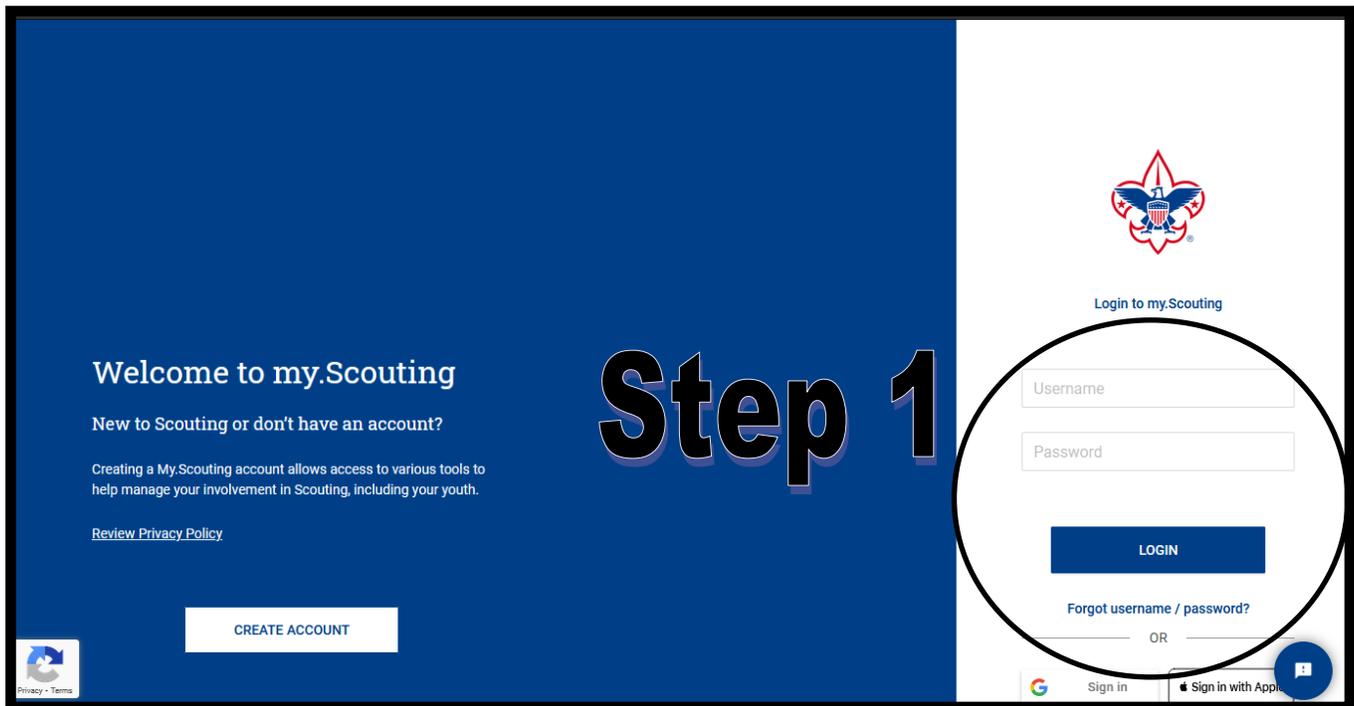


HOW TO PRINT CHARTER CERTIFICATES



Step 1.

Using Google Chrome or Mozilla Firefox,
have a Key 3 member,
or a Key 3 delegate log into

<https://My.Scouting.org>



Step 2

News

BSA Online Applications Access Extended

National 02/25/2021

To help ensure units have full access to BSA online systems while charters continue to be processed, we have extended the grace period for units to continue accessing online systems for an additional 60 days. This includes Scoutbook, Internet Advancement, my.Scouting tools, and Den Leader Experience. This extension will be available for all recharter dates. This additional 60 days does not extend your charter expire date. Instead, provides you and your Scouts continued access to tools and resources.

Member Manager renamed Roster

National 02/16/2021

The Member Manger tab on your drop down menu was renamed to better reflect its function and is now called Roster. All the same features you were use to are still available. Depending on your registered role, you may also have access to Organization manager as this is the main tool Roster is part of.

You can now transfer and multiple between units using your My.Scouting account

National 11/16/2020

Now users are able to transfer from one Scout unit to another without having to take a new application into the Scout office. On the "My Application" tab you can transfer yourself as an adult volunteer or your youth member from unit to unit. Unit leaders will be able to transfer youth by going to the new "Roster" feature in "Member Manager" and "Organization Manager" and select the youth who need to be transferred, then click the "Transfer" icon. This will create a transfer application which will be sent to the new unit with the ability to be approved in "Application Manager". Transfers will take 48 hours to sync with the new unit.

