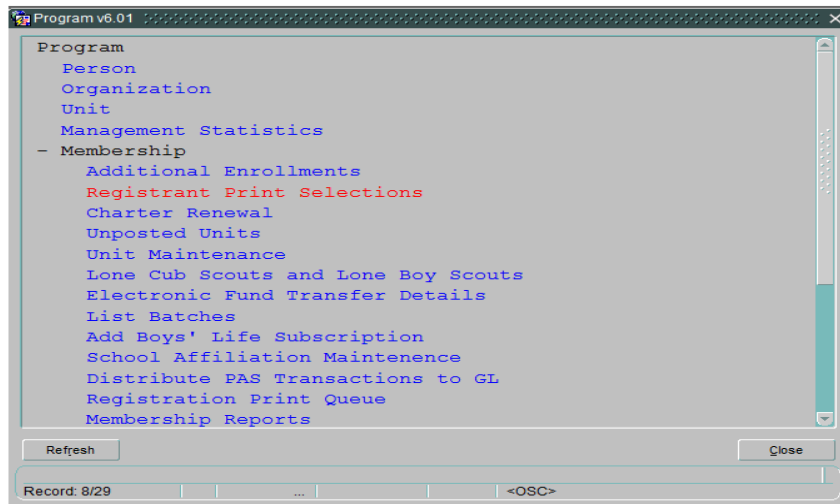
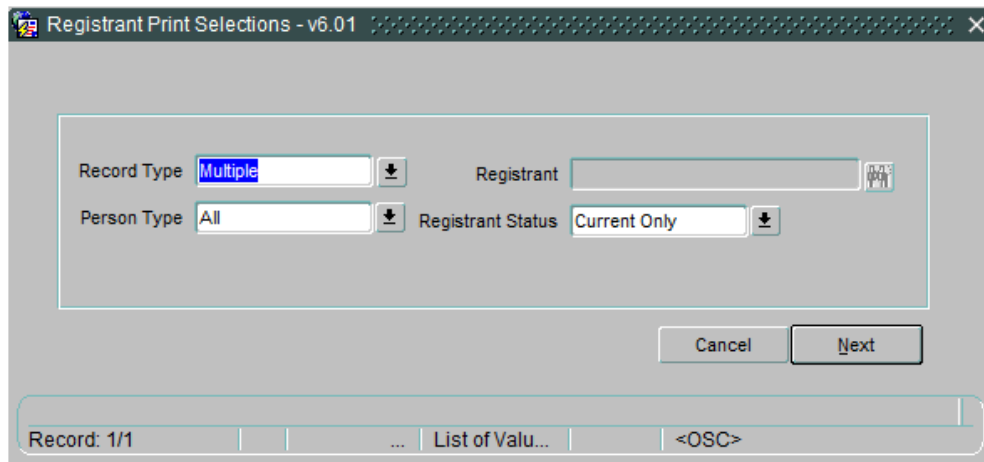


Voice of the Scout Select Registrant Print Criteria

- Overview** The Registrant Print Selections in the Membership program allows you to select criteria from specific registrations to create a printing file. From this file, you can print member lists, CASS reports, or labels. Additionally, you can export the registrant information into a generic text file so that you can import the file into other software programs, such as Microsoft Word or Excel, for further manipulation.
- Types of Selections** This program allows you to create the file for a single registrant or for several registrants. When you select the single record type option, the file is created for one person. When you select multiple for the record type, only those people that meet the criteria that you choose on subsequent screens will be included in the file. This criteria includes BSA structure, programs, unit positions, non-unit positions, grade, and training options.
-
- Reminder** Exiting this option deletes the selection criteria. The files you create (member list, CASS report, labels, text file) are saved in the report repository until you delete them.



- Selecting Registrant Print Selections** From the Membership menu, double-click Registrant Print Selections. Result: The following screen appears.

