

Transfers and Multiples for My.Scouting

In My.Scouting, users can now make transfers between units. Members can now transfer themselves or parent/guardian can transfer their child from one unit to another. Unit leaders also have the ability to transfer youth from their unit to another such as in Arrow of Lights transferring to a Scouts BSA troop. Unit leader transfers are done in the “Roster” tab of Member Manager or Organization Manager. Transfers or multiple registrations for members or youth can be done under Menu > “My Application” tab.

Frequently Asked Questions

How does the unit I’m transferring to know I transferred? – Standard approval is still required. Youth transfers are approved by unit leaders and Adult transfers are approved by the COR or their designee. The approval is done just like all other approvals with online registrations, through “Application Manager”.

Can I transfer my youth who is Arrow of Light to a Troop not associated with my Pack? Yes, youth can be transferred to any active unit in your council.

Can I transfer people into my unit? – No, only Unit leaders or parent/guardians can transfer youth from their Scout Unit.

Can I use this new feature to change my position, such as from Den Leader to Cubmaster? – No, that is not a transfer, but this feature will be added Organization Manager in a future release.

Can all adult leaders transfer out of the unit? – No, the Chartered Organization Reps cannot be transferred.

Can other adult leaders transfer an adult? No, adults can only be self-transferred using the “My Application” tab.

Don’t adults need to fill out the application form again? - No, but when an adult transfers, they will need to answer the basic Youth Protection questions again and cannot transfer if their Criminal Background check is not completed.

What are reasons I cannot transfer a youth?

Only youth in our database with a “parent relationship” can be transferred so a notification can be made. This relationship can be corrected in ScoutNet, contact your scout office to have them make this connection.

Youth that are too young to join a unit will not be able to transfer (such as a Cub Scout joining a Venture Crew).

Can I transfer to another Council? – Yes, see page seven of this guide for the process.

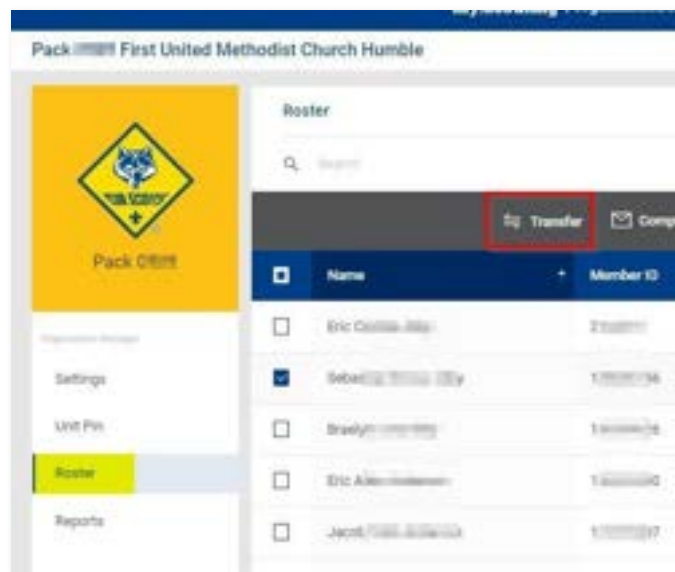
Making a transfer online is done in “My Applications” if you are the parent/guardian of a youth, or if you are a unit leader, this is done in “Organization Manager” or “Member Manager”. These tools are found under the Menu dropdown on the left of the screen.



UNIT LEADERS

Within Member Manager and Organization Manager (yes, they are almost the same, but some users don't have access to one or the other) you will find a “Roster” tab. Click this and it will display the units and member information.

You must first select the member you want transferred and then click the Transfer button found in the gray bar.



A leader can select more than one person to be transferred but you cannot mix youth and adults. In the below example, one youth is selected.

