

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 shows the My.Scouting dashboard. On the left is a navigation menu with the following items: Menu, My Dashboard, My Unit, My Application(s), My Recent Tools, Troop 0144 - West District 00 (selected), My Organization, Application Manager, Calendar, Position Manager, J20 Reports, Member Manager, My Organization Dashboard, Organization Manager (circled in blue), Organization Security Manager, and Training Manager. The main content area displays 'Tools and Exploring Units' and 'Specific Training Released' sections. On the right, there are promotional banners for 'New to Scouting? Click Here To Take Training', 'BSA LEARN CENTER', and 'EXPLORING'.


The screenshot shows the 'Organization Manager' settings page for '0144 (Flora Rotary International)'. The 'Settings' tab is selected and circled in blue. The page displays 'Organization Details' for 'FLORA ROTARY INTERNATIONAL', a Chartered Organization. Key information includes: Effective Date: 01/01/2019, Expiration Date: 12/31/2019, Executive Officer (EO): Dick N Bishop, and Chartered Organization Rep. (CR): Dick N Bishop. The email address cthanks@scouting.org is also listed.


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 'myScouting' Organization Manager interface. On the left, a sidebar lists the organization '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is titled 'Family Scouting' and contains a form with 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 selected and circled in red.

At the top of the main content area, there is a 'Welcome Emails' section with an 'Opt-In' dropdown and a rich text editor containing the text 'Thanks for joining us! We hope you have fun!'. A 'Preview' button is located at the bottom right of the rich text editor.


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.