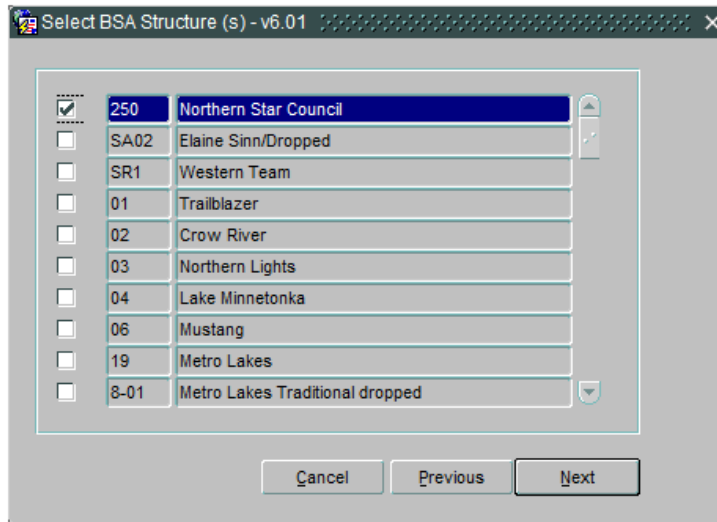


Multiple Registrants Procedure

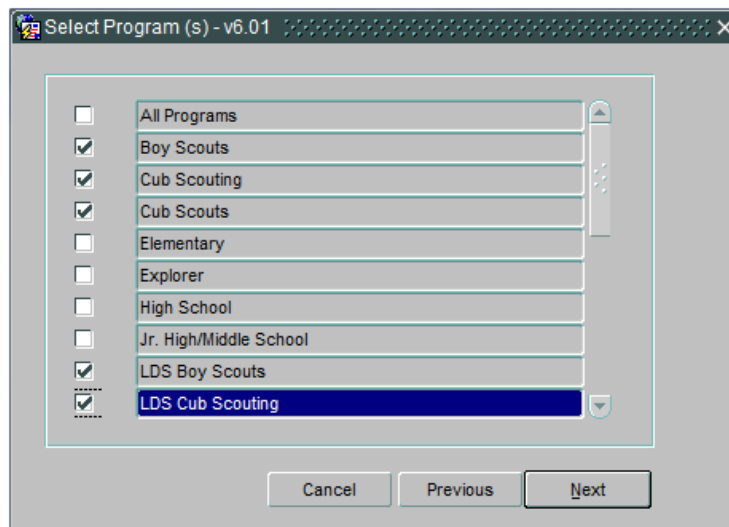
Multiple Registrants

Complete the following steps to select printing criteria for registrants.

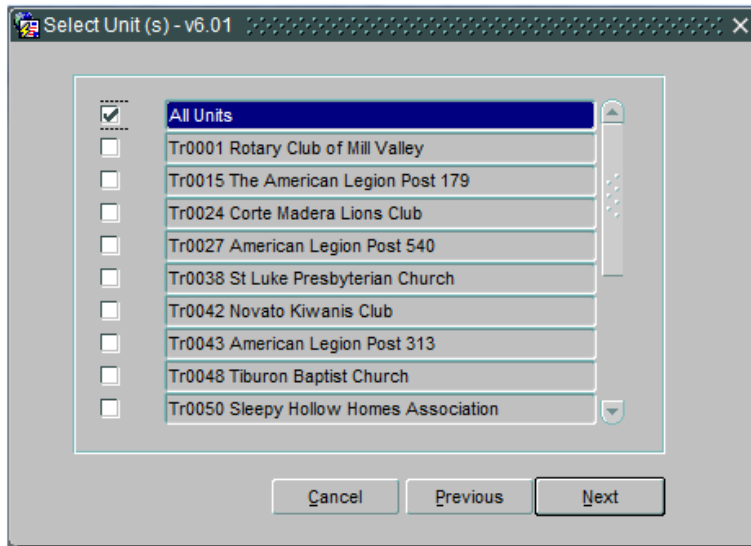
Step	Action
1.	Click the down arrow button by the Record Type field, and select “Multiple.”
2.	Click the down arrow button by the Person Type field, and select “All.”
3.	Select “Current Only” in the Registrant Status field. Click the “Next” button. <u>Result:</u> The following screen appears



