



# Unit & District Tools Phase 1





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Home

**NEW! Unit and District Tools**

BSA recently released the first stage of an exciting new tool for unit and district members. To view Unit and District Tools please click [here](#) and you will be redirected.

**Required browsers for Unit and District Tools:**

Firefox 14 +, Google Chrome 21 +, or Internet Explorer 9.0 +

**In the near future, mobile platforms will also be able to support Unit and District Tools. These include:**

iOS and Android platforms (using Google Chrome).

**To view support materials on this new tool please click the links below:**

[Unit and District Tools PowerPoint](#)

[Frequently Asked Questions](#)

Once you log in using your MyScouting user name and password, you will be able to view unit or district announcements, your calendar, your personal profile, and more.

**May 31, 2012**

**Tour and Activity Plan Update**

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**DIGITAL MAGAZINE**

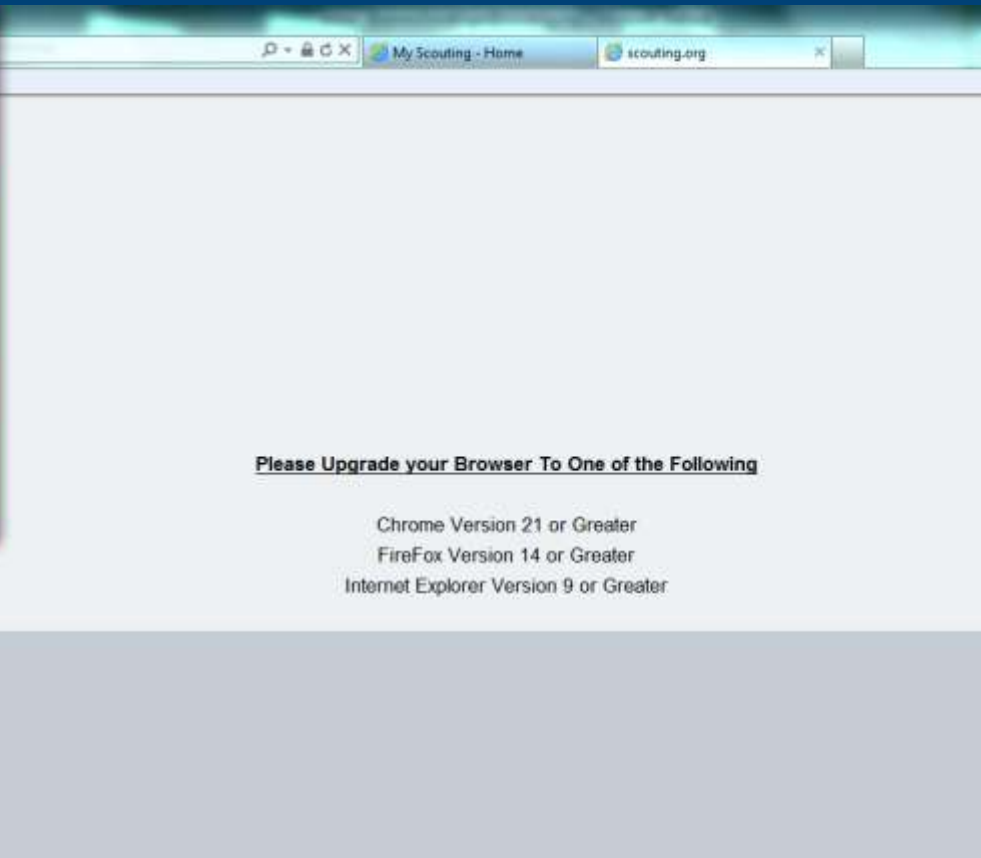
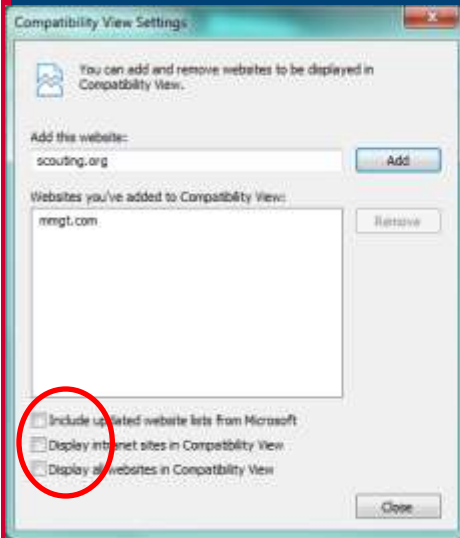
Click to launch the full edition in a new window.