UNIT / REVIEW APPLICATIONS

Unit Search for Unit Transfers

People to be transferred:
Dorothy Smith

Select the Unit(s) you want to transfer to:

Unit Type: Unit Number: Accept Gender:

Unit Results

Type	Number	Chartered Organization	District	Expiration	Accept Gender	SELECT
Troop	0292	Spirit Of Life Presbyterian Church	D-116	12/31/2020	Boys Only	SELECT
Troop	0889	American Legion Post	Crow River 02	07/31/2021	Boys Only	SELECT
Troop	1187	Mounds View Girls Club/Ministry Center Lutheran	L-112	12/31/2020	Boys Only	SELECT
Troop	3001	Minnehaha United Methodist Church	L-112	12/31/2020	Boys Only	SELECT
Troop	3006	Lutheran Church Of The Good Shepherd	L-112	12/31/2020	Boys Only	SELECT
Troop	3007	Stone Festival	L-110	12/31/2020	Boys Only	SELECT

Next you will pick the unit type you are transferring the youth to (Pack, Troop, or Crew), and then you can either specify the unit number or click “Search” and select a unit from the results.

After the unit selection is completed a box will display to allow you to review the transfer. If all is correct, click “Submit Transfer”.

Transfer Registration Information

* Member ID:

* First Name:

* Last Name:

* Transfer From Organization:

* Transfer To Organization:

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Once the transfer is made, the unit receiving the new member will be notified and they have the ability to accept the person in “Application Manager”

Self-Transfers using “My Applications”

An adult leader or the parent/guardian of a child can make a transfer using the “My Applications” tool found on the dropdown menu on the left side of the My.Scouting landing page.

When My Applications is selected, you will see any youth associated to you. In the example below Duane and his son Mason are listed and Duane can transfer or multiple either registration.

The screenshot shows a web interface titled "TRANSFER / MULTIPLE / RENEW APPLICATIONS". It contains two rows of application information. Each row has a red square icon with a person silhouette, followed by the name and email address of the applicant. To the right of each row are three buttons: "Transfer", "Multiple", and "Renew".

Personal Information	Transfer	Multiple	Renew
 Duane Anderson duane@duane.com First Name Last Name Email Address Phone Number	Transfer	Multiple	Renew
 Mason Anderson mason@duane.com First Name Last Name Email Address Phone Number	Transfer	Multiple	Renew

The transfer process is similar as the roster page - you select the unit type to transfer to by entering the unit or using the search button.

The screenshot shows a "Unit Search for Unit Transfers" dialog box. It has a search bar for "People to be transferred:" with "Mason" entered. Below is a section "Select the Unit(s) you want to transfer to" with fields for "Unit Type:" (set to "Pack"), "Unit Number:" (with a "Unit Number" label), and "Accept Gender:" (with an "Accept Gender" label). A "SEARCH" button is at the bottom. Below the search section is a "Unit Results" table.

Type	Number	Chartered Organization	District	Expiration	Accept Gender	
Pack	0002	Birken Elementary P T O	Copperhead 36	12/31/2020	Both Boys and Girls	SELECT
Pack	0003	Robison Elementary PTO	Big Cypress 62	12/31/2020	Boys Only	SELECT
Pack	0008	St Johns Presbyterian Church	Aquila 49	12/31/2020	Both Boys and Girls	SELECT
Pack	0010	Morgan Elite Specialist Services LLC	Brazos 48	12/31/2020	Both Boys and Girls	SELECT
Pack	0011	First Presbyterian Church - Houston	Twin Bayou 51	12/31/2020	Both Boys and Girls	SELECT

Multiplying into another unit works the same way by selecting where you want to multiply in.

Unit Search for Unit Multiples

People to multiple:
Duane (aka: 00000000)

Select the Unit(s) you want to multiply to:

Unit Type: Unit Number: Accept Gender:

SEARCH

Unit Results

Type	Number	Chartered Organization	District	Expiration	Accept Gender	
Pack	0002	Bikes Elementary P T O	Copperhead 36	12/31/2020	Both Boys and Girls	SELECT
Pack	0003	Robison Elementary PTO	Big Cypress 62	12/31/2020	Boys Only	SELECT

Once you have transferred or multiplied a pop-up window displays acknowledging it was successful.

