



# Using the New My.Scouting Unit Toolkit

## *A Simple Guide to BSA's Online Unit Management System*

Prepared for the Northern New Jersey Council by  
Geoffrey Garlick  
update 11/05/2014  
Version 2.0.1

### **Contents:**

[Overview:](#)

[Key Terms:](#)

[BSA](#)

[National](#)

[BSA Membership ID: \(BSA ID\)](#)

[Youth Protection Training \(YP; YPT\)](#)

[Unit](#)

[Unit Key 3](#)

[Unit Committee](#)

[Unit Training Chair](#)

[Council](#)

[District](#)

[District Executive \(DE\)](#)

[Unit Charter](#)

[Re-Chartering \(AKA "Annual Charter Renewal"\)](#)

["Dropping" One from a Charter](#)

["The New My Scouting"](#)

["Legacy My Scouting"](#)

[My Scouting User ID](#)

[Section 1: Creating a My.Scouting User ID](#)

[Section 2: Taking On-Line Training](#)

[Section 3: Inputting & Managing Trainings for Unit Volunteers](#)

### **Overview:**

The Boy Scouts of America offers useful online tools for Units to view their roster, take and update training, and modify membership info.

The purpose for this system is to enable the Unit to have better access to its records, and keep and maintain its own training database.

## **Key Terms:**

There are a few “Scouting-Universe” terms this document will be using in its explanations. In case you’re not familiar with them, here’s a quick reference guide.

### **BSA**

the Boy Scouts of America, our parent institution of which all councils and units units (and scouts) are a part.

### **National**

a shorthand term referring to the national organization and administration of BSA.

### **BSA Membership ID: (BSA ID)**

a multi-digit ID number assigned to all adults and youth who are registered members of the Boy Scouts of America. A BSAID is a unique number given only to registered members of a Unit or Council, and is different from a MyScouting User ID.

### **Youth Protection Training (YP; YPT)**

a safety orientation for all adults in the BSA. Youth Protection Training is a required course for **every** adult in the BSA, whether or not he is a registered member. Youth Protection Training can be taken in person, or on-line through the myscouting system.

### **Unit**

the generic term in the BSA for a Pack, Troop, Team, Crew, Ship, or Post.

### **Unit Key 3**

this term refers to the three individuals ultimately responsible for the operation, administration, and direction of the Unit. The Key 3 are the Unit Leader (Cubmaster, Scoutmaster, Advisor, etc.), Committee Chair, and Chartered Organization Representative (CoRep).

### **Unit Committee**

the group of adults who are responsible for managing the operational aspects of a unit, such as budgeting, adult leadership recruitment, safety, training, etc. The Committee Chair is the head of the committee and sets its direction. The CoRep is a representative from the religious institution or civic group that charters your unit.

### **Unit Training Chair**

the person in your unit responsible for keeping track of all adult training. This person is usually a parent on the Unit Committee. Not all units have a training chair.

## Council

the governing organization for a group of units in a geographic area. The Northern New Jersey Council (NNJC) covers all of Bergen, Hudson, Passaic and Essex counties in New Jersey.

## District

geographical subsets of a Council. NNJC has three districts: Ramapo Valley (RV), Three Rivers (TR), and Lenape Trail (LT). Districts are used to more effectively deliver and manage the Scouting program in a council.

## District Executive (DE)

the paid “professional” who works at the Council Office, and is responsible for managing units within his or her district. He or she is also responsible for following up with units about Re-Chartering.

## Unit Charter

the formal document between the Unit and the Council that certifies and validates the unit as a member of BSA. The unit charter includes the Unit Roster, which is the **official** list of names of youth and adults who are registered members of the unit, and the BSA. “Charter” and “Roster” are sometimes used interchangeably.

## Re-Chartering (AKA “Annual Charter Renewal”)

the annual process in which a unit updates and validates its charter with the council. All units must re-charter every year. Your rechartered deadline will vary based on your District. Dues are also due to the Council at rechartering.

## “Dropping” One from a Charter

when an adult or youth is removed from a unit charter, he or she is considered “Dropped” and is no longer a member of BSA.

## “The New My Scouting”

(aka My.Scouting pronounced *my-dot-scouting*; My.Scouting Tools) **URL: My.Scouting.org**

the current version of on-line unit tools for leaders published by National. “The New My Scouting” has tools for units to manage rosters, training records, and some other aspects of unit operation. “The New MyScouting” succeeds “Legacy My Scouting”, but has not replaced it yet. “The New My Scouting” is the only system through which volunteers can manage training records.

## “Legacy My Scouting”

**URL: myscouting.org**

the previous version of on-line unit tools for leaders published by National. “Legacy MyScouting” is still used to take on-line trainings, including **Youth Protection**.

