



Downloading a Scouting America Unit Roster

All units must provide the official unit roster downloaded from my.scouting.org when checking in at camp for either a unit campout or Scouting event. The roster must show membership ID numbers and proof of current membership (future expiration date) plus YPT/SYT (youth protection training) status for adults.

The roster may be downloaded by one of the unit's Key 3 (unit leader, committee chair, chartered organization representative) or a Key 3 delegate only.

How to download the roster

Step 1: Go to my.scouting.org and log in.

Step 2: On the home page, click on the Menu (top left of screen).

Step 3: Scroll down to Organization Dropdown Menu.

Step 4: Click on your unit number.

Step 5: Click on the Organization Manager.

Step 6: You will see "Roster" on the left side.

Step 7: Click on the Print dropdown arrow. It is located in the gray bar at the top of the screen.

Step 8: Click on Print Roster. If given the option to save the file, you must save it as a PDF. Do not save it as a .CSV file.