



MyScouting Tools

[Member Assignment](#)

[Roster Details](#)



Member Manager





Troop 0076

Tools Toolkits

Member Manager

Troop 0076 (Leeward Oahu Lions Club)

Member Details

Member Assignment >

Roster Details

- All >
- Adult >
- Youth >

Upon selection of the Member Manager tool, the above screen will display. To begin assigning members to roles in their organizational structure, select Member Assignment. **NOTE:** When assigning a member you are doing so to a functional role and not a registered unit role or position.





[Member Assignment](#)

[Roster Details](#)

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Five Trails 38

Home District Organization Roster

Select BSA Organization

0 More ^ Search

- Five Trails 38-1
- 0101 (VFW Post 2494)
- 0160 (VFW Post 2494)
- 0175 (VFW Post 2494)
- 0183 (PLYMOUTH PARK BAPTIST CHUR...)
- 0281 (Senter Park Recreation Center Ad...)
- 0366 (VFW Post 2494)
- 0509 (The Episcopal Church of the Rede...)
- 0511 (VFW Post 2494)

40 More v

Roster by Person

Roster View

Search Filter by Position All Positions

| | | |
|---------|-----------------------|----------------|
| Bruce | Merit Badge Counselor | Five Trails 38 |
| James | Merit Badge Counselor | Five Trails 38 |
| Travis | Merit Badge Counselor | Five Trails 38 |
| Deborah | Merit Badge Counselor | Five Trails 38 |
| Mathias | Merit Badge Counselor | Five Trails 38 |

For district Key 3 administrators, the system will initially display a roster list of non-unit district registrants on the right side with their positions where you can print membership cards, edit profile, and export roster (see Roster Details for instruction). A searchable list of units (packs, troops, crews) will display on the left. If you know all or part of the unit's name, you may enter it in the search field to more quickly locate the unit.





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Member Manager

Troop 0076 (Leeward Oahu Lions Club)

Member Details

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Roster Details

- All >
- Adult >
- Youth >

[Member Assignment](#)

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To begin assigning members to sub organizations in the selected unit, select Member Assignment.





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Troop 2940

Tools | Toolkits

Member Assignment

Back

All 18 | Adult 6 | Youth 12 | Manage Organization

| Organization | Assigned | Available |
|------------------------|-------------------------|---------------------------------|
| 2940 | 1 Rodrigo G Alegre | < Federico Balboa 0 |
| Beaver Patrol 3 | 1 Michael J Benavides | < Jose Guadalupe Balboa 0 |
| | 1 Kevin Garcia | < Adrian F Bernuy 0 |
| | | < Christian Bernuy Jr 0 |
| | | < Michael G Cooper 0 |
| | | < Serafin Gaspar 0 |
| | | < Roger Wayne Kulbeth 0 |
| | | < Scott Gregory Messinger 0 |
| | | < Jose Francisco Portillo 0 |
| | | < Jonathan Rivera 0 |
| | | < Juan R Robles Jr 0 |

The above screen displays. The system defaults to the first sub organization (if one was created in the Organization Manager tool). The center displays list of members currently assigned to the sub organization. The right displays list of available members that can be assigned to the sub organization. You may also search for specific sub organization(s), assigned member(s) or available member(s) using the search field above each section.





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Troop 2940

Tools Toolkits

Back Member Assignment Manage Organization

Organization Search

- 2940
- Beaver Patrol 3**

Assign Role

Federico Balboa
Beaver Patrol

Assigned Roles

Member

Available Roles Search

- Assistant Patrol Leader
- Assistant Senior Patrol Leader
- Boy Scout Member
- Bugler

Confirm

Available Search

| | |
|-------------------------|---|
| Federico Balboa | 0 |
| Jose Guadalupe Balboa | 0 |
| Adrian F Bernuy | 0 |
| Christian Bernuy Jr | 0 |
| Michael G Cooper | 0 |
| Serafin Gaspar | 0 |
| Roger Wayne Kulbeth | 0 |
| Scott Gregory Messinger | 0 |
| Jose Francisco Portillo | 0 |
| Jonathan Rivera | 0 |
| Juan R Robles Jr | 0 |

[Member Assignment](#)

[Roster Details](#)

To assign member(s) to the sub organization, choose the member from the Available list on the right by selecting the gray back arrow next to their name. The above dialogue box appears with a list of available roles that can be assigned. You may select one or more from this list of roles. If no role is selected, the system defaults role to Member.





