

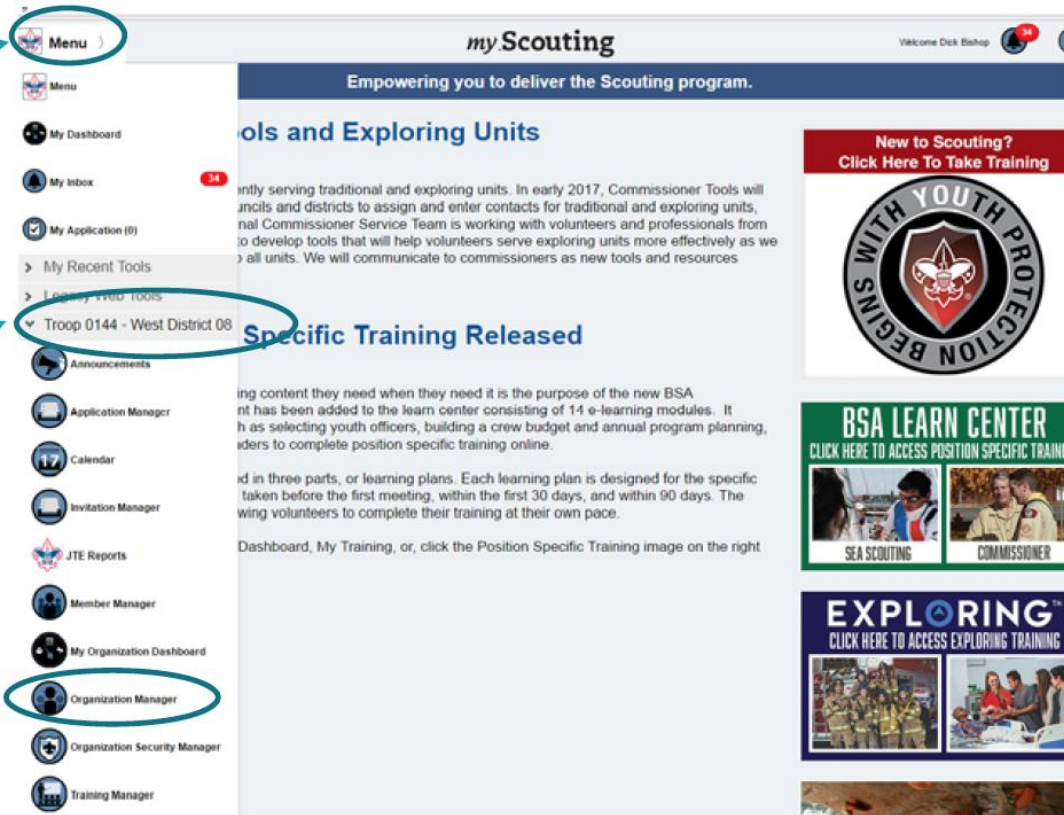
SETTING YOUR UNIT'S CONFIGURATIONS

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 'Family Scouting' and contains the following fields:


- Family Scouting:** A dropdown menu set to 'Opt-In'.
- Family Scouting Effective Date:** A date field set to '05/01/2018'.
- Unit Can Accept:** A dropdown menu with a list of options: 'Both Boys and Girls', 'Boys Only', 'Girls Only', and 'Both Boys and Girls'. The 'Both Boys and Girls' option is currently selected and highlighted.

A red circle highlights the 'Unit Can Accept' dropdown menu, and a red arrow points from the text on the left to this menu.


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 'myScouting' 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 'Preview' button; 'Enter Email Text' with 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 red circle highlights the 'Commit' button at the bottom right of the interface, with a red arrow pointing from the text in the first block to it.