Transfer Register

Success
Your transfer has been submitted
OK

+ Member:

+ First Name:

+ Last Name:

+ Transfer From Organization:

+ Transfer To Organization:

Submit Transfer

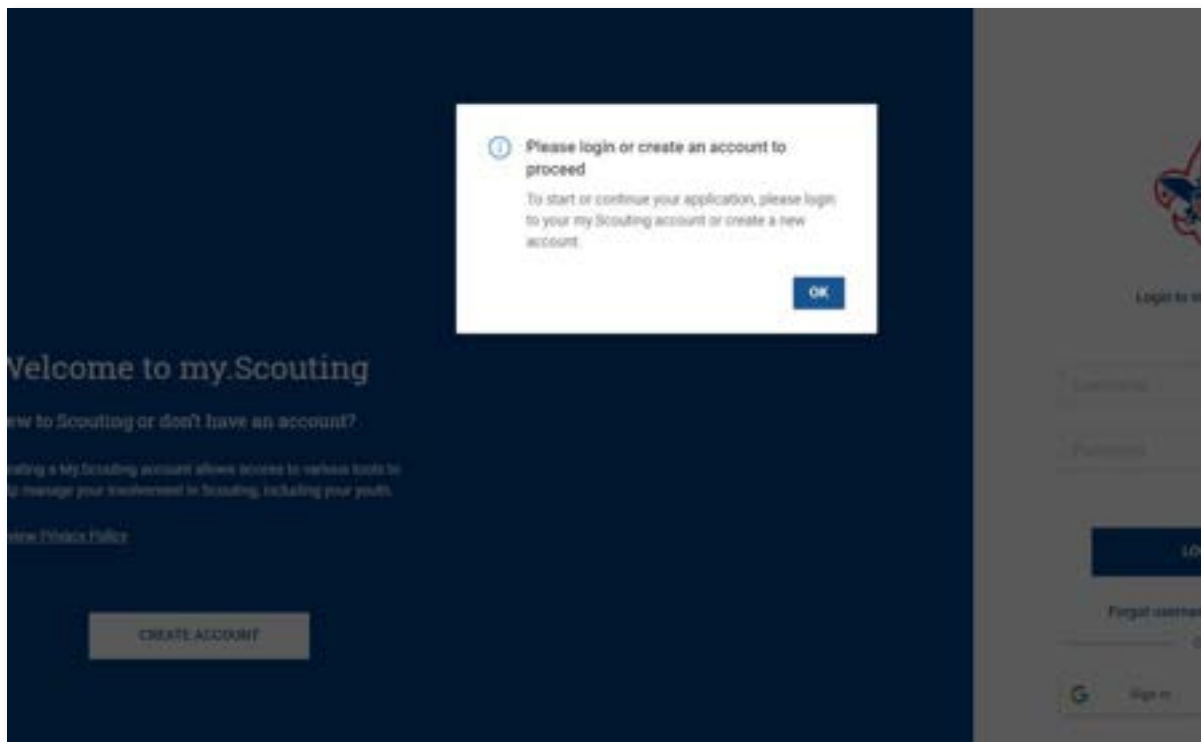
MY APPLICATIONS		
Personal Information	Date Submitted	Application Status
 View My Profile Edit My Profile View My Applications View My Documents	18 November 2020	Pending Action by SSA
		WITHDRAW REVIEW APPLICATION

