

# How to print Membership Cards if you are a Unit Leader

The screenshot shows the my.Scouting website interface. The top navigation bar includes the my.Scouting logo and a user profile for Amanda Smith. The left sidebar menu is visible, with a red arrow pointing to the 'Member Manager' option. The main content area shows a dashboard with various sections like 'Center', 'Reports', and 'Announcements'. The top navigation bar includes the my.Scouting logo and a user profile for Amanda Smith.

- Log in using your existing My.Scouting user information.
- From your Menu options, select Member Manager

- 20 More
- 0503 (ADJ Christian Childcare) >
  - 0646 (ST BEDES ROMAN CATHOLIC CHURCH) >
  - 0817 (St Gerards Majella Roman Catholic Chur... >
  - 0877 (PLUM CREEK PRESBYTERIAN CHURCH) >
  - 0899 (Saint Januarius Church) >
  - 0916 (WESLEY UNITED METHODIST CHURCH) >
  - 1818 (Shaare Torah Synagogue) >
  - 0023 (First Presbyterian Church of Edgewood) >**
  - 0047 (Calvary United Church of Christ) >
  - 0053 (Vigilant Hose Company of Port Vue) >
- 25 More

Back Organization Roster

Roster by Person Roster View

Filter by Position All Positions

<b>Kent Baker</b>	Youth Member	0023
<b>Carlton Robert Bolton</b>	Assistant Scoutmaster <span>Trained</span>	0023
<b>Ralph Edward Borsani</b>	Assistant Scoutmaster <span>Trained</span>	0023
<b>Shirley M Brown</b>	Assistant Scoutmaster <span>Trained</span>	0023
<b>Edmund Hopkins Campbell</b>	Youth Member	0023
<b>Martin D Caro</b>	Youth Member	0023

- Under Member Manager you may choose to have a roster of All Members, Youth only, or Adult only participants. (In this example, we selected All Members)



Back

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Roster by Person

Roster View



Filter by Position All Positions

<b>Kent Baker</b>	Youth Member	0023	<input checked="" type="checkbox"/>
<b>Carlton Robert Bolton</b>	Assistant Scoutmaster <small>Trained</small>	0023	<input checked="" type="checkbox"/>
<b>Ralph Edward Borsani</b>	Assistant Scoutmaster <small>Trained</small>	0023	<input checked="" type="checkbox"/>
<b>Shirley M Brown</b>	Assistant Scoutmaster <small>Trained</small>	0023	<input checked="" type="checkbox"/>
<b>Edmund Hopkins Campbell</b>	Youth Member	0023	<input checked="" type="checkbox"/>
<b>Martin D Caro</b>	Youth Member	0023	<input checked="" type="checkbox"/>

- Click the green checkmark to select all of the members in your unit, or simple click on certain members to select them. You may select as many as you need.
- Once you have selected your members, click the Membership Card icon to open a prompt for a PDF download.

**SUMMARY REPORT**

**Council:** Laurel Highlands Council 527  
**District:** Lackawanna 01  
**Unit:** Troop 0023  
**Chartered Organization:** First Presbyterian Church of Edgewood  
**Date Printed:** Friday, July 21, 2017  
**Generated By:** Amanda Smith

Membership Card Count Summary: Cards issued: 40, Not issued: 1. Total Selected: 41 record(s)

**Membership card available for following position**

Member Id	Member Name	Position
134232534	Kent Baker	Youth Member
123749977	Carlton Bolton	Assistant Scoutmaster
1872451	Ralph Borsani	Assistant Scoutmaster
1878410	Shirley Brown	Assistant Scoutmaster
125275232	Edmund Campbell	Youth Member
117286307	Martin Caro	Youth Member
121826359	Maximilian Caro	Youth Member
118448927	Susan Caro	Committee Member
103018146	Daniel Curry	Assistant Scoutmaster
128187125	Mary Curry	Committee Member
126065572	Aidan Demkee	Youth Member
118448925	Jakob Eiseman	Youth Member
132222243	Vaughn Good	Youth Member
100338718	Liz Held	Chartered Organization Rep.
121826425	Adam Hoener	Youth Member
100010929	Charles Huse	Scoutmaster
125275229	Vincent Kaschauer	Youth Member
127625682	Vagel Keller	Assistant Scoutmaster
116524594	Andrew Klabnik	Youth Member
116524595	Paul Klabnik	Committee Member
103105432	Keith Kondrich	Committee Chairman



- The PDF will open a report that shows a summary of information about the unit and it's members including each person's individual Membership ID number as well as copies of each selected person's card that you can now print and distribute.