To access the new Unit and District Tools, you will need to click on the link embedded in the MyScouting Flash page. As stated in the MyScouting message, Firefox 14 or greater, Google Chrome 21 or greater, or Internet Explorer 9.0 + are required in order to access Unit and District Tools.





If you are on IE9 and you receive this message when logging in, it means that your computer's Compatibility Mode has been turned on. To turn it off, please go up to your tool bar at the top of the page and click the "Tools" option. If you don't see this toolbar, right click at the top of the screen and make sure "Menu Bar" has a check by it. After you click "Tools" you will need to choose "Compatibility View Settings" from the list.



Once you see this window, you will need to uncheck all three boxes on the screen. Once that is completed, click “Close”.





## Sign In

User ID

Password

 Sign In

## Welcome to the new Unit and District Tools

Please log in to this site using your current MyScouting username and password.

If you have just created a new MyScouting account then you will need to wait up to 30 minutes to let it synch before logging in.

If you have forgotten your password, please return to [Myscouting.org](https://myscouting.org) and use the "forgot password" link located [here](#).




Once you complete these steps, your Internet browser will refresh and take you to this page.



## Sign In

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Log in Unit and District Tools using your current MyScouting user name and password. If you just created a MyScouting account please allow 30 minutes for the accounts to synch, before logging in here.



Prepared. For Life.™

Welcome eagledad2012 | Logout | Legacy MyScouting

### Toolkits

Register your Membership # to view valid toolkits and tools.

Membership #

The card displays: "This certifies that Your Name is a member of the BOY SCOUTS OF AMERICA Pack # City, ST and is entitled to all the rights and privileges thereof to the last day of December 2009". At the bottom, it shows "000 00 00000000" with red arrows pointing to "Council Number" and "Member ID".

Your membership ID can be found at the bottom of your membership card. You will find two sets of numbers, the first being your council number, and the second being your Member ID. Use this second set of numbers for this field.

#### National News

#### Council News

Once logged in, you might see this screen. If you have not yet associated your BSA member ID with your MyScouting account, you can take care of that here. If you already have it associated with your MyScouting account, you shouldn't even see this step.



Prepared. For Life.™ Welcome eagledad2012 Logout Legacy MyScouting

### Toolkits

Register your Membership # to view valid toolkits and tools

Membership #

Robert William

This certifies that  
Your Name  
Committee Member  
is a member of the  
BOY SCOUTS OF AMERICA  
Pack 0000 City, ST  
and is entitled to all the rights and privileges  
thereof to the last day of December 2009

Your membership ID can be found at the bottom of your membership card. You will find two sets of numbers, the first being your council number, and the second being your Member ID. Use this second set of numbers for this field.

000 00 001000000

Council Number Member ID

National News

Council News

After you enter your Member ID, your name and address should appear, and if correct, you will need to enter your date of birth.





Once your information has been successfully associated with the Unit and District Tools site, you will see the landing page. Your toolkit (or toolkits, depending on your position) will be listed on the left. To view a particular organization, click on it under the Select Your Toolkit option. (Note: A toolkit is equivalent to a BSA organization structure. For example, if you are part of a unit, your unit will now be referred to as your toolkit.) Updates will be provided in the National and Council News boxes.



Prepared. For Life.™

Welcome

Legacy MyScouting

### Legacy MyScouting

Select Your Toolkit:

Troop 0030 - Wood

During our transition to the new MyScouting platform, please use this link to continue to the legacy MyScouting system for tasks that have not yet been integrated. In time all tools will be integrated into the new platform.

You will be able to login using your same username and password. If it doesn't immediately log you in and this is a new account, please try again later to allow time for the systems to sync.