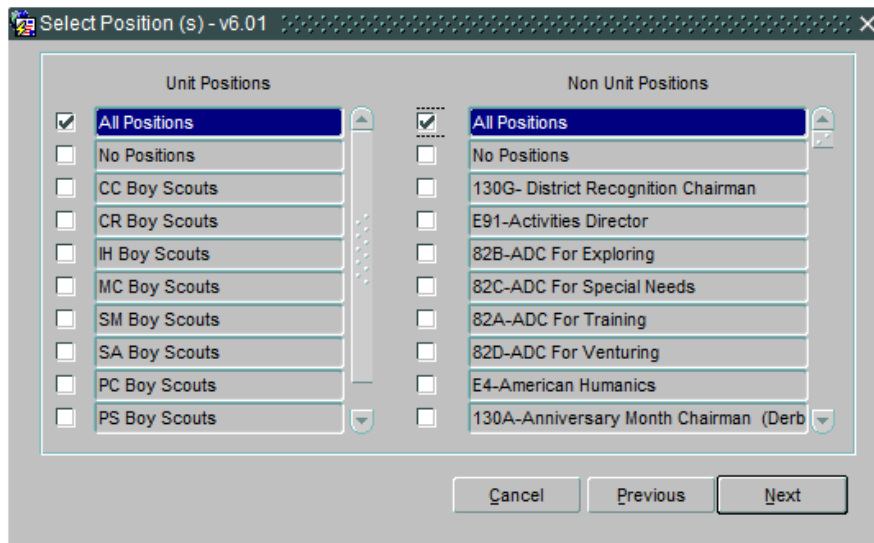
Step	Action
4.	Select “XXX council” Then click “Next.” <u>Result:</u> The following screen appears



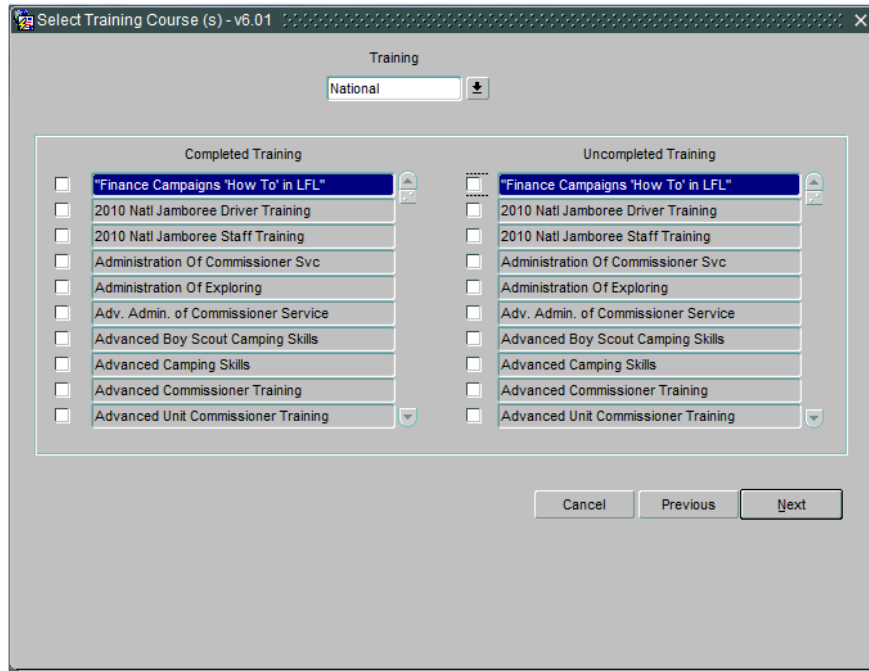
Step	Action
5.	<p>Select the following registrants by marking the check box beside the desired program: Boy Scouts, Cub Scouting, Cub Scouts, LDS Boy Scouts, LDS Cub Scouting, LDS Cub Scouts, LDS Sea Scouts, LDS Varsity, LDS Webelos, LDS Venturers, Lone Cubs, Lone Scouts, Sea Scouts, Tiger Cubs, Varsity Scouts, Venturers, Webelos. Click “Next.” <u>Result:</u> The following screen appears.</p> <p>Note: do not select any LFL groups or Exploring</p>