How to transfer from one council to another online

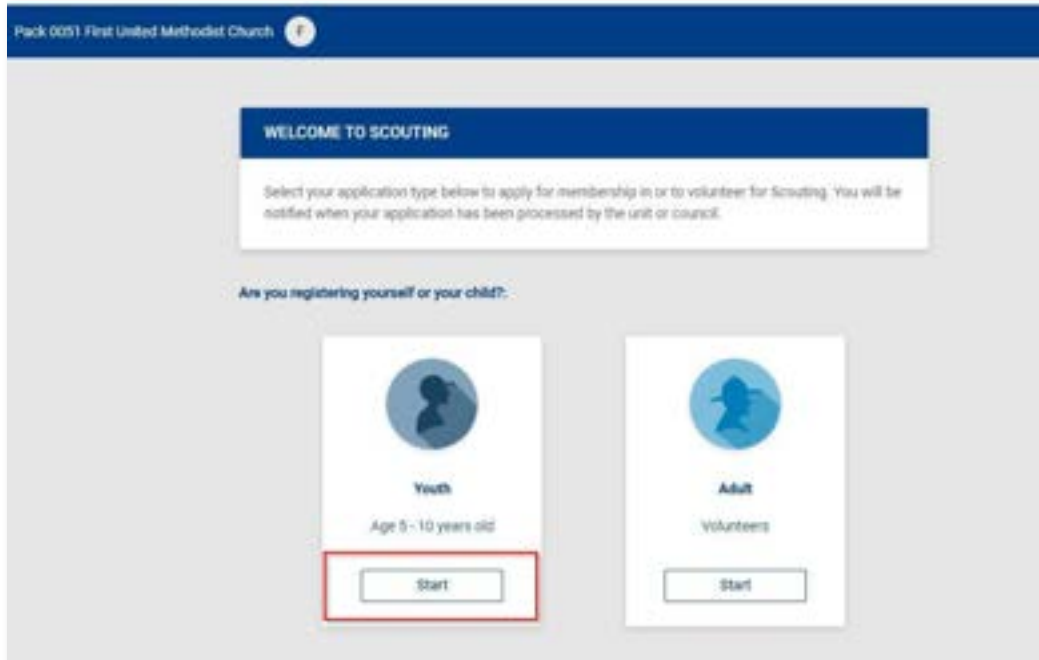
The online registration system now supports transferring your membership from one council to another if needed. In the past the only way to transfer your membership was to fill out a transfer form and a new membership application, now you can transfer your child and/or yourself online. All the advancement and training records will follow the transfer application.

When moving to a new Council, the parent would use the BeAScout pin to connect to the unit they wish to transfer into. The Unit QR code or Minu URL “link” also connects you to that unit’s online registration site

Like all Online application the parent starts by logging in to My.Scouting. this example screen shot is where the BeAScout pin would direct the parent



As with Online registration, the parent needs to select if this will be for a youth or an adult.



Pack 0051 First United Methodist Church

WELCOME TO SCOUTING

Select your application type below to apply for membership in or to volunteer for Scouting. You will be notified when your application has been processed by the unit or council.

Are you registering yourself or your child? :



