

Transfers and Multiples for My.Scouting

In My.Scouting, users can make transfers between units. Members can now transfer themselves or parent/guardian can transfer their child from one unit to another. Unit leaders also have the ability to transfer youth from their unit to another or transfer a youth in such as in Arrow of Lights transferring to a Scouts BSA troop. Unit leader transfers are done in the “Roster” tab of Member Manager or Organization Manager. Transfers or multiple registrations for members or youth can be done under Menu > “My Application” tab.

Frequently Asked Questions

How does the unit I’m transferring to know I transferred? – Standard approval is still required. Youth transfers are approved by unit leaders and Adult transfers are approved by the COR or their designee. The approval is done just like all other approvals with online registrations, through “Application Manager”.

Can I transfer my youth who is Arrow of Light to a Troop not associated with my Pack? Yes, youth can be transferred to any active unit in your council.

Can I transfer adults into my unit? – No, only Unit leaders can transfer adults. Youth can be transferred in using the Transfer In button in Organization Manager.

Can I use this new feature to change my position, such as from Den Leader to Cubmaster? – No, that is not a transfer, but Position Manager can be used to change positions. Currently, only Key 3 leaders can make these changes.

Can all adult leaders transfer out of the unit? – No, the Chartered Organization Reps cannot be transferred.

Can other adult leaders transfer an adult? No, adults can only be self-transferred using the “My Application” tab.

Don’t adults need to fill out the application form again? - No, but when an adult transfers, they will need to answer the basic Safeguarding Youth questions again and cannot transfer if their Criminal Background check is not completed.

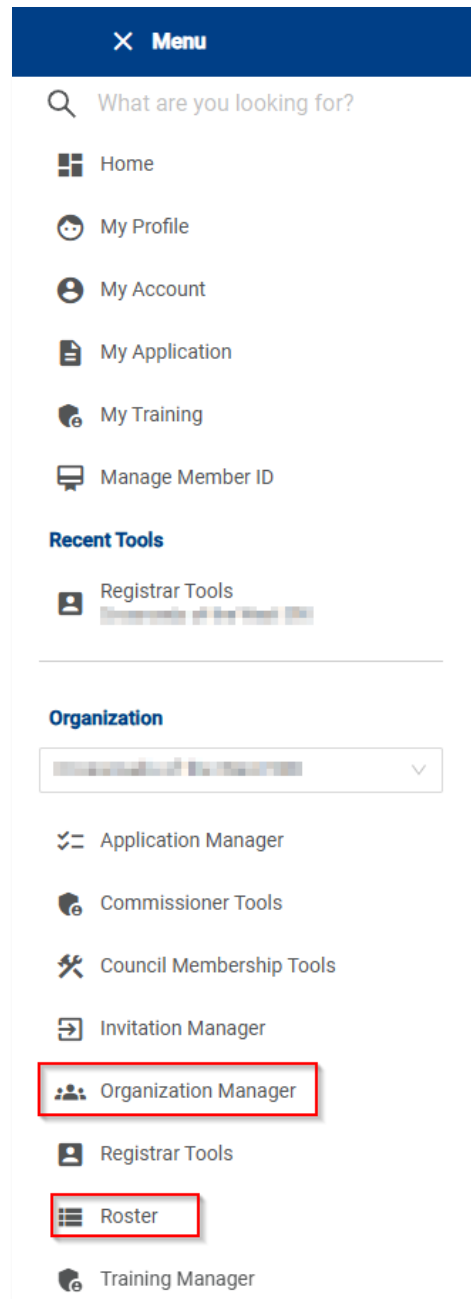
What are reasons I cannot transfer a youth?

Only youth in our database with a “parent relationship” can be transferred so a notification can be made. This relationship can be corrected in the relationships tab of the youth and parent profile, contact your scout office to have them make this connection.

Youth that are too young to join a unit will not be able to transfer (such as a Cub Scout joining a Venture Crew).

Can I transfer to another Council? – Yes, see page seven of this guide for the process.

