# Transfers and Multiples for My.Scouting

In My.Scouting, users can now make transfers between units. Members can now transfer themselves or parent/guardian can transfer their child from one unit to another. Unit leaders also have the ability to transfer youth from their unit to another such as in Arrow of Lights transferring to a Scouts BSA troop. Unit leader transfers are done in the "Roster" tab of Member Manager or Organization Manager. Transfers or multiple registrations for members or youth can be done under Menu > "My Application" tab.

## Frequently Asked Questions

**How does the unit I'm transferring to know I transferred? –** Standard approval is still required. Youth transfers are approved by unit leaders and Adult transfers are approved by the COR or their designee. The approval is done just like all other approvals with online registrations, through "Application Manager".

**Can I transfer my youth who is Arrow of Light to a Troop not associated with my Pack**? Yes, youth can be transferred to any active unit in your council.

**Can I transfer people into my unit?** – No, only Unit leaders or parent/guardians can transfer youth from their Scout Unit.

**Can I use this new feature to change my position, such as from Den Leader to Cubmaster?** – No, that is not a transfer, but this feature will be added Organization Manager in a future release.

**Can all adult leaders transfer out of the unit?** – No, the Chartered Organization Reps cannot be transferred.

**Can other adult leaders transfer an adult?** No, adults can only be self-transferred using the "My Application" tab.

**Don't adults need to fill out the application form again?** - No, but when an adult transfers, they will need to answer the basic Youth Protection questions again and cannot transfer if their Criminal Background check is not completed.

**What are reasons I cannot transfer a youth?**

> Only youth in our database with a "parent relationship" can be transferred so a notification can be made. This relationship can be corrected in ScoutNet, contact your scout office to have them make this connection.
>
> Youth that are too young to join a unit will not be able to transfer (such as a Cub Scout joining a Venture Crew).

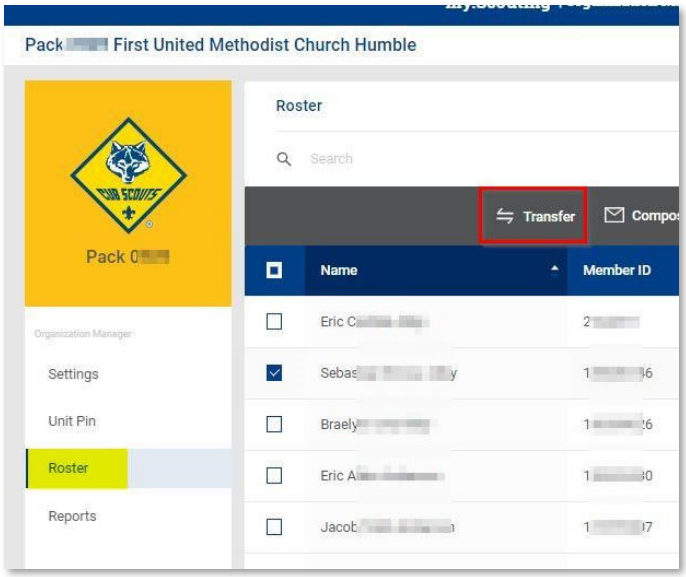
**Can I transfer to another Council?** – Yes, see page seven of this guide for the process.

Making a transfer online is done in “My Applications” if you are the parent/guardian of a youth, or if you are a unit leader, this is done in “Organization Manager” or “Member Manager”. These tools are found under the Menu dropdown on the left of the screen.

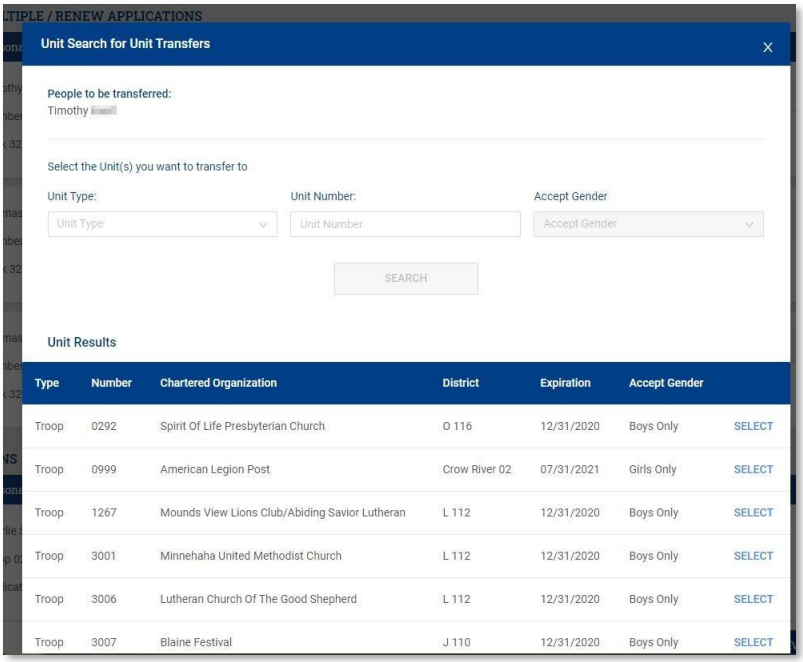
UNIT LEADERS

Within Member Manager and Organization Manager (yes, they are almost the same, but some users don’t have access to one or the other) you will find a “Roster” tab.  Click this and it will display the units and member information.

