

Membership Card Printing

In an effort to streamline basic operations and put more tools in the hands of our volunteers, the BSA has decided to change the printing of membership cards to a self-service process. This will allow individuals and units to print their membership cards in a timelier manner.

Cards for all members of a unit can be printed in *my.Scouting.org* by any member of the Unit Key Three. Follow these steps to print your unit's cards:

- Log into *my.Scouting.org* using your usual login ID and password.
- Click the **Menu** link and choose **Member Manager** from the list of tools on the left side of the screen.
- In **Member Manager**, click on the **SELECT ORG LEVEL** link to navigate to the correct unit, if needed. Choose **Roster** in the left-hand menu bar.
- Click the down-arrow next to **Print** on the menu above the roster listing and choose *Membership Cards* from the menu. Note that all cards are printed by default. You can also choose which cards to print (as replacements or for new members) using the check boxes next to each name in the roster.
- On the resulting **Print Membership List** screen, click on the **Export to PDF** button. A message box will indicate that you are about to download your membership cards. Click **Confirm** to display a preview of the cards. You can either print the cards from here or download them into a PDF for printing later using the icons in the top-right corner of the screen.
- The cards should be printed on white, light-weight card stock. They are designed to be printed in color, although they look acceptable if printed in black and white. Note that the BSA membership cards are not formatted to be printed on pre-perforated business card stock available from Avery and others.

If you have questions or problems with this process, please contact your Unit Commissioner, District Executive, or the Garden State Council Service Center at 609-261-5850.