## My Scouting User ID

a user ID chosen by a volunteer when he or she signs up with a MyScouting system. A My Scouting User ID is similar to an email address or screen name. One does not need to be a registered member of the BSA to have a myscouting user ID. A user ID is required to take on-line youth protection training. **One is a member of the BSA with a valid BSA ID#, he can “link” his MyScouting ID with his BSA ID#.** This helps with records management. **Your UserID and Password is the same for both Legacy My Scouting and The New MyScouting.**

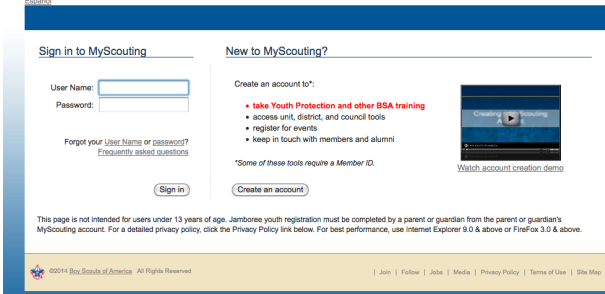
## Section 1: Creating a My.Scouting User ID

You will need a My.Scouting User ID in order to take trainings or use any of the My.Scouting tools. Here are the steps to creating a User ID:

1. proceed to [My.Scouting.org](http://My.Scouting.org) (no “WWW”)
2. Click “Create Account”  
**Note:** this will take you to “Legacy My Scouting”
3. enter your desired user name, and click “check availability”.  
**Note:** the Legacy MyScouting system can be very slow.
4. If your username is available, click “Next” in the lower-right corner.
5. If you are a registered member of the BSA and have (KNOW) your **MEMBER ID**, you can pair it now. Your Member ID will appear on your charter, and should be in your Unit Committee Chair’s records. If not, continue as a new or non-member (you can pair later)
6. Complete the required info form on the next page. When you are finished, click next to complete security questions. When that is complete, you will receive an email confirmation.  
**Note:** it may take up to 15 minutes to receive the email. It has been reported sometimes to take longer. There is nothing you can do to expedite this step. Please be patient.
7. Once you receive the email, click the link to complete the process. Choose a password that’s easy for you to remember.  
**Note:** Never share your password with anyone!
8. After you choose a password, you’ll be brought to the Legacy MyScouting home page.

[Legacy MyScouting Home](#)

Page



The screenshot shows the My.Scouting website interface. On the left, there is a 'Sign in to MyScouting' section with input fields for 'User Name' and 'Password', a 'Forgot your User Name or password?' link, and a 'Sign in' button. On the right, there is a 'New to MyScouting?' section with a 'Create an account to:' heading, a list of benefits (take Youth Protection and other BSA training, access unit, district, and council tools, register for events, keep in touch with members and alumni), a note that some tools require a Member ID, and a 'Watch account creation demo' video player. At the bottom, there is a disclaimer about age restrictions and a footer with the BSA logo and copyright information.

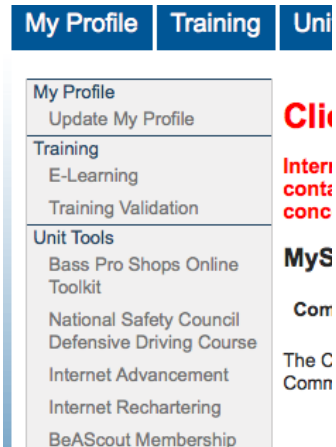
9. Log in with your user ID and Password

**Congratulations! You have made your MyScouting User ID!**

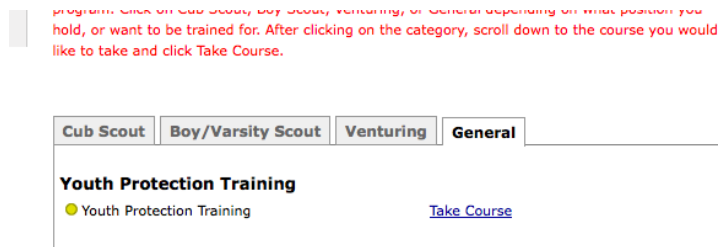
## Section 2: Taking On-Line Training

To Take On-Line Training Courses, including Youth Protection:

1. Log in to *Legacy My Scouting* ( MyScouting.org)
2. In the box on the left, under Training, click E-Learning



3. At the bottom of the page, select program category training that you wish to take.



bottom of page, select program category training that you wish to take.

