

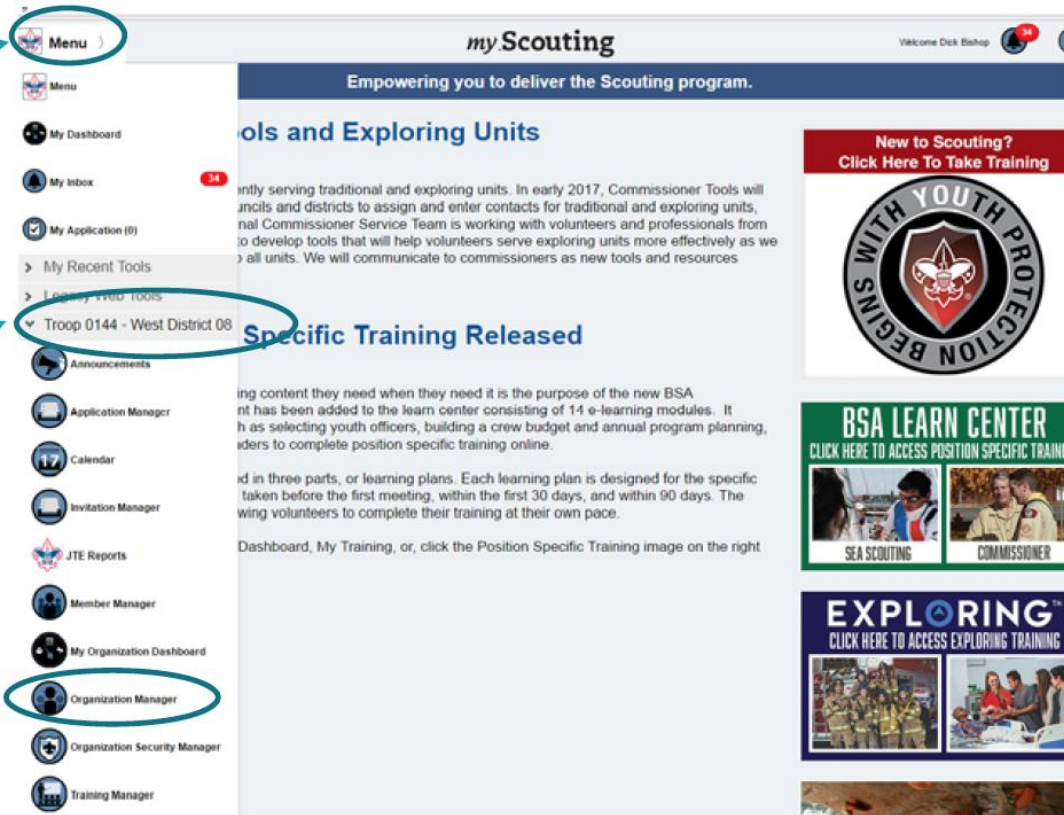
SETTING YOUR UNIT'S CONFIGURATIONS

Step 1: While logged in to your My.Scouting account, select **Menu** at the top left hand side of your screen.