You must first  select the member you want transferred and then click the Transfer button found in the gray bar.

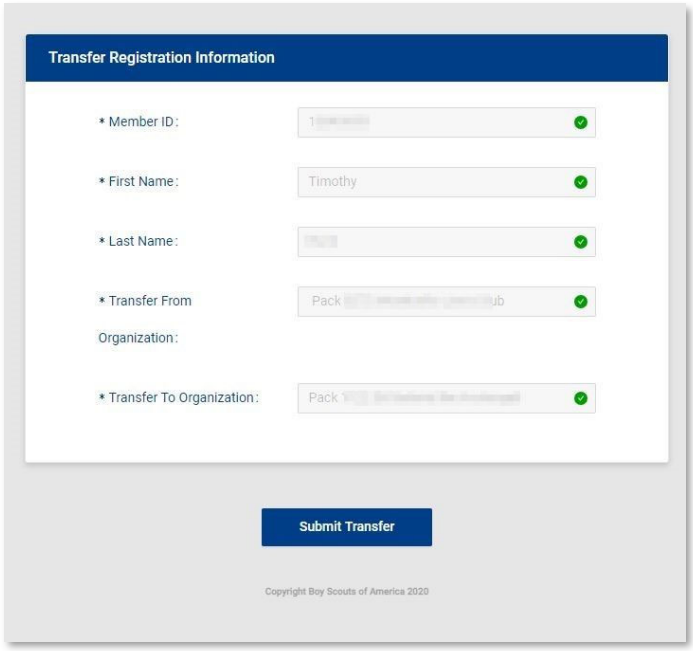



A leader can select more than one person to be transferred but you cannot mix youth and adults. In the below example, one youth is selected.




Next you will pick the unit type you are transferring the youth to (Pack, Troop, or Crew), and then you can either specify the unit number or click “Search” and select a unit from the results.

After the unit selection is completed a box will display to allow you to review the transfer. If all is correct, click “Submit Transfer”.

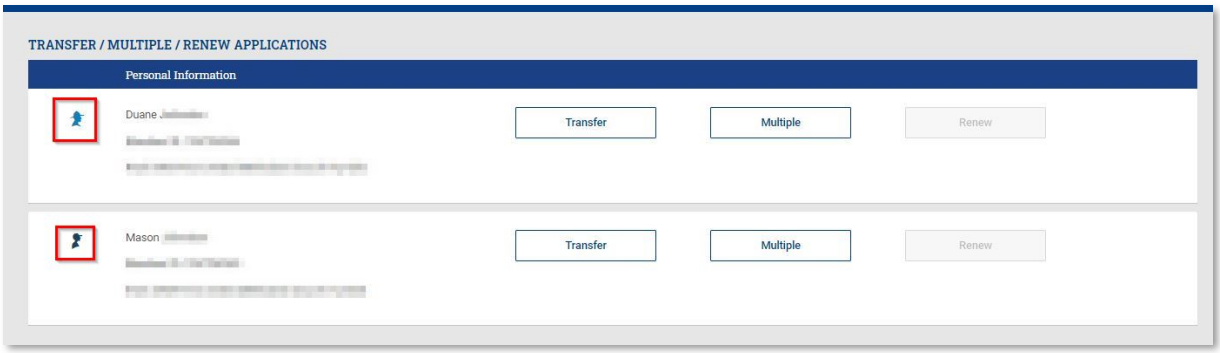



Once the transfer is made, the unit receiving the new member will be notified and they have the ability to accept the person in “Application Manager”