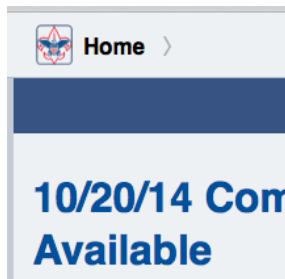
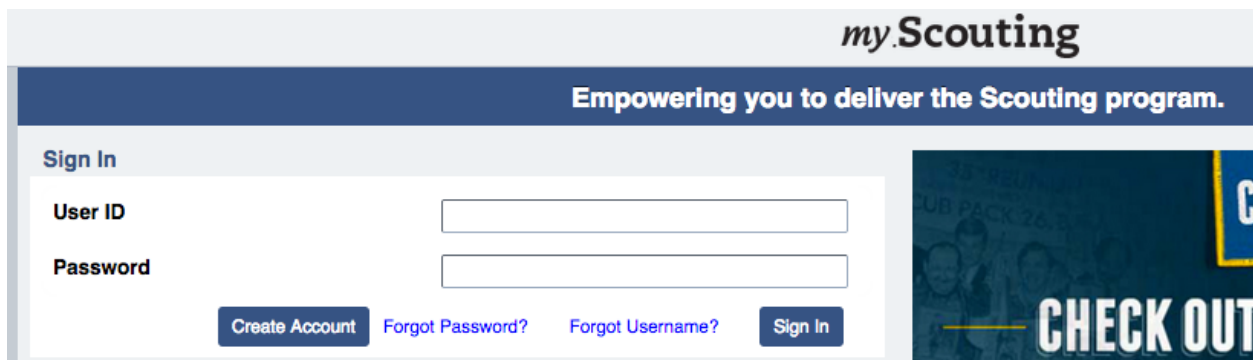
4. Using the interactive training module, complete your training course.
5. When you have completed your training, you will receive a certificate for printing. Your training will automatically be logged in your Training Record in the MyScouting systems.

## Section 3: Inputting & Managing Trainings for Unit Volunteers

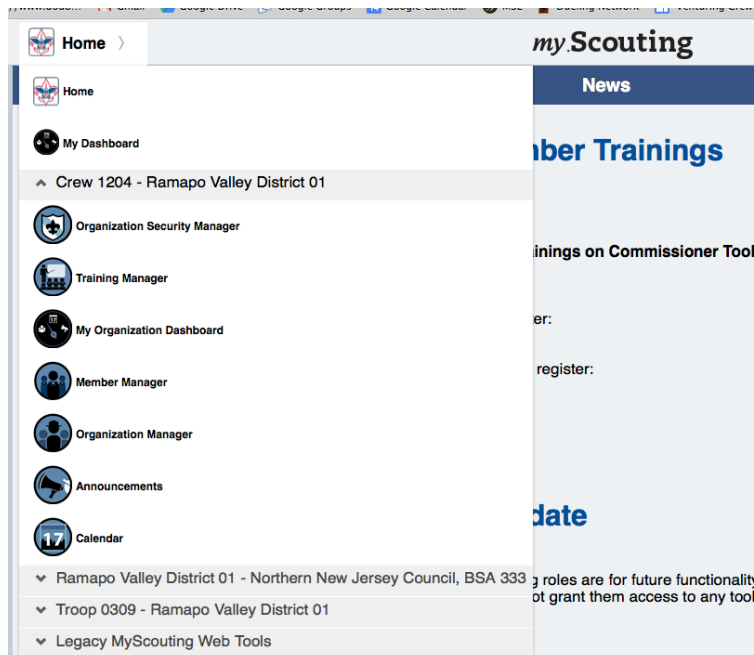
This section is designed to help guide Unit Key 3 through inputting and managing the training records of adults in their units. **Only Unit Key 3 will be able to engage in this section.**

**Note:** Adults must have taken the training course and have valid documentation before adding their records.

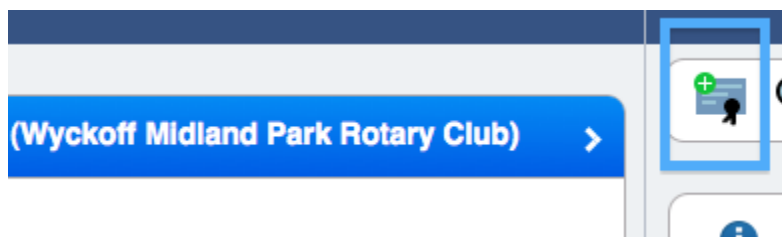
1. Log in to The New My Scouting ( my.scouting.org )



