

Add sub organization

my.Scouting Tools



Organization Manager

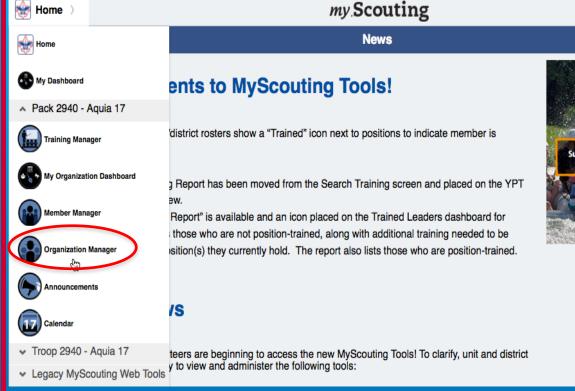


my.Scouting Tools is best experienced using Firefox 14 or greater, Google Chrome 21 or greater, Apple Safari 6 or greater, and Internet Explorer 9.0 or greater.





Add sub organization



Organization Manager (previously called Organization Profile) provides the ability for you to manage your unit's organization information and structure. To access it, select Home from the top, then select Organization Manager from the drop-down list.





Welcome Roger Kulbet

it High Adventure Coming In 201

	Organization Manager >		my Scouting	Welcome Roger Kulbeth 🛛 🚽 🤝
		Organization Details		
		LDS Stafford Spanish Branch Fredericksburg Ward		Chartered Organization ?
	2940 (LDS Stafford Spanish Branch Fredericksbur		Effective Date	02/01/2013
TI I		THE SERVE	Expiration Date	01/31/2014
		Executive Offic	er (IH)	Roger Wayne Kulbeth
		Representative	(CR)	Joseph Cleveland Warren
		warren-3265@gmail.com		Ø
				0
Edit Details		8		0
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Add sub organization		Social Media Guidelines		
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For Unit Key 3, the system will display unit's organization details on the right.







Add sub organization

Organization Manager >		my Scouting	Welcome Don Herring
Home District		Organization Details	
Select BSA Organization		Five Trails 38	
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D Five Trails 38-1	>		
🤹 0101 (VFW Post 2494)	>	Chairman	Don
🤹 0137 (UFW 2494)	>	i.com	0
💠 0160 (VFW Post 2494)	>	Commissioner	David
🤹 0175 (VFW Post 2494)	>	ig dearthlink.net	0
💠 0183 (PLYMOUTH PARK BAPTIST CHURCH)	>		
💠 0192 (V.F.W. 2494)	>	Social Media Guidelines	
0281 (Senter Park Recreation Center Adv Coun)	>		0
💠 0366 (VFW Post 2494)	>	Add Sub Organization	0
0509 (The Episcopal Church of the Redeemer)	>		•
🤹 0511 (VFW Post 2494)	>		
41 More 🗸			
			🔋 Help Manual

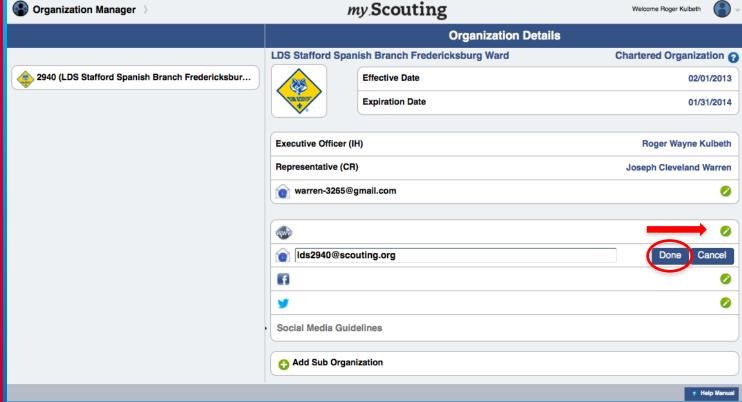
For District Key 3, a searchable list of units in your district's organization structure displays on the left. To more quickly locate a unit, type a unit number or any portion of the unit name in the search field. After selecting a unit, organization details of that unit will display on the right.







Add sub organization



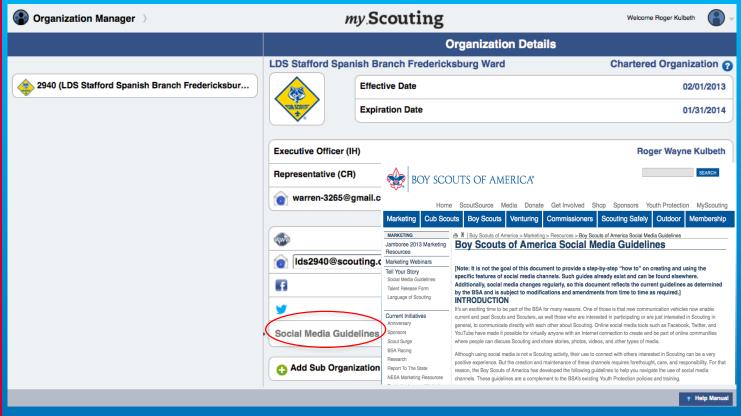
To edit organizational details, select the edit icon to the right of the editable field. After completing your changes, select Done. **NOTE:** Only Key 3 administrators can update the unit's Scouting website, email address or social media information. Your council maintains Chartered Organization information.