[Continue to Legacy MyScouting](#)

Close

Current News

Have 1 District / Unit Tools

Please note, if you need to get back to your old MyScouting account for any reason, you can click on the Legacy MyScouting button in the top, right corner. This message will appear and you can click Continue to Legacy MyScouting.



Once you have chosen your toolkit, you will then be taken to the set of tools for that particular organization. Depending on your role in the unit or district, you may see all of these, or you might just see the My Dashboard tool. Only the unit and district Key 3 administrators (e.g., Scoutmaster, Chartered Organization Representative, or Committee Chairman) will see the Roster Manager, Announcements and Calendar tools. Let's first look at the My Dashboard tool.



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Welcome Thaddeus | Logout | Legacy MyScouting

Crew 0425

Tools | Toolkits

### My Dashboard

- My Announcements >
- My Calendar >
- My Profile >

### My Announcements

Popcorn Sale moving to October 28 [Click To View](#)

The My Dashboard tool will display three items: My Announcements, My Calendar, and My Profile. The system will automatically display announcements (if any) posted from your unit or district in the column on the right.



Prepared. For Life.™ Welcome eaglelad2012 Logout Legacy MyAccount

Crew 0425 Tools Toolkits

### My Dashboard

- My Announcements >
- My Calendar >**
- My Profile >

### My Calendar

Today Day 4 Days Week Month

2012	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Sep 30	Oct 1	2	3	4	5	6
40							
	7	8	9	10	11	12	13
41							
	14	15	16	17	18	19	20
42							
	21	22	23	24	25	26	27
43							
	28	29	30	31	Nov 1	2	3
44							

You can also view your calendar by clicking on the My Calendar option. You can view your calendar in Day, 4 Days, Week, or Month representations. Calendar entries will only appear if one of your Key 3 administrators have entered them.



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Welcome eaglelad2012 | Logout | Legacy MyLoading

Crew 0425

Tools | Toolkits

My Dashboard	My Profile
My Announcements >	Personal Information >
My Calendar >	Primary Address Information >
<b>My Profile &gt;</b>	

?

Next on your dashboard you will see the My Profile option. To view your personal information, click that link.



Prepared. For Life.<sup>™</sup> Welcome eagledad2012 [Logout](#) [Legacy MyDossier](#)

Crew 0425 [Tools](#) [Toolkits](#)

**My Dashboard** **My Profile** **Personal Information**

<b>My Announcements</b> >	<b>Last Name</b> <input type="text" value="Wiemers"/>
<b>My Calendar</b> >	<b>First Name</b> <input type="text" value="Robert"/>
<b>My Profile</b> >	<b>Middle Name</b> <input type="text" value="William"/>
	<b>Date of Birth</b> <input type="text" value="11/27/1960"/>

Here you will see your Last Name, First Name, Middle Name, and Date of Birth. These fields cannot be changed due to criminal background check regulations. Spelling mistakes and other errors must be fixed by your council.



Prepared. For Life.™

Welcome Thaddeaus | Logout | Legacy MyAccount

Crew 0425

Tools | Toolkits

My Dashboard | My Profile | Primary Address

My Announcements >

My Calendar >

My Profile >

Address Details

Robert William Wiemers

1400 N Meadow Rd. Home [Primary]

Dallas, TX 75219

Phone Details

2142155108 Home

Contact Details

eagledad12@gmail.com EMAIL

To see your primary address information, click on My Profile and then click Primary Address Information. One new feature of Unit and District Tools is that you can now edit personal information instead of having to go through the council to do so. The content that can be edited by you is Address Details, Phone Details, and Contact Details. To update this information, simply click on the icon next to the address, phone number, or email address. The information you see on this screen is designated as your primary information in the BSA system.





A screenshot of a web portal for a Boy Scouts of America crew. The page is titled "Crew 0425" and features a navigation bar with "Tools" and "Toolkits" buttons circled in red. The main content area is divided into two columns: "My Dashboard" on the left and "My Announcements" on the right. The "My Dashboard" column contains three menu items: "My Announcements", "My Calendar", and "My Profile", each with a right-pointing arrow. The "My Announcements" column displays a single announcement: "Popcorn Sale moving to October 28" with a "Click To View" link. The top right of the page shows a user greeting "Welcome Thaddeus" and links for "Logout" and "Legacy MyScouting".