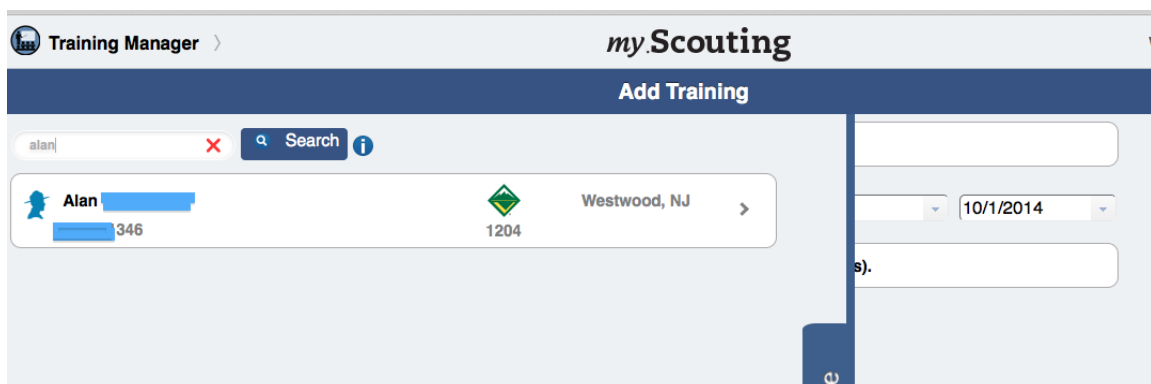
2. Click the **Home** button in the upper-right corner. This will produce a dropdown menu:



3. Select "Training Manager"
4. Click the "Add Training" Button:



5. Using the form on the next page, select the training course you wish to add
6. After you've selected the training course, use the "Add Member" tab on the left to select the adults to receive the training. Enter the adult's name in the search bar:



**Note:** Your leader's Member ID will appear next to his name

7. Select the adult, and then click "Submit" on the next page.



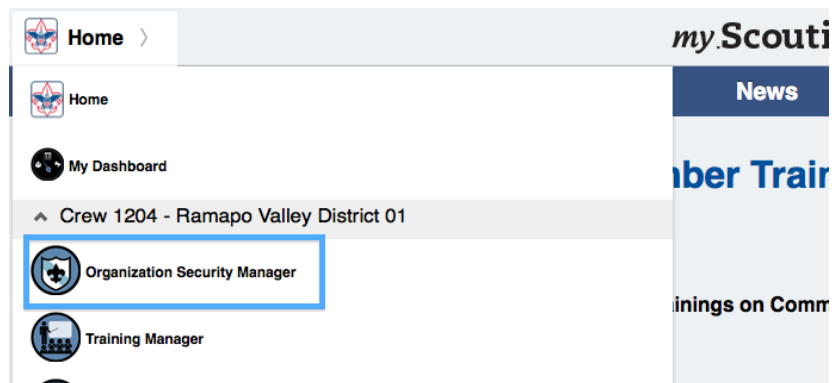
8. A popup will appear, and you'll have the option to upload a training certificate.
9. Click ADD, and a report will download with a confirmation certificate. The adult's training will automatically be added to his profile!
10. Save or print the certificate for your records!

## Section 4- Expanding My.Scouting Privileges to Other Adults in Your Unit

The New My Scouting tools offer the capability for Unit Key 3 to **expand the power to update training records** to up to 3 other leaders registered in your unit!

Here's how you do it:

1. Log into The New My Scouting (my.scouting.org)
2. From the dropdown **home** menu in the upper-left select "**Organization Security Manager**"



This will show you a Unit Profile:

Organization Security Manager > myScouting Welcome Geoffrey Garlick

**Crew 1204** Wyckoff Midland Park Rotary Club

EFFECTIVE DATE: Feb 01, 2014      EXPIRATION DATE: Dec 31, 2014

[Organization Details](#)   [Roster](#)

Key 3 Members	Functional Positions
Chartered Organization Rep. <a href="#">Andrew Mark Garlick</a>	Key 3 Delegate
Committee Chairman <a href="#">Andrew Mark Garlick</a>	Registration Inquiry
Venturing Crew Advisor <a href="#">Geoffrey A Garlick</a>	Unit Membership Chairman
	Unit Training Chair
	Youth Protection Champion

3. Select "Key 3 Delegate" from the right-hand menu
4. Select the green plus on the right to add permissions to a registered leader in your unit

< Back

**+**

**No Persons in Position**

5. Select the adult you want to grant permissions to from the dropdown list  
Note: You will also select the length of time that they will have these permissions.
6. You're Done! Congratulations, you have just added unit manager powers to another leader, other than your Key 3.  
Note: that person will automatically receive these permissions when he next logs in.  
**My.Scouting User ID MUST be linked to his BSA Member ID for these privileges to take effect!**