

## 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 displays the My.Scouting user interface. On the left, a vertical navigation menu is visible with the following items: Menu, My Dashboard, My Inbox, My Application (0), My Recent Tools, Troop 0144 - West District 08 (selected), Announcements, Application Manager, Calendar, Invitation Manager, JTE Reports, Member Manager, My Organization Dashboard, Organization Manager (selected), Organization Security Manager, and Training Manager. The main content area shows a header for 'Tools and Exploring Units' and a section for 'Specific Training Released'. On the right, there are promotional banners for 'New to Scouting?', 'BSA LEARN CENTER', and 'EXPLORING'. Below the navigation menu, the 'Organization Manager' page is shown, featuring a 'Settings' tab in the top right corner. The organization details for '0144 (Flora Rotary International)' are displayed, including the effective date (01/01/2011), expiration date (12/31/2011), and the executive officer (Dick N Bishop).


**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 displays the organization name '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is titled 'Family Scouting' and contains a form with the following fields:


- Family Scouting:** A dropdown menu set to 'Opt-In'.
- Family Scouting Effective Date:** A date field 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'. This dropdown is circled in red.

At the top of the main content area, there is a 'Welcome Emails' section with a dropdown set to 'Opt-In' and an 'Enter Email Text' area with a rich text editor containing the text 'Thanks for joining us! We hope you have fun!' and a 'Preview' button.


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.

