How to access your unit’s roster on My.Scouting.org

1. In your internet browser (Chrome or Firefox preferred) enter my.scouting.org

2. Enter your login information to open your account.
   a. If you had a previous myscouting.org account that login information will work here. If you do not have an account, please see the instructions for “Setting up a my.scouting.org account”

3. After logging in click the ‘home’ icon.
4. After the ‘home’ dropdown menu opens up select the unit you wish to run reports for.

5. Once you have selected your unit, the dropdown menu will expand, you then must select ‘Member Manager’.
6. Upon the Member Manager opening select whether you wish to see the youth, adult, or full roster.

7. Once selecting the roster you wish to view you may
   a. Print membership cards
   b. Print a youth member age report
   c. Edit profiles
   d. Export your roster