

Member Transfer Process

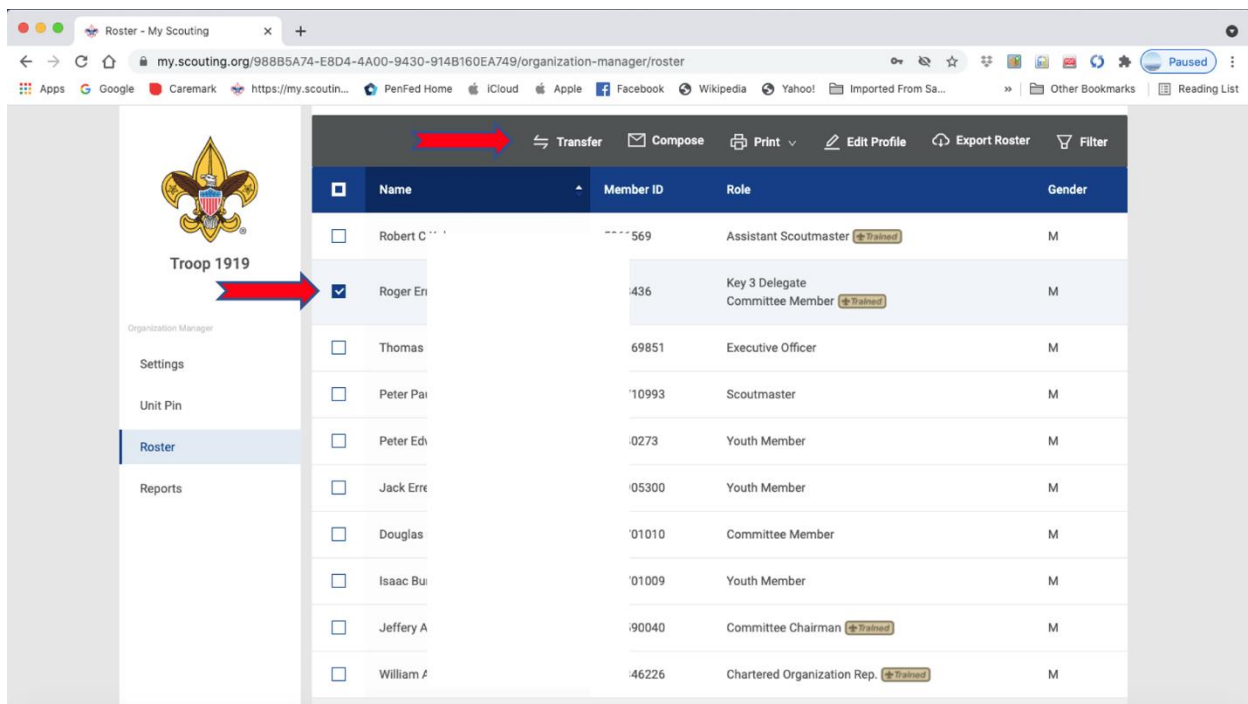
Moving members from unit to unit (example: moving up from a Pack to a Troop) should follow the following processes.

Using my.scouting.org

This requires person managing the transfer to be in the unit the scout/scouter is *currently* in.

- - From the organization manager and then
 - the roster > select the member
 - and in the menu bar above the roster “transfer” will light up / become active
 - then select transfer.
 - Then follow the instructions.

The application manager at the NEW unit completes the transfer. (Click to enlarge image.)



The screenshot shows the 'Roster - My Scouting' page for Troop 1919. The left sidebar contains navigation options: Organization Manager, Settings, Unit Pin, Roster (selected), and Reports. The main content area displays a table of members with columns for Name, Member ID, Role, and Gender. The 'Transfer' button in the top menu bar is highlighted with a red arrow. Another red arrow points to the checkbox for 'Roger En' in the roster table.