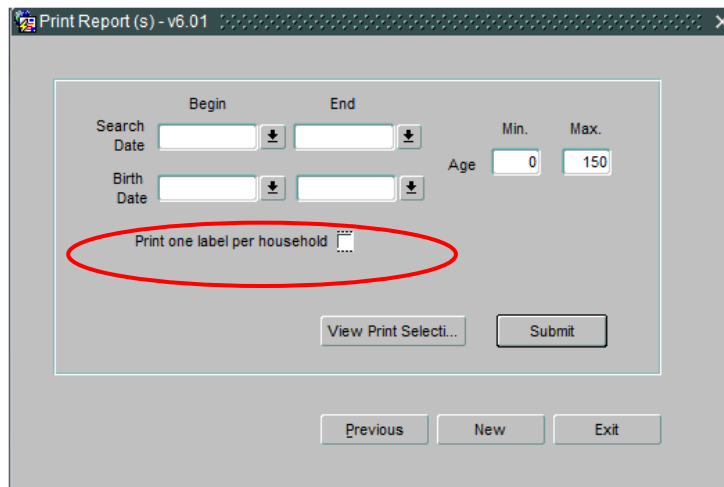
Step	Action
6.	<p>Select “All Units.” Click “Next.” <u>Result:</u> The following screen appears.</p>



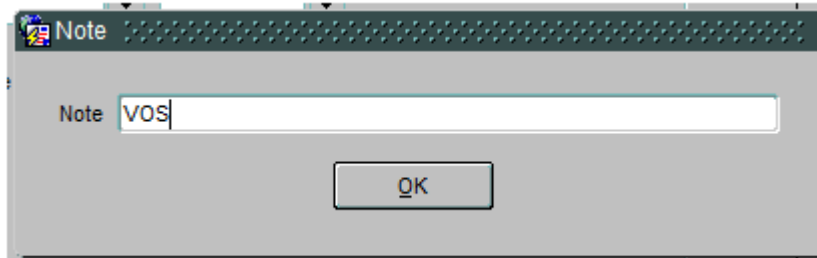
Step	Action
7.	Select “ALL” unit positions and “ALL” non-unit positions by marking the check box beside the position name to select it. Then click “Next.” <u>Result:</u> The following screen appears.



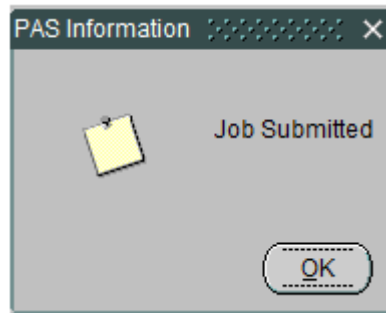
Step	Action
8.	Check nothing and uncheck anything this is checked. Click “Next” <u>Result:</u> The following screen appears.



Step	Action
9.	<p><u>Uncheck “Print One Label Per Household” box.</u> Click “Submit.”</p> <p>When submitted, a Note prompt appears. Type the file name “VOS.” A message indicates that the job was submitted. Click “OK.”</p>

