

SETTING YOUR UNIT'S CONFIGURATIONS

Step 1: While logged in to your My.Scouting account, select **Menu** at the top left hand side of your screen.

Step 2: From the drop down menu select the **unit** you will be configuring.


Step 3: Select **Organization Manager**


Step 4: Select the **Settings** tab.


The screenshot displays the My.Scouting user interface. At the top left, a 'Menu' button is circled in red. Below it, a vertical navigation menu lists various options: My Dashboard, My Inbox, My Application (0), My Recent Tools, My Recent Tools (dropdown), Troop 0144 - West District 00 (dropdown), Announcements, Application Manager, Calendar, Invitation Manager, JTE Reports, Member Manager, My Organization Dashboard, Organization Manager (circled in red), Organization Security Manager, and Training Manager. The main content area shows a header for 'Tools and Exploring Units' and a section for 'Specific Training Released'. On the right side, there are promotional banners for 'New to Scouting? Click Here To Take Training', 'BSA LEARN CENTER', and 'EXPLORING'. Below the navigation menu, the 'Organization Manager' page is shown, with a 'Settings' tab circled in red. The 'Organization Details' section for 'FLORA ROTARY INTERNATIONAL' is visible, showing fields for Effective Date (01/01/2011), Expiration Date (12/31/2011), Executive Officer (RH) (Dick N Bishop), and Chartered Organization Rep. (CR) (Dick N Bishop).


Family Scouting: If your pack will be accepting girls – select opt-in for Family Scouting, enter the date, and then select whether the unit is accepting boys only, girls only, or both boys and girls.

The screenshot shows the 'myScouting' Organization Manager interface. On the left, a sidebar lists the organization '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is titled 'myScouting' and 'Welcome RENE ALVARADO'. It features a 'Welcome Emails' section with an 'Opt-In' dropdown and a rich text editor containing the text 'Thanks for joining us! We hope you have fun!'. Below this is the 'Family Scouting' section, which includes three fields: 'Family Scouting' (with an 'Opt-In' dropdown), 'Family Scouting Effective Date' (with a date picker set to '05/01/2018'), and 'Unit Can Accept' (with a dropdown menu). The 'Unit Can Accept' dropdown is circled in red and shows the following options: 'Both Boys and Girls' (selected), 'Boys Only', 'Girls Only', and 'Both Boys and Girls'.


5  **Pack 0056 Atascocita United Methodist Church** 1.5 miles ✕
2225 North Loop W
Houston, TEXAS 77008


 **Dens for Boys or Girls accepting applications for girls beginning May 30, 2018**


 576 - Sam Houston Area Council 576


 www.scouting.org

Pack with dens for boys or girls

1  **Pack 0039 East Montgomery County Fire Department** 3.9 miles ✕
2225 North Loop W
Houston, TEXAS 77008

 **Girl Pack accepting applications for girls beginning June 01, 2018**

 576 - Sam Houston Area Council 576

 www.scouting.org

Pack for girls

1  **Pack 1292 Foster Elementary Pta** 0.5 miles ✕
2225 North Loop W
Houston, TEXAS 77008

 576 - Sam Houston Area Council 576

 www.scouting.org

Pack with no acceptGender value chosen

Step 6: Save your selections by selecting **Commit** at the bottom of your screen.

The screenshot shows the 'myScouting' Organization Manager interface. The left sidebar displays the organization name '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is divided into sections: 'Welcome Emails' with an 'Opt-In' dropdown and a rich text editor containing the text 'Thanks for joining us! We hope you have fun!'; and 'Family Scouting' with three dropdown menus: 'Family Scouting' (Opt-In), 'Family Scouting Effective Date' (05/01/2018), and 'Unit Can Accept' (Both Boys and Girls). A blue 'Commit' button is located at the bottom right of the form, circled in red. A teal arrow points from the text 'Step 6' to this button.