

The Registrar Tools home page is defaulted to the Dashboard. Select Position Manager on the left side of the page.

Council of the West Area

Registrar Tools

- Search
- Dashboard**
- New Unit
- Unit Renewal
- Redistricting
- Position Manager**
- Maintenance
- Data Management
- Reports
- User Guide
- Criminal Background Chec
- Additional Registration

Announcements

There are no announcements

Online Registration Tools MORE

- 11 Submitted this year
- 7 Pending last year

Year to Date

- 0 Pending Acceptance
- 0 Pending Reassignment
- 0 Pending Applicant Agreement
- 0 Pending Applicant Response
- 0 Pending Acknowledgement

Invitations/Leads MORE

- 16 New
- 31 Opened
- 94 Pending Reassignment
- 53 Invitation Sent
- 117 Closed
- 32 Completed

Renewal Status REPORT

- 276 Total Units

Unit Renewal

- 5 Units Available for Renewal
- 5 Renewals Not Started
- 0 In Process Renewals
 - 0 Initiated
 - 0 Payment Submitted
 - 0 Pending Approval
- 0 Pre Posted Units
- 256 Units Posted
- 0 Units Closed
- 15 Posted New and Separated / Rechartered Units

The Position Manager will look like the example below.

The screenshot shows the Position Manager interface. On the left is a sidebar with the BSA logo and navigation options: Registrar Tools, Search, Dashboard, New Unit, Recharter, Redistricting, Position Manager (highlighted), Maintenance, Data Management, Reports, User Guide, Criminal Background Check, and Additional Registration. The main content area has a top right button 'SELECT ORG LEVEL'. Below are two tabs: 'Registered Positions' (selected) and 'Functional Roles'. A 'KEY 3:' section follows. The main area is divided into sections for different roles: Scout Executive (1/1*), Council President (1/1*), Council Commissioner (1/1*), President / Chair Elect (0/1), Assistant Council Commissioner (12) with a 'Show All' link, and Assistant Scout Executive (0). Other roles include Asst Director of Support Services (0), Asst Roundtable Commissioner (0), Asst. Director of Field Service (0), Borough Scout Executive (0), Business Manager (0), and Camping Director (0). Each role entry shows a plus sign, a person's name, and a blue shield icon.

From this page, you can select Registered Positions or Functional Roles. Each option will display a list of the positions/roles along with persons currently registered/assigned to the positions/roles.

To drill down to a district or unit, click “Select Org Level.” The page will look/function the same as in above example.

The blue shield icon next to a person’s name indicates the person has passed a criminal background check.

To move an individual from one position to another, click on the cross icon to the left of their name to move them to a position. Or you can click on their name and drag/move them (you must continue holding the mouse down or the name will snap back to its original place).

When an individual is selected, the icon will turn blue as shown below.

The screenshot displays a grid of roles and individuals. The roles are: Asst Director of Support Services (0), Asst Roundtable Commissioner (0), Asst. Director of Field Service (0), Borough Scout Executive (0), Business Manager (0), Camping Director (0), Community Board Member (Michigan) (0), Council Admin (19), Council Advisory Council (2), and Show All. The 'Council Admin' role is selected, and the 'Show All' link is visible. The 'Council Admin' role has four individuals listed: [Name], [Name], [Name], and [Name]. The 'Council Advisory Council' role has two individuals listed: [Name] and [Name]. The 'Show All' link is located between the 'Council Admin' and 'Council Advisory Council' roles.

The icon will turn green when an individual is placed in their new position/role as shown in the screenshot on the next page.

Once changes have been made, the Discard Changes and Save Changes buttons will become enabled at the bottom of the page.



