

District Total Available Youth Tool User Guide



Overview

District Total Available Youth (TAY) is a tool in the Council Toolkit on my.scouting.org that allows councils to enter and maintain data necessary for the District Journey to Excellence Dashboard. While the dashboard receives most of its data from the BSA system, this tool allows councils to maintain TAY to match the current structure of the districts.

Note: **District Total Available Youth** tool is a web-based application that should be used with either Chrome or Firefox for best results. Chrome and Firefox are available for free download at:

- www.google.com/chrome
- www.mozilla.org/en-US/firefox

Access

Initial access will be limited to selected council employees based upon their BSA registration status and creation of a MyScouting account. By default, the following positions will be granted access:

- Scout executive
- Director of field service
- Assistant Scout executive
- Director of support services
- Field director
- Office staff (Code 54)

If you need for someone other than the above to have access, follow the instructions found in my.Scouting Tools Organization Security Manager. Click here to review these instructions www.scouting.org/filestore/idg/Security_Manager.pdf.

In order to use the **District Total Available Youth** tool, it is necessary to create your my.scouting.org account (if you have not already done so):

- Log in to your legacy myscouting.org account
- Select Update My Profile from the left-hand navigation
- Look at the Membership Info section. If your BSA membership ID is not listed, do the following
 - Select your Council
 - Enter your member ID
 - Click Add

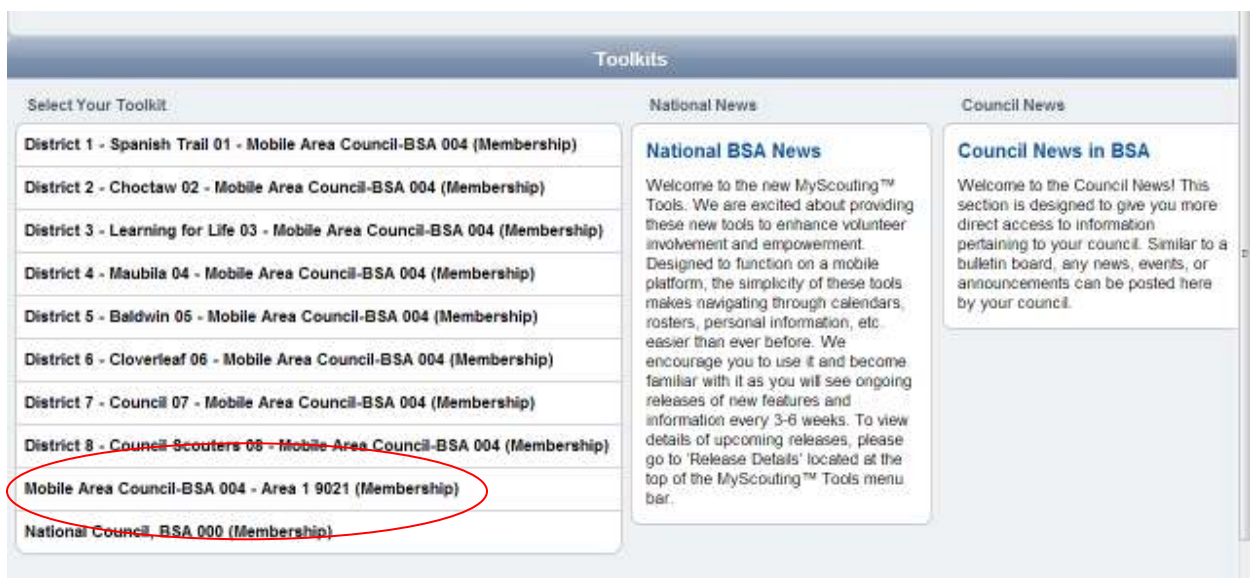
- If you have more than one member ID, make sure that the member ID for your council registration is in the list and is selected as Primary
- Once you have completed the above steps, you will be able to log in to my.scouting.org to access the new MyScouting tools. It may take up to 15 minutes for the account linking to synchronize between the legacy myscouting.org and the new my.scouting.org

Logging in to District Total Available Youth Tool

Using your browser (Chrome or Firefox is recommended), go to my.scouting.org and log in using your MyScouting credentials.



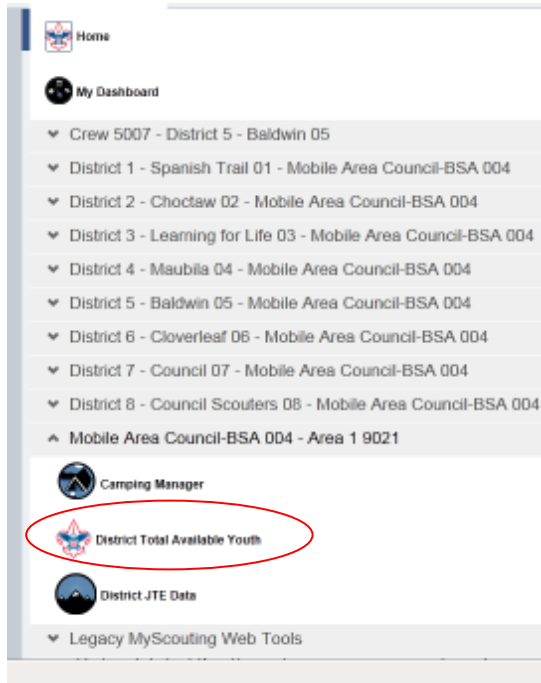
Select your council name from the toolkits listing. Do not select an individual district at this point. (Note: You may see a different list of toolkits than what is shown below.)



