🧭 Position Changes - Instructions for Post Advisor or Post Committee Chair

Purpose

This document outlines the steps for a Post Advisor or Post Committee Chair to update unit positions in my.scouting.org.

🔐 1. Log In

- Go to my.scouting.org and log into your account.

🏢 2. Navigate to Your Unit

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

🗂️ 3. Access Organization Manager

- Click on **ORGANIZATION MANAGER**.

👥 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    - If the individual is no longer active with the unit, it is recommended to move them to **Unit Scouter Reserve**.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 **Post Advisor or Post Committee Chair**

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

💾 5. Save Changes

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