


Locating the Roster tool in my.scouting.org

The screenshot shows the my.scouting.org user interface. At the top, the header includes the myScouting logo and a welcome message for Pamela Legried. The left-hand navigation menu is expanded, showing various tools. The 'Roster' tool is highlighted with a red circle. The main content area displays a 'News' section with a header 'g for Volunteers' and several paragraphs of text. On the right side, there are promotional banners for 'Youth Protection' and 'Diversity, Equity, and Inclusion in Scouting Volunteer Training'. The 'Roster' tool icon in the menu is a person silhouette with a plus sign.

Click on your Unit name and then in the drop-down tools, select Roster. This reflects the members that are registered in the Council database for your Unit. Compare rosters in Scoutbook or Packmaster/Troopmaster against this list. Members listed in these other tools that are not on the my.scouting.org Roster are not registered yet with the Council.

The next pages show you other features available in the Roster tool, such as printing membership cards, editing for address, phone, and email changes, and exporting your roster.

Troop 0082 Zumbro Lutheran Church



Troop 0082

Organization Manager

- Settings
- Unit Pin
- Roster
- Position Manager
- Reports

Troop 0082 Zumbro Lutheran Church [SELECT ORG LEVEL](#)

Roster

Search

Transfer Compose Print Edit Profile Export Roster **Filter**

<input type="checkbox"/>	Name	Member ID	Role	Gender
<input type="checkbox"/>	Elizabeth		Youth Member	F
<input type="checkbox"/>	Lynn		Chartered Organization Rep. Trained	M
<input type="checkbox"/>	Skylar		Youth Member	F
<input type="checkbox"/>	Lisa		Assistant Scoutmaster Trained	F
<input type="checkbox"/>	Ella		Youth Member	F
<input type="checkbox"/>	Adeline		Youth Member	F
<input type="checkbox"/>	Thomas		Assistant Scoutmaster Trained	M
<input type="checkbox"/>	Jocelyn		Youth Member	F
<input type="checkbox"/>	Tasha		Unit Scouter Reserve Trained	F
<input type="checkbox"/>	Joslyn		Youth Member	F

Full roster is displayed unless you use Filter options. Click on Filter to define your view options of the roster.

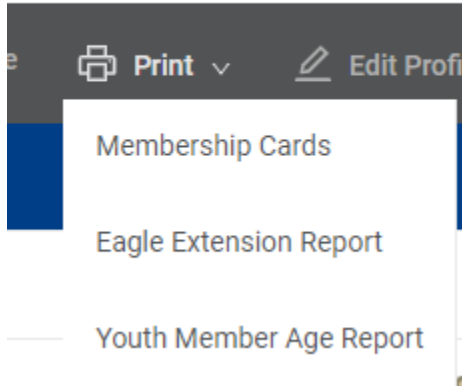
Select Filters

Show Youth Members Show Adult Members

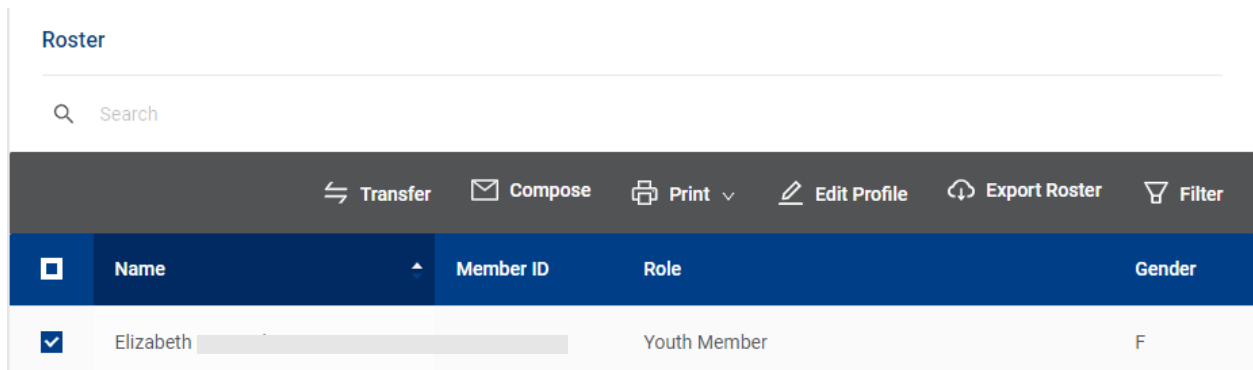
Show Key 3 Members

Cancel OK

Clicking on Print gives the following print file options. Note: Eagle Extension Report only available for Scouts BSA Units.



Edit profile option allows you to make changes to address, phone number, or email. Any changes to name, date of birth, or gender can only be performed by the Council. To access the Edit Profile option, you must first check the box before the name.



Export Roster allows you to Print your roster as a PDF or a CSV that can be converted to Excel Worksheet.