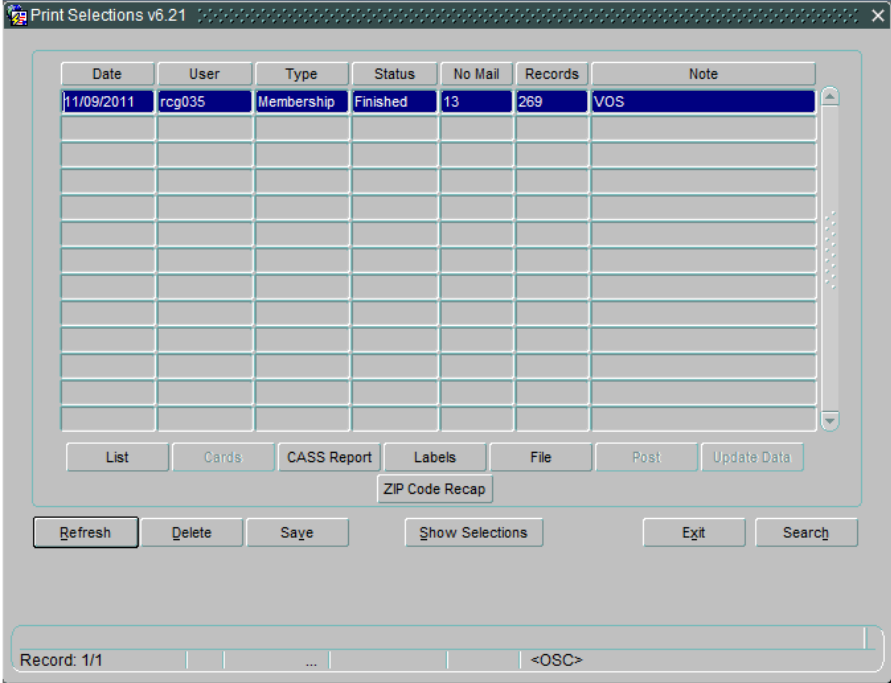


10.	A Job Submitted screen appears. Click “OK”
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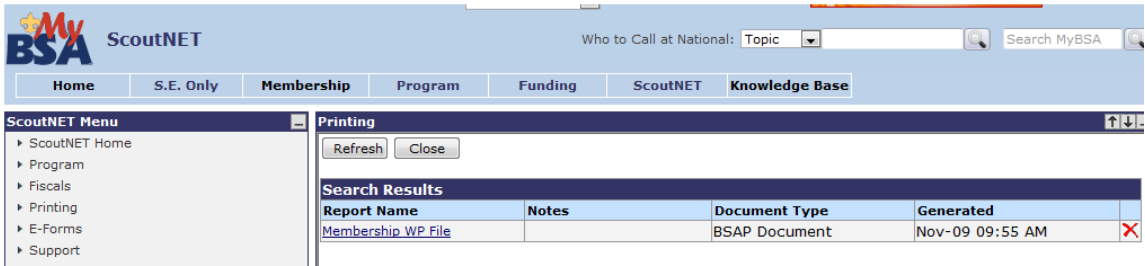


11. Your user name will appear in the User field. Click OK to view all jobs for the displayed user. **Result:** The following screen appears.

Note: Click the Refresh button to view the changing status of files recently submitted.



12. When the “Status” of the VOS file shows “Finished” note the number of records returned then click the “**File**” button to create a text file of member data that can be imported into another software program, such as Microsoft Excel. A message indicates when the process is completed. Click the **OK** button. The file is named MEMBERSHIP WP FILE, and it is saved in the report repository.



Step	Action
13.	Go to the print repository and select “ MEMBERSHIP WP File. ”
14.	On the file download screen click Open

15.	On the BSAPrint box, click on Save to Disk
16.	Save it to the desktop, make the file type TEXT

Microsoft Access Instructions

1. Go to www.scouting.org/jte and scroll down to the Voice of the Scout section.
2. Click the link for the VOS Select Registrant Print Database zip file.
3. Download the VOS v.3 Access program and save it to your desktop.
4. Open Microsoft Access program titled “**VOS**” and you will see a green home screen
5. Depending on which version of Access you are using, you may need to “*enable macros*”
6. On the left side of the screen, click on the binoculars and *browse* to find the txt file on your desktop, *highlight the file* and click *open*
7. On the Access home screen, select import file
8. You can now run reports:
 - a. **Email Saturation** shows the percent of member and leader records with an email address for each district and the council
 - b. **Unit and Non Unit Email Lists** displays member and leader records with what email information is in ScoutNET. NOTE: These lists cannot be emailed to units because federal law prohibits sending emails that contain more than 2 pieces of personally identifiable information, but can be snail mailed or hand delivered
 - c. **Segment potential** lists the number of households that will receive an email survey as part of the VOS program

If you have problems, contact Mike Watkins 404-276-5943 (c)