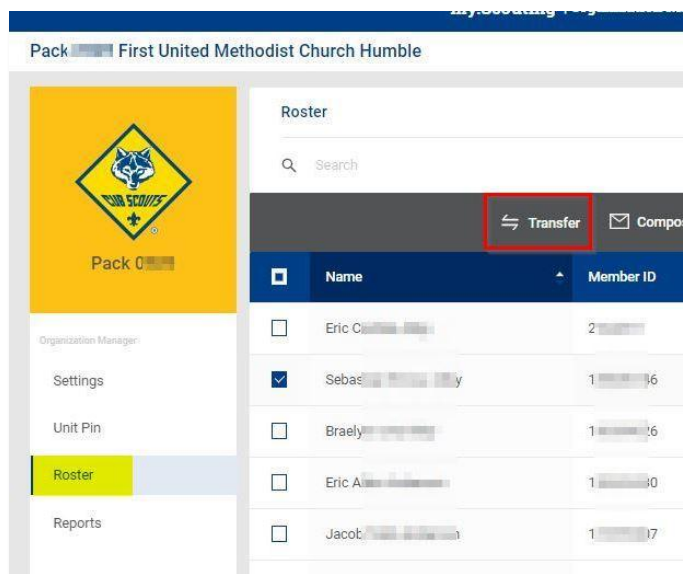
Making a transfer online is done in “My Applications” if you are the parent/guardian of a youth, or an adult leader who is transferring/multiplying yourself, or if you are a unit leader transferring/multiplying someone else, this is done in “Organization Manager” and “Roster”. These tools are found under the Menu dropdown on the left of the screen.



UNIT LEADERS

Within Organization Manager you will find a “Roster” tab if you didn’t click Roster from the menu. Click this and it will display the unit and member information.

You must first select the member you want transferred and then click the Transfer button found in the gray bar.



A leader can select more than one person to be transferred but you cannot mix youth and adults. In the below example, one youth is selected.

The 'Unit Search for Unit Transfers' dialog box is shown. It has a search bar with 'Timothy' entered. Below the search bar are fields for 'Unit Type', 'Unit Number', and 'Accept Gender'. A 'SEARCH' button is at the bottom. The 'Unit Results' section shows a table of units:

Type	Number	Chartered Organization	District	Expiration	Accept Gender
Troop	0292	Spirit Of Life Presbyterian Church	O 116	12/31/2020	Boys Only
Troop	0999	American Legion Post	Crow River 02	07/31/2021	Girls Only
Troop	1267	Mounds View Lions Club/Abiding Savior Lutheran	L 112	12/31/2020	Boys Only
Troop	3001	Minnehaha United Methodist Church	L 112	12/31/2020	Boys Only
Troop	3006	Lutheran Church Of The Good Shepherd	L 112	12/31/2020	Boys Only
Troop	3007	Blaine Festival	J 110	12/31/2020	Boys Only

Next you will pick the unit type you are transferring the youth to (Pack, Troop, or Crew), and then you can either specify the unit number or click “Search” and select a unit from the results.

Once the unit is selected, you will need to set an effective date for the transfer as well as a position (youth will always be youth member).

Transfer or Multiple Selected Members

✓ Select Organization

2 Select Positions

Members to transfer:

Select Positions for Members Being Transferred or Multiplied

Position to transfer from:
Youth Member in Pack

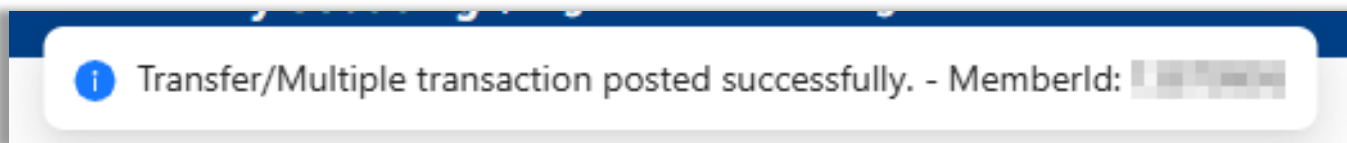
To
Youth Member

* Date
04/2025

Transfer To:
Pack 0001

SUBMIT TRANSFER

Please note that a date is required to transfer (any date in the past year can be selected). When all details are entered, click Submit Transfer. You should then get the following Success message:



No further action will be needed on your part.

Once the transfer is made, the unit receiving the new member will be notified and they have the ability to accept the person in "Application Manager"

Self-Transfers using “My Applications”

An adult leader or the parent/guardian of a child can make a transfer using the “My Applications” tool found on the dropdown menu on the left side of the My.Scouting landing page.

When My Applications is selected, you will see any youth associated to you. In the example below Duane and his son Mason are listed and Duane can transfer or multiple either registration.

The screenshot shows a web interface titled "TRANSFER / MULTIPLE / RENEW APPLICATIONS". It contains a "Personal Information" section with two rows of data. Each row has a profile picture icon, a name, and three buttons: "Transfer", "Multiple", and "Renew".

