

Scouting Roster Export and Confirmation

9 Steps [View most recent version](#) 

Created by
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My Scouting

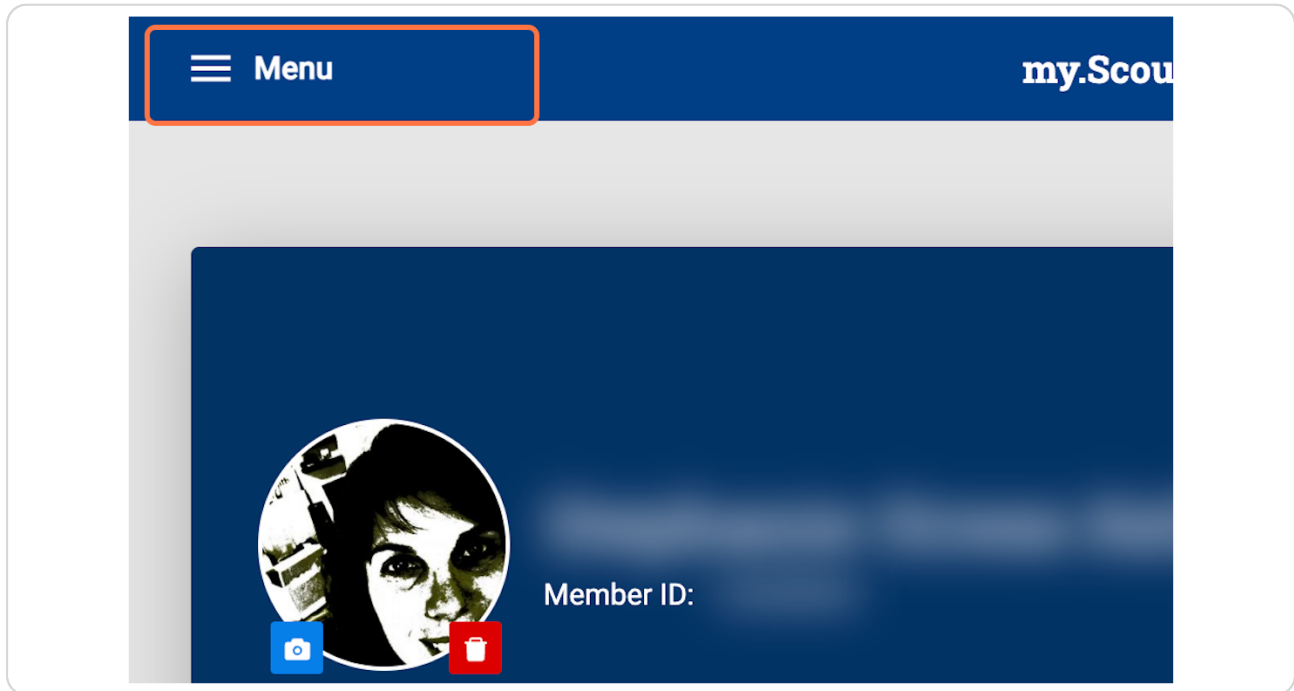
9 Steps 

Log into your my.scouting.org account

Note: Scoutbook does not generate the required roster report, so you must go to your my.scouting domain.

