

New Online Tools – For Units



The Denver Area Council's Unit leaders (the Unit Key 3) have digital information tools like never before. The National Commissioner and Mission Impact Teams have designed Unit Tools to help with administrative tasks that in the past have required paper work and a visit to the Council Service Center.

The Denver Area Council Commissioner Team outlines for you the following tools available for use by the Key 3 and the directions for easy access the tools.

Access to the tools is through <https://my.scouting.org>

Unit Administration Tools include:

My Dashboard, Training Manager, Member Manager, Organization Security Manager, Calendar button and Legacy Tools.

Access is obtained by input of your [MyScouting.org](https://my.scouting.org) User ID and password that you use to take online Youth Protection Training. If you don't have a User ID and password you can register on the <https://my.scouting.org> site. The details follow:

- *My Dashboard* will let you review and edit your personal Scouting profile, your training records and give you a listing of any training needed.
- *Training Manager* will let you review training records and training needed for all Adults in your Unit.
- *Member Manager* will let you review and edit information for all Youth and Adults registered in your Unit.
- *Organization Security Manager* will let you give other Unit Leaders access to these same tools by giving them "Key 3 Delegate" status.
- *Legacy Tools* will let you access:
 - *On-line Internet Advancement*
 - *Service Hour Reporting* - Requires the Unit ID number from your charter documentation (page 1). The District professionals and Commissioner can assist.
 - *Unit Tour Plan*

The 2016 online Unit Charter Renewal:

Renewal documents will be available January 4, 2016. Access to these Renewal materials requires you to input your Unit number and a onetime charter renewal access code sent to your Unit Committee Chair, Unit Leader and Charter Organization Representative (COR) in November 2015.

BE A Scout

This BSA website is the finest marketing tool available. It helps families identify Units in their neighborhoods with locations and leader contact information. The Unit Key 3 should assure that the information about your program is current and up-to-date. **Unit Key 3 can add or update Unit information using the Legacy My Scouting tab found under Legacy Tools. Your ID and password will need to be entered. The landing page will have a Unit Tools heading. Click on Be a Scout to enter your Unit specific information.**

Scoutbook

The BSA has purchased a product called Scoutbook with the intention to utilize its web-software as a platform for many of the Administration Tools highlighted in this message. The Denver Area Council Commissioner Team encourages you to review the www.scoutbook.com website and consider converting to this platform during the next 6 months. An Assistant Council Commissioner has been appointed to serve as the Scoutbook Champion to provide you information, training and assistance.

We hope this summary is useful to you and your leaders.

Questions can be directed to:

Scott Markowitz (District Commissioner), Mark Zoller (Commissioner Tools Champion), Scott Johnson (Scoutbook Champion) or Jim Blair (Council Commissioner).