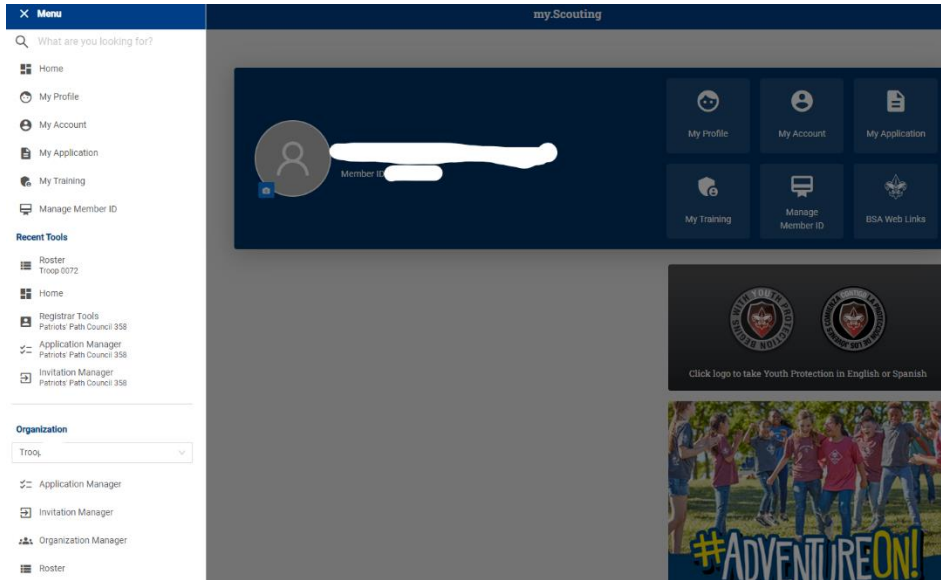



How to Pull Down a Unit Roster

A member of the unit's Key 3 or a Key 3 delegate can pull down a current roster from [My.Scouting.Org](https://my.scouting.org). After Logging in:

1. Click on the word **Menu** on the upper left side of the screen to expand the **Menu Options**, scroll down to **Organization** and select **Roster**.



2. The unit roster will include every registered member, their Member ID, Role, Renewal Status and Registration Expiration Date.



Troop 0072

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Troop 0072 SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	137	Youth Member	F	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	130	Committee Member <small>Trained</small>	F	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	100	Committee Member <small>Trained</small>	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	140	Youth Member	F	Current	<input type="checkbox"/>	09/30/2024