MyScouting Tools

Click on one of the links to learn more about the tool:

- Accessing MyScouting Tools
- My Dashboard Tool
- Youth Protection Tool
- Organization Profile Tool
- Announcements Tool
- Calendar Tool
To access the new MyScouting Tools, you will need to click on the link embedded in the MyScouting Flash page. As stated in the MyScouting message, Firefox 14 or greater, Google Chrome 21 or greater, or Internet Explorer 9.0 are required in order to access MyScouting Tools.
If you are on IE9 and you receive this message when logging in, it means that your computer’s Compatibility Mode has been turned on. To turn it off, please go up to your tool bar at the top of the page and click the “Tools” option. If you don’t see this toolbar, right click at the top of the screen and make sure “Menu Bar” has a check by it. After you click “Tools” you will need to choose “Compatibility View Settings” from the list.
When you see this window, you will need to uncheck all three boxes on the screen. Once that is completed, click “Close”.

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Once you complete these steps, your Internet browser will refresh and take you to this page. Log in to MyScouting Tools using your current MyScouting user name and password. If you just created a MyScouting account please allow 30 minutes for the accounts to synchronize, before logging in to MyScouting Tools.
If you have not yet associated your BSA member ID with your MyScouting account, you might see this screen in MyScouting Tools. You can associate your member ID here. If you already have it associated with your MyScouting account, this step will be skipped.
After you enter your Member ID, your name and address should appear, you will need to enter your date of birth to validate that this is your account. If your address is not correct, you can change it on your My Dashboard Tool by selecting My Profile and Primary Address Information.
Once your information has been successfully associated with MyScouting Tools, you will see this landing page. Your toolkit (or toolkits, depending on your position) will be listed on the left. To view a particular organization, click on it under the Select Your Toolkit option. Once you click on a unit or district on the list, you will be taken to the tools used to support that organization.
Please note, if you need to get back to your old MyScouting account for any reason, you can click on the Legacy MyScouting button in the top, right corner. This message will appear and you can click Continue to Legacy MyScouting.
My Dashboard Tool
Depending on your role in the unit or district, you may see all of these, or you might just see the My Dashboard tool. Only the unit and district Key 3 organization administrators (e.g., Scoutmaster, Chartered Organization Representative, or Committee Chairman) will see the other administrative tools. Let’s look at the My Dashboard tool.
The My Dashboard Tool will automatically display any announcements provided by unit or district Key 3 in the right pane. Other choices are to select either the Calendar or Profile from the left side.
You can view your calendar by clicking on the My Calendar option. Calendar entries will appear if one of your Key 3 administrators have entered them.
To view personal information, select that option.
Here you will see your Last Name, First Name, Middle Name, Date of Birth, and Membership #. These fields cannot be changed in this system due to criminal background check regulations. Spelling mistakes and other errors must be fixed by your council.
You also have the option to print your membership card. Select the Print Membership Card button at the top.
A dialog box will appear. Select “Continue” to generate a pdf of your membership card which can then be printed.
To see your primary address information, click on My Profile and then click Primary Address Information. One new feature of MyScouting Tools is that you can now edit address information instead of having to go through the council to do so. You can also edit phone details, and contact details. To update this information, simply click on the icon next to the address, phone number, or email address. The information you see on this screen is your primary contact information in the BSA system.
To see your training information, click on My Profile and then click Training Information. You will be able to see your most recently completed Youth Protection Training. This includes all types of YPT. Additional training information will be available in subsequent releases.
If at any time you need to return to the tool list, select the Tools button at the top. If you need to go back and select a different unit or district, select the Toolkits button.
Youth Protection Tool
Back on the Tools page, we will now look at the Youth Protection tool. Remember, the only people who will see these additional tools are the unit and district Key 3.
Selecting the Youth Protection tool will take you to a page that lists all of your unit members. At the top you will see that the Program defaults to Youth Protection Compliance.
If you wish to see who has taken a certain course (and when he or she took it), you will need to pick Y01, Y02, or Y03 from the Course drop-down. A completion date will appear in the column next to the people who have most-recently completed this particular course. It is important to understand that all Youth Protection historical training is retained for each member; however, this tool displays the most recent course and date of that YPT course(s) taken by an individual. (Note: this displays the state of a member’s compliance.) In the above example, if Peter took Y01 on 1/17/2012, it will not show in that column because he took Y02 more recently, on 2/17/2013.
If you wish to input completed training dates for members of your unit, you need to choose the correct course, enter a date in the Date Taken field, then select one or more people who completed the training on that particular day. After you hit Commit, the date will be saved on each selected member’s record. If you enter a date that is more recent than the date the member currently has displayed for compliance, the older day will no longer be displayed (although it is still retained).

