

## FAQ'S AND HOW TO'S – Membership Card Printing

(Q)

***My council has always been required to print and mail membership cards. Why is this being changed?***

(A)

In an effort to streamline basic operations and put tools in the hands of volunteers, the BSA has decided to make “self-service” as many membership processes as possible. This change will allow individuals and units to print membership cards in a timelier manner.

(Q)

***When is the effective date of this change?***

(A)

The effective date is **January 1, 2019.**

(Q)

***Will I still be able to order membership cards to print for individuals and units that don't have access to print cards through my.Scouting?***

(A)

No. Membership cards will no longer be available to be ordered. Councils should start communicating this change to the field now in preparation of the January effective date. Councils can also choose to keep their remaining stock on hand to print cards as a courtesy for individuals or units that have no means to print their own card.

(Q)

***What file format are membership cards in?***

(A)

Membership cards are downloaded as a PDF file.

(Q)

***Can I print a membership card for each of my registrations? If so, how do I do this?***

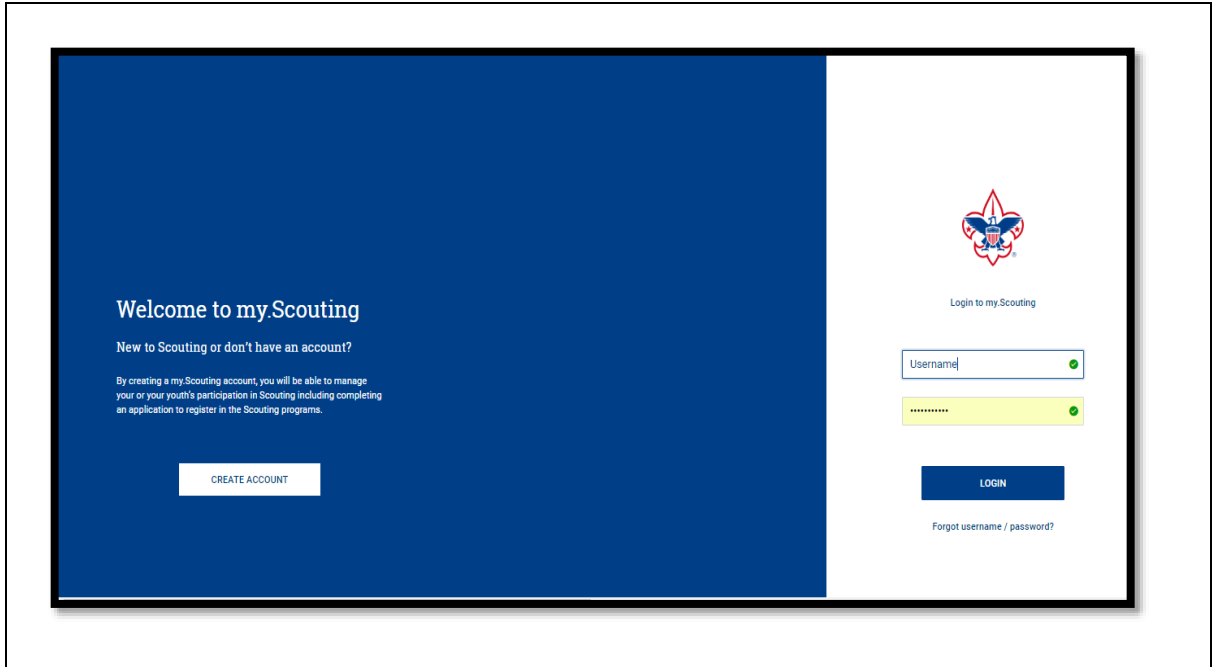
(A)

Yes, you can print an individual membership card for each of your registered positions. The steps on how to do this are as follows:

**STEP 1:** Using your current log-in information, log in to [my.scouting.org](http://my.scouting.org)

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**STEP 2:** In the upper left portion of the screen, click on Menu and then My Dashboard



