

## FAQ'S AND HOW TO'S – Charter Certificate Printing

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(Q)

***My council has always been required to print and deliver charter certificates. Why is this being changed?***

(A)

In an effort to streamline basic operations and put tools in the hands of volunteers, the BSA has decided to make “self-service” as many membership processes as possible. This change will allow unit Key 3 to print charter certificates in a timelier manner.

(Q)

***When is the effective date of this change?***

(A)

The effective date is **January 1, 2019.**

(Q)

***Will I still be able to order charter certificates to print for units that don't have access to print their certificate?***

(A)

No. Charter Certificates will no longer be available to be ordered. Councils should start communicating this change to the field now in preparation of the January effective date. Councils can also choose to keep their remaining stock on hand to print charters as a courtesy for units that have no means to print their own.

(Q)

***What file format is the certificate in?***

(A)

The charter certificate is downloaded as a PDF file.

(Q)

***How does a unit print their charter certificate?***

(A)

Only the unit Key 3 have access to print the unit charter certificate. The steps on how to do this are as follows:


**STEP 1:** One of the unit Key 3 logs in to [my.scouting.org](http://my.scouting.org) with their current user ID and password.

Welcome to my.Scouting

New to Scouting or don't have an account?

By creating a my.Scouting account, you will be able to manage your or your youth's participation in Scouting including completing an application to register in the Scouting programs.

CREATE ACCOUNT



Login to my.Scouting

Username

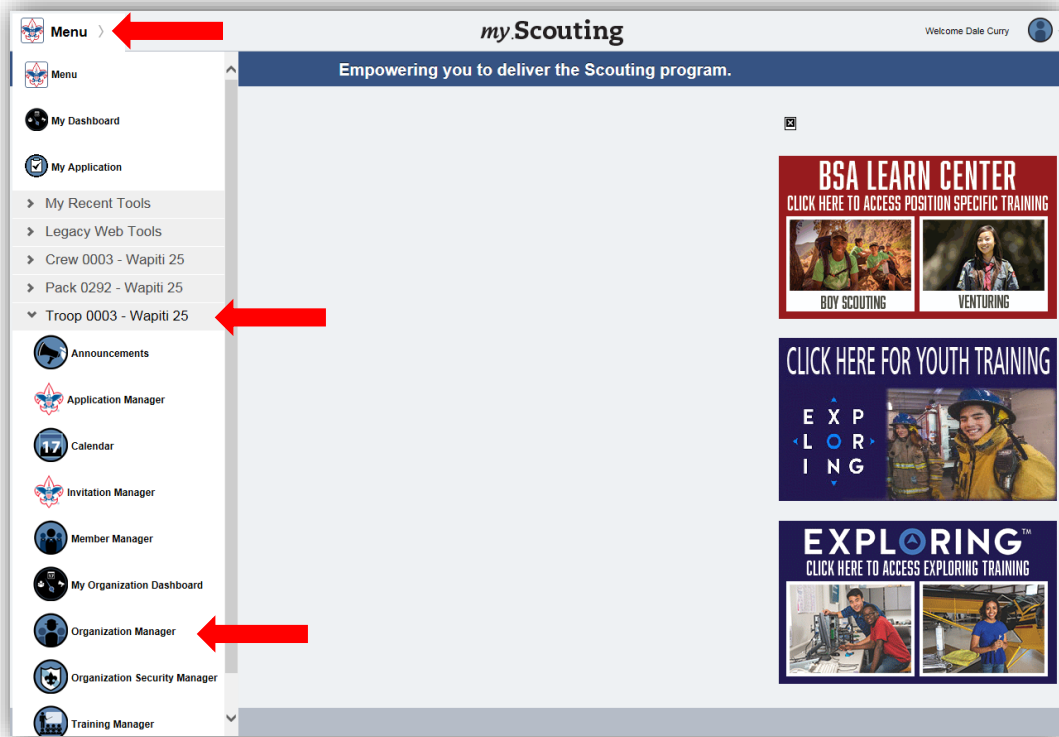
Password

LOGIN

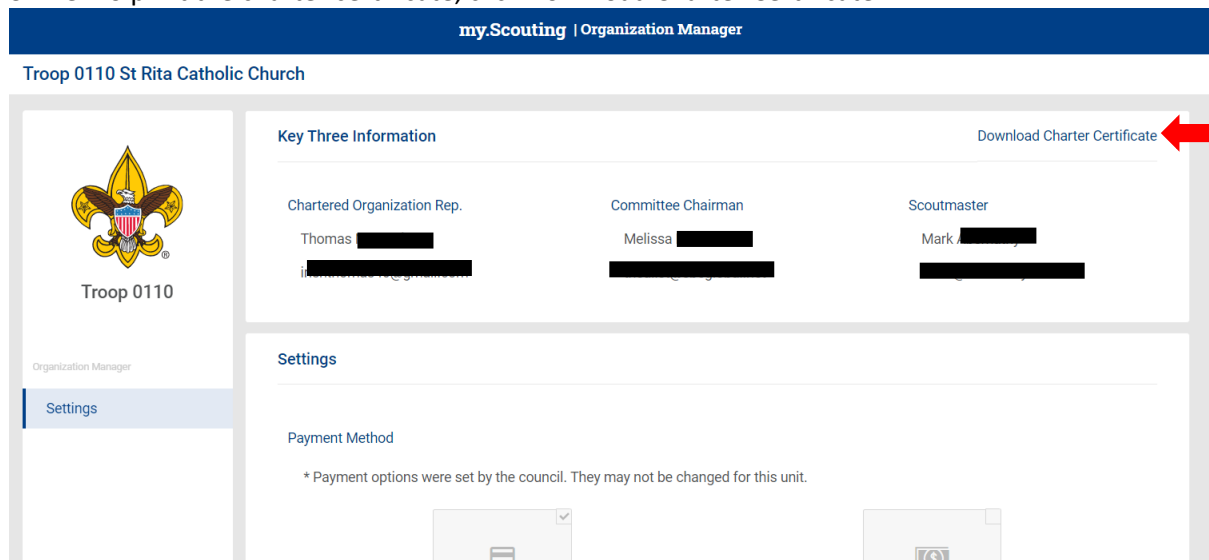
[Forgot username / password?](#)

