

Position Changes - Instructions for Chartered Organization Representative

Purpose

This document outlines the steps for a Chartered Organization Representative to update unit positions in my.scouting.org.

1. Log In

- Go to my.scouting.org and log into your account.
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2. Navigate to Your Unit

- From the **MENU**, select your unit listed under **ORGANIZATION** (not under **Organization Manager**).
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3. Access Organization Manager

- Click on **ORGANIZATION MANAGER**.
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4. Manage Positions

- Select **POSITION MANAGER** from the left-hand menu.
- Click on an individual's name to move them to a new role.
 - If the individual is no longer active with the unit, it is recommended to move them to **Unit Scouter Reserve**.

Important Note:

When changing key leadership roles such as **Cubmaster**, **Scoutmaster**, **Crew Advisor** or **Committee Chair**:

- First, move the current leader to a different role.
 - Then, assign the new leader to the desired position.
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5. Save Changes

- Scroll down and click **SAVE** to confirm and apply the updates.