Name	Member ID	Role	Gender
Robert C569	Assistant Scoutmaster Trained	M
<input checked="" type="checkbox"/> Roger En	:436	Key 3 Delegate Committee Member Trained	M
<input type="checkbox"/> Thomas	69851	Executive Officer	M
<input type="checkbox"/> Peter Pai	'10993	Scoutmaster	M
<input type="checkbox"/> Peter Ed	:0273	Youth Member	M
<input type="checkbox"/> Jack Erre	:05300	Youth Member	M
<input type="checkbox"/> Douglas	:01010	Committee Member	M
<input type="checkbox"/> Isaac Bu	:01009	Youth Member	M
<input type="checkbox"/> Jeffery A	:90040	Committee Chairman Trained	M
<input type="checkbox"/> William A	:46226	Chartered Organization Rep. Trained	M

Using BeAScout.org

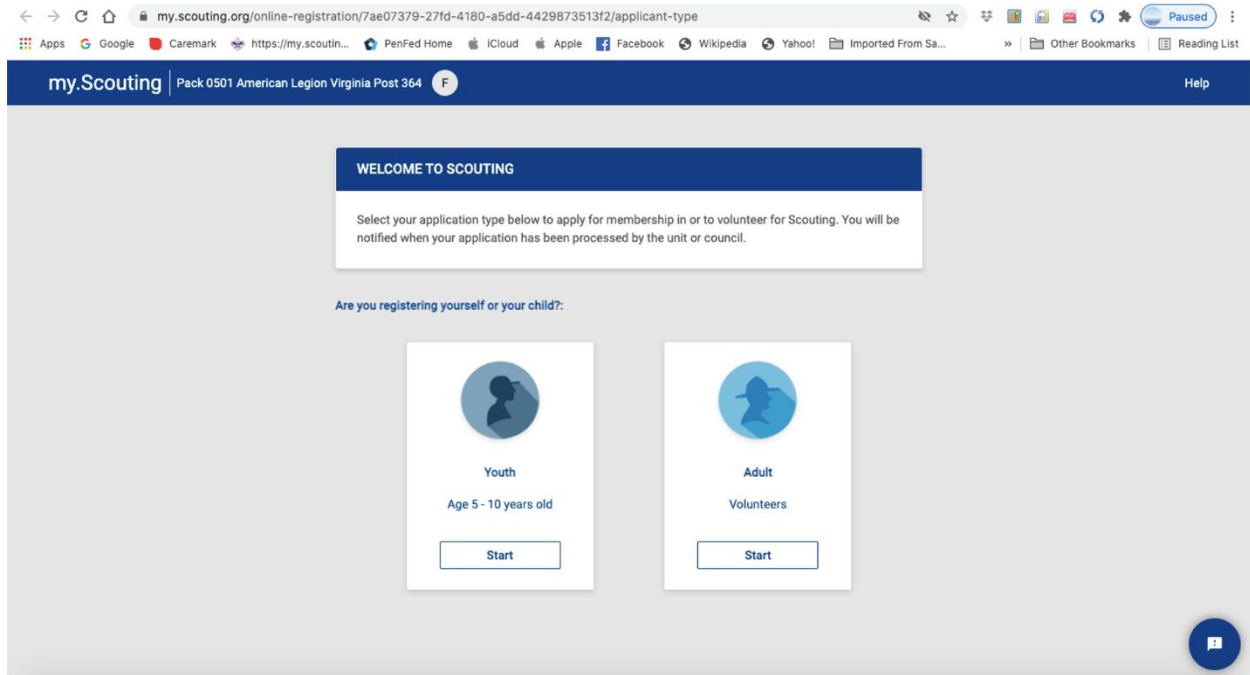
Enter zip code and select program. Click “Find and Apply”.

