

## SETTING YOUR UNIT'S CONFIGURATIONS

**Step 1:** While logged in to your My.Scouting account, select **Menu** at the top left hand side of your screen.

**Step 2:** From the drop down menu select the unit you will be configuring.

**Step 3:** Select **Organization Manager**

**Step 4:** Select the **Settings** tab.

The screenshot shows the My.Scouting user interface. At the top left, the 'Menu' button is circled in red. Below it, a dropdown menu is open, showing various options. The 'Troop 0144 - West District 08' option is circled in blue. Below the dropdown, the 'Organization Manager' option is circled in red. The main content area displays 'Tools and Exploring Units' and 'Specific Training Released' sections. On the right side, there are promotional banners for 'New to Scouting?' and 'BSA LEARN CENTER'.

The screenshot shows the My.Scouting Organization Manager interface. At the top, the 'Settings' tab is circled in red. Below the tab, the 'Organization Details' section is visible, showing information for 'FLORA ROTARY INTERNATIONAL'. The details include the Effective Date (01/01/2011), Expiration Date (12/31/2011), Executive Officer (IH) (Dick N Bishop), and Chartered Organization Rep. (CR) (Dick N Bishop). The email address 'clhanks@scouting.org' is also listed.


**Family Scouting:** If your pack will be accepting girls – select opt-in for Family Scouting, enter the date, and then select whether the unit is accepting boys only, girls only, or both boys and girls.


The screenshot shows the 'myScouting' Organization Manager interface. On the left, a sidebar lists the organization '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is titled 'Family Scouting' and contains the following fields:


- Family Scouting:** A dropdown menu set to 'Opt-In'.
- Family Scouting Effective Date:** A date picker set to '05/01/2018'.
- Unit Can Accept:** A dropdown menu with a list of options: 'Both Boys and Girls', 'Boys Only', 'Girls Only', and 'Both Boys and Girls'. The 'Both Boys and Girls' option is currently selected.

A red circle highlights the 'Unit Can Accept' dropdown menu. A blue arrow points from the text on the left to the 'Family Scouting' field.


5  **Pack 0056 Atascocita United Methodist Church** 1.5 miles ✕  
2225 North Loop W  
Houston, TEXAS 77008


 **Dens for Boys or Girls accepting applications for girls beginning May 30, 2018**


 576 - Sam Houston Area Council 576


 [www.scouting.org](http://www.scouting.org)

Pack with dens for boys or girls


1  **Pack 0039 East Montgomery County Fire Department** 3.9 miles ✕  
2225 North Loop W  
Houston, TEXAS 77008

 **Girl Pack accepting applications for girls beginning June 01, 2018**


 576 - Sam Houston Area Council 576

 [www.scouting.org](http://www.scouting.org)

Pack for girls

1  **Pack 1292 Foster Elementary Pta** 0.5 miles ✕  
2225 North Loop W  
Houston, TEXAS 77008

 576 - Sam Houston Area Council 576

 [www.scouting.org](http://www.scouting.org)

Pack with no acceptGender value chosen

**Step 6:** Save your selections by selecting **Commit** at the bottom of your screen.

The screenshot displays the 'my.Scouting' Organization Manager interface. The left sidebar shows the organization name '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is divided into sections: 'Welcome Emails' with an 'Opt-In' dropdown and a rich text editor containing the text 'Thanks for joining us! We hope you have fun!'; and 'Family Scouting' with three dropdown menus: 'Family Scouting' (Opt-In), 'Family Scouting Effective Date' (05/01/2018), and 'Unit Can Accept' (Both Boys and Girls). A blue 'Commit' button is located at the bottom right of the form, circled in red. A teal arrow points from the text 'Step 6' to this button.