Member Assignment Roster Details

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Troop 2940

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Member Assignment

Organization

2940

Beaver Patrol 3

Assign Role

Federico Balboa
Beaver Patrol

Assigned Roles

Assistant Patrol Leader

Available Roles

Assistant Senior Patrol Leader

Boy Scout Member

Bugler

Chaplain Aide

Confirm

Manage Organization

Available

Federico Balboa 0

Jose Guadalupe Balboa 0

Adrian F Bernuy 0

Christian Bernuy Jr 0

Michael G Cooper 0

Serafin Gaspar 0

Roger Wayne Kulbeth 0

Scott Gregory Messinger 0

Jose Francisco Portillo 0

Jonathan Rivera 0

Juan R Robles Jr 0

To remove the role, select it from under Assigned Roles. The role will be removed and placed under Available Roles. Once you have completed selection of role assignments for the member, select Confirm to add that member and role to the sub organization.





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Troop 2940 Tools Toolkits

Back Member Assignment

All 18 Adult 6 Youth 12 Manage Organization

| Organization | Assigned | Available |
|-----------------|--|---------------------------------|
| 2940 | 1 Rodrigo G Alegre | < Jose Guadalupe Balboa 0 |
| Beaver Patrol 4 | <div style="border: 1px solid gray; padding: 5px;"><p>Remove Member</p><p>Rodrigo G Alegre Beaver Patrol</p><p>Assigned Roles</p><p>Patrol Leader</p><p>All Beaver Patrol roles will be removed from Rodrigo G Alegre</p><p>Confirm</p></div> | < Adrian F Bernuy 0 |
| | | < Christian Bernuy Jr 0 |
| | | < Michael G Cooper 0 |
| | | < Serafin Gaspar 0 |
| | | < Roger Wayne Kulbeth 0 |
| | | < Scott Gregory Messinger 0 |
| | | < Jose Francisco Portillo 0 |
| | | < Jonathan Rivera 0 |
| | | < Juan R Robles Jr 0 |
| | | < Samuel Robles 0 |

Repeat this process until you have assigned the desired members to their respective sub organization. To remove member(s) from the sub organization, click on the forward arrow to the right of their name under the Assigned column. A Remove Member window appears. Selecting confirm removes all roles and returns member to the Available column.





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Back | Member Assignment

All 18 | Adult 6 | Youth 12 | Manage Organization

| Organization | Assigned | Available |
|-----------------|-------------------------|---------------------------------|
| 2940 | 1 Rodrigo G Alegre | < Jose Guadalupe Balboa 0 |
| Beaver Patrol 4 | 1 Federico Balboa | < Adrian F Bernuy 0 |
| | 1 Michael J Benavides | < Christian Bernuy Jr 0 |
| | 1 Kevin Garcia | < Michael G Cooper 0 |
| | | < Serafin Gaspar 0 |
| | | < Roger Wayne Kulbeth 0 |
| | | < Scott Gregory Messinger 0 |
| | | < Jose Francisco Portillo 0 |
| | | < Jonathan Rivera 0 |
| | | < Juan R Robles Jr 0 |
| | | < Samuel Robles 0 |

[Member Assignment](#)
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If you need to create additional sub organizations or to return to the unit's Organization Details, select Manage Organization at the top right of the screen. To return to the Member Manager home page, select the Back button on the top left.





Troop 0076

Tools Toolkits

Member Manager

Troop 0076 (Leeward Oahu Lions Club)

Member Details

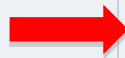
Member Assignment

Roster Details

All

Adult

Youth



[Member Assignment](#)

[Roster Details](#)

To view your organization roster details, select one of the options under Roster Details. You have options to view by All members, Adult or Youth.





Back

Organization Roster

Roster View

2940 (LDS Stafford Spanish Branch Frederi...

Roster by Person



Search

Filter by Position All Positions

Rodrigo G Alegre

Youth Member

2940

Federico Balboa

Youth Member

2940

Jose Guadalupe Balboa

Committee Member

2940

Michael J Benavides

Youth Member

2940

Adrian F Bernuy

Youth Member

2940



Upon selection of an option, a roster list of members with their registered position title and assigned role(s) will display in a Roster View format. Selecting Organization View from the drop down displays an alphabetical list of positions with the member's name associated to that position below it. Remember, multiple members may occupy the same position(s) in the organization.





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Troop 2940

Tools Toolkits

Organization Roster

Back

2940 (LDS Stafford Spanish Branch Frederi...)

Roster by Person Roster View

Search Filter by Position All Positions

| | | |
|--|------|-------------------------------------|
| Rodrigo G Alegre Youth Member | 2940 | <input checked="" type="checkbox"/> |
| Federico Balboa Youth Member | 2940 | <input checked="" type="checkbox"/> |
| Jose Guadalupe Balboa Committee Member | 2940 | <input checked="" type="checkbox"/> |
| Michael J Benavides Youth Member | 2940 | <input type="checkbox"/> |
| Adrian F Bernuy Youth Member | 2940 | <input type="checkbox"/> |

Member Assignment

Roster Details

To print membership cards, edit profile information or export roster, you may select as many or as few members from the list. To select members individually, select their name and a check mark appears on the far right. To select all members, select the green check mark in the task bar. You may also search by member's name in the search field or filter by positions.