The screenshot shows the BeAScout.org website with a search overlay. The overlay is titled "FIND SCOUTING NEAR YOU" and features a search bar with the zip code "22193". Below the search bar, there are five program options: Cub Scouts (Youth grades K-5), Scouts BSA (Youth 11-17 years old), Venturing (Co-ed 14-20 years old), Sea Scouts (Co-ed 14-20 years old), and STEM Scouts (Co-ed Grades 3-8). A red "Find and Apply" button is at the bottom of the overlay. The background of the website shows a group of people in a canoe on a river.

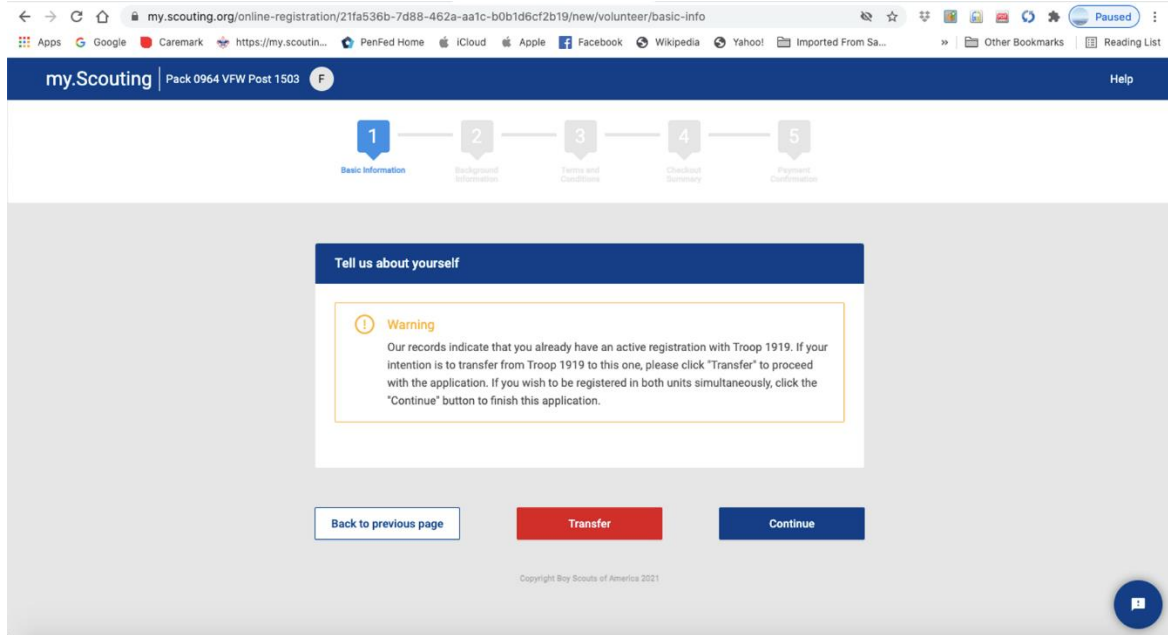
Identify and select unit. Click “Apply Now”.

The screenshot shows the BeAScout.org website displaying a list of Scout units. The first unit listed is Pack 0501 American Legion Virginia Post 364, located 2.9 miles away. The unit details include: Hilton Garden Inn, 2500 Neasco Common Place, Woodbridge VA 22191. Contact: Jared Hepp, Email: cubmaster@pack501.org, Website: http://www.pack501.org. It also notes "Dens for Boys or Girls" and "Online Registration available for this unit." Below the unit details are two buttons: "Request More Information" and "APPLY NOW". The second unit listed is Pack 0611 Westridge Elementary School Pto, located 3 miles away. The unit details include: 12400 Knightsbridge Dr, Woodbridge VA 22192. Contact: Matthew Case, Website: http://pack611woodbridge.scoutlander.com/. It also notes "Dens for Boys or Girls" and "Online Registration available for this unit." Below the unit details is a "Request More Information" button.

Select “Youth” or “Adult”.



The system will return a warning that “you already have an active registration”. Select “Transfer”.



From this step, follow the system instructions.