STEP 1

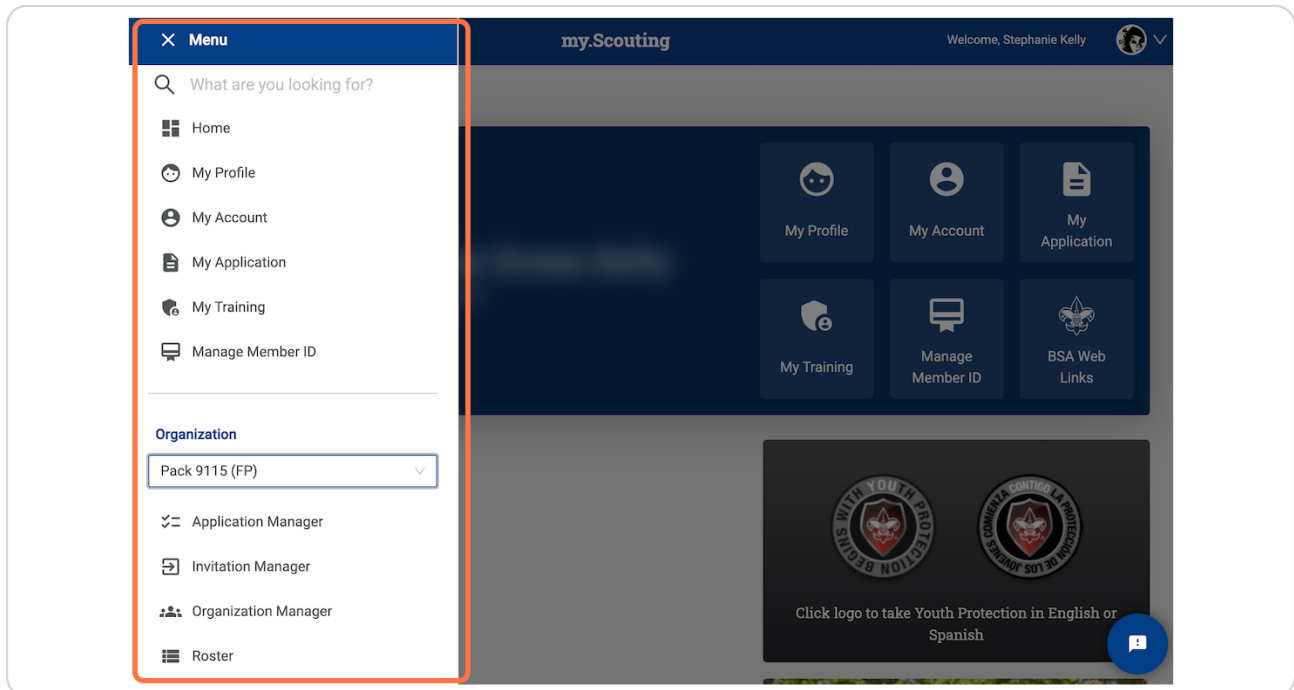
Click on the MENU hamburger menu



STEP 2

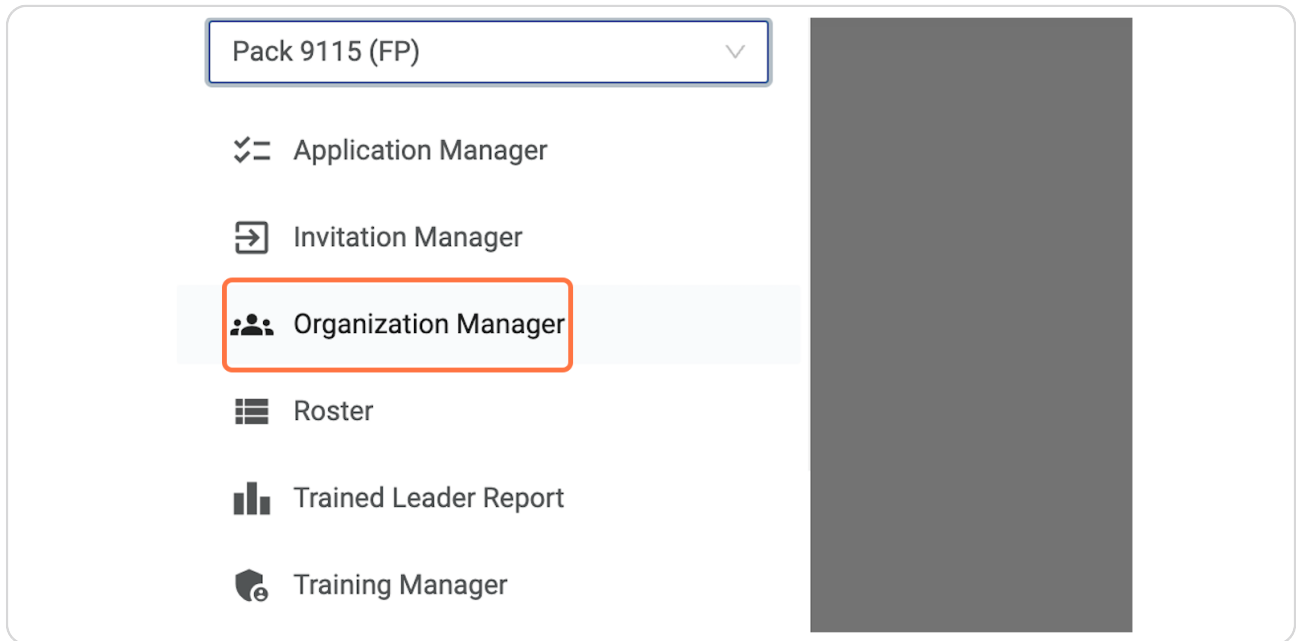
From the expanded MENU, navigate Organization.

