


Unit Key 3 members can print membership ID cards for their entire registered roster through the My.Scouting.org web site. The following instructions will help you navigate through the My.Scouting.org website so you can print your unit's membership ID cards today.

Who Can Access Unit Membership Cards in My.Scouting.org?

The Unit Key 3 Members can access and print unit Member ID cards. These positions include:

- 1. Cubmaster/Scoutmaster/
Venturing Advisor/Skipper
- 2. Committee Chair
- 3. Charter Organization
Representative

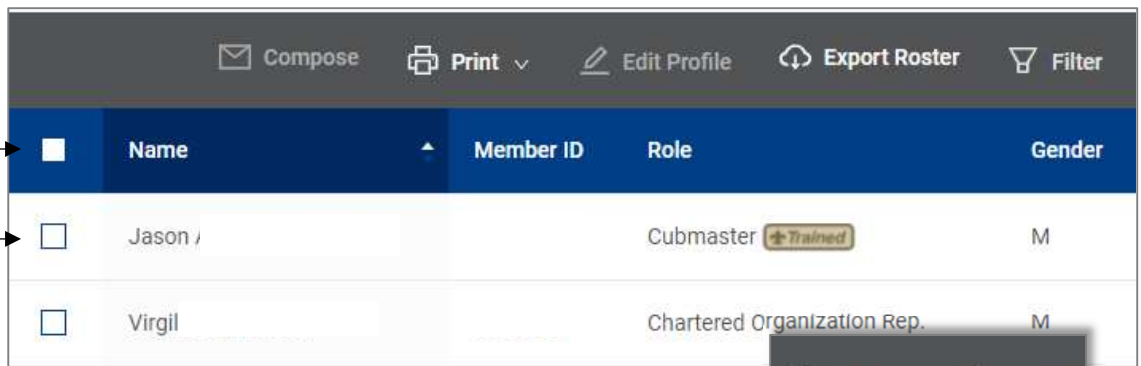
How to Print Membership Cards for a Unit?

1. Log into your account at: My.Scouting.org
2. Click on the  **Menu** button to open drop-down menu (upper left corner)
 - ↳ Click on your unit (Example: Bay-Lakes Council - Pack 0000 – District)
 - ↳ On the next drop-down menu, Select Roster

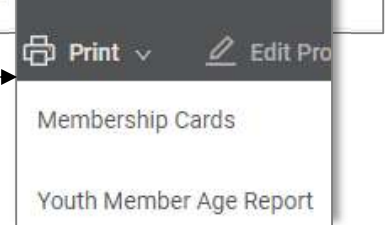


3. To select **All Members**, Click the Check Box in the header

To select only certain members, click the Check Box by their name in the roster list



4. Click Print (grey tool bar), select Membership Cards
5. A new report screen will open next. Click Export to PDF. Click Confirm, to open the PDF – Print membership ID cards



Membership Card Sample:
This certifies that **Jennifer Neuville** is an adult leader in the BOY SCOUTS OF AMERICA BAY-LAKES COUNCIL 635 and is entitled to all the rights and privileges thereof to the last day of 03/31/2022. ID: 131573543

Report Details:
Council: BAY-LAKES COUNCIL 635
District: Voyageur 23
Unit: Pack 4006
Chartered Organization: Grace Evangelical Lutheran Church - Green Bay
Report Generated By: Jennifer Neuville
Date Report Generated: 05/03/2021

Buttons: **Export to CSV** (blue), **Export to PDF** (red)

Group by: Cards Issued | **REFRESH** | **RELOAD**

Page 1 of 2 | **GO**

Records: 9

Member ID	Member Name	Position	Registration Expiry Date
⌵	⌵	⌵	⌵

Questions? Please contact the Bay-Lakes Council office at 920-734-5705 or email support@baylakesbsa.org.