

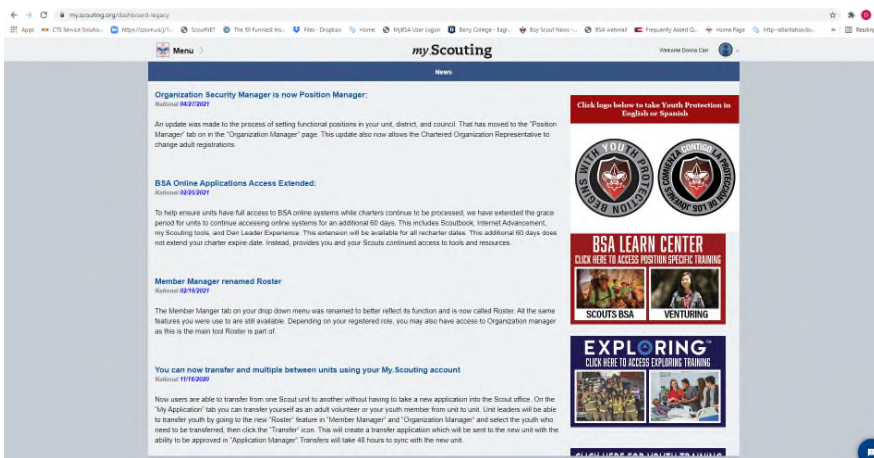
How To Transfer Scouts And Adults From Unit To Unit

It is now possible for units to perform transfers of Scouts and Adults from one unit to another in the Council without requiring additional paperwork. This gives the units a speedier transition at times like Crossover.

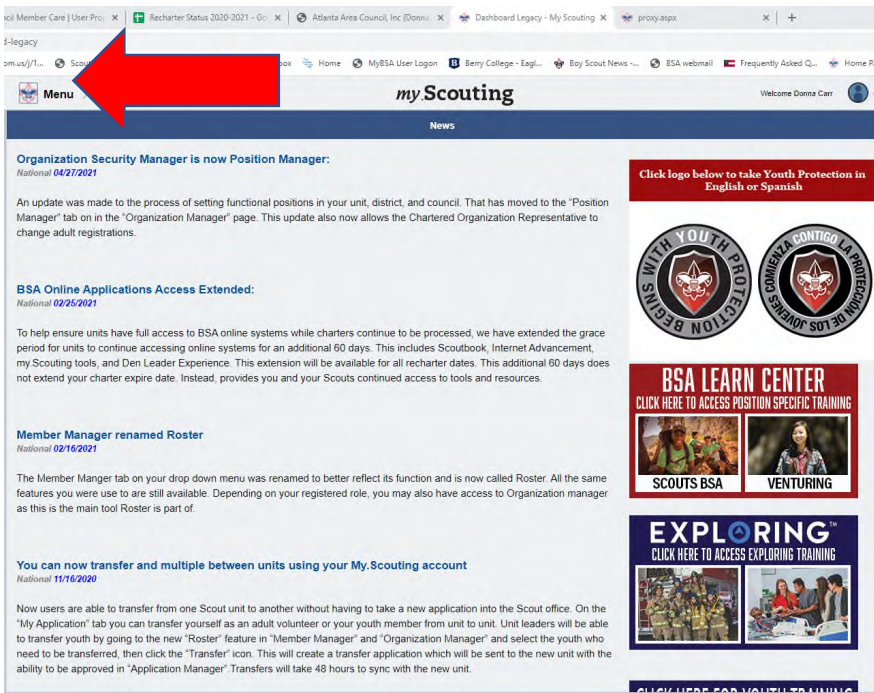
The purpose of this document is to provide a simple step by step process for making transfers a seamless process.

Part One: Steps by the Pack, Troop or Crew the Scout is registered in now:

Step 1: One of the Key 3 (or Key 3 delegates) logs into their www.my.scouting.org account.



Step 2: Go to Menu and Click



Step 3: Go to the Unit Scout is registered in now, and click

The screenshot shows the myScouting dashboard. On the left is a navigation menu with options like My Training, My Profile, and My Application. The 'My Recent Tools' section is expanded, showing a list of tools including Roster (Pack 0514 - Appalachian Trail - 1 09-1), Application Manager, and Roster (Atlanta Area Council 092 - Area 9 9029). A large red arrow points to the 'Roster' option in this list. The main content area displays news and promotional banners for Youth Protection, BSA Learn Center, and Exploring training.

Step 4: From the dropdown, select Roster

This screenshot is similar to the previous one, but the 'My Recent Tools' dropdown menu is expanded further. A red arrow points to the 'Roster' option, which is now highlighted. The rest of the dashboard, including the news section and promotional banners, remains the same.

Step 5: From the Roster, select (click) the youth(s) to transfer (one or a group)

The screenshot shows the my.Scouting Organization Manager interface for Pack 0514 CITY ON A HILL UNITED METHODIST CHURCH. The Roster section is active, displaying a table of members. A red arrow points to the 'Youth Member' role of Mikhail William Niedjaco.