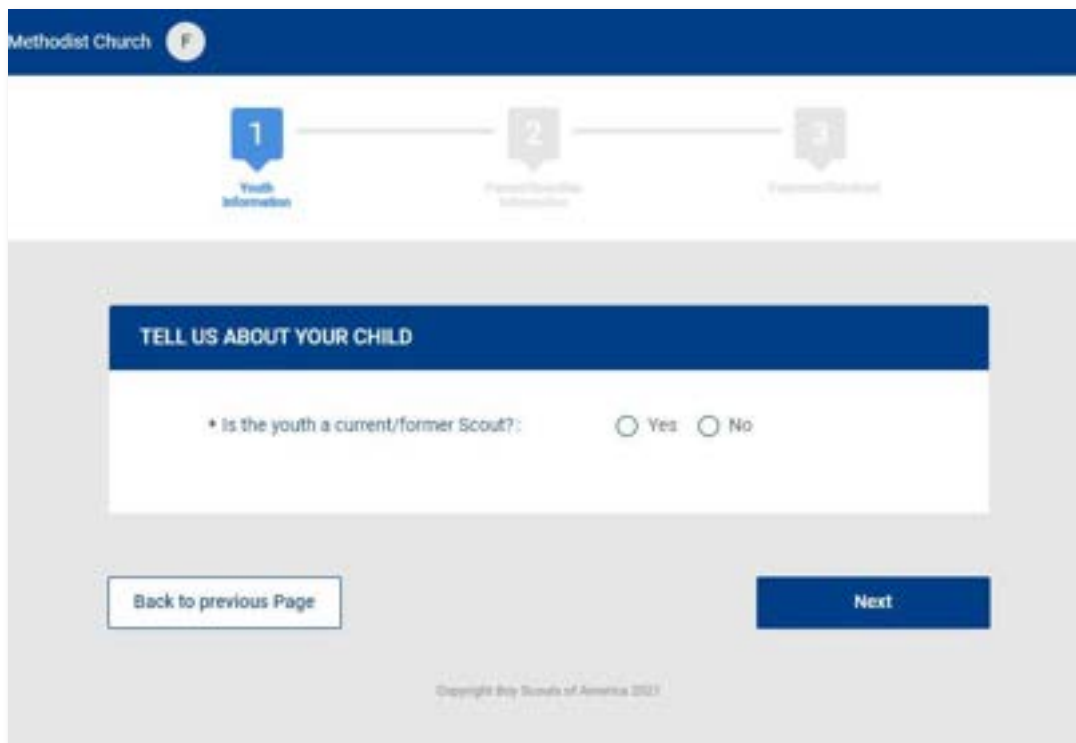
Youth
Age 5 - 10 years old

Start



Adult
Volunteers

Start



Methodist Church

1
Youth
Information

2
Parent/Guardian
Information

3
Payment/Signature

TELL US ABOUT YOUR CHILD

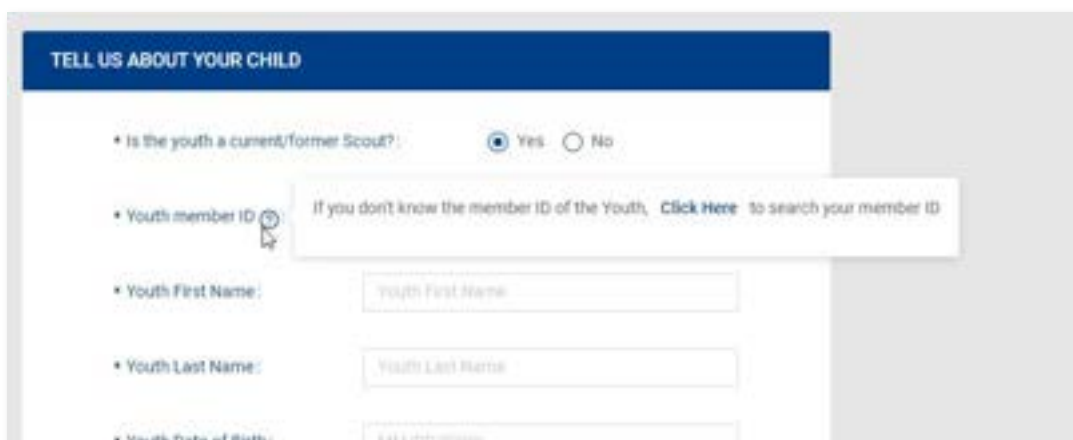
* Is the youth a current/former Scout? : ☐ Yes ☐ No