The "Roster tool" also allows unit leaders to email other leaders in the unit directly from the tool. Editing youth/adult profiles, and printing rosters/membership cards is also available in the updated tool.

Click logo below to take Youth Protection in English or Spanish



BSA LEARN CENTER

CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING



SEA SCOUTS



COMMISSIONERS

EXPLORING

CLICK HERE TO ACCESS EXPLORING TRAINING



Step 2

Click 'MENU'

my.Scouting

Welcome Michael Wellech

News

My Recent Tools

BSA Web Links

Patriots Path Council 358 - Area 5 9015

Application Manager

Commissioner Tools

Council Membership Tools

District JTE Data

District Total Available Youth

Finance Tool

Invitation Manager

Organization Manager

Organization Security Manager

Roster

Training Manager

Resources

Click logo below to take Youth Protection in English or Spanish

BSA LEARN CENTER
CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING

CUB SCOUTING SCOUTS BSA

EXPLORING™
CLICK HERE TO ACCESS EXPLORING TRAINING

Step 3

Step 4

Step 3

Click the unit you're looking to print the certificate for

(FYI, in this example it shows Patriots' Path Council 358—Area 5 9015)

Step 4

Click 'ROSTER'



Step 5

Settings

Unit Pin

Roster

Discounts

Reports

Patriots Path Council 358

[SELECT ORG LEVEL](#)

Roster

Search

[Compose](#) [Print](#) [Edit Profile](#) [Export Roster](#) [Filter](#)

<input checked="" type="checkbox"/>	Name	Member ID	Role	Gender
<input checked="" type="checkbox"/>	[REDACTED]		Council Employee	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Member-at-Large	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Employee	F
<input checked="" type="checkbox"/>	[REDACTED]		Scouter Reserve	M
<input checked="" type="checkbox"/>	[REDACTED]		Nova Counselor	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member Trained	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member Trained	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Member-at-Large	M
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member	F
<input checked="" type="checkbox"/>	[REDACTED]		Council Executive Board Member Trained	M

< 1 2 3 4 5 6 ... 23 >

Step 5

Click 'Settings'

The screenshot shows the 'my.Scouting | Organization Manager' interface. At the top, there is a 'Go Back' button and a user greeting 'Welcome, Michael Wellech'. The main content area is divided into sections: 'Key Three Information' with a 'Download Charter Certificate' button circled in black; 'Chartered Organization Rep.', 'Committee Chairman', and 'Cubmaster' fields, all of which are redacted with black boxes; and 'Settings' which includes a warning box about payment methods, 'Membership Application Approval' options (radio buttons), and 'Adult Applications' (checkbox). A large 'Step 6' watermark is overlaid on the top right, and a large 'Step 7' watermark is overlaid on the bottom right. At the bottom, a file dialog box is open, asking to open or save a PDF file, with the 'Open' button circled in black.

Step 6

Click the 'Download Charter Certificate' icon

Step 7

Click 'Open'

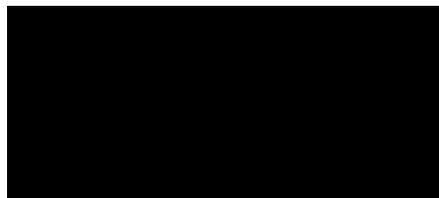
This opens up the certificate which you can print on card stop.



Prepared. For Life.®

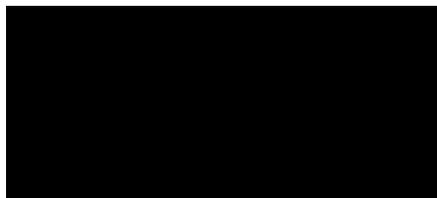
Charter

Granted to the



Upon application through authorized representatives to carry on the Scouting program for character development, citizenship training, leadership, and mental and physical fitness. Subject to the provisions of the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America for the period ending

December 31, 2021



In testimony whereof the Boy Scouts of America has caused this charter to be issued and its corporate seal to be affixed.

Roger C. Morley

President and CEO



BOY SCOUTS OF AMERICA
Incorporated February 8, 1910
Chartered by Congress June 15, 1916

358 05

524-407
2018 Printing