**STEP 3:** In the upper left portion of the screen, click My Dashboard and then My Profile

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The screenshot displays the 'myScouting' website interface. At the top, there is a 'My Dashboard' link and the user's name 'Welcome David Roberts'. The main navigation bar is titled 'My Training' and includes sub-links for 'YPT', 'Training Center', 'Requirements', and 'Completions'. A red arrow points to the 'My Profile' link in the left-hand menu. Below the navigation, a text block explains the Youth Protection Training (YPT) requirements for new leaders. A 'YPT Status' section shows a progress bar. Below this, a table lists training completions:

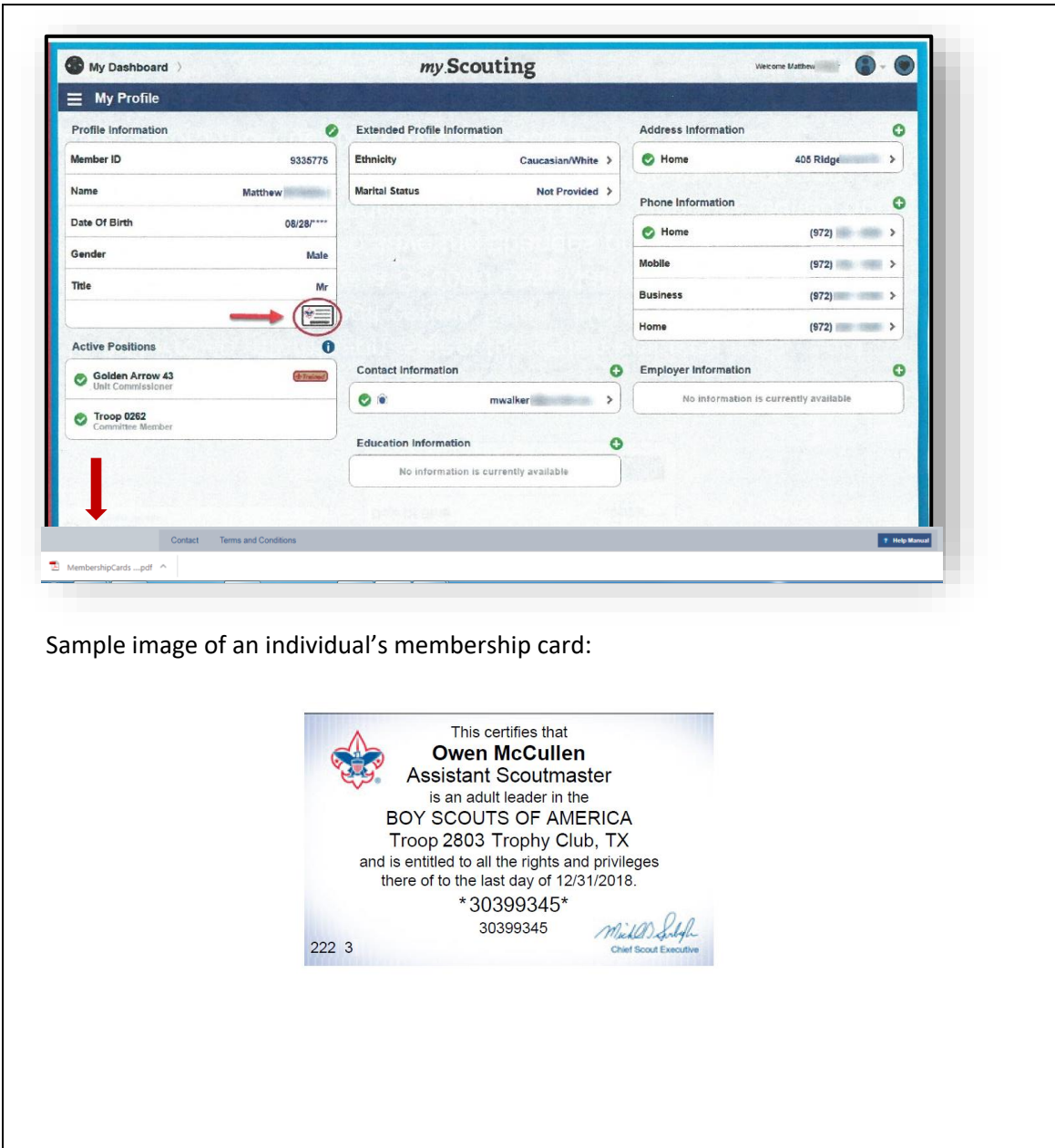
Training Name	Code	Completion Date	Expiration Date	Action
Youth Protection Training Certification	Y01	Completed 06/27/2013	Expires 06/27/2015	Take Course >
Venturing Youth Protection Training	Y02	Completed 06/27/2013	Expires 06/27/2015	

