# *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

My Dashboard	my Sc	outing Welcon	ne David Roberts
My Training			
My Training	> YPT Training Center	Requirements Completions	
My Profile	>		
My Account	>		
YPT Status:			(
YPT Status:	ion		
-		Y01 Completed 06/27/2013 Expires 06/27/2015	Take Course
Venturing Youth Protection Training	9	Y02 Completed 06/27/2013	
		Expires 06/27/2015	
Exploring Youth Protection Tra	aining		

**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	nation	Address Information		0
Aember ID	9335775	Ethnicity	Caucasian/White >	🕑 Home	405 Ridge	>
lame	Matthew	Marital Status	Not Provided >	Phone Information		0
ate Of Birth	08/28/****			🕑 Home	(972)	
Sender	Male			Mobile	(972)	>
îtle	Mr			Business	(972)	>
				Home	(972)	>
Active Positions	0					
Golden Arrow 43 Unit Commissioner	(the Trained)	Contact Information	0	Employer Information	in an and the second second	-0
Troop 0262			mwalker >	No information	is currently available	
		Education Information	0			
		No information i	s currently available			
Contact mbershipCardspdf ^	Terms and Constions	al's membe	ership card:			
conset	f an individu	al's membe	ership card: s certifies that n McCullen nt Scoutmaster dult leader in the UTS OF AMERIC/	A		
Contact embershipCards _pdf ^ mple image o	If an individu	al's membe This Owe Assistan BOY SCOI Troop 280 and is entitled to there of to the *3	ership card: scertifies that n McCullen nt Scoutmaster dult leader in the UTS OF AMERIC/ 3 Trophy Club, TX all the rights and privi elast day of 12/31/201 30399345* 30399345	A X leges 18.		



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	Home 930 Marisa Ln	>
Name David Walton Roberts	Marital Status Married >	Phone Information	
Date Of Birth Male	MISSING	(214) 668 - 4216	•
Gender		(214) 764 - 0782	>
Active Position			
You have no registered positions	Contact Information	Employer Information	•
		Boy Scouts of America	<b>`</b>
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



	my Scouting	Welcome Roger Kulbeth
	Member Manager	
2940 (LDS Stafford Spanish Branch Fredericksbur	Member Details	
v	Member Assignment	>
	Roster Details	
	All	
	Adult	>
	Youth	>
		and the second se
The property of the second second second		and the second
		the second s
		Help Manual

**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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y Person	Roster View Organization View
	Organization View
	nusier view
a) Filt	ter by Position All Positions
itina Acosta	
mittee Member	2940
Assistant Den Leader Fund-Raising Chairman	2014 Fundraising Committee 2014 Fundraising Committee
ano	
1 Member	2940
Cooper	
nittee Member	2940
Den Leader	2014 Fundraising Committee
beth	
nittee Chairman	2940
Den Leader	2014 Fundraising Committee
	ttina Acosta mittee Member Assistant Den Leader Fund-Raising Chairman ano h Member Cooper mittee Member Den Leader beth mittee Chairman Den Laader

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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 🕹 星 😣	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	-
			🏇 🛓 🄇	8
	Search	Filter by Position All P	ositions	
	Debra Kendrew	Â	$\checkmark$	-
	Download PDF	♦ 0425		
	You are about to download and preview selected membership card(s)	0425	~	
	Emily R Maas Yould Man	0425	$\checkmark$	
	Raymond Philip Macaluso	▲ 0425	$\checkmark$	
	Key 3 Delegate	<ul><li>✓ 0425</li><li>♦ 0425</li></ul>		

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.