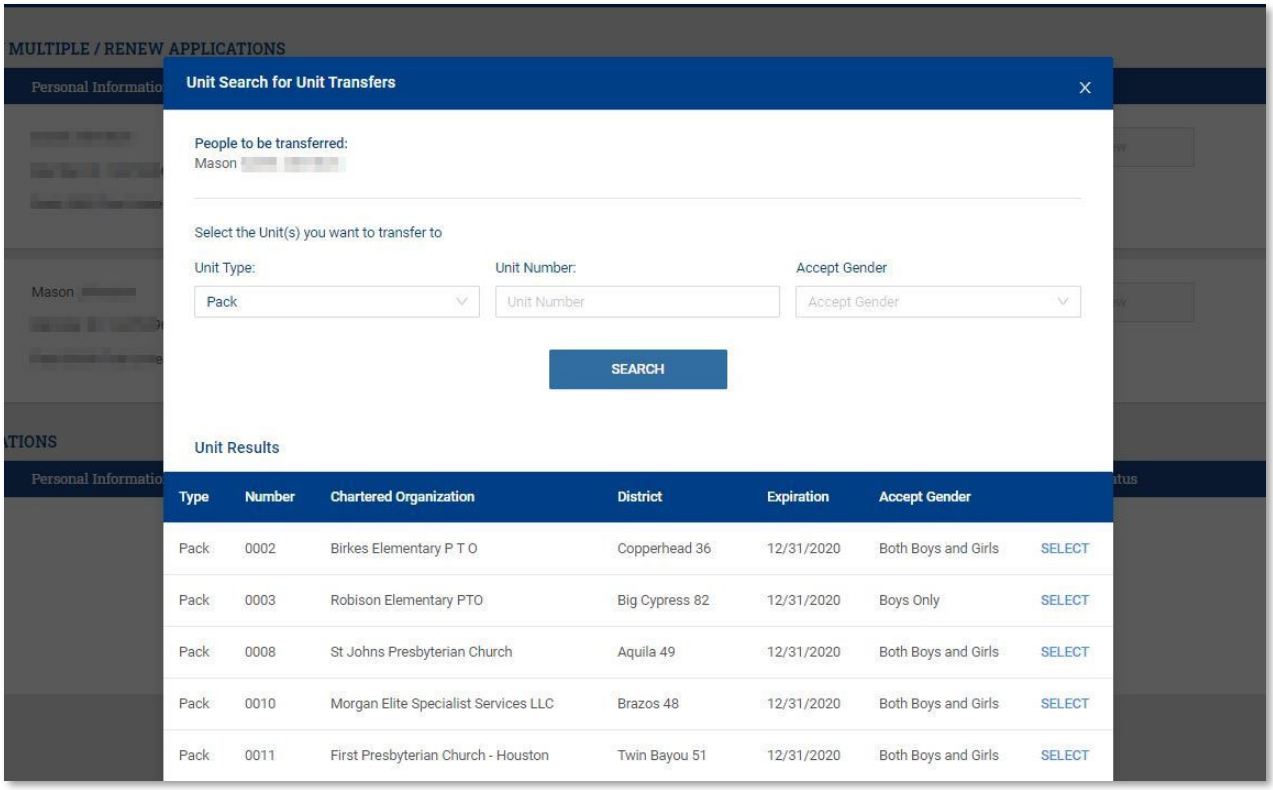
## Self-Transfers using “My Applications”

An adult leader or the parent/guardian of a child can make a transfer using the “My Applications” tool found on the dropdown menu on the left side of the My.Scouting landing page.

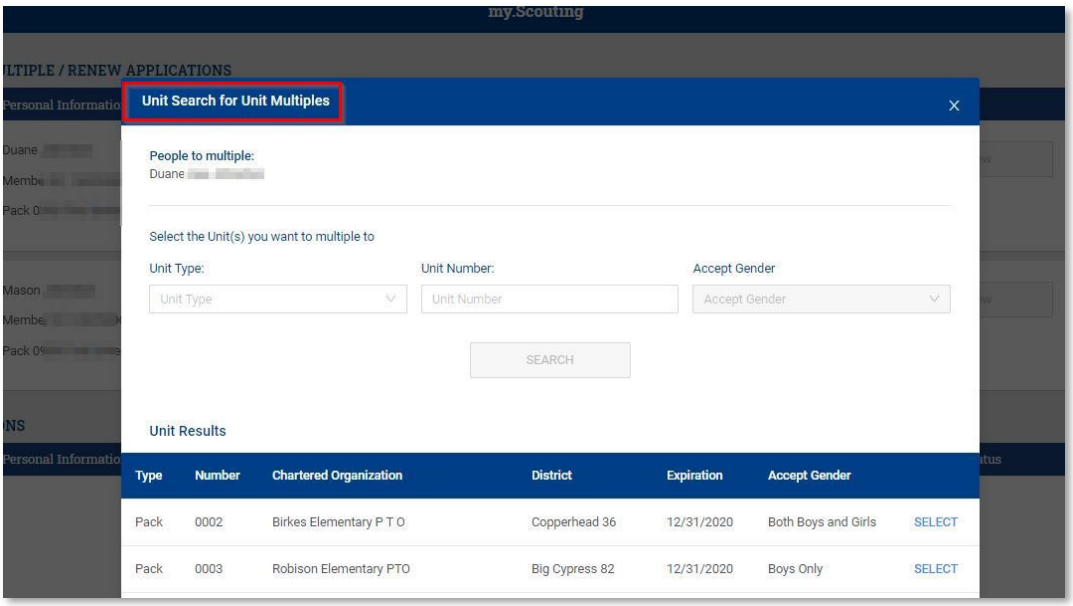
When My Applications is selected, you will see any youth associated to you. In the example below Duane and his son Mason are listed and Duane can transfer or multiple either registration.



