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

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



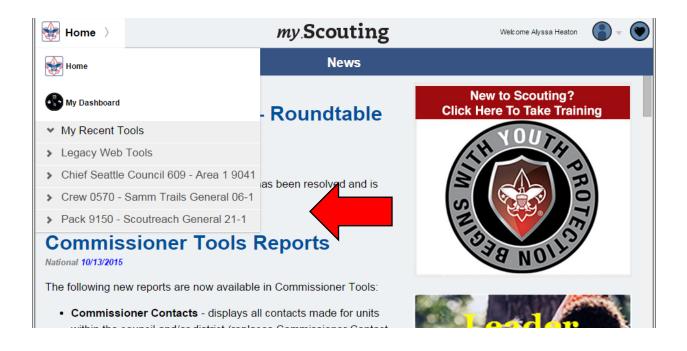
2. Enter your login information to open your account.

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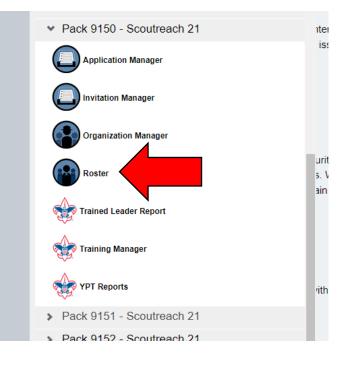
3. After logging in, click the *Home* icon.

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Commissioner Tools - Attendance National 10/28/2015 Attendance entries in the Roundtable form h operational. We appreciate your patience.		New to Scouting? Click Here To Take Training

4. Select the unit you wish to run reports for.



5. Once you have selected your unit, the dropdown menu will expand, 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).

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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).