Personal Information	Transfer	Multiple	Renew
Duane [Profile Icon]	Transfer	Multiple	Renew
Mason [Profile Icon]	Transfer	Multiple	Renew

The transfer process is similar as the roster page - you select the unit type to transfer to by entering the unit or using the search button.

The screenshot shows a modal window titled "Unit Search for Unit Transfers". It contains a search form with the following fields:

- People to be transferred: Mason
- Select the Unit(s) you want to transfer to
- Unit Type: Pack (dropdown)
- Unit Number: [Text Input]
- Accept Gender: [Dropdown]
- SEARCH button

Below the search form is a table titled "Unit Results" with the following columns: Type, Number, Chartered Organization, District, Expiration, Accept Gender, and a SELECT button.

Type	Number	Chartered Organization	District	Expiration	Accept Gender	SELECT
Pack	0002	Birkes Elementary P T O	Copperhead 36	12/31/2020	Both Boys and Girls	SELECT
Pack	0003	Robison Elementary PTO	Big Cypress 82	12/31/2020	Boys Only	SELECT
Pack	0008	St Johns Presbyterian Church	Aquila 49	12/31/2020	Both Boys and Girls	SELECT
Pack	0010	Morgan Elite Specialist Services LLC	Brazos 48	12/31/2020	Both Boys and Girls	SELECT
Pack	0011	First Presbyterian Church - Houston	Twin Bayou 51	12/31/2020	Both Boys and Girls	SELECT

Multiplying into another unit works the same way by selecting where you want to multiple in.

my.Scouting

MULTIPLE / RENEW APPLICATIONS

Unit Search for Unit Multiples

People to multiple:
Duane

Select the Unit(s) you want to multiple to

Unit Type: Unit Number: Accept Gender

Unit Type Unit Number Accept Gender

SEARCH

Unit Results

Type	Number	Chartered Organization	District	Expiration	Accept Gender	
Pack	0002	Birkes Elementary P T O	Copperhead 36	12/31/2020	Both Boys and Girls	SELECT
Pack	0003	Robison Elementary PTO	Big Cypress 82	12/31/2020	Boys Only	SELECT

Once you have transferred or multiplied a pop-up window displays acknowledging it was successful.

Transfer Register

Success

Your transfer has been submitted

OK

* Member

* First Name

* Last Name

* Transfer From

Organization:

* Transfer To Organization

Submit Transfer

Any transfers or multiple transactions you have completed will be reflected on the My Applications page.

Pack 3272 Monticello Lions Club

MY APPLICATIONS

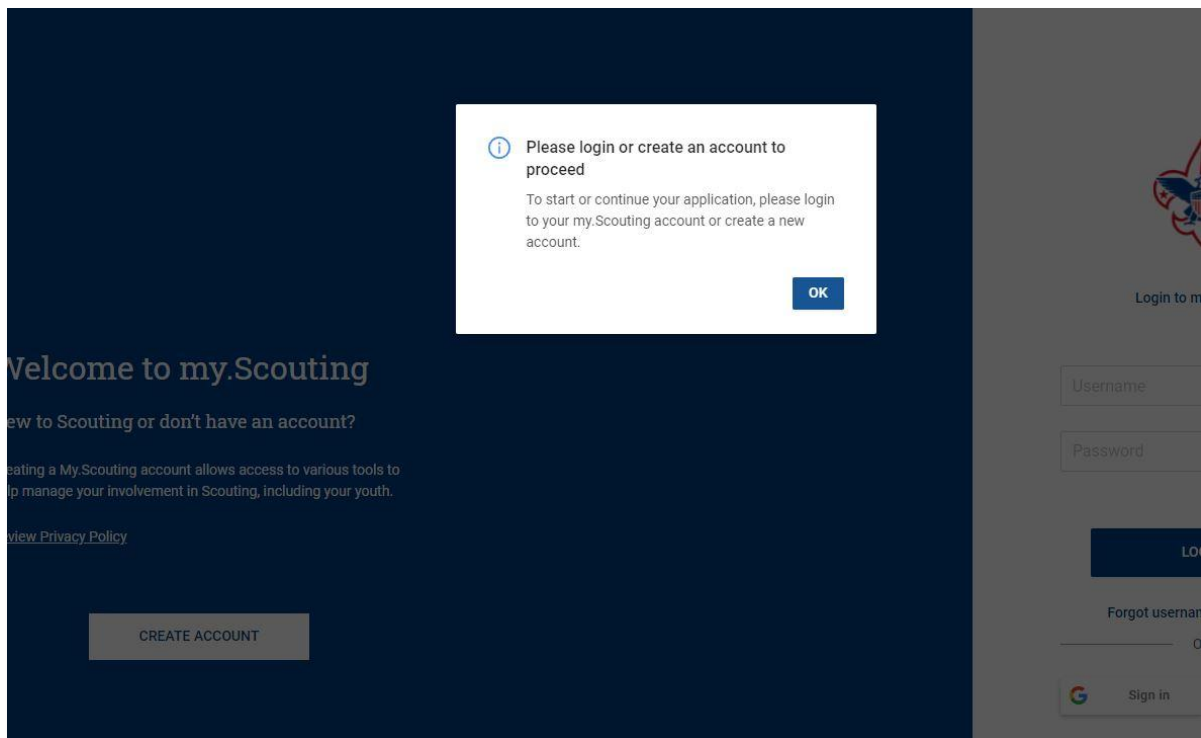
Personal Information	Date Submitted	Application Status
<div><div></div><div><div>Therrell, Tracy</div><div>Rank: (100) Provisional New/Transfer</div><div>Applicant: (100) (100)</div></div></div>	18 November 2020	Pending Action by BSA
		<div>WITHDRAW</div> <div>REVIEW APPLICATION</div>

