

Add sub organization

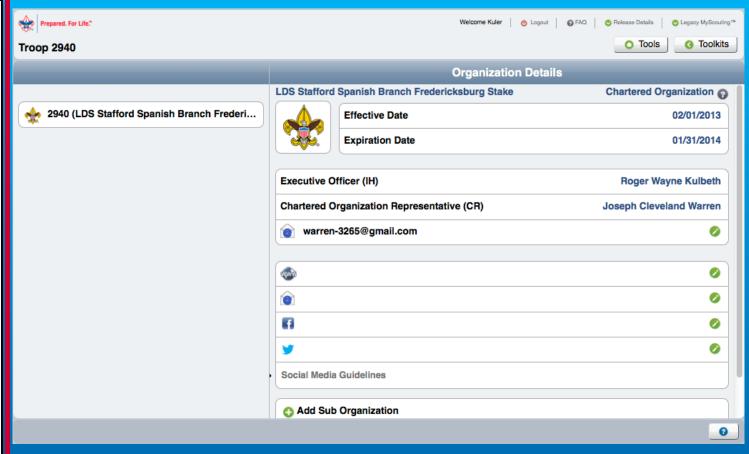
MyScouting Tools







Add sub organization

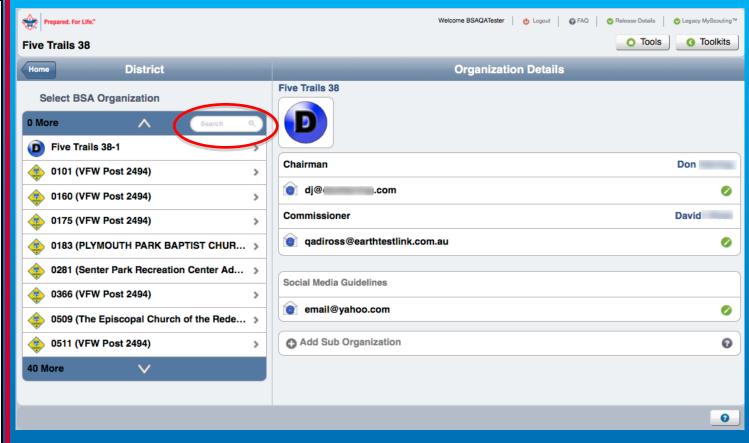


Organization Manager (previously called Organization Profile) provides the ability for you to manage your unit's organization information and structure. Upon selection of the Organization Manager tool, the system will display organization details on the right.





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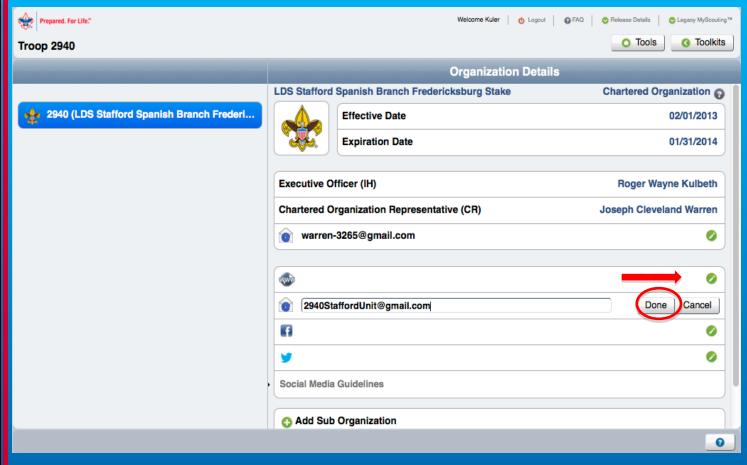
For District Key 3, you will see district organization details on the right and a searchable list of units that are in your district organization structure on the left. To more quickly locate a unit, type a unit number or any portion of the unit name in the search field. After selecting a unit, organization details of that unit will display on the right





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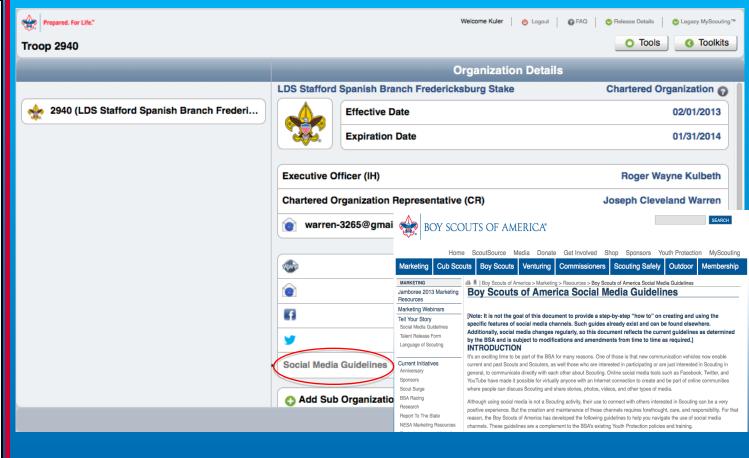




To edit organizational details, select the edit icon to the right of the editable field. After completing your changes, select Done. NOTE: Only_Key 3/Plus 3 administrators can update the unit's Scouting website, email address or social media information. Your council maintains Chartered Organization information.