At the bottom of the training section, there is a link for 'Exploring Youth Protection Training'.

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**STEP 4:** To print a membership card, click on the membership card icon at the bottom of the Profile Information section. A sub-menu will appear allowing you to select the position(s) you wish to print a membership card for.

A PDF document will then download and appear at the bottom left portion of your screen for you to open and print or save an image of your membership card.



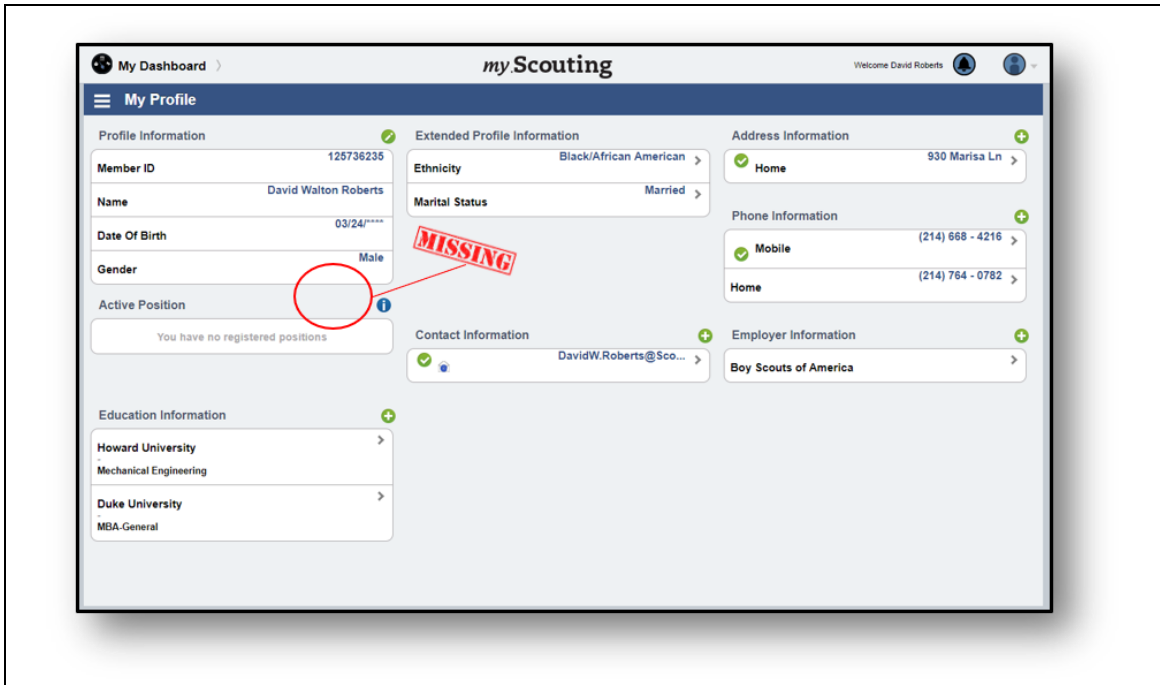
Sample image of an individual's membership card:



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**(Q)** What if there is not a membership card icon on my My Profile?