How to transfer from one council to another online

The online registration system now supports transferring your membership from one council to another if needed. In the past the only way to transfer your membership was to fill out a transfer form and a new membership application, now you can transfer your child and/or yourself online. All the advancement and training records will follow the transfer application. A cross-council transfer can also be done by the Council Admin in Registrar Tools within the Additional Registration tool.

When moving to a new Council, the parent would use the BeAScout pin to connect to the unit they wish to transfer into. The Unit QR code or Mini URL “link” also connects you to that unit’s online registration site

Like all Online application the parent starts by logging in to My.Scouting. this example screen shot is where the BeAScout pin would direct the parent




As with Online registration, the parent needs to select if this will be for a youth or an adult.

Pack 0051 First United Methodist Church F

WELCOME TO SCOUTING


Select your application type below to apply for membership in or to volunteer for Scouting. You will be notified when your application has been processed by the unit or council.

Are you registering yourself or your child?:



Youth
Age 5 - 10 years old

Start



Adult
Volunteers

Start

Methodist Church F

1
Youth
Information

2
Parent/Guardian
Information

3
Payment/Checkout

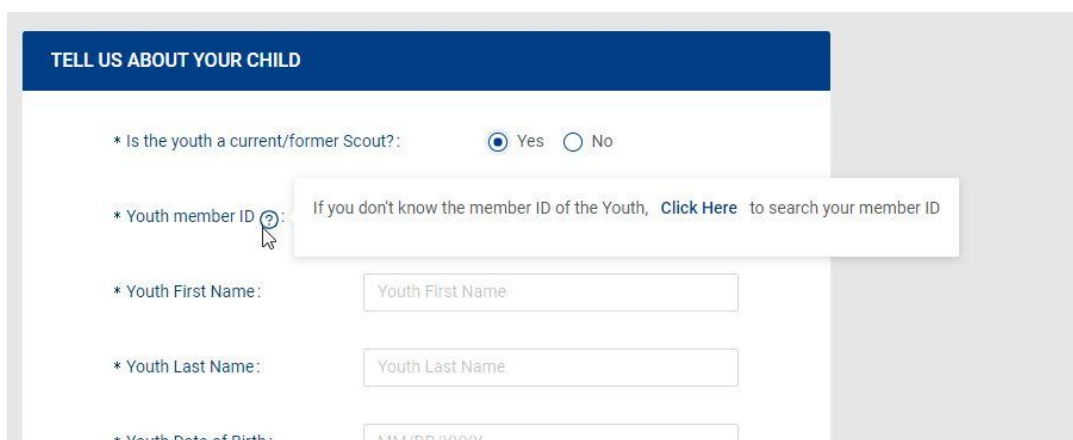
TELL US ABOUT YOUR CHILD

* Is the youth a current/former Scout?: ☒ Yes ☐ No

[Back to previous Page](#) [Next](#)