If at any time you need to return to the tool list, select the Tools button at the top. If you need to go back and select a different unit or district, select the Toolkits button.





Prepared. For Life.™ Welcome eaglees2012 Logout Legacy MyScouting Tools Toolkits

Crew 0425

Crew 0425

A B C D E F G H I J K L M N O  
P Q R S T U V W X Y Z

**Export my Roster**

Alissa Nicole Andi
Lauren Michele Andi
Madeleine Grace Armstrong
Jolyssa Lynn Cabrera
Bethany Grace Cheyney
Christa Cheyney
Clinton Jonathon Chormicle
Katelyn K Chormicle
Melissa Renee Deaver
Kyle William Devaney

Here, the unit and district Key 3 administrators will be able to view their complete rosters. They will also have the ability to export the rosters, by clicking the button above.



Prepared. For Life.™ Welcome eagled0912 Logout Logout MyAccounting

Crew 0425 Tools Toolkits

Crew 0425

Exporting Roster

### Export Policy

This export policy provides Terms of Use for Personally Identifiable Information. This export is limited to one additional field of contact information. All recipients are to be notified that disclosing, copying, distributing, or making any inappropriate use of this information is strictly prohibited. Acceptance indicates that this information will be used only for authorized purposes on behalf of the Boy Scouts of America and that all recipients will receive this notification.

Thank You.

Agree

Close

When exporting a roster, the unit and district Key 3 will be asked to agree to an Export Policy.



A screenshot of a web application interface for 'Crew 0425'. The interface includes a header with the 'Prepared. For Life.' logo, a user name 'Welcome eagle042012', and navigation buttons for 'Tools' and 'Toolkits'. Below the header is a search bar for 'Crew 0425' and a keyboard navigation interface with letters A through Z. A list of names is displayed, including 'Alissa Nicole Andi', 'Lauren Michele Andi', 'Melissa Renee Deaver', and 'Kyle William Devaney'. A modal dialog box titled 'Available Exports' is open, showing four options: 'Calling List', 'Mailing List', 'Member List', and 'Cancel'. The 'Calling List', 'Mailing List', and 'Member List' options are highlighted with a red circle.

Once the agreement has been made, the administrators have the option to export Calling Lists, Mailing Lists, and Member Lists one at a time.



Prepared. For Life.™

Welcome eaglelad2012 | Logout | Legacy MyScouting

Crew 0425

Select Tool

My Dashboard

Roster Manager

Announcements

Calendar

Toolkits

The screenshot shows a web interface for a Boy Scouts crew. At the top, there is a navigation bar with the "Prepared. For Life." slogan, a user welcome message "Welcome eaglelad2012", and links for "Logout" and "Legacy MyScouting". Below this, the crew name "Crew 0425" is displayed. A "Select Tool" section contains four icons: "My Dashboard" (a calendar icon), "Roster Manager" (a person icon), "Announcements" (a megaphone icon, which is circled in red), and "Calendar" (a calendar icon with the number 17). A "Toolkits" button is located in the top right corner.

We will now look at the Announcements Toolkit.



Prepared. For Life.™ Welcome eaglesta2012 Logout Legacy MyScouting

Crew 0425 Tools Toolkits

### Announcements

Today Day 4 Days Week Month

2012	Oct 7, 2012	Oct 8, 2012	Oct 9, 2012	Oct 10, 2012	Oct 11, 2012	Oct 12, 2012	Oct 13, 2012
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							

+ Add New Entry

The administrators will be taken to a screen containing a calendar. To add a new announcement to the calendar, they will click on Add New Entry.



Prepared. For Life.™ Welcome eagledad2012 Logout Legacy MyScouting

Crew 0425 Tools Toolkits

### Announcements

Detail Information [Back to Calendar Listing](#)

Name

Start Date  Start Time

End Date  End Time

Status

Unit and district Key 3 administrators will fill in the fields with the necessary information concerning their announcement. To add more specific details, they will click the Format Invitation button.



