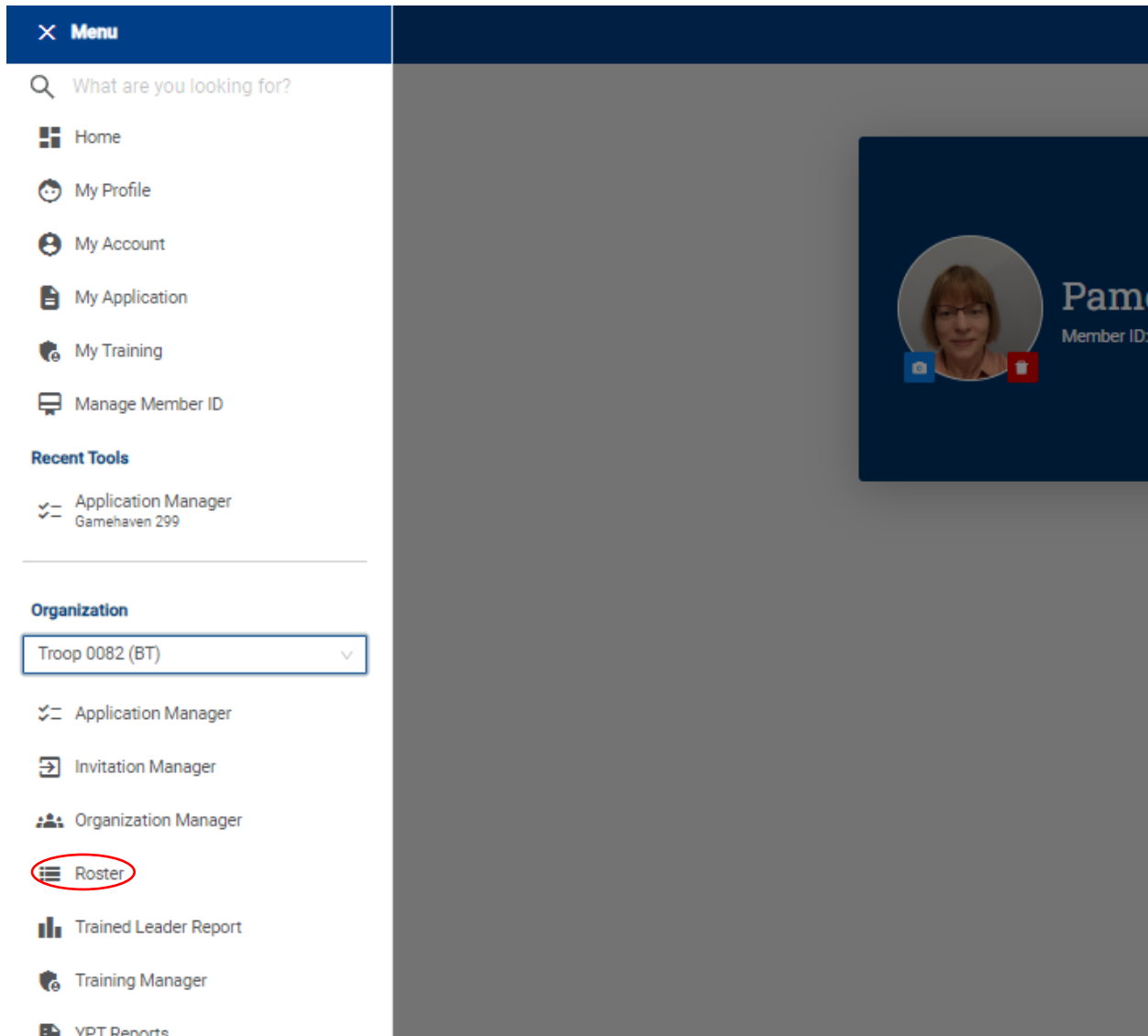


Locating the Roster tool in my.scouting.org




The screenshot displays the user interface of my.scouting.org. On the left, a dark blue navigation menu is open, showing a search bar and a list of options. The 'Roster' option, represented by a list icon, is circled in red. Below the menu, the main content area is visible, showing a user profile for 'Pamela' with a circular photo and the text 'Member ID:'. The 'Roster' option is located under the 'Recent Tools' section, which also includes 'Application Manager' and 'Gamehaven 299'. Below the 'Organization' section, a dropdown menu is set to 'Troop 0082 (BT)'. Other tools listed include 'Application Manager', 'Invitation Manager', 'Organization Manager', 'Trained Leader Report', 'Training Manager', and 'YPT Reports'.