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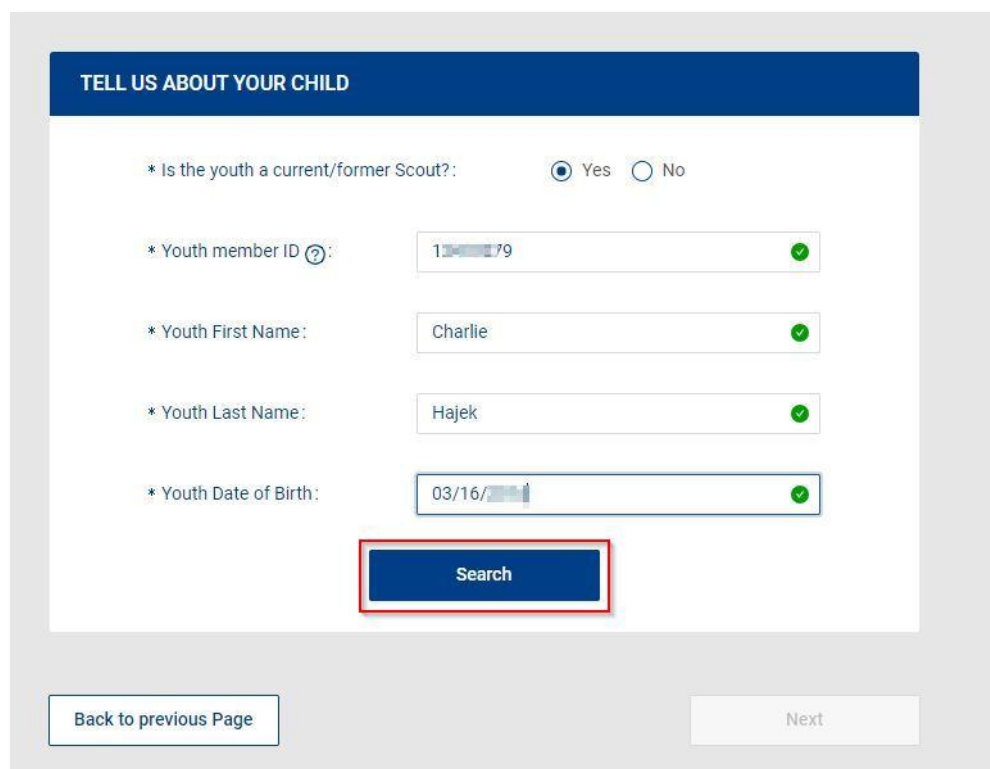
Because this is a transfer the parent will always answer yes at this point



The screenshot shows the 'TELL US ABOUT YOUR CHILD' form. The first question is 'Is the youth a current/former Scout?' with 'Yes' selected. The second question is 'Youth member ID' with a tooltip that reads: 'If you don't know the member ID of the Youth, [Click Here](#) to search your member ID'. Below this are fields for 'Youth First Name', 'Youth Last Name', and 'Youth Date of Birth'.

To match the transfer record the Member ID number is required, there is this handy link to help the parent find the Member ID if needed.

Complete the basic details required and click search.



The screenshot shows the 'TELL US ABOUT YOUR CHILD' form with all fields filled out and marked with green checkmarks: 'Is the youth a current/former Scout?' (Yes), 'Youth member ID' (12345679), 'Youth First Name' (Charlie), 'Youth Last Name' (Hajek), and 'Youth Date of Birth' (03/16/2016). A red box highlights the 'Search' button. At the bottom, there are 'Back to previous Page' and 'Next' buttons.

The system searches for the record and then asks if you intend to transfer. Next you click the “Transfer” button.

Tell us about yourself

Warning

Our records indicate that you already have an active registration with Pack 0473, Gaston Oaks Baptist Church. If your intention is to transfer from Pack 0473, Gaston Oaks Baptist Church to this one, Please click "Transfer" to proceed with the application. If you wish to be registered in both units simultaneously, click the "Continue" button to finish this application.

[Back to previous Page](#) [Transfer](#) [Continue](#)

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The parent will see the transfer information and can verify the unit the person is leaving and the unit the person is transferring to, then they will need to click “Submit Transfer”

