HOW TO PRINT MEMBERSHIP CARDS
FOR YOUR UNIT

Note: to print your own individual membership card, jump to page 8

**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
Click ‘MENU’
Step 3
Click the unit you’re looking to print the cards for
(FYI, in this example it shows Patriots’ Path Council 358—Area 5 9015)

Step 4
Click ‘ROSTER’
Step 5

Click the checkbox next to the individual name, or click the checkbox at the top to select all names on the page.

(note: this will only select the names on the current page. If you see at the bottom you have multiple pages, you’ll need to click on each page and click the ‘Name’ box at the top each time).
Step 6
Click the ‘Print’ icon

Step 7
Click ‘Membership Cards’
This brings up the BSA Print Membership List you’ll see on the next slide.
Step 8

Click the ‘Export to PDF’ option
Step 9
Click ‘Confirm’ when the ‘Print Membership List Report’ pop-up opens up.

Step 10
This opens up a PDF with the membership cards you selected. You can print this on card stock and pass out to the individual members.
HOW TO PRINT YOUR PERSONAL MEMBERSHIP CARD

Step 1.
Log into https://My.Scouting.org

(Note: if this doesn’t work with the browser you’re using, try a different browser. I’ve confirmed it works with Internet Explorer, Chrome, and Firefox)
Step 2

Click the profile icon next to your name in the upper right hand corner.
Step 3

Click ‘MY PROFILE’
Step 4
Click ‘DOWNLOAD MEMBERSHIP CARD’
Step 5
Click the position(s) you’re looking to print

Step 6
Click ‘DOWNLOAD’
**Step 7**

Click ‘OPEN’
Step 8
Print your card(s) on card stock