Scout America

Registrar Tools

- Search
- Dashboard
- Redistricting
- Position Manager**
- Reports

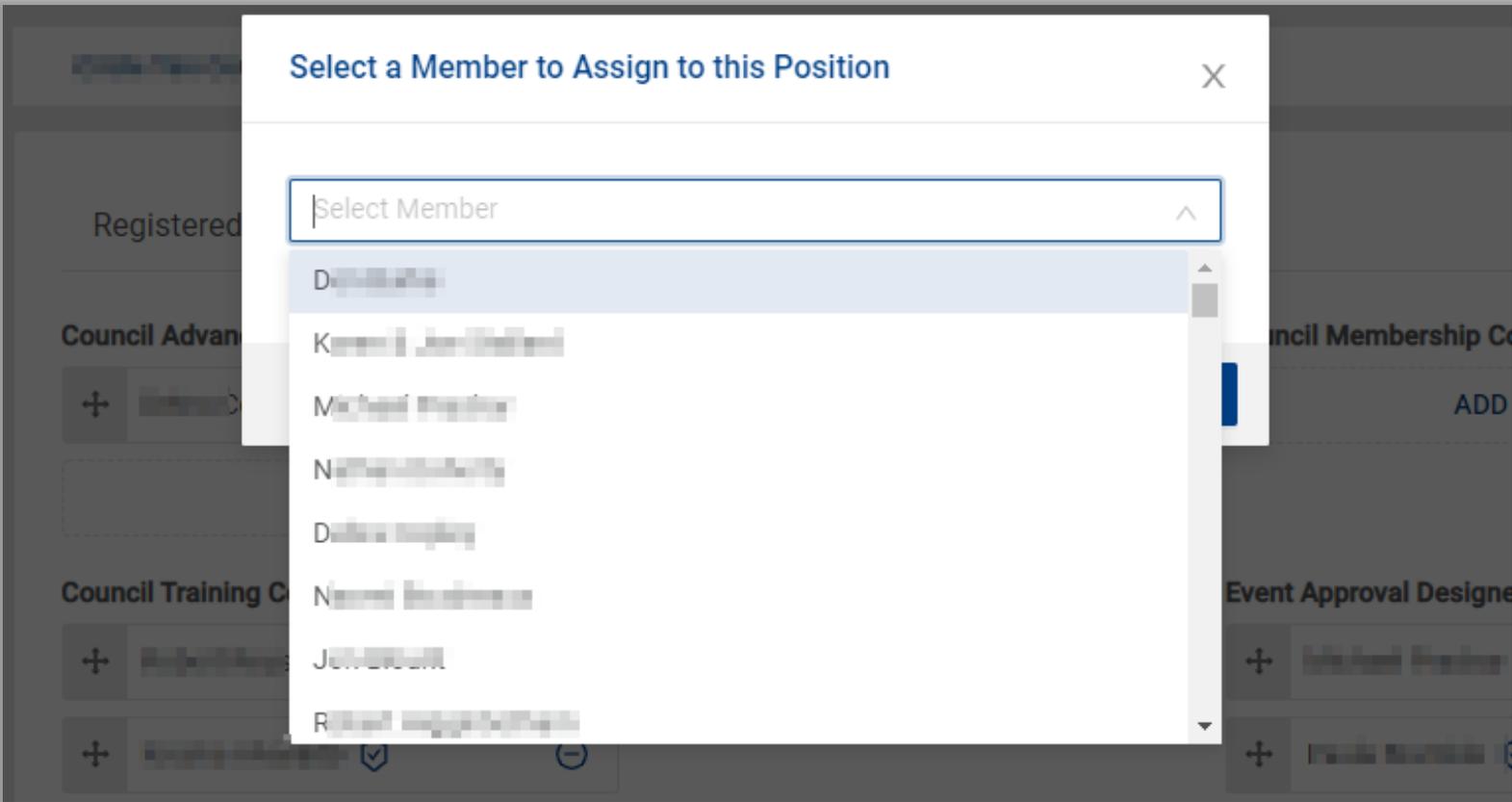
Merit Badge Counselor (16) Show All	Merit Badge Counselor - with fee (0)	Nova Counselor (0)
<input type="checkbox"/> [Name] ✓		
Office Manager (0)	Program Director (0)	Program Paraprofessional (0)
Public Relations Director (0)	Religious Emblems Counselor (0/1)	Senior District Executive (0)
Senior Exploring Executive (1)	Spec. Position Professional (2)	Supernova Mentor (0)
<input checked="" type="checkbox"/> [Name] ✓	<input type="checkbox"/> [Name] ✓	
	<input type="checkbox"/> [Name] ✓	
Training Director (0)		

The Functional Roles tab has an “Add” button that allows you to select a member to add instead of dragging and dropping.