Transfer Registration Information

* Member ID: 11111119 ✓

* First Name: Charlie ✓

* Last Name: Hajek ✓

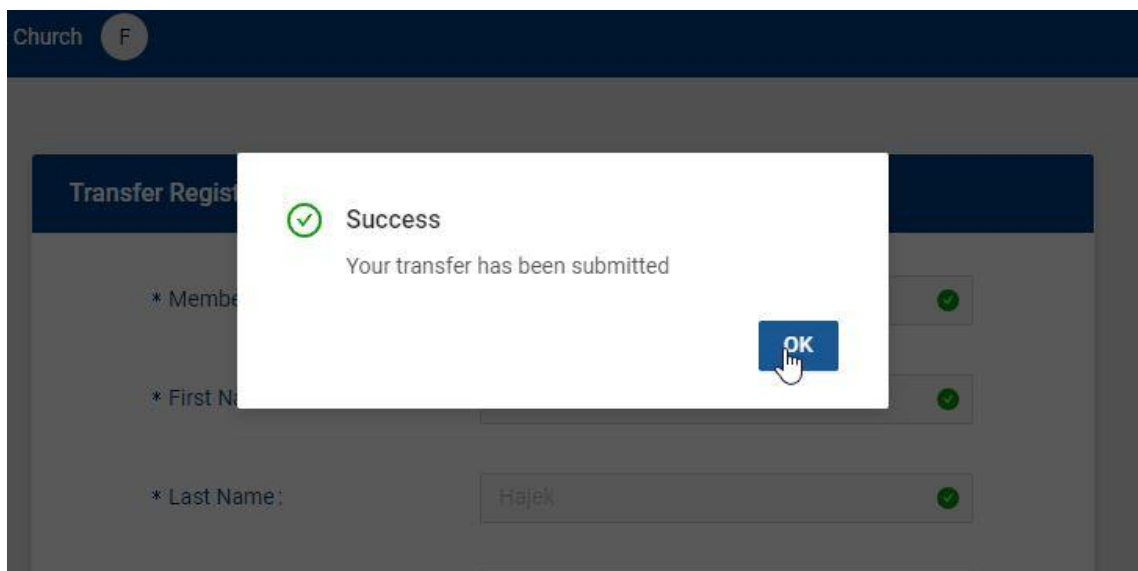
* Transfer From: Pack 0473, Gaston Oaks Baptist Church ✓

Organization:

* Transfer To Organization: Pack 0051 First United Methodist Church ✓

[Submit Transfer](#)


The process takes 5 – 10 seconds, then the parent will get notice of success



Transfer In Using Additional Registration

The Council Admin can use the Transfer In option in additional registration to transfer adults and youth in from another council. They do this by going to Registrar Tools and selecting Additional Registration in the menu on the left.

Glacier View Council 1171



Glacier View Council 1171

Registrar Tools

Search

Dashboard

Community Org Search

Rechartering

Redistricting

Position Manager

Reports

Additional Registration

Person SearchUnit SearchStructure SearchCommunity Org Search

Member ID

Member ID

or

* First Name

First Name

* Last Name

Last Name

Date of Birth

MM/DD/YYYY

Email Address

Email

ZIP Code

ZIP Code

State

State

City

City

Phone Number

Phone Number

☐ Only Deceased Persons

CLEAR FORM


SEARCH

Transfers and Multiples in My.Scouting

Page 13 of 18

After navigating to Additional Registration, you will then locate the unit that the youth or adult will be joining using the unit search for or Org Navigator.