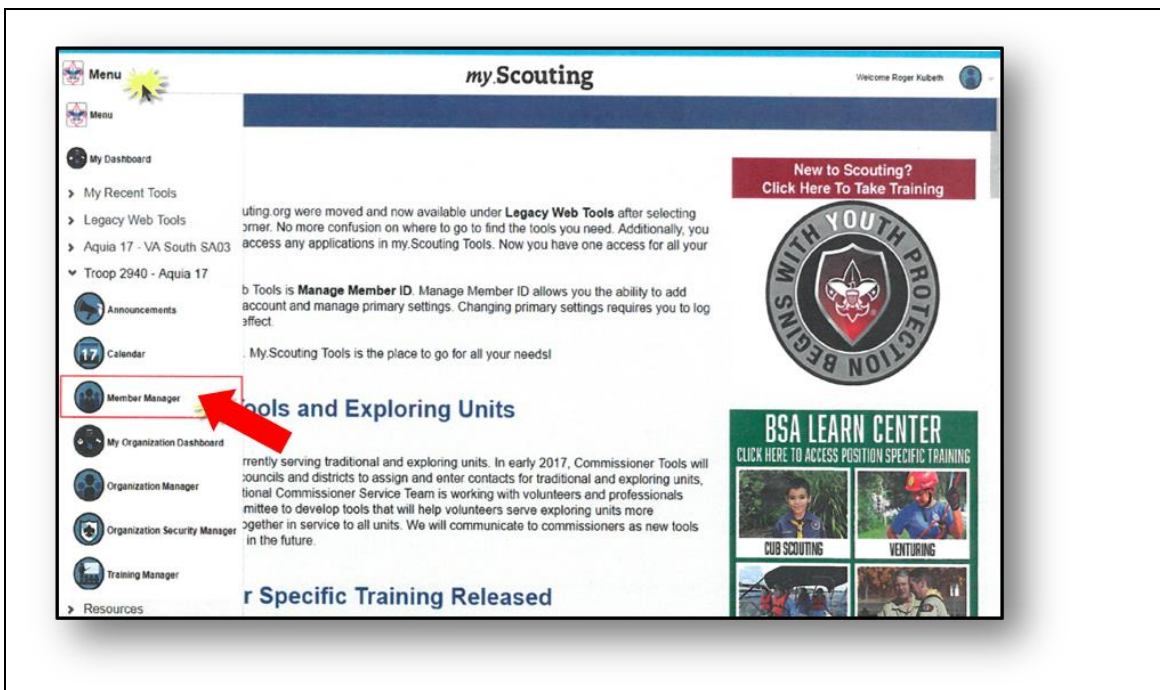
**(A)** This means that there is no current registration associated with the Member ID listed in My Profile.



**(Q)** Can membership cards be printed for the entire unit? If so, how do I do this?

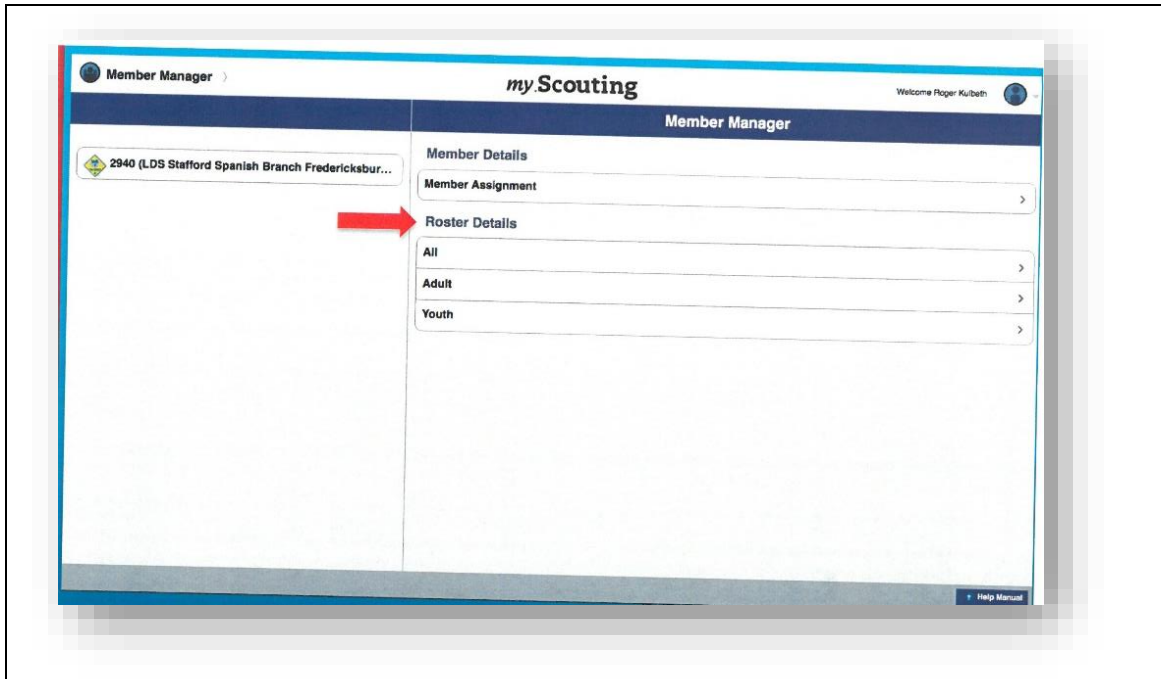
**(A)** Yes, the unit key 3 can print membership cards everyone in the unit. The steps on how to do this are as follows:

**STEP 1:** In the upper left portion of the screen, click on Menu and then Member Manager

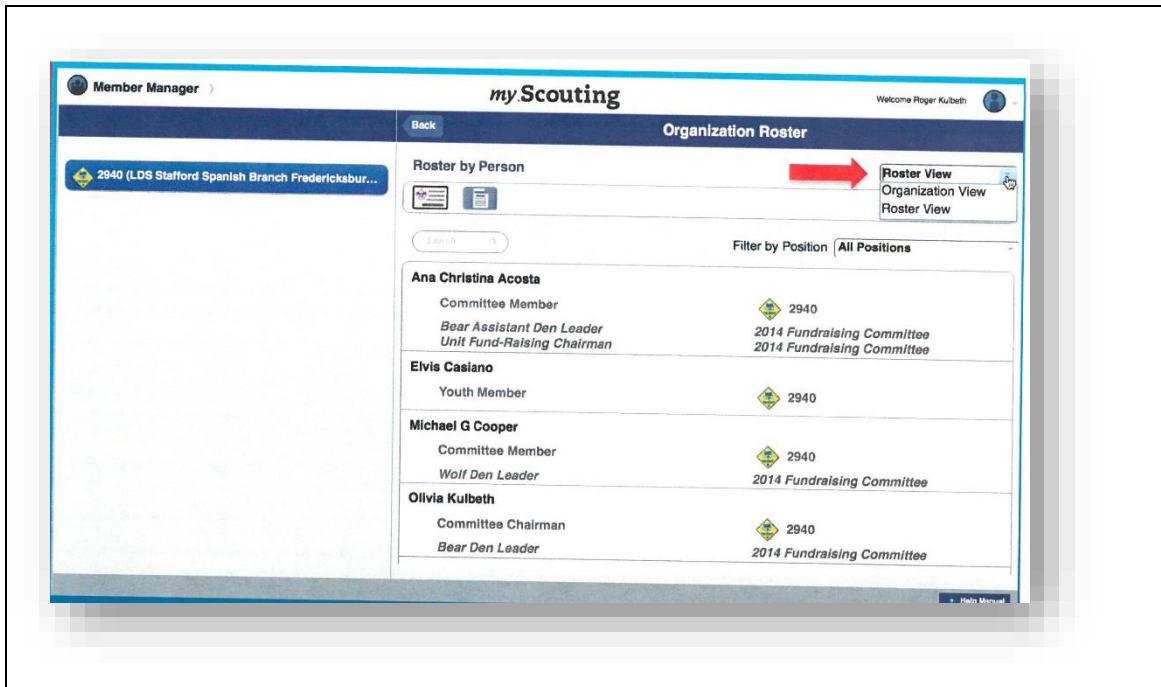


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**STEP 2:** Under Roster Details the unit key 3 can choose All, Adult, or Youth.