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Troop 2940

Tools Toolkits

Back Organization Roster

Roster by Person Roster View

2940 (LDS Stafford Spanish Branch Frederi...)

Search Filter by Position All Positions

| | |
|--|-------------------------------------|
| Rodrigo G Alegre Youth Member | <input type="checkbox"/> |
| Federico Balboa Youth Member | <input type="checkbox"/> |
| Jose Guadalupe Balboa Committee Member | <input checked="" type="checkbox"/> |
| Michael J Benavides Youth Member | <input type="checkbox"/> |
| Adrian F Bernuy Youth Member | <input type="checkbox"/> |

Download PDF

You are about to download and preview selected membership card(s).

Continue

2940 2940

[Member Assignment](#)
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To print membership cards, select your member(s) first, then select the Print Membership Card icon in the task bar. A popup verification window will appear to continue the download. A PDF document will be generated where you can print the membership card(s).





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Organization Roster

Back

2940 (LDS Stafford Spanish Branch Frederi...)

Roster by Person | Roster View

Search | Filter by Position: All Positions

| | | |
|--|------|---|
| Rodrigo G Alegre Youth Member | 2940 | ✓ |
| Federico Balboa Youth Member | 2940 | ✓ |
| Jose Guadalupe Balboa Committee Member | 2940 | ✓ |
| Michael J Benavides Youth Member | 2940 | ✓ |
| Adrian F Bernuy Youth Member | 2940 | ✓ |

Member Assignment

Roster Details

To view or edit a member's profile information select their name from the list first (with option to select all). Then, select the Edit Profile icon in the task bar.





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Troop 2940

Tools | Toolkits

Persons List

PREV 66% NEXT

2940 (LDS Stafford Spanish Branch Frederi...)

Federico Balboa

| | |
|------------|-------------------------|
| Member Id | 126770022 |
| Position | Troop 2940 Youth Member |
| Birth Date | 09/19 |
| Ethnicity | Hispanic/Latino |
| Gender | Male |

Address

| | |
|------|---|
| Home | 14 Tanterra Dr Stafford, VA 22556-8007 |
|------|---|

Contact

Phone

The above screen will display where you can view member's profile details. If multiple members are selected, the multi-view controller appears across the top. Use the PREV and NEXT buttons to move through each member's profile information.






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Troop 2940

Tools | Toolkits

Persons List | PREV | 66% | NEXT

2940 (LDS Stafford Spanish Branch Frederi... 

Federico Balboa

| | |
|------------|-------------------------|
| Member Id | 126770022 |
| Position | Troop 2940 Youth Member |
| Birth Date | 09/19 |
| Ethnicity | Hispanic/Latino |
| Gender | Male |

Address

| | |
|------|---|
| Home | 14 Tanterra Dr Stafford, VA 22556-8007 |
|------|---|

Contact

Phone

Member Assignment

Roster Details

To edit member's address, contact or phone details, select the Edit Profile icon at the top. Only the member's address, contact and phone information can be edited.





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Troop 2940

Tools | Toolkits

Persons List | PREV | 66% | NEXT

2940 (LDS Stafford Spanish Branch Frederi...)

Address

Home ✓ 14 Tanterra Dr
Address Line 2
Stafford VIRGINIA 22556-8007
USA

+ Add Address

Contact

+ Add Contact

Phone

Home 1 (USA)
✓ 8018978310 Ext

+ Add Phone

SAVE

[Member Assignment](#)
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Make your changes or additions in the editable fields. To add additional profile information, select the plus symbol next to that field. **NOTE:** At least one email is required, and at least one address and phone number must be primary. Once you have completed your changes select the Save symbol at the top. If more than one member was selected, click NEXT at the top to continue to the next member.





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Troop 2940 Tools Toolkits

Persons List PREV 66% NEXT

2940 (LDS Stafford Spanish Branch Frederi...)

Address

Home ✓ Tanterra Dr
Address Line 2
Stafford VIRGINIA 22556-8007
USA

+ Add Address

Contact

+ Add Contact

Phone

Home 1 (USA)
✓ 018978310 Ext

+ Add Phone

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A phone number, contact or address will be defaulted to primary if it is the only one that exists (denoted by a green check mark). If member has more than one address, contact or phone number that they've requested to be changed as primary, select the check mark at the beginning of that field.





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Troop 2940

Tools | Toolkits

Persons List | PREV | 66% | NEXT

2940 (LDS Stafford Spanish Branch Frederi...)

