

Scoutbook Knowledge Base

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Assigning a Key 3 Delegate or other position in my.Scouting (myScouting)

Q. How do I assign someone in our unit to a position that can access more tools?

A. NOTE: This tool is available under the unit at <http://my.scouting.org> to Key 3 members (unit leader, committee chair and chartered organization representative.)

The person must be registered in your unit to be assigned a role with Organization Security Manager.

A unit can have up to 3 people assigned as a delegate.

Allow 72 hours or 3 days for changes in Security Manager to take effect in applications outside of my.Scouting.org (e.g., Scoutbook, Internet Advancement, etc.)

Assigning Process

A unit Key 3 person logs into my.scouting.org and clicks on the menu in the upper left, then their unit, and the tool Organization Manager and then Position Manager on the left:

Organization Manager

Settings

Unit Pin

Roster

Position Manager

Reports

Settings

Please be aware that as of July 1, 2020, online ap

Membership Application Approval

Select who has the ability to accept (approve) appli

Chartered Org Representative Approval R

Committee Chair Recommendation and C

See the Functional Role section of the guide [at this link for more information on how to change functional roles](#).

The roles that can access Internet Advancement are Key 3 Delegate or Advancement Chair.

Updated on April 27, 2021