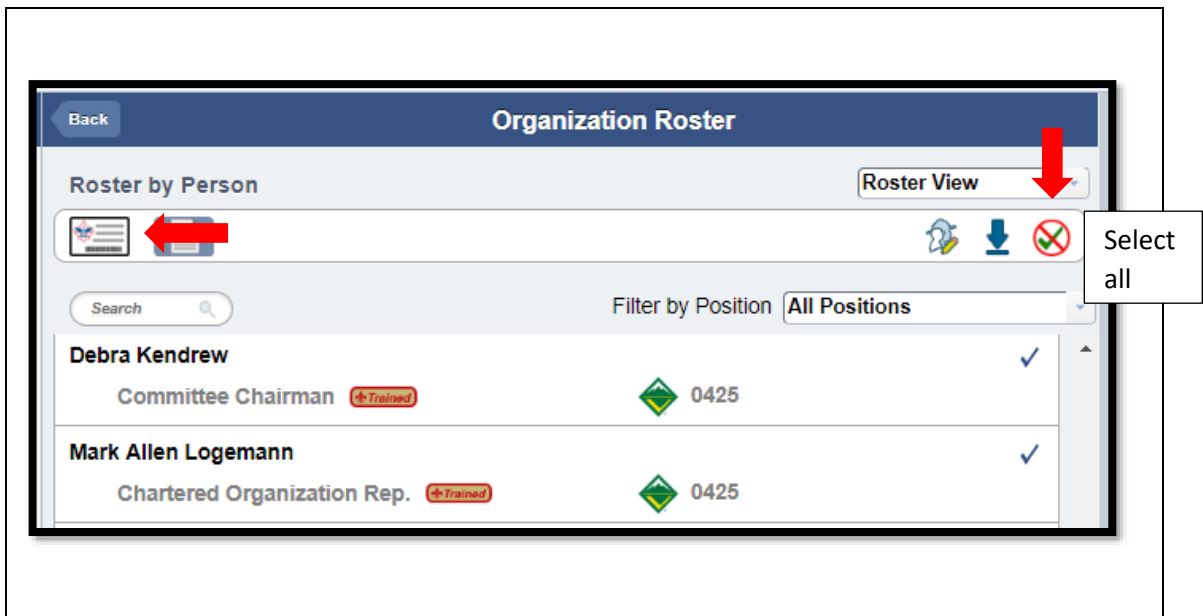


**STEP 3:** After making a selection, a list of registrants with their registered position title and assigned role(s) will display in a Roster View format.



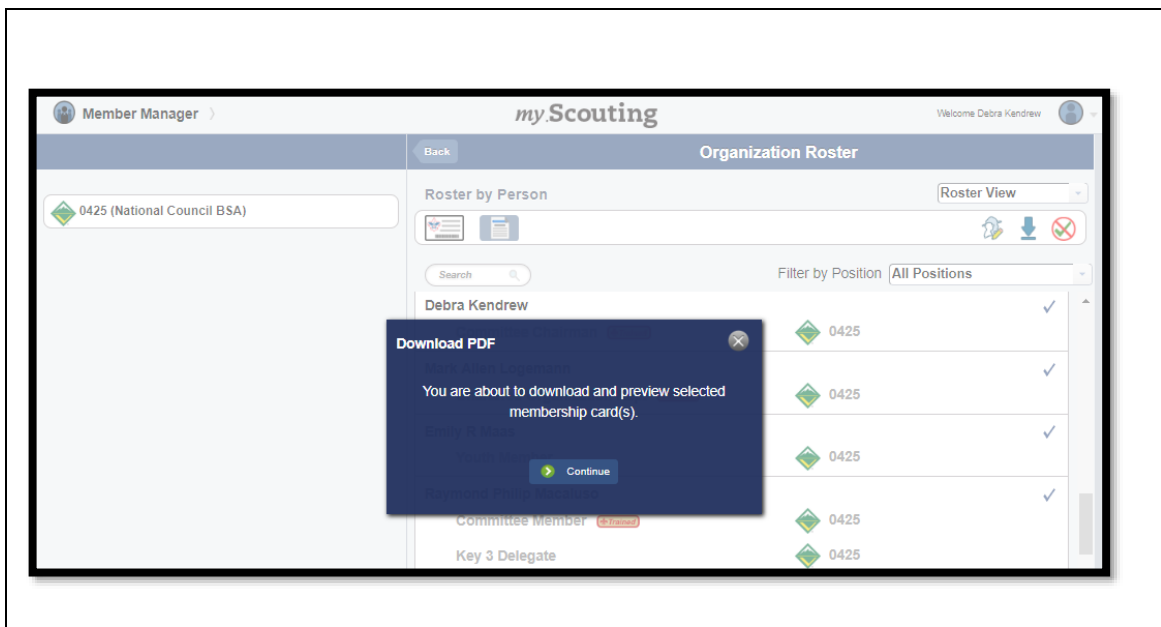
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**STEP 4:** Select the individuals you wish to print a membership card for. A check mark will appear to the far right of all individuals selected. To select all members, click the green check mark in the task bar.



