

SETTING YOUR UNIT'S CONFIGURATIONS

Step 1: While logged in to your My.Scouting account, select **Menu** at the top left hand side of your screen.

Step 2: From the drop down menu select the unit you will be configuring.

Step 3: Select **Organization Manager**

Step 4: Select the **Settings** tab.

The screenshot displays the My.Scouting web application interface. The left sidebar contains a 'Menu' button at the top, which is circled in blue. Below it, a list of navigation items includes 'My Dashboard', 'My Inbox', 'My Application (0)', 'My Recent Tools', 'Learning Tools', 'Troop 0144 - West District 08' (highlighted with a blue circle), 'Announcements', 'Application Manager', 'Calendar', 'Invitation Manager', 'JTE Reports', 'Member Manager', 'My Organization Dashboard', 'Organization Manager' (highlighted with a blue circle), 'Organization Security Manager', and 'Training Manager'. The main content area shows a header with 'my.Scouting' and 'Empowering you to deliver the Scouting program.' Below this, there are sections for 'Tools and Exploring Units', 'Specific Training Released', and a 'New to Scouting? Click Here To Take Training' banner. The bottom section shows the 'Organization Manager' page for '0144 (Flora Rotary International)', with a 'Settings' tab highlighted in blue.

my.Scouting

Welcome Dick Bishop

Menu

My Dashboard

My Inbox

My Application (0)

My Recent Tools

Learning Tools

Troop 0144 - West District 08

Announcements

Application Manager

Calendar

Invitation Manager

JTE Reports

Member Manager

My Organization Dashboard

Organization Manager

Organization Security Manager

Training Manager

Tools and Exploring Units

Specific Training Released

New to Scouting? Click Here To Take Training

BSA LEARN CENTER

CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING

SEA SCOUTING

COMMISSIONER

EXPLORING

CLICK HERE TO ACCESS EXPLORING TRAINING

Organization Manager

my.Scouting

Welcome Dick Bishop

Settings

Organization Details

0144 (Flora Rotary International)

FLORA ROTARY INTERNATIONAL

Chartered Organization

Effective Date

01/01/2011

Expiration Date

12/31/2011

Executive Officer (IH)

Dick N Bishop

Chartered Organization Rep. (CR)

Dick N Bishop


clhanks@scouting.org

Family Scouting: If your pack will be accepting girls – select opt-in for Family Scouting, enter the date, and then select whether the unit is accepting boys only, girls only, or both boys and girls.


The screenshot shows the 'my.Scouting' Organization Manager interface. On the left, a sidebar lists units, with '0093 (Cedar Bayou Grace United Methodist Church)' selected. The main content area is titled 'Family Scouting' and contains the following fields:


- Family Scouting:** A dropdown menu set to 'Opt-In'.
- Family Scouting Effective Date:** A date field set to '05/01/2018'.
- Unit Can Accept:** A dropdown menu with a list of options: 'Both Boys and Girls', 'Boys Only', 'Girls Only', and 'Both Boys and Girls'. The 'Both Boys and Girls' option is currently selected.


A blue arrow points from the text on the left to the 'Family Scouting' dropdown menu. A red circle highlights the 'Unit Can Accept' dropdown menu and its options.

5  **Pack 0056 Atascocita United Methodist Church** 1.5 miles ✕


2225 North Loop W
Houston, TEXAS 77008

 **Dens for Boys or Girls accepting applications for girls beginning May 30, 2018**


 576 - Sam Houston Area Council 576


 www.scouting.org


Pack with dens for boys or girls

1  **Pack 0039 East Montgomery County Fire Department** 3.9 miles ✕

2225 North Loop W
Houston, TEXAS 77008

 **Girl Pack accepting applications for girls beginning June 01, 2018**

 576 - Sam Houston Area Council 576

 www.scouting.org

Pack for girls

1  **Pack 1292 Foster Elementary Pta** 0.5 miles ✕

2225 North Loop W
Houston, TEXAS 77008

 576 - Sam Houston Area Council 576

 www.scouting.org

Pack with no acceptGender value chosen

Step 6: Save your selections by selecting **Commit** at the bottom of your screen.

The screenshot shows the 'my.Scouting' Organization Manager interface. The left sidebar displays the organization name '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is titled 'Family Scouting' and contains several form fields: 'Welcome Emails' (set to 'Opt-In'), 'Enter Email Text' (with a rich text editor containing 'Thanks for joining us! We hope you have fun!'), 'Family Scouting' (set to 'Opt-In'), 'Family Scouting Effective Date' (set to '05/01/2018'), and 'Unit Can Accept' (set to 'Both Boys and Girls'). A red 'Preview' button is located below the email text editor. At the bottom right, a red 'Commit' button is circled in red, with a red arrow pointing to it from the text on the left.