Select your Unit name in the box under Organization, and then click on Roster. This reflects the members that are registered in the Council database for your Unit. Compare rosters in Scoutbook or other software trackers against this list. Members listed in these other tools that are not on the my.scouting.org Roster are not registered with the Council.

The next pages show you other features available in the Roster tool, such as printing membership cards, editing for address, phone, and email changes, and exporting your roster.

Troop 0082 Zumbro Lutheran Church



Troop 0082

Organization Manager

- Settings
- Unit Pin
- Roster
- Position Manager
- Reports

Troop 0082 Zumbro Lutheran Church [SELECT ORG LEVEL](#)

Roster

Search

Transfer Compose Print Edit Profile Export Roster **Filter**

<input type="checkbox"/>	Name	Member ID	Role	Gender
<input type="checkbox"/>	Elizabeth		Youth Member	F
<input type="checkbox"/>	Lynn		Chartered Organization Rep. Trained	M
<input type="checkbox"/>	Skylar		Youth Member	F
<input type="checkbox"/>	Lisa		Assistant Scoutmaster Trained	F
<input type="checkbox"/>	Ella		Youth Member	F
<input type="checkbox"/>	Adeline		Youth Member	F
<input type="checkbox"/>	Thomas		Assistant Scoutmaster Trained	M
<input type="checkbox"/>	Jocelyn		Youth Member	F
<input type="checkbox"/>	Tasha		Unit Scouter Reserve Trained	F
<input type="checkbox"/>	Joslyn		Youth Member	F

Full roster is displayed unless you use Filter options. Click on Filter to define your view options of the roster.

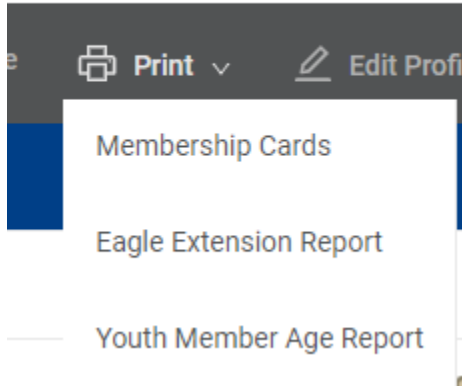
Select Filters ×

Show Youth Members Show Adult Members

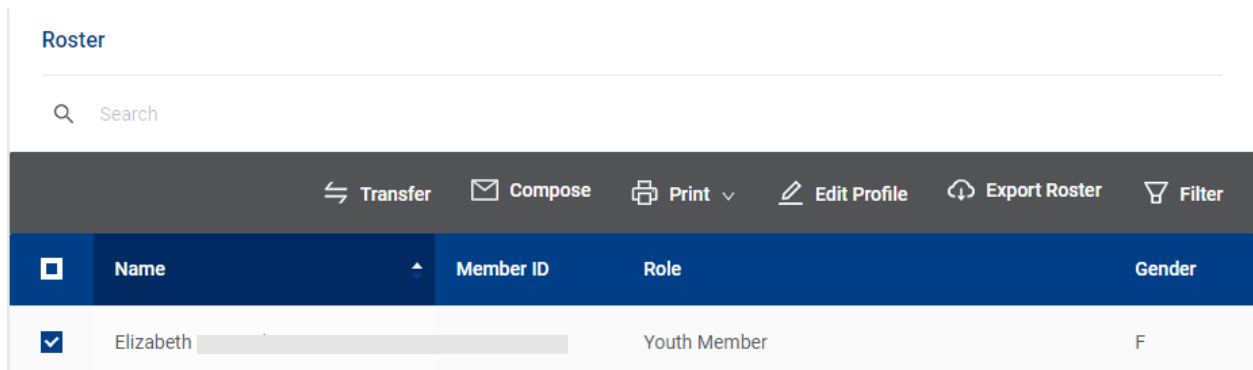
Show Key 3 Members

Cancel **OK**

Clicking on Print gives the following print file options. Note: Eagle Extension Report only available for Scouts BSA Units.



Edit profile option allows you to make changes to address, phone number, or email. Any changes to name, date of birth, or gender can only be performed by the Council. To access the Edit Profile option, you must first check the box before the name.



Export Roster allows you to Print your roster as a PDF or a CSV that can be converted to Excel Worksheet.