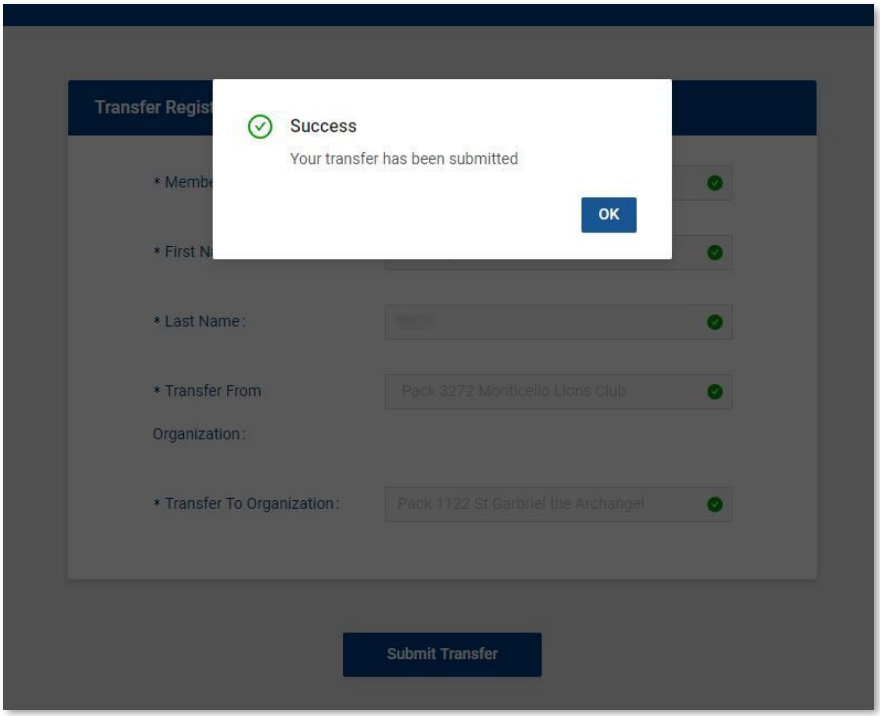

The transfer process is similar as the roster page - you select the unit type to transfer to by entering the unit or using the search button.



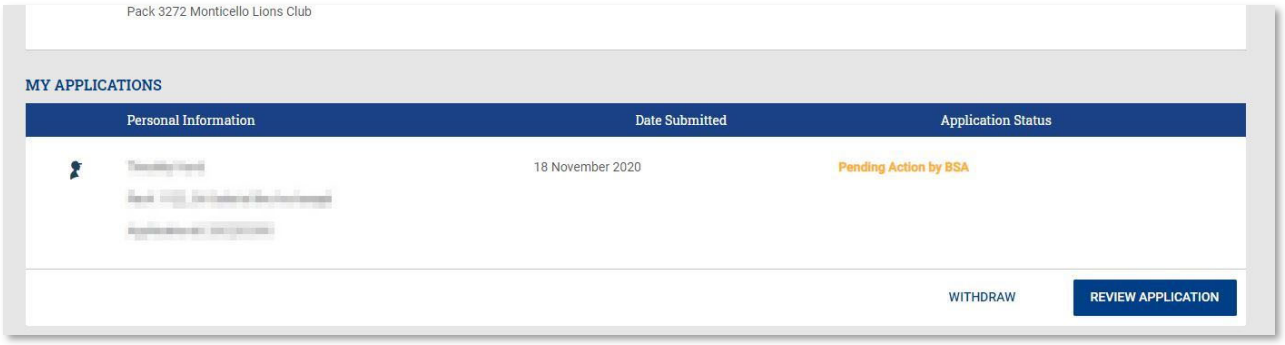
Multiplying into another unit works the same way by selecting where you want to multiple in.




Once you have transferred or multipled a pop-up window displays acknowledging it was successful.



Any transfers or multiple transactions you have completed will be reflected on the My Applications page.