**STEP 5:** To print the membership cards, click the Print Membership Card icon in the task bar. A verification window will appear. Click Continue to generate the PDF containing the membership cards.

The PDF document will then download and appear at the bottom left portion of the screen. The user should click on the file to open and print the membership cards.





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The PDF will include a Summary Report and membership cards for the individual's selected. Note that membership cards will not be generated for non-registered positions like Institutional Head, Adult Partner, Key 3 Delegate, Registration Inquiry and other functional roles.

See sample report and cards below:

### SUMMARY REPORT

**Council:** Any Council 771  
**District:** North Star 3  
**Unit:** Crew 0425  
**Chartered Organization:** National Council BSA  
**Date Printed:** Friday, October 26, 2018  
**Generated By:** Debra Johnson

Membership Card Count Summary: Cards issued: 8, Not issued: 3. Total Selected: 11 record(s)

#### Membership card available for following position

Member Id	Member Name	Position
13509966	Victoria Brown	Committee Member
11392487	Rhonda Davis	Committee Member
13276083	Amy James	Venturing Crew Assoc. Advisor
11790745	Debra Johnson	Committee Chairman
9333810	Raymond Martin	Committee Member
13276083	Owen McAdams	Venturing Crew Advisor
12870552	Patricia Smith	Venturing Crew Assoc. Advisor
10611103	Johnnie Willis	Committee Member

Count: 8

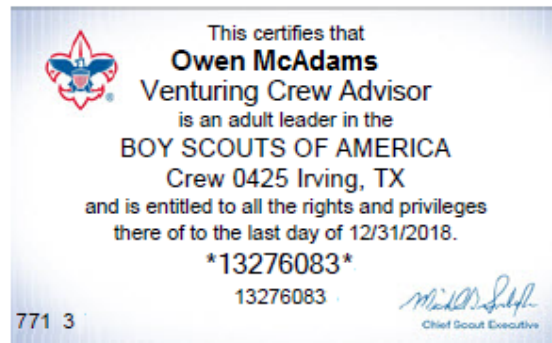
#### Membership card not available for following position

Member Id	Member Name	Position
9333810	Raymond Martin	Key 3 Delegate
13276083	Owen McAdams	Registration Inquiry
12870552	Patricia Smith	Key 3 Delegate

Count: 3



# FAQ'S AND HOW TO'S – Membership Card Printing



**(Q)** *What if an individual's name does not appear on the roster?*

**(A)** This means that the individual does not have a current registration in the unit.

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**(Q)**

***Do I still need to print membership cards for Exploring Posts and Clubs?***

**(A)**

Councils can still choose to print Learning for Life and Exploring participation card sand certificates for LFL council and district volunteers and for Learning for Life Groups, Exploring Posts and Clubs, but it is no longer included in the membership validation. Card and certificate printing functionality will be added for LFL and Exploring in the future.