

Lookup - Dohn -View Activity Edit Selected Roster

My Roster

Import

Profile Logout

L Pack 3046 F

# 2023-2024 Post Membership Charter Report

### Accessing your 2023-2024 Post Membership Charter Report

#### Log in to the Scouting Event System

- Go to <a href="https://scoutingevent.com/?OrgKey=BSA250&reservationFromEmail=true&myRoster">https://scoutingevent.com/?OrgKey=BSA250&reservationFromEmail=true&myRoster</a> and log in with your Scouting Event email and password.
  - You can also log in from the event page.
  - This login is not tied to My.Scouting or Scoutbook.

#### **Select Your Unit**

- Select your Post from the drop down underneath your name.
  - Make sure the green checkmark shows up next to your Post.
- Click "View Activity".

#### **Access Your Report**

- Click on the Unit Account tab.
  - Committee Chairs will have a "Manage Trusted People" button on this screen.
  - Users must have permission to "View unit transaction history" to access reports.

Activity   Roster	Import Profile Lo	gout	
Pack 3046 F Activity			
Summer Camp & Activities	Year Round Camping	Unit Account	
L Pack 3046 F			UDA Balance:
BSA Unit ID:		Manage Trusted Peop	e Deposit to UDA

- Click "Unit Transaction Reports" to open up the report menu.
  - Select "Unit Membership Charter" to view everyone who has gone online to register/renew for the 2023-2024 Scouting year.

	Reporting	6
Unit Transaction History		
Unit Transaction Detail		
Unit Membership Charter	(2023-2024 Program Registration Fees	;)

## Welcome to Scouting!

Rev. 7/07/23

For questions please contact 612-261-2300