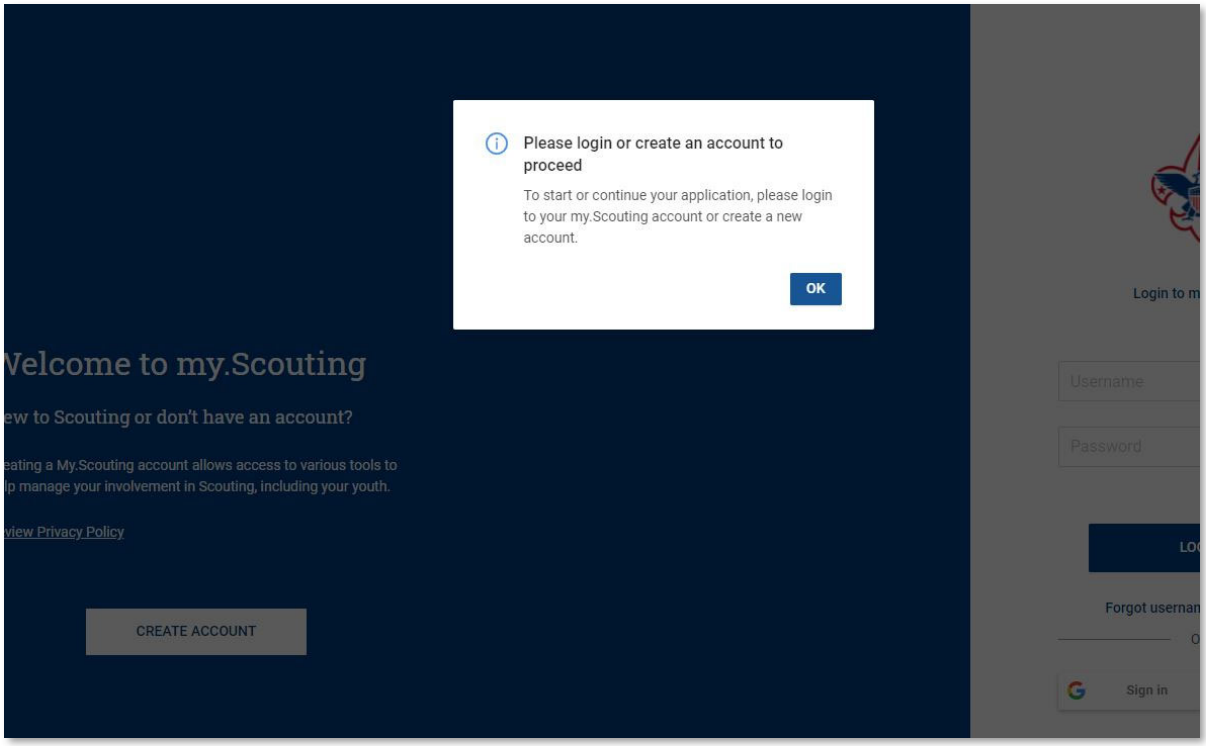


## How to transfer from one council to another online

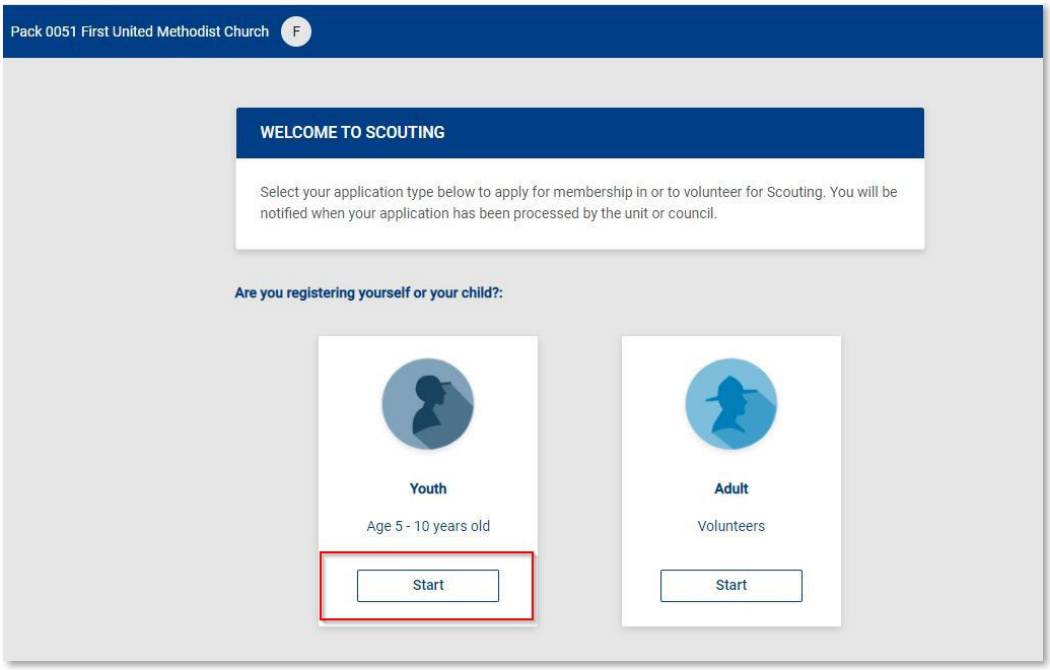
The online registration system now supports transferring your membership from one council to another if needed. In the past the only way to transfer your membership was to fill out a transfer form and a new membership application, now you can transfer your child and/or yourself online. All the advancement and training records will follow the transfer application.

