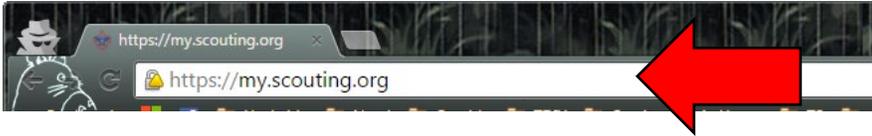


How to access your unit's roster on My.Scouting.org

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



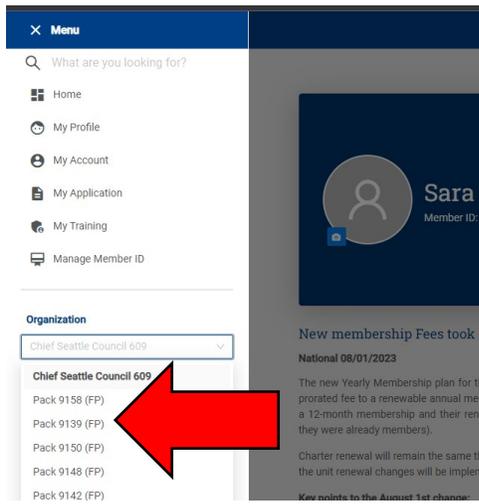
2. Enter your login information to open your account.



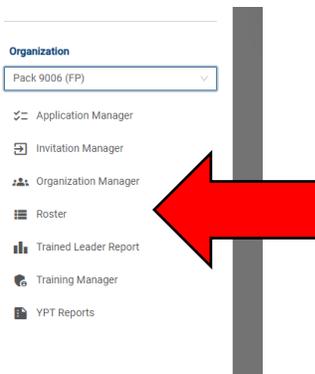
3. After logging in, click the *Home* icon.



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*.



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

Records: 192

Member ID	Profile	First Name	Middle Name	Last Name	Suffix	Position Name	Street	City	State	Zip	Email	Phone	Registration Expiry Date	Membership Status
14187018						Youth Member			WA				12/31/2022	New
14188818						Youth Member			WA				12/31/2022	New
14188998						Youth Member			WA				12/31/2022	New
14188819						Youth Member			WA				12/31/2022	New
13065523						Youth Member			WA				12/31/2022	New
14188994						Youth Member			WA				12/31/2022	New
18092118						Youth Member			WA				12/31/2022	New
14188944						Youth Member			WA				12/31/2022	New
14188820						Youth Member			WA				12/31/2022	New
112753430						Chartered Organization Rep			WA				12/31/2022	Multiple

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).

my.Scouting | Organization Manager

Search

Transfer Compose Edit Profile Export Roster Filter

Name	Member ID	Role	Gender
		Youth Member	M
		Youth Member	M