Address

Home

Add Address

Contact

Add Contact

Phone

Home

1 (USA)

8018978310

Ext

Add Phone

Address Type

Search

Business

Home

Location

Mailing

Shipping

Vacation

SAVE

To change the address or phone type, select the field name (in this example Home was selected). A dialogue window will appear with a list of type options. Select a type to change the field name. Once you have completed your additions or updates, select the Save icon on the top right of the task bar. The system will then return you to the roster list screen.





Back Organization Roster

2940 (LDS Stafford Spanish Branch Frederi...

Roster by Person Roster View

Export Roster icons: Print, Mail, Export Roster (circled in red), Add Member

Export Type Select Export type

Cancel Submit

Search Filter by Position All Positions

| | |
|--|-------------------------|
| Rodrigo G Alegre Youth Member | 2940 |
| Federico Balboa Youth Member Assistant Patrol Leader | 2940 Beaver Patrol |
| Jose Guadalupe Balboa Committee Member Unit Membership / Webelos Transition | 2940 Fundraisina Cmt |

To export a roster, select your members first (with option to select all), then select the Export Roster icon. Next, select the type of export you'd like from the **Export Type** dropdown menu (calling list; mailing list; or member list). Select **Submit** after you've made your selection.





Upon Submit you will be presented with an Export Policy dialogue window. This window states BSA's policy for exporting and viewing the roster export. If you agree to the policy select Agree. If you do not agree, click on the X to close and return to the previous screen.





The screenshot shows a Microsoft Excel spreadsheet with the following data:

| Name | Member # | Position |
|-----------------------|-----------|-----------------------|
| Rodrigo G Alegre | 111111111 | Youth Member |
| Federico Balboa | 222222222 | Youth Member |
| Jose Guadalupe Balboa | 333333333 | Committee Member |
| Michael J Benavides | 444444444 | Youth Member |
| Adrian F Bernuy | 555555555 | Youth Member |
| Christian Bernuy Jr | 666666666 | Youth Member |
| Michael G Cooper | 777777777 | Committee Member |
| Kevin Garcia | 888888888 | Youth Member |
| Serafin Gaspar | 999999999 | Assistant Scoutmaster |

Member Assignment
Roster Details

After downloading the **Exported Roster**, you may open it with any program that is capable of reading a Comma Separated Value spreadsheet, like Microsoft Excel. When opened, the spreadsheet (displayed above) will contain a summary listing of the information based on the export selection you made.





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Troop 2940 Tools Toolkits

Back Organization Roster

2940 (LDS Stafford Spanish Branch Frederi... Roster View

Print Youth Member Age Report

Search Filter by Position All Positions

| | |
|---|--------------------------------|
| Rodrigo G Alegre Youth Member | 2940 |
| Federico Balboa Youth Member <i>Assistant Patrol Leader</i> | 2940 <i>Beaver Patrol</i> |
| Jose Guadalupe Balboa Committee Member <i>Unit Membership / Webelos Transition Chmn.</i> | 2940 <i>Fundraising Cmt</i> |
| Michael J Benavides Youth Member <i>Member</i> | 2940 <i>Beaver Patrol</i> |

Back on the Organization Roster page, you also have the ability to print a Youth Member Age Report. To do so, select the Print Youth Member Age Report icon. This produces a PDF document report of registered youth member's name and their age that you may save or print for your records.





YOUTH MEMBER AGE REPORT

Council: National Capital Area Council - 082 **Date Generated:** 08/23/2013 06:39:49 CST
District: Aquia - 17 **Generated by:** Roger Kulbeth
Unit: Troop 2940 - LDS Stafford Spanish Branch Fredericksburg Stake

Total Count:
20

| Name | Position | Age |
|-------------------------|--------------|-----|
| Rodrigo G Alegre | Youth Member | 16 |
| Federico Balboa | Youth Member | 14 |
| Michael J Benavides | Youth Member | 14 |
| Adrian F Bernuy | Youth Member | 15 |
| Christian Bernuy Jr | Youth Member | 16 |
| Kevin Garcia | Youth Member | 17 |
| Jose Francisco Portillo | Youth Member | 14 |
| Jonathan Rivera | Youth Member | 13 |
| Juan R Robles Jr | Youth Member | 15 |
| Samuel Robles | Youth Member | 16 |
| Alvin Israel Torrico | Youth Member | 14 |
| H Jacob Torrico | Youth Member | 12 |

--END OF REPORT--

The Youth Member Age Report produces a PDF report of registered youth member's name and their age that you may save or print for your records.





[Member Assignment](#)
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For questions or concerns regarding the Member Manager Tool, please contact the BSA National Support Center at myscouting@scouting.org.