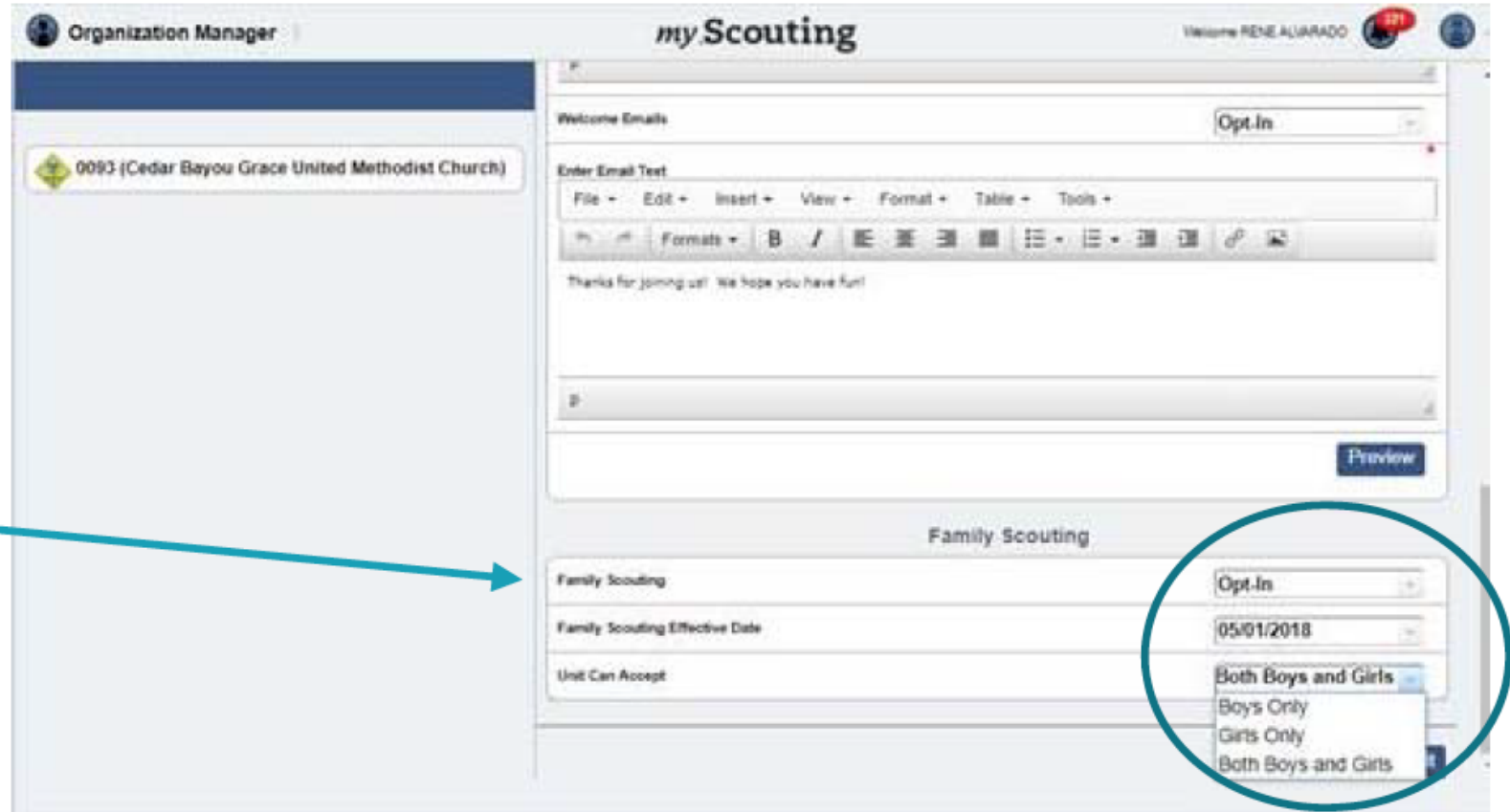
Step 2: From the drop down menu select the **unit** you will be configuring.

Step 3: Select **Organization Manager**


Step 4: Select the **Settings** tab.




Family Scouting: If your pack will be accepting girls – select opt-in for Family Scouting, enter the date, and then select whether the unit is accepting boys only, girls only, or both boys and girls.




The screenshot shows the myScouting Organization Manager interface. On the left, a sidebar lists the organization: 0093 (Cedar Bayou Grace United Methodist Church). The main content area is titled "myScouting" and shows a "Welcome Emails" section with an "Opt-In" dropdown menu. Below this is a rich text editor with a toolbar and the text "Thanks for joining us! We hope you have fun!". A "Preview" button is located at the bottom right of the editor. The "Family Scouting" section is highlighted with a teal arrow from the text on the left. It contains three fields: "Family Scouting" with an "Opt-In" dropdown, "Family Scouting Effective Date" with a date picker set to "05/01/2018", and "Unit Can Accept" with a dropdown menu. The "Unit Can Accept" dropdown is circled in teal and shows the following options: "Both Boys and Girls" (selected), "Boys Only", "Girls Only", and "Both Boys and Girls".


5  **Pack 0056 Atascocita United Methodist Church** 1.5 miles ✕
2225 North Loop W
Houston, TEXAS 77008


 **Dens for Boys or Girls accepting applications for girls beginning May 30, 2018**


 576 - Sam Houston Area Council 576


 www.scouting.org

Pack with dens for boys or girls

1  **Pack 0039 East Montgomery County Fire Department** 3.9 miles ✕
2225 North Loop W
Houston, TEXAS 77008

 **Girl Pack accepting applications for girls beginning June 01, 2018**


 576 - Sam Houston Area Council 576

 www.scouting.org

Pack for girls

1  **Pack 1292 Foster Elementary Pta** 0.5 miles ✕
2225 North Loop W
Houston, TEXAS 77008

 576 - Sam Houston Area Council 576

 www.scouting.org

Pack with no acceptGender value chosen

Step 6: Save your selections by selecting **Commit** at the bottom of your screen.

The screenshot displays the 'my.Scouting' Organization Manager interface. The left sidebar shows the organization name '0093 (Cedar Bayou Grace United Methodist Church)'. The main content area is divided into sections: 'Welcome Emails' with an 'Opt-In' dropdown and a rich text editor containing the text 'Thanks for joining us! We hope you have fun!'; and 'Family Scouting' with three dropdown menus: 'Family Scouting' (Opt-In), 'Family Scouting Effective Date' (05/01/2018), and 'Unit Can Accept' (Both Boys and Girls). A blue 'Commit' button is located at the bottom right of the form, circled in red. A teal arrow points from the text 'Step 6' to this button.