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Select the **District Total Available Youth** tool. (Note: You may see a different set of tools than what is shown below.)



Once the Tool has been selected, it will load and the summary page for your council will be displayed. From here, you will be navigating to your districts to enter your data. Select the appropriate year. The tool will display the totals for the council or service area, but you will not enter your data at that level. (Note: The totals displayed for the council will be the sum of the districts and may not match the figures displayed on other dashboards for the council, as determined from the BSA Market Analysis.)

The screenshot shows the 'District TAY' tool interface. On the left is a list of districts for 'Mobile Area Council-BSA 004'. Districts 3, 7, and 8 are marked as 'N.A.'. On the right, there is a 'District TAY Year' dropdown set to '2014' and a table titled 'Total Available Youth' with the following data:

Total Available Youth	
Tiger Cub:	4303
Cub Scout:	8608
Webeles:	8608
Total Cub Scouting TAY:	21519
Total Boy Scouting TAY:	13689
Venturing Male:	13327
Venturing Female:	13323
Total Venturing TAY:	26650
Total TAY:	61858

Select a District and Enter Data

On the left-hand side of the screen above, the first level of the organizational structure for the council is displayed. You may navigate the structure of the council by selecting the organizational entities in list. Depending on the council structure you may have to navigate through service areas. While all districts will be displayed on the tool, only those serving youth members should be used. Do not enter data in Council Scouter districts.

On the right-hand side of the screen, the current data for the district is displayed. Be sure you have selected the correct year. TAY numbers can be changed for any year from 2012 forward.

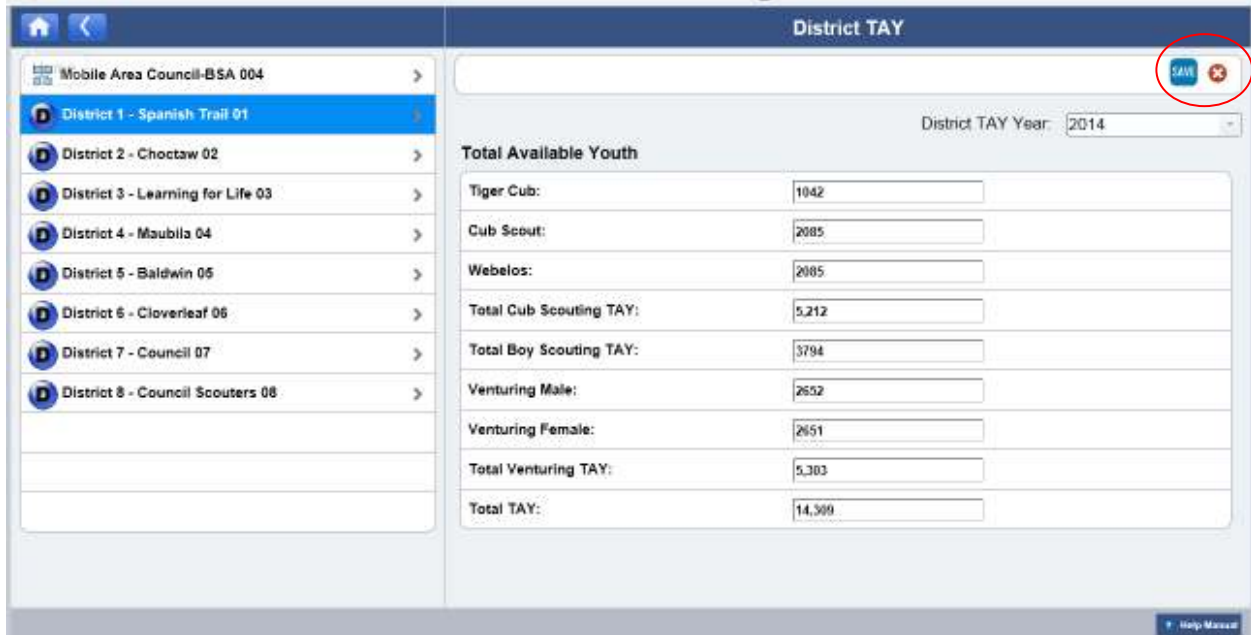


You may edit the district data by first clicking the "Edit" button in the upper right corner (the white pencil in the green circle). Once the edit button has been clicked, the data fields become editable.



You may enter data in the fields for Tiger Cub, Cub Scout, Webelos, Total Boy Scouting TAY, Venturing Male, and Venturing Female. The other fields (Total Cub Scouting TAY, Total Venturing TAY, Total TAY) are calculated totals.

When you are finished entering or editing the data, click the “Save” button in the upper right corner. If you wish to discard the changes you have made, you may click the “Cancel” button (the white ‘x’ in the red circle).



Select other districts to enter or edit data by selecting another district from the left-hand list or by using the “Back” and “Home” buttons above the council name to navigate up the organizational structure. You may also want to change the year to enter data or correct a prior year.



Changes in Districts

Should a council merge, split, or realign districts, it may be necessary to update the data in the **District Total Available Youth** tool. This will not happen automatically, but an authorized user may go back and change data for any current district. This is desirable if one wants to produce an accurate **JTE District Dashboard** for a past month. In order to determine growth in market share, it may be necessary to change the TAY for the prior year.

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