)

(A)

(A)

(Q)

(A)

Will I still be able to order membership cards to print for individuals and units that don't have access to print cards through my.Scouting?

No. Membership cards will no longer be available to be ordered. Councils should start communicating this change to the field now in preparation of the January effective date. Councils can also choose to keep their remaining stock on hand to print cards as a courtesy for individuals or units that have no means to print their own card.

(Q) What file format are membership cards in?

Membership cards are downloaded as a PDF file.

- Can I print a membership card for each of my registrations? If so, how do I do this?
 - Yes, you can print an individual membership card for each of your registered positions. The steps on how to do this are as follows:

STEP 1: Using your current log-in information, log in to <u>my.scouting.org</u>

Welcome to my.Scouting	Login to my.Scouting
New to Scouting or don't have an account? By creating a my.Scouting account, you will be able to manage your or your your's participation in Scouting including completing	Username
en application to register in the Scouting programs.	••••••••••••••••••••••••••••••••••••••
CREATE ACCOUNT	LOGIN
	Forgot username / password?

STEP 2: In the upper left portion of the screen, click on Menu and then My Dashboard



STEP 3: In the upper left portion of the screen, click My Dashboard and then My Profile

S My Dashboard	my.Sco	uting Welc	ome David Roberts
My Training			
My Training	> YPT Training Center	Requirements Completions	
My Profile	>		
My Account	>		
YPT Status:			(
YPT Status: Youth Protection Training Certification			
		Y01 Completed 06/27/2013 Expires 06/27/2015	Take Course
Venturing Youth Protection Training		Y02 Completed 06/27/2013	
		Expires 06/27/2015	
Exploring Youth Protection Train	ning		

STEP 4: To print a membership card, click on the membership card icon at the bottom of the Profile Information section. A sub-menu will appear allowing you to select the position(s) you wish to print a membership card for.

A PDF document will then download and appear at the bottom left portion of your screen for you to open and print or save an image of your membership card.

Profile Information	0	Extended Profile Inform	mation	Address Information		0
Aember ID	9335775	Ethnicity	Caucasian/White >	O Home	405 Ridge	>
lame	Matthew	Marital Status	Not Provided >	Phone Information		0
ate Of Birth	08/28/****			S Home	(972)	
iender	Male			Mobile	(972)	>
itle	Mr			Business	(972)	>
				Home	(972)	>
Active Positions	0	Contact Information		Employer Information		
Golden Arrow 43 Unit Commissioner	(dr. Trainage)		mwalker	(is currently available	-
Committee Member						
		Education Information				10
		No information	is currently available			
and the second se						
	Terms and Conditions	al's membe	ership card:			Help Mexad
embershipCardspdf		Th Owe Assista BOY SCO Troop 280 and is entitled to there of to the	is certifies that en McCullen ant Scoutmaster adult leader in the OUTS OF AMERIC, 03 Trophy Club, T> o all the rights and privi e last day of 12/31/201	X lleges		
enterthjCards _pdf ^		Th Owe Assista BOY SCO Troop 280 and is entitled to there of to the *	is certifies that en McCullen ant Scoutmaster adult leader in the UTS OF AMERIC, 3 Trophy Club, TX o all the rights and privil e last day of 12/31/201 30399345* 30399345	X lleges		



This means that there is no current registration associated with the Member ID listed in My Profile.

■ My Profile			
Profile Information	Extended Profile Information	Address Information	0
Member ID 125736235	Ethnicity Black/African American	930 Marisa Ln	>
David Walton Roberts	Marital Status	Phone Information	0
Date Of Birth 03/24/**** Male	MISSING	(214) 668 - 4216	
Gender		(214) 764 - 0782	>
Active Position			- 1
You have no registered positions	Contact Information	Employer Information	0
	DavidW.Roberts@Sco >	Boy Scouts of America	`
Education Information			- 1
Howard University			- 8
Mechanical Engineering			- 8
Duke University >			- 8
MBA-General			- 8

(Q)

(A)

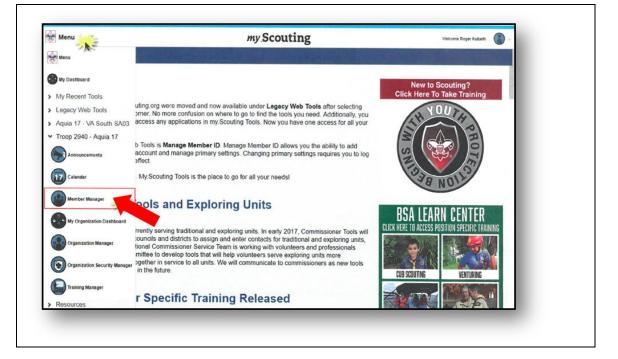
(Q)

(A)

Can membership cards be printed for the entire unit? If so, how do I do this?

