As always, please share this widely with your Commissioners.

**Updated Distribution List**
Please continue to send updates to the distribution list for this periodic status report to rick_hillenbrand@alum.mit.edu.

**Commissioner Tools Enhancements**
- New **ASSIGNED AND UNASSIGNED REPORT** provides a list of all units, including expired units, with assigned/unassigned commissioner status. This is a great place to look in one location for current charter renewal dates for the units in the selected district or council. Further, it simplifies the REPORTS list by replacing four previous reports.

**A Quick Review**
It’s always good to occasionally refresh our memory where certain features can be found in My.Scouting. Additionally, there have been changes this past year, some subtle. Here is a recap of some items that you might find helpful:
- **Printing Unit Charters, Advancement and Activity Summary Reports.** These moved to under the PRINT icon on the CONTACTS tab in Commissioner Tools. Once you select the unit of interest, hover over the PRINT icon and you will see the options to either print the unit’s Charter, Advancement or Activity Summary Reports. Remember to select the date range of interest for both reports.

- **Membership Rosters.** You may have noticed that regardless of whether you click on Member Manager or Organization Manager it takes you to the same place: Organization Manager. This is in part because the BSA IT group is renaming and reorganizing these functions, but this is where you go to get organizational rosters. Like many My.Scouting applications, the differences on what type of functionality that you see in Organization Manager are based on your role.
- Area, Regional and National level commissioners see Rosters and Reports.
- Council Commissioners and below also have a tab, AND THE ABILITY, to make changes to Unit BeAScout Pin settings. (For use when the unit needs a helping hand.)
- Unit Key 3 leaders additionally have a tab for changing the settings for Membership Applications, and the emails sent to applicants and online registrants. Note too, that from SETTINGS tab, Unit Key 3 can print their charter.

- New this past year in the REPORTS tab is the Membership Totals Report (it replaced the District Totals Report that could only be run by a professional in ScoutNet).
- Sample Membership Totals Report (notice you can see the unit’s charter expiration date in the far-right hand column)

- District-wide Unit Key 3 Roster and Contact Info. This is easy to forget, because this report is called District Contact Report and is found in the Reports tab of Training Manager.

Sample District Contact Report:

- Sample District Contact Report:
**Scoutbook**  
Although Scoutbook is a UMS (Unit Management Software), commissioners like to keep abreast of what has changed so they can make sure their units are aware.

- On Feb 1, 2021, any remaining unregistered merit badge counselors were removed from Scoutbook. Also, the ability of units to change which Merit Badges are approved for Merit Badge Counselors was removed. After Feb 1, the only MBC positions that will come into Scoutbook will come via ScoutNET, and their approved merit badge listing will come in via ScoutNET or via a council upload. Advancements the MBCs have previously approved will remain. This primarily affects councils who have not uploaded their MBC list to Scoutbook.

- Effective March 1, 2021, Scoutbook’s invite process will require a BSA issued MemberID and current registration check for any adult leader being invited to connect with the unit. Prior to March 1, unit leaders should check their rosters in Member Manager to ensure all adult leaders listed in Scoutbook are also registered on the official roster or otherwise with the BSA. (Otherwise, they will be purged from unit leader roster(s)). Action should be taken with the local council to ensure all adult leaders are registered with the BSA.

- Scoutbook is preparing a new landing page that will look like the screen capture are below. We do not have an expected release date.

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**The Commissioner Technology Focus Group**