



# Online Transfers

If the Scout is transferring to another unit in the same council, using the online transfer tool is the most efficient way to transfer a Scout from one unit to another. A paper application is not needed. A unit leader in the old unit or the parent can do the transfer.

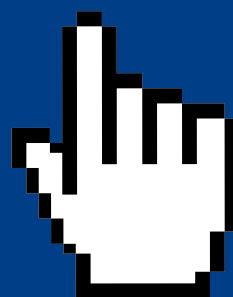


## Begin Here

Log into [my.scouting.org](https://my.scouting.org) Select the Menu then Select "My Application;" you can transfer yourself as an adult volunteer or your youth member from unit to unit.

## Make the Transfer

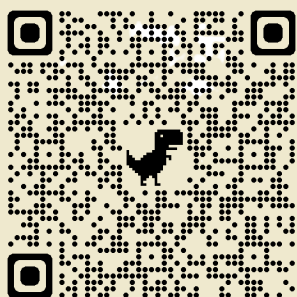
Unit leaders will be able to transfer youth by going to the new "Roster" feature in "Member Manager" and "Organization Manager" and select the youth who need to be transferred, then click the "Transfer" icon. This will create a transfer application which will be sent to the new unit with the ability to be approved in "Application Manager".



## The Next Step

Transfers will take **48 hours** to sync with the new unit.

For instructions on how to transfer a Scout to a unit out of Council please Scan the QR Code below



For a visual walk through of doing an online transfer- in council, of a Scout or volunteer scan the QR Code below





# Online Transfer

(Within One Council)

Go to my.scouting.org, log-in (if you have an account, if not you can create you and should match you up to existing scouting data for you) and click Menu at top left

In the Dropdown click My Applications

The screenshot shows the my.Scouting website. At the top left, there is a 'Menu' button. A red arrow points from the text 'click Menu at top left' to this button. Below the menu, there is a 'News' section with a 'Reminder about Lapsed Units and Online Registration' dated 01/04/2021. On the right side, there is a user profile section with a dropdown menu. A red arrow points from the text 'In the Dropdown click My Applications' to the 'My Application' option in the dropdown menu. The dropdown menu also includes 'My Profile', 'Manage Member ID', 'My Account', and 'My Application' (which is checked).

You will then see a search screen.

Select Troop

Enter the 4 digit Unit # and click Search. The Results will show at bottom.

Find the Correct Unit and click SELECT to the right of it.

The screenshot shows the 'Unit Search for Unit Transfers' screen. At the top, there is a 'Unit Search for Unit Transfers' header. Below it, there is a 'People to be transferred:' section with a dropdown menu showing 'K [redacted] McNeil'. Below this, there is a 'Select the Unit(s) you want to transfer to' section. It includes a 'Unit Type:' dropdown menu set to 'Troop', a 'Unit Number:' input field with '0497', and an 'Accept Gender' dropdown menu set to 'Accept Gender'. A 'SEARCH' button is located below these fields. Below the search fields, there is a 'Unit Results' section. It contains a table with columns: Type, Number, Chartered Organization, District, Expiration, Accept Gender, and a 'SELECT' button. The table has one row: Troop, 0497, Baylor University, Heart O Texas 50, 12/31/2021, Boys Only, and a 'SELECT' button. A red arrow points from the text 'Find the Correct Unit and click SELECT to the right of it.' to the 'SELECT' button in the table.

On this screen you should see your families registrations in the BSA. For moving from a Pack to a Troop you would want to Transfer.

The screenshot shows the 'my.Scouting | My Applications' screen. At the top, there is a 'Go Back' button and a 'Welcome, Donovan McNeil' message. Below this, there is a 'TRANSFER / MULTIPLE / RENEW APPLICATIONS' section. It contains a 'Personal Information' section with a dropdown menu showing 'Donovan McNeil', 'Member ID: 128121172', and 'Troop 0497 Baylor University'. Below this, there are three buttons: 'Transfer', 'Multiple', and 'Renew'. A red arrow points from the text 'For moving from a Pack to a Troop you would want to Transfer.' to the 'Transfer' button.

Transfer Registration Information

\* Member ID: [redacted] ✓

\* First Name: [redacted] ✓

\* Last Name: McNeil ✓

\* Transfer From Organization: Troop 0497 Baylor University ✓

\* Transfer To Organization: Troop 0377 Woodway United Methodist Chur ✓

The screenshot shows the 'Transfer Registration Information' form. It has a blue header with the title 'Transfer Registration Information'. Below the header, there are five fields, each with a red asterisk and a green checkmark icon. The fields are: '\* Member ID:' with a redacted value, '\* First Name:' with a redacted value, '\* Last Name:' with 'McNeil', '\* Transfer From Organization:' with 'Troop 0497 Baylor University', and '\* Transfer To Organization:' with 'Troop 0377 Woodway United Methodist Chur'.

It will then take you to a Screen that should be 100% filled in for you to review. Then just click Submit Transfer.

Inform the Unit Leader that you have submitted an Application so they can take the needed steps