Yes, the unit key 3 can print membership cards everyone in the unit. The steps on how to do this are as follows:

STEP 1: In the upper left portion of the screen, click on Menu and then Member Manager



Member Manager	my.Scouting	Welcome Roger Kulbeth	3 -
	Member Manager		
2940 (LDS Stafford Spanish Branch Fredericksbur	Member Details		
W state of the second operation branch Fredericksbur	Member Assignment		>
	Roster Details		
	All		,
	Adult		>
	Youth		>
			_
			_
		• Help N	lanual

STEP 2: Under Roster Details the unit key 3 can choose All, Adult, or Youth.

STEP 3: After making a selection, a list of registrants with their registered position title and assigned role(s) will display in a Roster View format.

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	Back	Organization Roster	
2940 (LDS Stafford Spanish Branch Fredericksbur	Roster by Person		Roster View
			Organization View
	(Search a)	Filter by Position All Po	ositions
	Ana Christina Acosta		
	Committee Member	2940	
	Bear Assistant Den Leader Unit Fund-Raising Chairman	2014 Fundraising (2014 Fundraising (Committee Committee
	Elvis Casiano		
	Youth Member	2940	
	Michael G Cooper		
	Committee Member	2940	
	Wolf Den Leader	2014 Fundraising C	Committee
	Olivia Kulbeth		
	Committee Chairman	2940	
	Bear Den Leader	2014 Fundraising C	Committee
AND REAL PROPERTY AND INCOME.			
			· Help Mercuel

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STEP 4: Select the individuals you wish to print a membership card for. A check mark will appear to the far right of all individuals selected. To select all members, click the green check mark in the task bar.

Back	ganization Roster	
Roster by Person	Roster View	•
*== +	D 🕹 보 😣	Sele
Search Q	Filter by Position All Positions	all
Debra Kendrew	✓	•
Committee Chairman (1977)	0425	
Mark Allen Logemann		
Chartered Organization Rep. (*Trained)	0425	

STEP 5: To print the membership cards, click the Print Membership Card icon in the task bar. A verification window will appear. Click Continue to generate the PDF containing the membership cards.

The PDF document will then download and appear at the bottom left portion of the screen. The user should click on the file to open and print the membership cards.

谢 Member Manager 👌	my Scouting		Welcome Debra Kendrew	•
	Back Organiz	zation Roster		
	Roster by Person		Roster View	-
0425 (National Council B\$A)			🏇 🛓 🄇	8
	Search	Filter by Position All P	ositions	
	Debra Kendrew	Â	~	-
	Download PDF	♦ 0425		
	You are about to download and preview selected membership card(s).	0425	~	
	Emily R Maria	0425	\checkmark	
	Raymond Philip Macaluso		\checkmark	
	Key 3 Delegate	♦ 0425		

The PDF will include a Summary Report and membership cards for the individual's selected. Note that membership cards will not be generated for non-registered positions like Institutional Head, Adult Partner, Key 3 Delegate, Registration Inquiry and other functional roles.

See sample report and cards below:

SUMMARY REPORT

Council:	Any Council 771
District:	North Star 3
Unit:	Crew 0425
Chartered Organization:	National Council BSA
Date Printed:	Friday, October 26, 2018
Generated By:	Debra Johnson

Membership Card Count Summary: Cards issued: 8, Not issued: 3. Total Selected: 11 record(s)

Membership card available for following position

Member Id	Member Name	Position
13509966	Victoria Brown	Committee Member
11392487	Rhonda Davis	Committee Member
13276083	Amy James	Venturing Crew Assoc. Advisor
11790745	Debra Johnson	Committee Chairman
9333810	Raymond Martin	Committee Member
13276083	Owen McAdams	Venturing Crew Advisor
12870552	Patricia Smith	Venturing Crew Assoc. Advisor
10611103	Johnnie Willis	Committee Member

Count: 8

Membership card not available for following position

Member Id	Member Name	Position
9333810	Raymond Martin	Key 3 Delegate
13276083	Owen McAdams	Registration Inquiry
12870552	Patricia Smith	Key 3 Delegate

Count: 3





What if an individual's name does not appear on the roster?

This means that the individual does not have a current registration in the unit.

(Q) Do I still need to print membership cards for Exploring Posts and Clubs?

(A)

Councils can still choose to print Learning for Life and Exploring participation card sand certificates for LFL council and district volunteers and for Learning for Life Groups, Exploring Posts and Clubs, but it is no longer included in the membership validation. Card and certificate printing functionality will be added for LFL and Exploring in the future.