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.

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3. After logging in, click the *Home* icon.

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4. Select the unit you wish to run reports for (if you are registered in a territory, you can select that level instead).



5. Once you have selected your unit, you will get the menu options your registration provides (depending on how you are registered, some options may not be available), so you can select *Roster*.



6. In the Roster, you can *Filter* for only youth, only adults, or only your Key 3 (the unit leader, committee chair, and chartered organization representative).
"Renewal Status" will be used in 2024, not for charter renewal starting in October 2023.

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7. From the roster, you can select *Print* to print *Membership Cards* or the *Youth Member Age Report*.



8. *Export Roster* will give you a complete roster with adult addresses, emails, and phone numbers (NOT for youth).

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9. You can select particular members, and then Edit Profile – this allows editing contact information (you can see youth contact information, though it does not display in the report).