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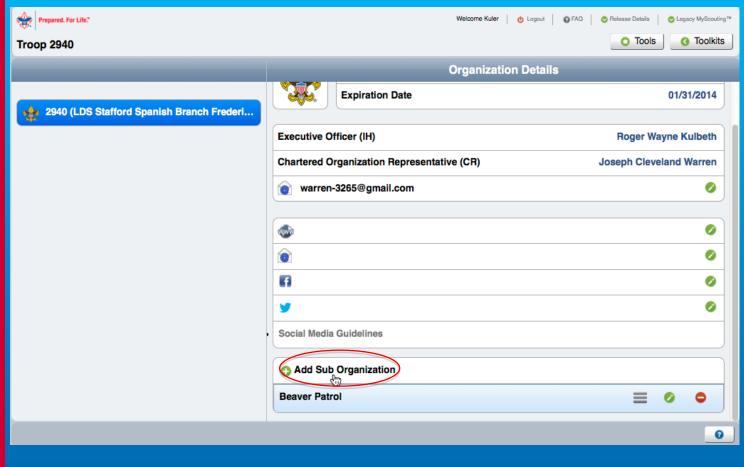


To learn more about the BSA Social Media Guidelines, select that link. A new window will open directing you to BSA's website of its guidelines.





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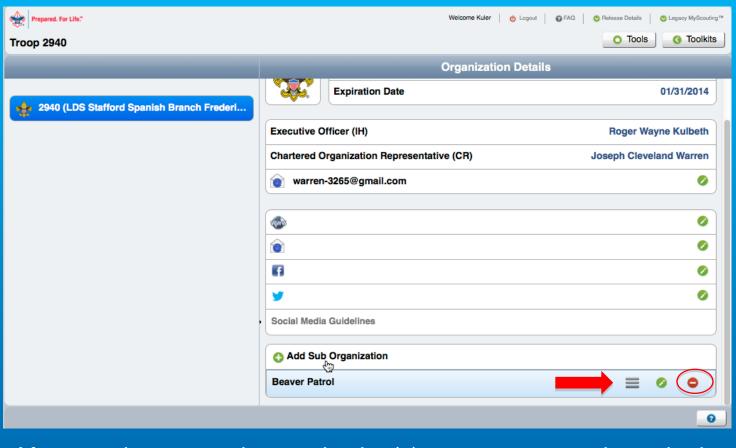


You are also able to create sub organizations within the unit. To add a new sub organization, select Add Sub Organization. Enter a name and a short description below it, then select Create to add the new sub organization. NOTE: Please be specific in naming your sub organization(s) (i.e. 2013 Popcorn Committee; Wolf Den; Beaver Patrol, etc.).





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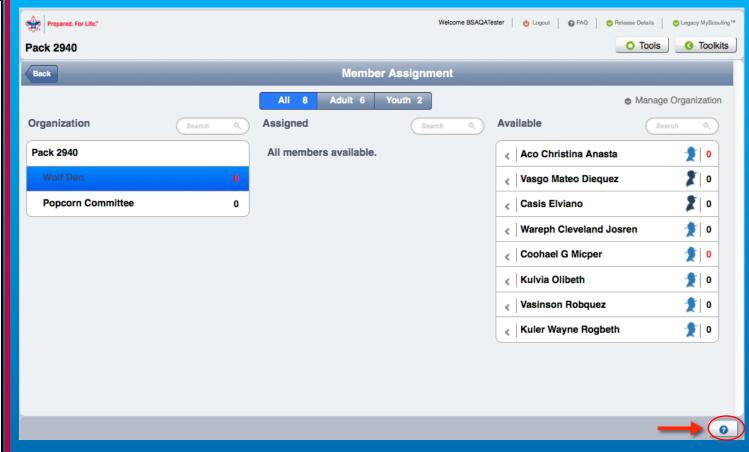
After creating your sub organization(s), you may move the order in which they appear. To do so, select and hold the symbol next to the edit icon and drag the sub organization to its desired position in the list. You may also remove the sub organization by selecting the minus symbol at the end of the field. To assign members of the unit to this new sub organization, select the sub organization name.





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You will be redirected to the Member Assignment screen in the Member Manager tool (displayed above). For further information on how to assign members to roles in the sub organization, please download and view the Member Manager presentation by selecting the question mark at the bottom corner of the screen. NOTE: When assigning a member you are doing so to a functional role and not a registered unit role or position.



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For questions or concerns regarding the Organization Manager tool, please contact the BSA National Support Center at:

myscouting@scouting.org.