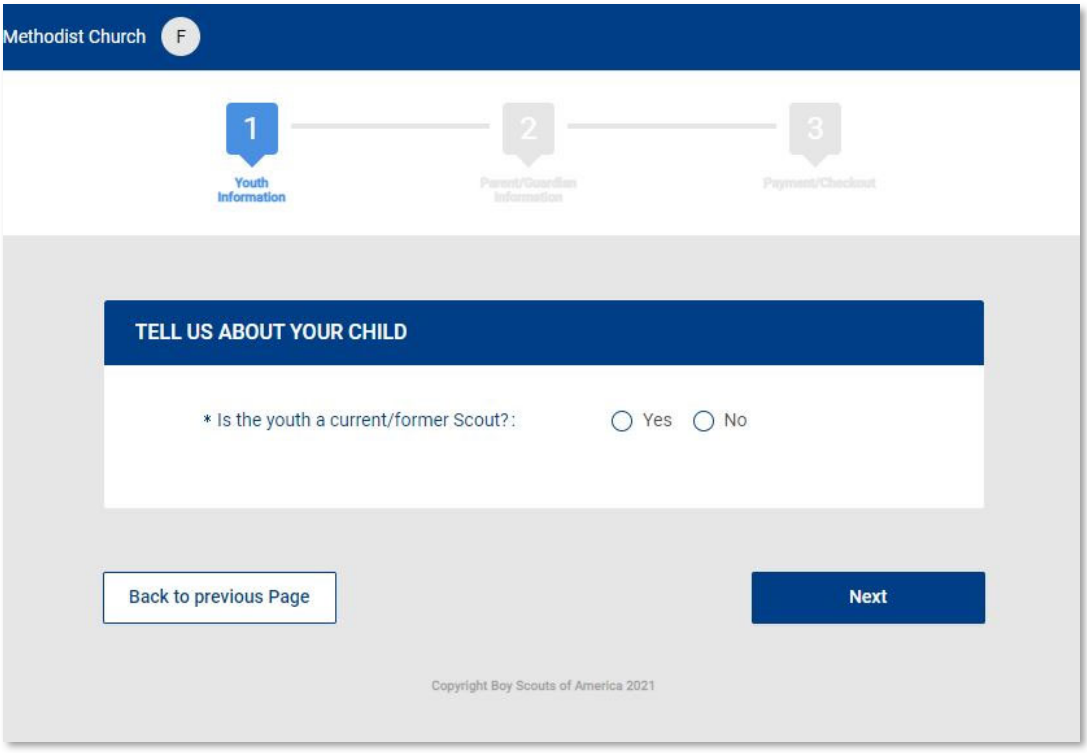
When moving to a new Council, the parent would use the BeAScout pin to connect to the unit they wish to transfer into. The Unit QR code or Minu URL “link” also connects you to that unit’s online registration site

Like all Online application the parent starts by logging in to My.Scouting. this example screen shot is where the BeAScout pin would direct the parent

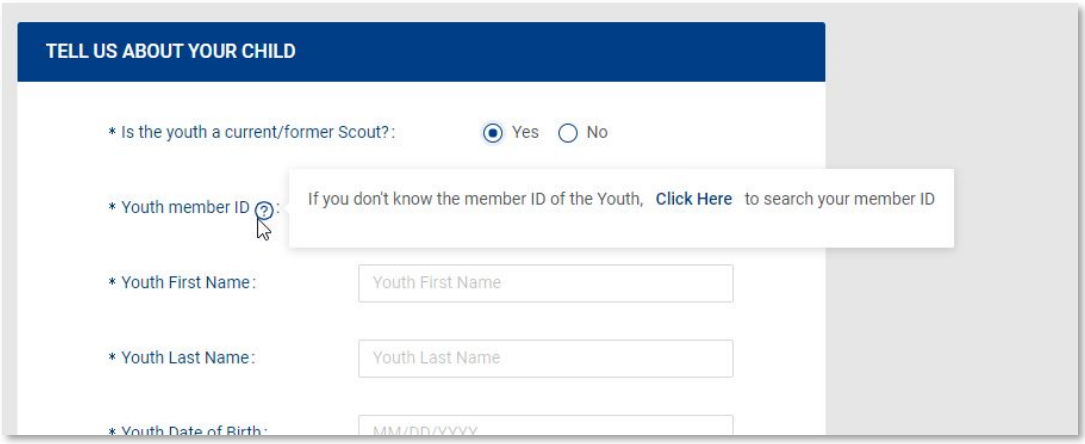


As with Online registration, the parent needs to select if this will be for a youth or an adult.