The screenshot shows the Position Manager interface with the following components:

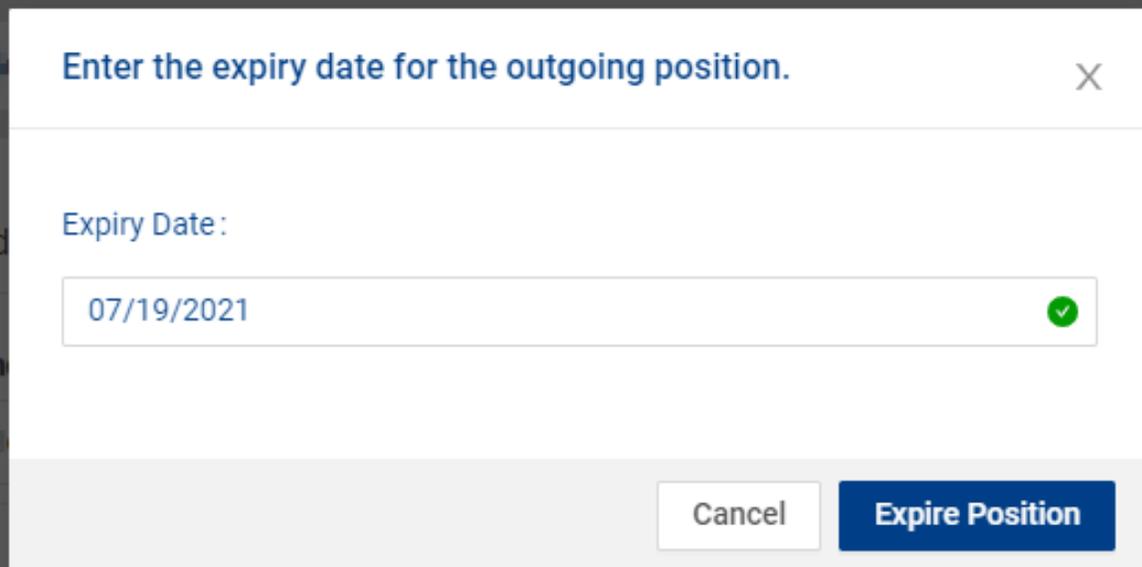
- Header:** "SELECT ORG LEVEL" (top right)
- Navigation Sidebar:** Registrar Tools, Search, Dashboard, Redistricting, Position Manager (highlighted), Reports
- Registered Positions:** A tabbed interface with "Registered Positions" and "Functional Roles" (active).
- Functional Roles Grid:**
 - Council Advancement Committee Chair (1/1):** One member listed with an "ADD" button below.
 - Council Membership Committee Chair (0/1):** "ADD" button.
 - Council Membership Committee Member (0):** "ADD" button.
 - Council Training Committee Chair (3/1):** Three members listed with an "ADD" button below.
 - Council Training Committee Member (0):** "ADD" button.
 - Event Approval Designee (2/1):** Two members listed with an "ADD" button below.
 - JTE Camping (0):** "ADD" button.
 - JTE Data (0):** "ADD" button.
 - JTE TAY (0):** "ADD" button.
 - Key 3 Delegate (3/3):** Three members listed with an "ADD" button below.
 - Registration Inquiry (1):** One member listed with an "ADD" button below.
 - Registration Support (0):** "ADD" button.

Clicking Add will bring up a dialogue box to assign a member to a position. Click the drop arrow to produce a list of members eligible to be assigned. Only members who have CBC completed will display.



Please note that adding an individual this way will be updated automatically. There is not a Save or Discard Changes button on the Functional Roles page.

To expire a position, click the blue minus icon at the end of their name. A dialogue box will open to enter an expiration date as shown in the below example.



The image shows a dialog box titled "Enter the expiry date for the outgoing position." with a close button (X) in the top right corner. Below the title, the text "Expiry Date :" is followed by a text input field containing the date "07/19/2021". A green checkmark icon is visible at the end of the input field, indicating that the date is valid. At the bottom of the dialog box, there are two buttons: "Cancel" and "Expire Position".

Expiry date must be the current date or a future date. There is no limit to the future date.

Functional positions will expire automatically when the individual's membership expires. Their name will also disappear from that position.