<table>
<thead>
<tr>
<th>Program</th>
<th>Youth Protection Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>(Y02) Venturing Youth Protection for Crew and Ship</td>
</tr>
<tr>
<td>Date Taken</td>
<td>2/1/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sarah</th>
<th>Youth Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspen</td>
<td>Youth Member</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Peter</th>
<th>Venturing Crew Assoc. Advisor 02/17/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara</td>
<td>Committee Member</td>
</tr>
<tr>
<td>Donald</td>
<td>Committee Chairman</td>
</tr>
<tr>
<td>Colton</td>
<td>Youth Member</td>
</tr>
<tr>
<td>Gretchen</td>
<td>Venturing Crew Assoc. Advisor 12/18/2012</td>
</tr>
</tbody>
</table>

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Remember, the system only displays the most recent YPT training date for each individual, no matter which of the three courses it is associated with. If you try and enter a date that is before the most recent training date saved in the system you will see this error message.
Organization Profile Tool

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Organization Profile is a new tool for displaying and managing information about an organization. Roster Manager is incorporated into Organization Profile for this release.
The Organization Profile tool contains Organization Details and Roster Information which will be detailed in the next few slides.
Selecting Unit Details displays the unit’s information currently in the BSA system (terms, type, and chartered organization information). **Only Key 3 organization administrators** can update the unit’s Scouting website, email address or social media information by selecting the Edit button. To return to the previous screen, select the Back button at the top. Chartered Organization information is maintained by your council.
Selecting adult, youth or unit under Roster Information will display an alphabetized list of members by last name with their respective position title(s) in Roster View. You can also filter by position. Selecting Organization View displays an alphabetized list of positions with member’s name associated to that position.
A new menu bar with action icons are displayed for Key 3 to use to print membership cards, edit member’s profile, or export a roster. To print membership cards, first select member(s) from the list, or click on the check mark to select all. Then select the Print Membership Card icon above and follow the steps to download the pdf file to print.
To view or edit member’s profile, select member(s) from the list, then select the Edit Profile icon above.
A multi-view controller appears at the top of the profile screen to show your progress. Select the icon next to the field to be updated. A new screen displays to make edits. To navigate to the next selected member, select the NEXT or PREV buttons at the top.
Announcements Tool
We will now look at the Announcements Tool. This tool is only available to unit or district Key 3.
A new announcement can be added to the calendar by selecting Add New Entry.
Unit and district Key 3 administrators will fill in the fields above with general information about the announcement. More specific details can be added through the Format Invitation button.
Here they can write the details, add URLs, change fonts, etc. Once these details are added, they will click the Review button.
This page provides a summary of the announcement. If satisfied with the information, select the Send Notifications button and the announcement will be displayed on the unit or district member’s My Dashboard Tool.
Calendar Tool
The Calendar Tool is also only available to Key 3 for units and districts.
The calendar function is virtually the same as the announcement page. It can be viewed in different representations (days, months, etc.). New calendar entries can be added by clicking Add New Entry.
The calendar is filled out the same way as an announcement. To add further details, click the Format Invitation button.
Once a calendar event is formatted, Key 3 will have the option to edit the details or send the invitations. Once the event is sent, it appears in member’s My Dashboard Tool.
For questions or concerns regarding MyScouting Tools, please contact the BSA National Support Center.