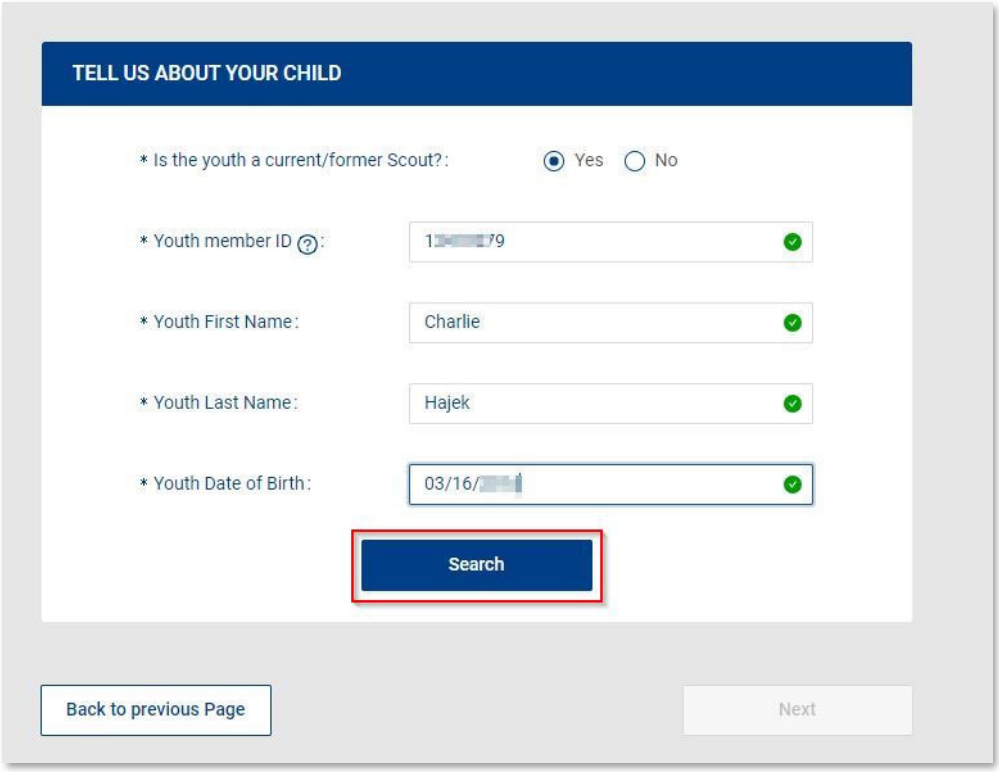



Because this is a transfer the parent will always answer yes at this point

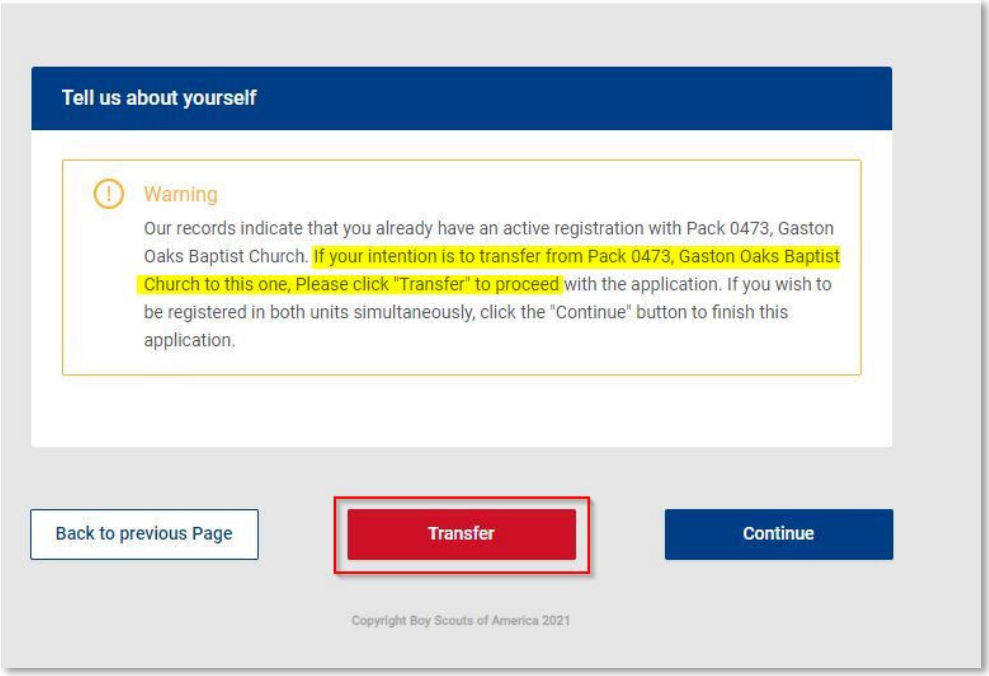



To match the transfer record the Member ID number is required, there is this handy link to help the parent find the Member ID if needed.