Add sub organization



To learn more about the BSA Social Media Guidelines, select that link. A new window will open directing you to BSA's website of its guidelines.







Add sub organization

Solution Manager		my Scouting	Welcome Roger Kulbeth
		Organization	Details
		Expiration Date	01/31/2014
2940 (LDS Stafford Spanish Branch Fredericksbur			
	Executive Offi	icer (IH)	Roger Wayne Kulbeth
	Representativ	e (CR)	Joseph Cleveland Warren
	warren-3	265@gmail.com	0
	•		0
	ids2940@	scouting.org	0
	6		0
	y		0
	Social Media	Guidelines	
	Add Sub	Organization	
	2014 Fundra	ising Committee	Create Cancel
	Description		

You are also able to create sub organizations within the unit. To add a new sub organization, select Add Sub Organization. Enter a name and a short description below it, then select Create to add the new sub organization. **NOTE:** Please be specific in naming your sub organization(s) (i.e. 2013 Popcorn Committee; Wolf Den; Beaver Patrol, etc.).





Add sub organization

Organization Manager	my.Scouting	Welcome Roger Kulbeth
	Organization Deta	ils
		01/31/2014
2940 (LDS Stafford Spanish Branch Fredericksbur		
	Executive Officer (IH)	Roger Wayne Kulbeth
	Representative (CR)	Joseph Cleveland Warren
	warren-3265@gmail.com	0
	*	Ø
	lds2940@scouting.org	0
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	Social Media Guidelines	
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	12014 Fundraising Committee	
	12014 Popcorn Committee	
		7 Help Manual

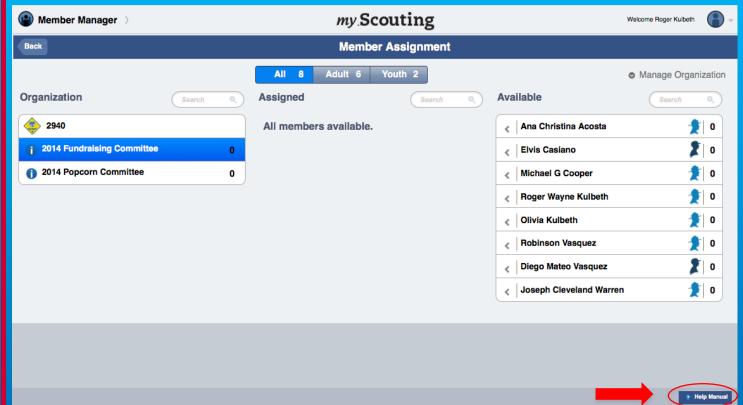
After creating your sub organization(s), you may move the order in which they appear by selecting and holding the pancake symbol and drag the sub organization to its desired position in the list. You may also remove the sub organization by selecting the minus symbol at the end of the field. To assign members to this new sub organization, click on the sub organization name.







Edit Details Add sub organization

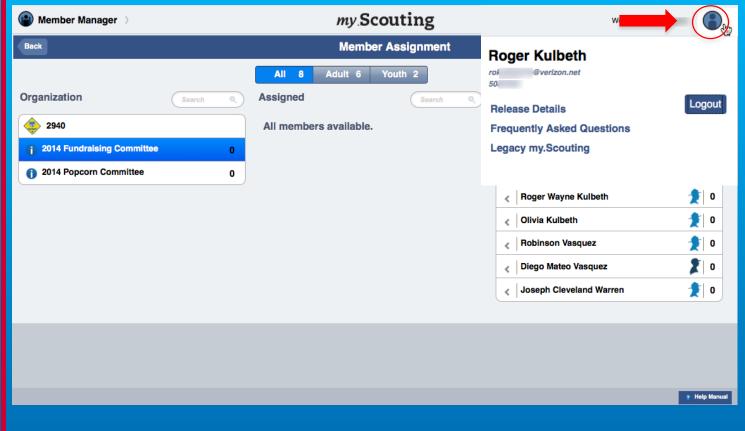


You will be redirected to the Member Assignment screen in the Member Manager tool (displayed above). For further information on how to assign members to roles in the sub organization, please download and view the Member Manager manual by selecting the Help Manual button at the bottom corner of the screen. **NOTE:** When assigning a member you are doing so to a functional role and not a registered unit role or position.





Edit Details Add sub organization



To log out of my.Scouting, click on the icon located at the top right corner and select Logout. There are also links to the Release Details, FAQs and to the Legacy myScouting website.







Add sub organization

For questions or concerns regarding the Organization Manager tool, please contact the BSA National Support Center at: myscouting@scouting.org.





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