If you are a part of multiple units or registrations, please pick the appropriate unit for which you need a printed roster.



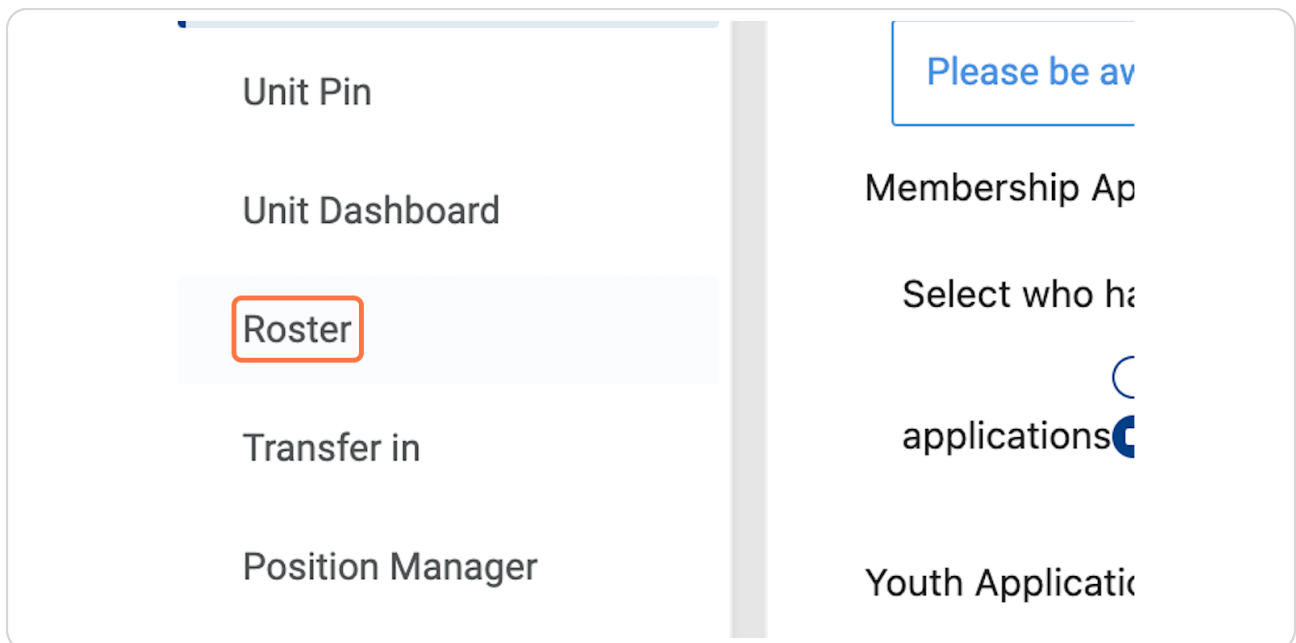
STEP 3

Then Go to Organization Manager.