A screenshot of a web application interface. At the top left, it says "Prepared. For Life." and "Crew 0425". At the top right, it says "Welcome eagledad2012" and has "Logout" and "Legacy MyScouting" links. Below this is a "Tools" button. The main section is titled "Announcements". Underneath, there's a "Description" section with a "Back to Details" button and a "Review" button circled in red. Below the "Review" button is a "Notify My Organization" section with a checkmark icon. The main content area has a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options. The text in the editor reads: "We had to move the date of the popcorn sale because too many scouts had conflicts on Oct. 14th." At the bottom right of the editor is a "Font" dropdown and a "Size" dropdown.

Here they can write the details, add URLs, change fonts, etc. Once these details are added, they will click the Review button.





Prepared. For Life.™ Welcome eagledat2012 | Logged | Legacy MyOutlook

Crew 0425 [Tools](#) [Toolkits](#)

### Announcements

Event Information [Send Notifications](#) [Edit Details](#)

All Invitees [Back to Calendar](#)

**Name :** Popcorn Sale moving to October 28

**Start Date/Time :** 10/28/2012 9:00 AM

**End Date/Time :** 10/28/2012 2:00 PM

**Status :** Active

We had to move the date of the popcorn sale because too many scouts had conflicts on Oct. 14th.

BSA Unit (Crew 0425)

?

This page will give them a summary of the announcement. If they are satisfied, they can click the Send Notifications button and it will be delivered to the members of their organization.



Prepared. For Life.™

Welcome eagledar2012 | Logout | Legacy MyScouting

Crew 0425

Tools

Select Tool

- My Dashboard
- Roster Manager
- Announcements
- Calendar

The screenshot shows a web interface for a Boy Scouts crew. At the top, there is a navigation bar with the slogan "Prepared. For Life.™", a user greeting "Welcome eagledar2012", and links for "Logout" and "Legacy MyScouting". Below this, the crew number "Crew 0425" is displayed. A "Tools" button is visible in the top right corner. The main content area is titled "Select Tool" and contains four circular icons representing different tools: "My Dashboard" (a calendar icon with the number 17), "Roster Manager" (a silhouette of a person), "Announcements" (a megaphone), and "Calendar" (a calendar icon with the number 17). The "Calendar" icon is highlighted with a red circle.

The final tool we will look at is the Calendar.





Prepared. For Life.® Welcome eagledad2012 Logout Legacy MyScouting

Crew 0425 Tools Toolkits

### Calendar

◀ ▶ Today Day 4 Days Week Month

2012	Oct 7, 2012	Oct 8, 2012	Oct 9, 2012	Oct 10, 2012	Oct 11, 2012	Oct 12, 2012	Oct 13, 2012
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							

+ Add New Entry

The calendar function is virtually the same as the announcement page. It can be viewed in different representations (days, months, etc.), and new calendar entries can be added by clicking the Add New Entry button.




Prepared. For Life.™ Welcome eaglelad2012 Logout Legacy MyScouting

Crew 0425 Tools Toolkits

### Calendar

Detail Information [Back to Calendar Listing](#)

Name	Camping Trip		
Type	Council Camp / Activity		
Location	Wichita Falls		
Start Date	11/3/2012	Start Time	7:00 AM
End Date	11/4/2012	End Time	5:00 PM
Status	Active		
 <b>Format Invitation</b>			

The calendar will be filled out the same way as an announcement. To add further details, click the Format Invitation button.



Prepared. For Life.™ Welcome eagledas2012 Logout Legacy MyScouting

Crew 0425 Tools Toolkits

### Calendar

Event Information [Send Invitations](#) [Edit Details](#)

All Invitees [Back to Calendar](#)

BSA Unit (Crew 0425)

Name : Camping Trip  
Type : Council Camp / Activity  
Location : Wichita Falls  
Start Date/Time : 11/3/2012 7:00 AM  
End Date/Time : 11/4/2012 5:00 PM  
Status : Active  
Remember to bring sleeping bags!

Once a calendar event is formatted, the administrator will have the option to edit the details or send the invitations.





You have now seen the features of Phase 1 of Unit and District Tools. To see what is coming in future releases please click on the link located on your MyScouting Flash page.