Scouting America



Scouting America

Registrar Tools

Search

Dashboard

Community Org Search

Rechartering

Redistricting

Position Manager

Reports

Additional Registration

Unit Search

Unit Type:
Unit Type

Unit Number:
Unit Number

Expiration Date:
MM/DD/YYYY

District Name:
District Name

Chartered Organization:
Chartered Organization

Special Interest Type:
Special Interest Type

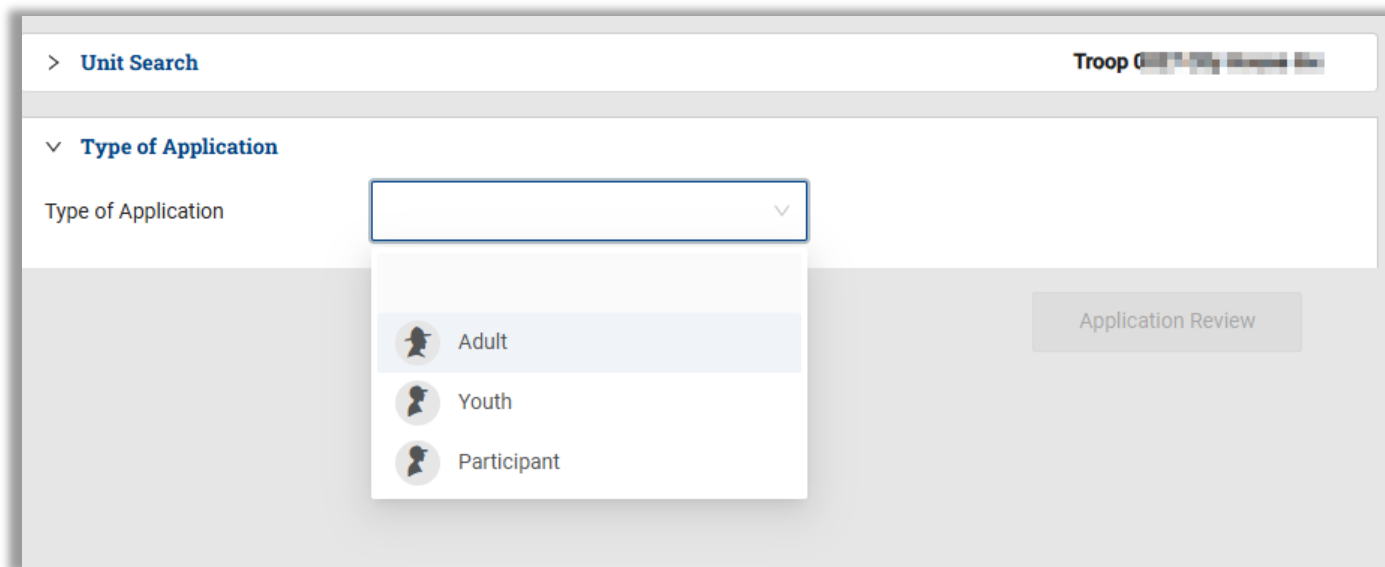
View Council

Search

Type of Application

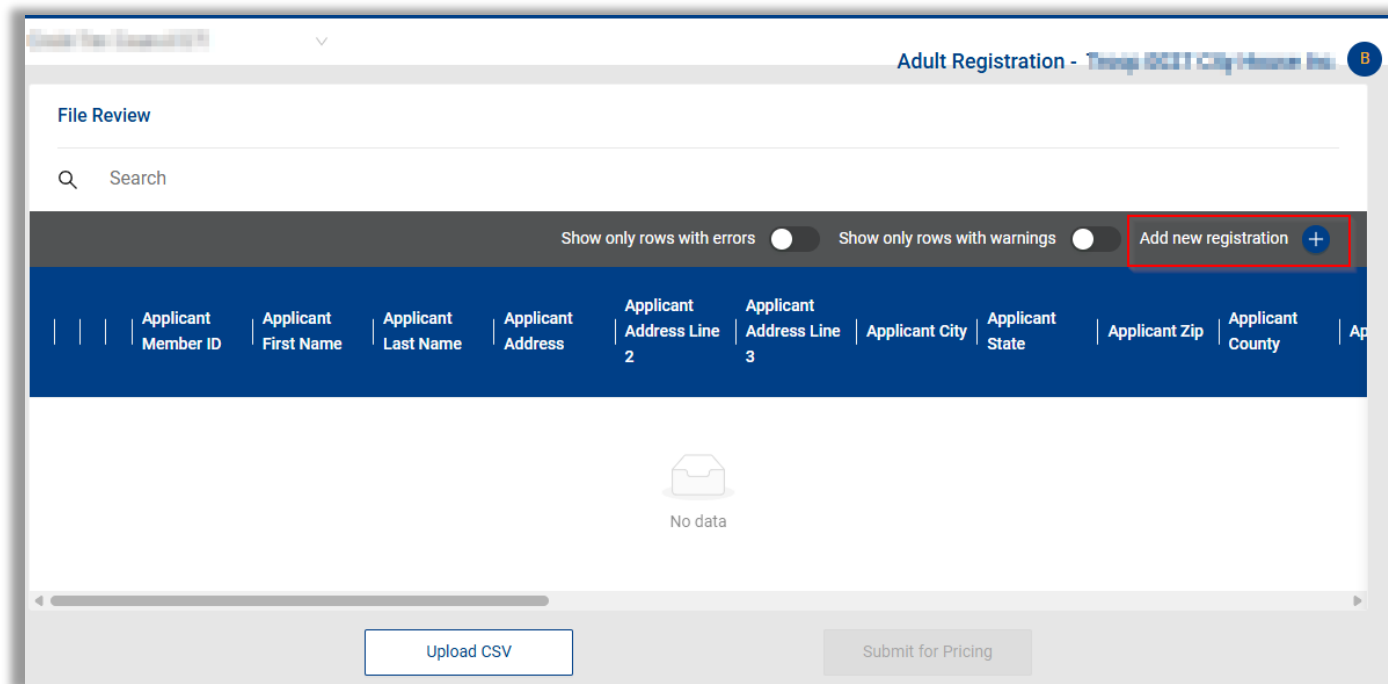
Application Review

After locating the unit, you will choose the type of application. The choices are Adult, Youth, or Participant.