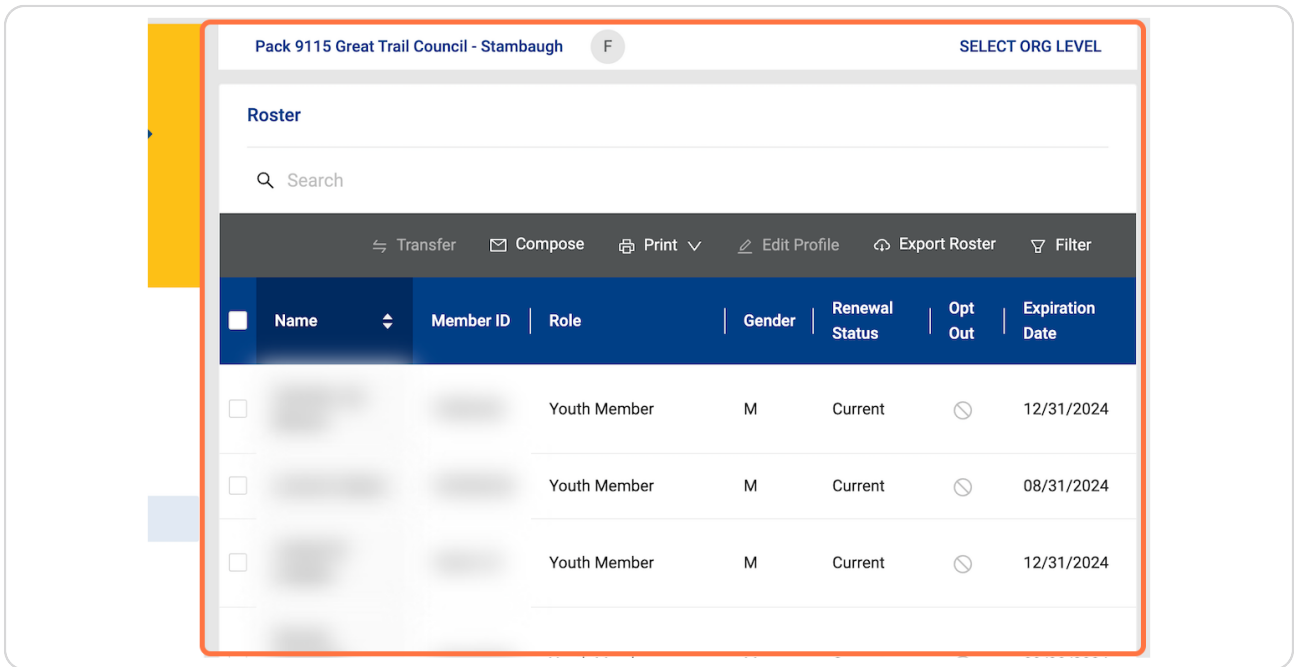
STEP 4

Alternatively, you can also go to ROSTER.