Name	Member ID	Role	Gender
Jay Gabriel Barber	134627209	Youth Member	M
James A Behrend	131266028	Webelos Leader	M
Dillon Draconis Behrens	137088644	Youth Member	M
Lincoln Gregory Bixler	134679744	Youth Member	M
Donna B Carr	2135953	Cubmaster Trained	F
Andrew Evan Howard	135403173	Youth Member	M
Mikhail William Niedjaco	134362676	Youth Member	M
Ethan David Pavsner	136495200	Youth Member	M
Michelle March Scott	136987590	Committee Member	F
William Crann F Scott	134679894	Youth Member	M

Step 6: In the gray ribbon across the top of the roster, select (click) transfer


The screenshot shows the same my.Scouting Organization Manager interface for Pack 0514. A red arrow points to the 'Transfer' button in the gray ribbon above the roster table.

Name	Member ID	Role	Gender
Jay Gabriel Barber	134627209	Youth Member	M
James A Behrend	131266028	Webelos Leader	M
Dillon Draconis Behrens	137088644	Youth Member	M
Lincoln Gregory Bixler	134679744	Youth Member	M
Donna B Carr	2135953	Cubmaster Trained	F
Andrew Evan Howard	135403173	Youth Member	M
Mikhail William Niedjaco	134362676	Youth Member	M
Ethan David Pavsner	136495200	Youth Member	M
Michelle March Scott	136987590	Committee Member	F
William Crann F Scott	134679894	Youth Member	M

Step 7: Select the Units you want to transfer to – click “Unit Type” and select, click “Unit Number” and enter the number (must be 4 numbers, so 7 is 0007), and enter gender (boys/girls), then click “Search”:

Step 8: Unit Results will appear from your “Search”, Click Select on the right Unit:

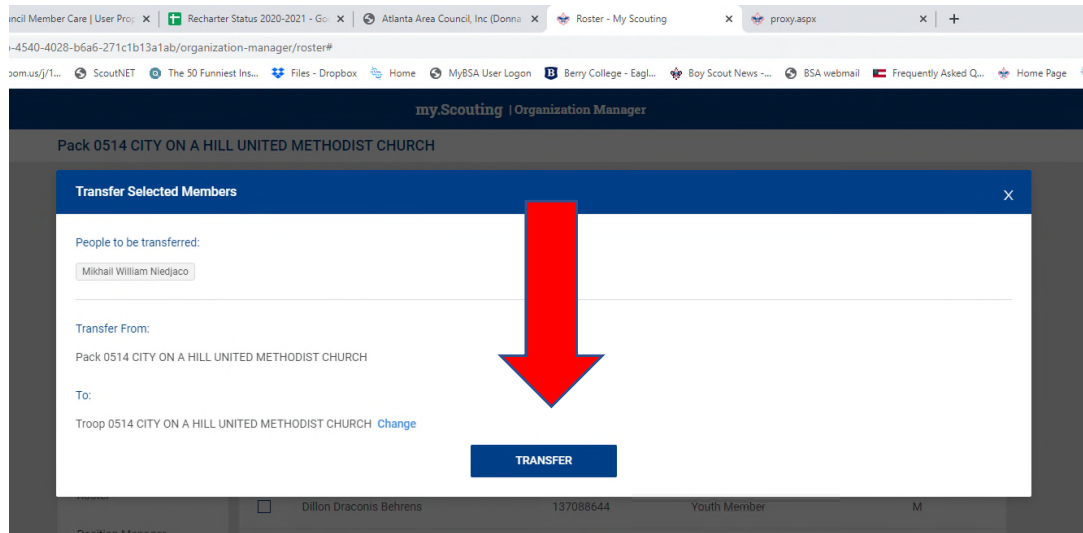
Step 8(a): If you get this flag warning:

 The following Youth Members are not eligible to transfer to this unit:

This BSA piece asks “What are reasons I cannot transfer a youth?” with 2 reasons:

- “Only youth in our database with a “parent relationship” can be transferred so a notification can be made. This relationship can be corrected in ScoutNet, contact your scout office to have them make this connection.” So call the Volunteer Service Center at 770.989.8820 and connect with the Program Center; or contact your favorite Program Service helper at <https://www.atlantabsa.org/camp-program-staff>.
- “Youth that are too young to join a unit will not be able to transfer (such as a Cub Scout joining a Venture Crew).” So check to be sure you’ve got the right Scout selected.

Step 9: Click Transfer to complete the exit process – and alert the unit you transferred to:



Part Two: Steps by the Pack, Troop or Crew receiving the transferring Scout:

For the Pack, Troop or Crew receiving the transfer:

Step 1: One of the Key 3 (or Key 3 delegates) logs into their www.my.scouting.org account.

Step 2: Go to Menu and Click

Step 3: Go to the Unit Scout receiving the transfer, and click

Step 4: Select Application Manager

Step 5: Click on Pending Acceptance

Step 6: Click on the youth(s)

Step 7: Click Accept

Step 8: Check your roster