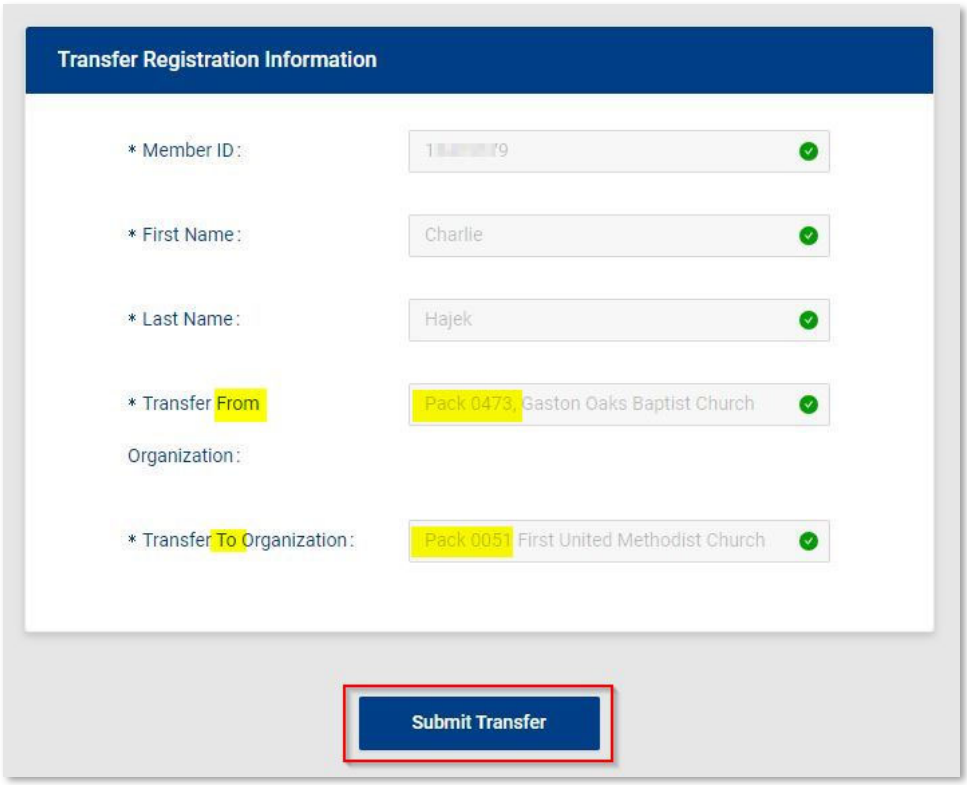
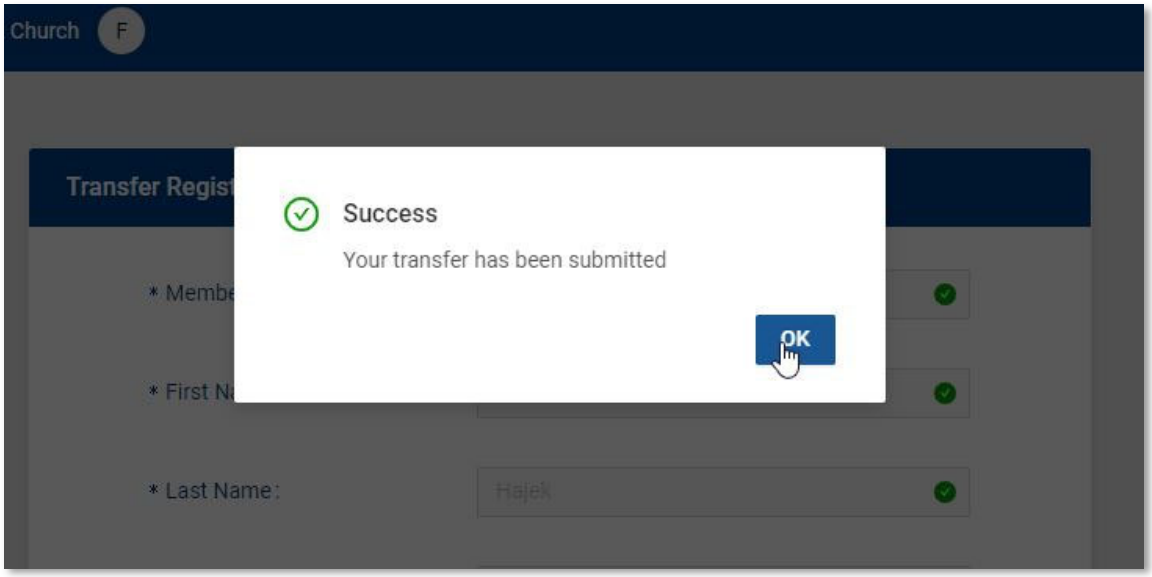
Complete the basic details required and click search.



The system searches for the record and then asks if you intend to transfer. Next you click the “Transfer” button.




The parent will see the transfer information and can verify the unit the person is leaving and the unit the person is transferring to, then they will  need to click “Submit Transfer”



The process takes 5 – 10 seconds, then the parent will get notice of success