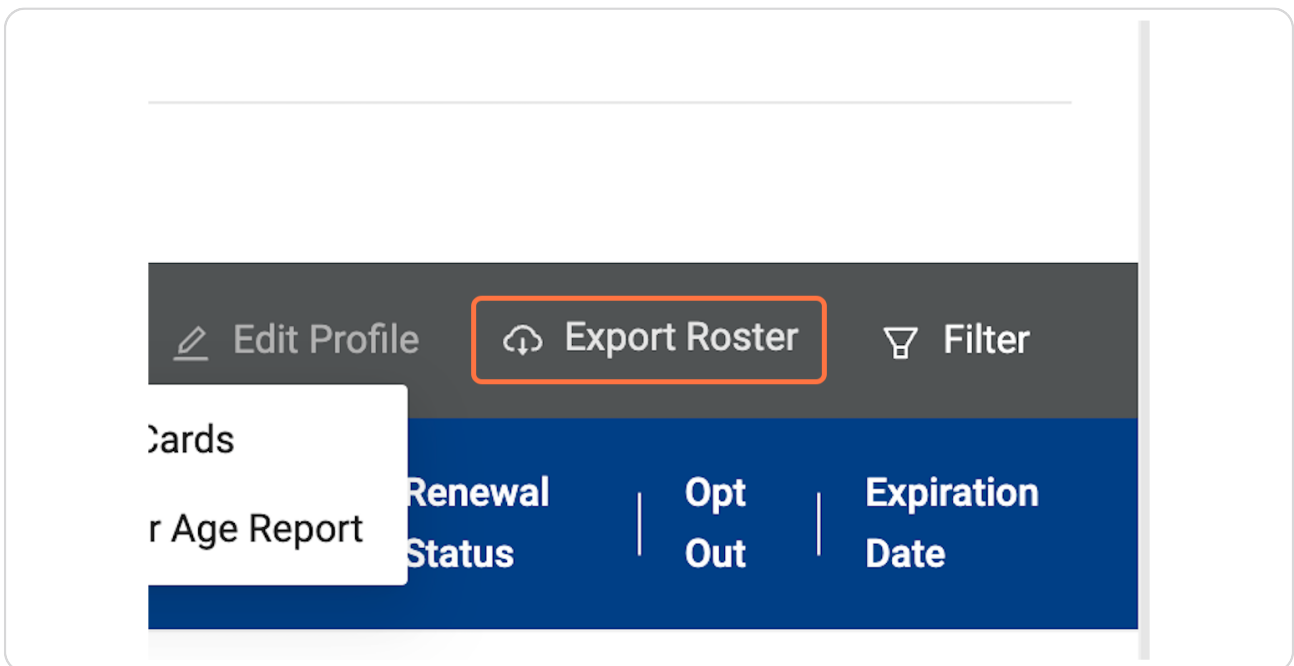
STEP 5

Organization Manager will launch.



STEP 6

Click on Export Roster



STEP 7

A report interface will launch.

The screenshot shows the 'BOY SCOUTS OF AMERICA® Roster Report' interface. At the top left is the Boy Scouts of America logo. To the right of the logo is the text 'BOY SCOUTS OF AMERICA® Roster Report'. Below this is a yellow warning box with the text: 'This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.'

Below the warning box are several fields for report generation:

- Council: Great Trail 433
- District: Stambaugh 04
- Organization Name: Pack 9115 (F), Great Trail Council - Stambaugh
- Spin Type Code: 0413
- Tenure: 327
- Report Generated By: [Redacted]
- Date Report Generated: 01/31/2024

There are two buttons: 'Export to CSV' (blue) and 'Export to PDF' (red). Below these is a green 'RELOAD' button. Below the 'RELOAD' button is a pagination control showing 'Page 1 of 3' and a 'GO' button.

At the bottom is a table with the following columns: Member ID, Prefix, First Name, Middle Name, Last Name, Suffix, Position Name, YPT Status, YPT Completion Date, YPT Expiration Date, and St. The table contains two rows of data, both for 'Youth Member' with 'Never Taken' YPT Status.

STEP 8

Click on Export to PDF

This image is a close-up of the 'Export to PDF' button from the Roster Report interface. Above the button is a yellow warning box with the text: 'This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.'

Below the warning box are two buttons: 'Export to CSV' (blue) and 'Export to PDF' (red). The 'Export to PDF' button is highlighted with a red border.

STEP 9

Click on Confirm

Open the file from your computer file manager or wherever you find your downloads.

Once you download the file, print it.

Manually cross off any members not participating in the event. Alternatively, if you have non-registered parents/siblings participating per Guide to Safe Scouting and YPT guidelines, you would hand write them in at this time.