The screenshot shows the 'Unit Search' interface. At the top, there is a header with '> Unit Search' on the left and 'Troop 0000000000' on the right. Below the header, there is a section titled 'Type of Application' with a dropdown menu. The dropdown menu is open, showing three options: 'Adult' (with a person icon), 'Youth' (with a person icon), and 'Participant' (with a person icon). To the right of the dropdown menu, there is a button labeled 'Application Review'.

You will then click Add New Registration in the upper right hand corner.



The screenshot shows the 'Adult Registration' interface. At the top, there is a header with 'Adult Registration - Troop 0000000000' on the left and a user profile icon on the right. Below the header, there is a section titled 'File Review' with a search bar. Below the search bar, there are two toggle switches: 'Show only rows with errors' and 'Show only rows with warnings'. To the right of these toggle switches, there is a button labeled 'Add new registration' with a plus sign icon. Below the button, there is a table with the following columns: 'Applicant Member ID', 'Applicant First Name', 'Applicant Last Name', 'Applicant Address', 'Applicant Address Line 2', 'Applicant Address Line 3', 'Applicant City', 'Applicant State', 'Applicant Zip', and 'Applicant County'. The table is currently empty, showing a 'No data' message. At the bottom of the interface, there are two buttons: 'Upload CSV' and 'Submit for Pricing'.

You will then choose “Transfer” at the top.

▼ **Adult Search**

[Search Member](#)

Transfer

Member ID

or

First Name

* Last Name

Date of Birth

Email Address

ZIP Code

State


▼

City

Phone Number

☐ Only Deceased Persons

☐ Only Active Membership

 CLEAR FORM

🔍 SEARCH

You will need to know the Council that the individual is coming from, their first name, last name, member ID, and date of birth.

My.Scouting

Adult Registration - Troop 0017 City Mount Inn

Registrar Tools

- Search
- Dashboard
- New Unit
- Unit Renewal
- Redistricting

Adult Search

Search Member **Transfer**

* Council: * Member ID:

* First Name: * Last Name:

* Date of Birth:

Transfer

> Adult Application

[Return to review](#) [Save](#)

Once information is entered, click Transfer.

You will then be taken to the adult application to review and edit the information.

My.Scouting

Adult Registration - Troop 0123 Indiana Productions LLC

Adult Search James Smith >

Adult Application

* First Name ✓

* Last Name ✓

* Country ✓

* Address Line 1 ⚠

Address Line 2

* City ⚠

* State/Region ✓

* ZIP Code ⚠

* Phone Number ext: ⚠

* Date of Birth ✓

* Ethnic Background ✓

* Gender ☒ Male ☐ Female

* SSN ✓

Occupation

Employer

* Term Effective Date

* Term Expiration Date

After all information is correct, click Save to be taken to the file review screen.

Circle K Troop Council 571

Adult Registration - Troop 0123 **Technobots Productions LLC**

B

File Review

Search

Show only rows with errors

Show only rows with warnings

Add new registration

	Applicant Member ID	Applicant First Name	Applicant Last Name	Applicant Address	Applicant Address Line 2	Applicant Address Line 3	Applicant City	Applicant State	Applicant Zip	Ap
<div>Required Fields Errors:<ul style="list-style-type: none">- applicant_ethnicity- ssn- email- term_effective_date- term_expiration_date- position</div>	BL00000000	John	Smith	1325 W Walnut Hill Ln.			McKinney	TX	75071	(12
		James	Jones	1325 W Walnut Hill Ln.			McKinney	TX	75039	(24

Upload CSV

Submit for Pricing

From here, you will be able to see any missing information that still needs to be entered. As long as there are no red lines, you can click Submit For Pricing.

This will take you to the fee review.

Circle K Troop Council 571

Adult Registration - Troop 0123 **Technobots Productions LLC**

B

File Review

Search

Show only prices

Delete	Edit	Applicant First Name	Applicant Last Name	Adult Registration Fee	Future Year Fee	BL Adult Subscription Fee	BL Foreign Adult Subscription Fee	BL Future Year Adult Subscription Fee	BL Foreign Future Year Adult Subscription Fee	Total Amount
<div></div>	<div></div>	John	Smith	7.5						7.5

Upload CSV

Submit Registrations

You can then click Submit Registration to complete the process.