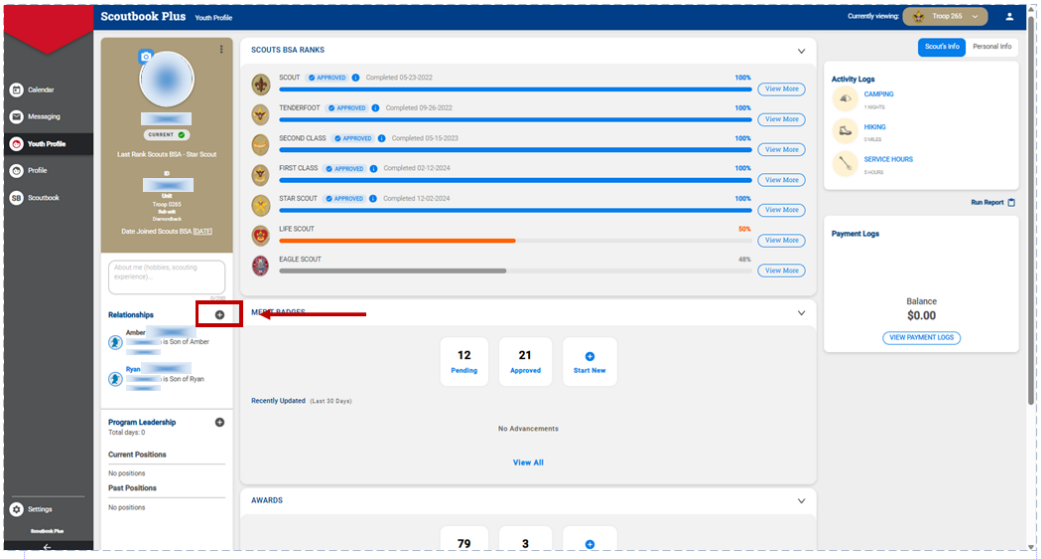
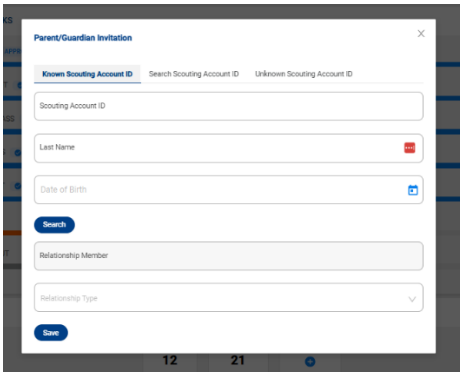
Instructions for Adding Parent/Guardian

For Existing Parents and Leaders

Step 1: Navigate to youth and click “+” button.



Step 2: Select option “Known Scouting Account ID” OR “Search Scouting Account ID” or “Unknown Scouting Account ID” and follow prompts.



Step 3: Invited Parent will get an email to confirm the relationship.

Please note: Adult leaders **cannot add themselves** to youth and will need to request the other parent or contact Registrar at local council to add. This is to prevent leaders from adding themselves as parent/guardians to youth for whom they are not the actual parent/guardian, which will cause them to receive membership renewal notices.