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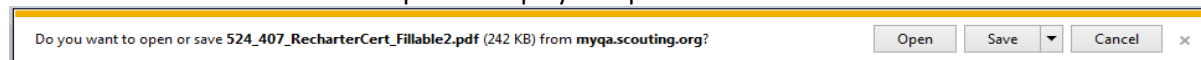
**STEP 2:** In the upper left portion of the screen, click on Menu, then the unit you wish to print the charter certificate for (if you are a registered adult in more than one unit, all units you are registered with will be displayed), and then Organization Manager.



**STEP 3:** To print the charter certificate, click Download Charter Certificate.

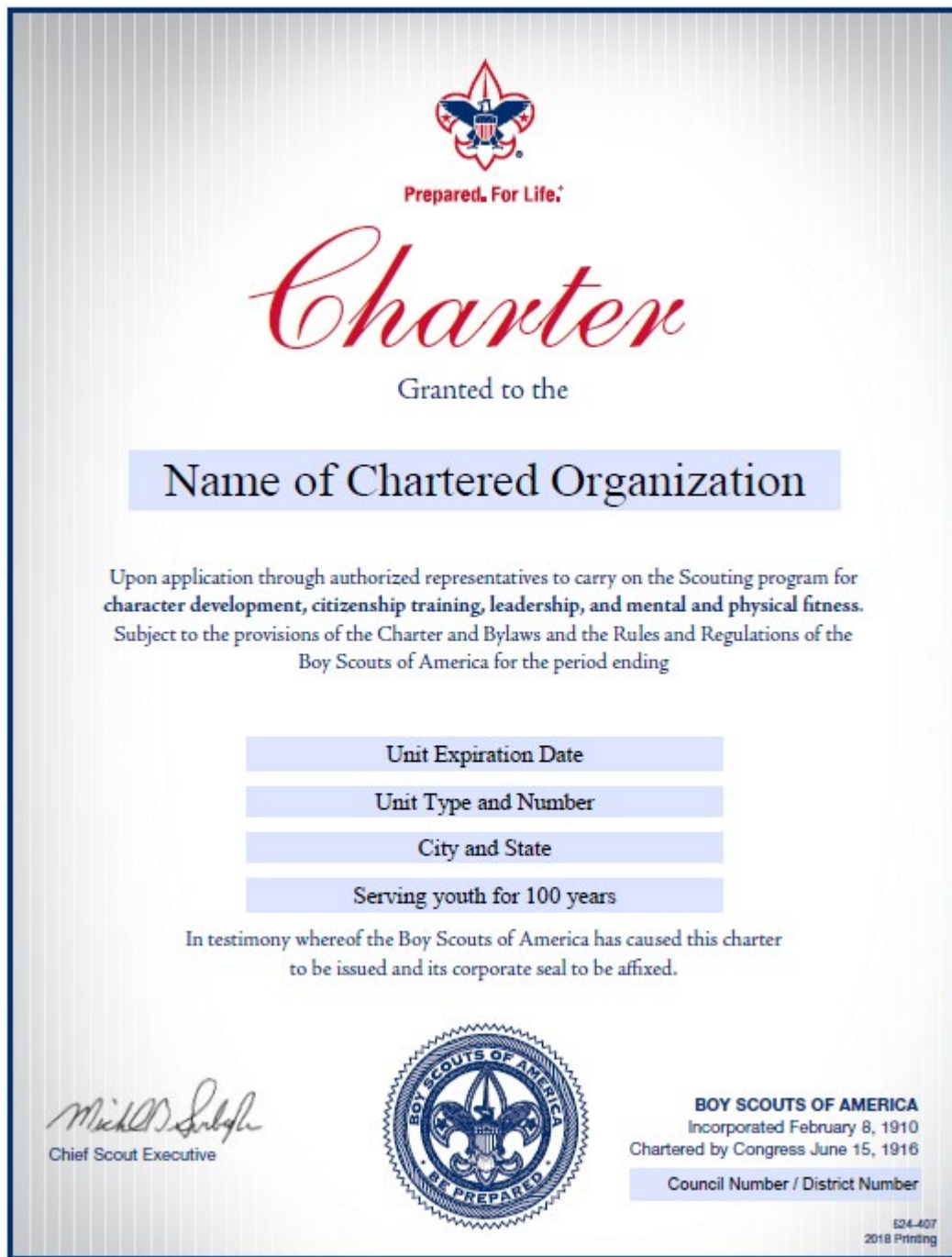


A prompt may appear at the bottom of the screen for you to open and print or save an image of the charter certificate. Click Open to display and print the certificate.



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SAMPLE IMAGE:



(Q)

***Do I still need to print participation certificates for Exploring Posts and Clubs?***

(A)

Councils can still choose to print Learning for Life and Exploring participation certificates for Exploring posts and clubs, but it is no longer included in the membership validation. Participation certificate printing functionality will be added for Exploring in the future.