

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 shows the My.Scouting dashboard. The top navigation bar includes the My.Scouting logo and a user profile for Dick Bishop. A left-hand navigation menu is visible, with the 'Menu' item circled in red. Below it, the unit 'Troop 0144 - West District 08' is selected and circled in blue. The 'Organization Manager' option is also circled in blue. The main content area displays 'Tools and Exploring Units' and 'Specific Training Released' sections. On the right, there are promotional banners for 'New to Scouting?' and 'BSA LEARN CENTER'.

The screenshot shows the 'Organization Manager' settings page for '0144 (Flora Rotary International)'. The 'Settings' tab is circled in red. The page displays 'Organization Details' for 'FLORA ROTARY INTERNATIONAL', including the effective date (01/01/2011) and expiration date (12/31/2011). Below this, the 'Executive Officer (IH)' and 'Chartered Organization Rep. (CR)' are listed as Dick N Bishop, with the email address clhanks@scouting.org.


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 shows a "Welcome Emails" section with an "Opt-In" dropdown menu. Below this is a rich text editor for "Enter Email Text" with a toolbar and a "Preview" button. The "Family Scouting" section contains 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". A blue arrow points from the text on the left to the "Family Scouting" section.

Field	Value
Family Scouting	Opt-In
Family Scouting Effective Date	05/01/2018
Unit Can Accept	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.