Back to previous Page

Next

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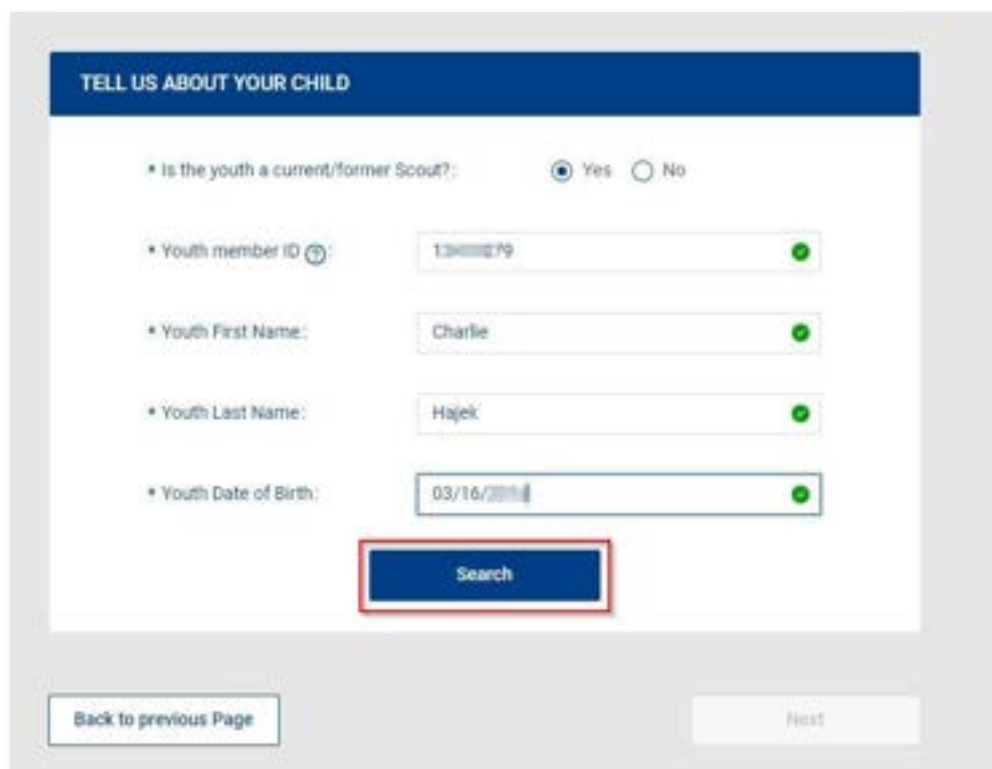
Because this is a transfer the parent will always answer yes at this point



The screenshot shows the 'TELL US ABOUT YOUR CHILD' form. The first question is 'Is the youth a current/former Scout?' with 'Yes' selected. The 'Youth member ID' field has a tooltip that says 'If you don't know the member ID of the Youth, Click Here to search your member ID'. The other fields (First Name, Last Name, Date of Birth) are empty.

To match the transfer record the Member ID number is required, there is this handy link to help the parent find the Member ID if needed.

Complete the basic details required and click search.



The screenshot shows the 'TELL US ABOUT YOUR CHILD' form with all fields filled: 'Is the youth a current/former Scout?' (Yes), 'Youth member ID' (134000279), 'Youth First Name' (Charlie), 'Youth Last Name' (Hajek), and 'Youth Date of Birth' (03/16/2004). Each field has a green checkmark. The 'Search' button is highlighted with a red box. At the bottom, there are 'Back to previous Page' and 'Next' buttons.

The system searches for the record and then asks if you intend to transfer. Next you click the “Transfer” button.

Tell us about yourself

Warning
Our records indicate that you already have an active registration with Pack 0473, Gaston Oaks Baptist Church. If your intention is to transfer from Pack 0473, Gaston Oaks Baptist Church to this one, Please click "Transfer" to proceed with the application. If you wish to be registered in both units simultaneously, click the "Continue" button to finish this application.

[Back to previous Page](#) [Transfer](#) [Continue](#)

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The parent will see the transfer information and can verify the unit the person is leaving and the unit the person is transferring to, then they will need to click “Submit Transfer”

Transfer Registration Information

* Member ID: [text input] ✓

* First Name: [text input: Charlie] ✓

* Last Name: [text input: Hajek] ✓

* Transfer From: [text input: Pack 0473, Gaston Oaks Baptist Church] ✓

Organization:

* Transfer To Organization: [text input: Pack 0000 First United Methodist Church] ✓

[Submit Transfer](#)

The process takes 5 – 10 seconds, then the parent will get notice of success

