Instructions for Finding and Downloading your My.scouting Unit Roster

- **your unit Key 3 and delegates will be able to access this report
- Step 1 Log in to your my.scouting account
- Step 2 Under Organization select your unit



Step 4 - From the roster screen click on "Export Roster"

🗮 Menu			my.Scouting Organization Manager
	Тгоор	· B	
		Тгоор	B SELECT ORG LEVEL
		Roster	
	Q Search		
	Troop		😓 Transfer 🖸 Compose 😝 Print 🗸 🖉 Edit Profile 🎧 Export Roster 🕁 Filter
	Organization Manager	■ Name	Member ID Role Gender Renewal Opt Expiration Status Out Date
	Settings		

Step 5 - Your roster report will then be available for export – select "Export to CSV" for the report that is required by Wednesday before your week in camp, and select "Export to PDF" for the report that is needed at check-in. ******DO NOT MODIFY THE REPORT THAT IS GENERATED*/*

✓	× 🌸 Roster Report	× +		
BOY SCC	outs of Am	ERICA	Roster Report	4
This information is to be used only for	authorized purposes on behalf of	the Boy Scouts of An	nerica. Disclosing, copying, or making any inappropriate use	of this roster information is strictly prohibited.
Counci District Organization Name Spin Type Code Tenure Report Generated By Date Report Generated	Cradle Of Liberty Council 525 – 01/31/2024		Export to CSV Export to PDF	

Step 6 - Your exported CSV or PDF should then be saved to your files – please save using the file name:

Week attending camp – Unit # - Council

E.G. Week 1 – Troop 123G - Cradle of Liberty Council

Step 7 – Follow the instructions below to upload the .csv file to your Summer Camp registration in BlackPug

Step 8 – Print the PDF version and bring 2 copies with you for Check-in to confirm the final unit roster is registered with your unit.

To Upload your My.Scouting Roster .csv file to BlackPug, follow these steps:

Step 1 – Log-in to your units' Summer Camp registration in BlackPug

Step 2 – Click on "Update Information" in the Registration Contact box

**Note – this upload will not become available until closer to camp to be sure you are uploading the most current roster download possible

leek 5 - 🗃 🕈 2024 Resica Falls Scouts	BSA Resident Camp	
👤 Participants 🛛 🗮 Payment 🚔 Reports		
Registration Contact		
Booked Feb 09, 2024 4:42 PM	Preview Information	
Update Information (2) Autofill	Additional Actions	~

Step 3 – Click "Upload File" under the My.Scouting .CSV Roster category

	Unit Information
Unit Information Select Unit Troop ofCouncil	Admin Comment
Cell Phone	Address
City	State
Zip	
Upload File	