



Transfers and Multiples for My.Scouting

Step-by-Step Instructions

In [My.Scouting](#), users can make transfers between units. You may now transfer both your Scout's membership and your adult leader membership. Unit leaders also have the ability to transfer youth from their unit to another such as in Arrow of Light Scouts transferring to a Scouts BSA Troop. This guide will provide you with step-by-step instructions.

Please note: Always transfer any youth member you are connected to first before you transfer your adult BSA membership.

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Self-Transfers from one Council to Another

The online registration system supports transferring your membership from one council to another if needed. All the advancement and training records will follow the transfer application.

To start the transfer to the Transatlantic Council, click on the Signup Link of the unit you would like to join. Locate units and their signup links: <https://tacscouting.org/membership/>

Once you click on the link you will be directed to my.Scouting where you will be asked to choose a membership type depending on the type of unit you chose: youth, adult or participant (18-20 for Venturing Crews). **Always transfer any youth member** you are connected to **first** before you transfer your adult BSA membership. Additionally, you must be the parent/guardian connected to the youth so for the transfer to happen.



WELCOME TO SCOUTING

Select your application type below to apply for membership in or to volunteer for Scouting. You will be notified when your application has been processed by the unit or council.

Are you registering yourself or your child?:

Youth

Age 5 - 10 years old

Start

Adult

Volunteers

Start

Next, the system will ask you to either log into an existing account or register for an account. Click on **OK** and log into your account.

The next steps will ask you for information about your Scout. Because this is a transfer, select **Yes** on the next screen indicating that the youth is a current Scout. Click on **Next**.

1 Youth Information

2 Parent/Guardian Information

3 Payment/Checkout

TELL US ABOUT YOUR CHILD

* Is the youth a current/former Scout?:

Yes

No

Back to previous Page

Next

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The form will expand asking you for your Scout's information.

TELL US ABOUT YOUR CHILD

* Is the youth a current/former Scout?: ☒ Yes ☐ No

* Youth member ID [?]: If you don't know the member ID of the Youth, [Click Here](#) to search your member ID

* Youth First Name:

* Youth Last Name:

* Youth Date of Birth:

Search

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.
 Hover over the question mark as indicated in the screen capture above and select **Click Here** to search for your Scout's member number.

Recover Member ID X

Enter your information to recover your Member ID

* Youth First Name:

* Youth Last Name:

* Date of Birth:

* ZIP Code:

GET MEMBER ID



Once you know the Scout's member number, complete the basic details required and click search.

TELL US ABOUT YOUR CHILD

* Is the youth a current/former Scout?: ☒ Yes ☐ No

* Youth member ID: 12345679 ✓

* Youth First Name: Charlie ✓

* Youth Last Name: Hajek ✓

* Youth Date of Birth: 03/16/2016 ✓

Search

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

Tell us about yourself

Warning

Our records indicate that you already have an active registration with Troop 0044, 123456789. If your intention is to transfer from Troop 0044, 123456789 to this one, Please click "Transfer" to proceed with the application. If you wish to be registered in both units simultaneously, click the "Continue" button to finish this application.

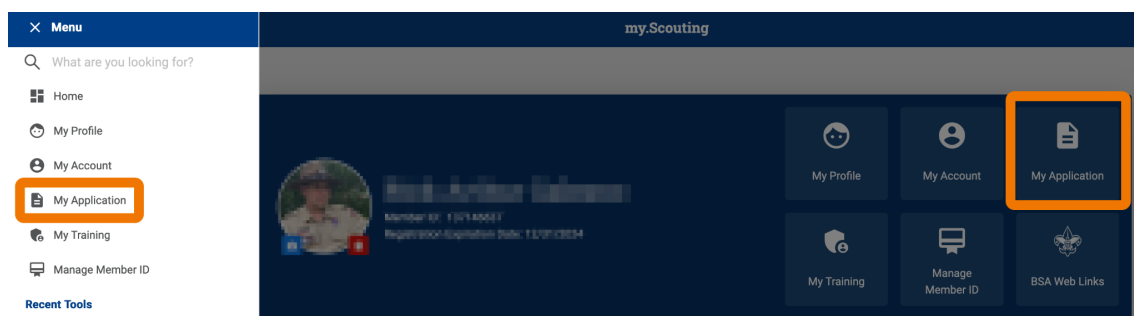
[Back to previous Page](#) **Transfer** **Continue**

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.



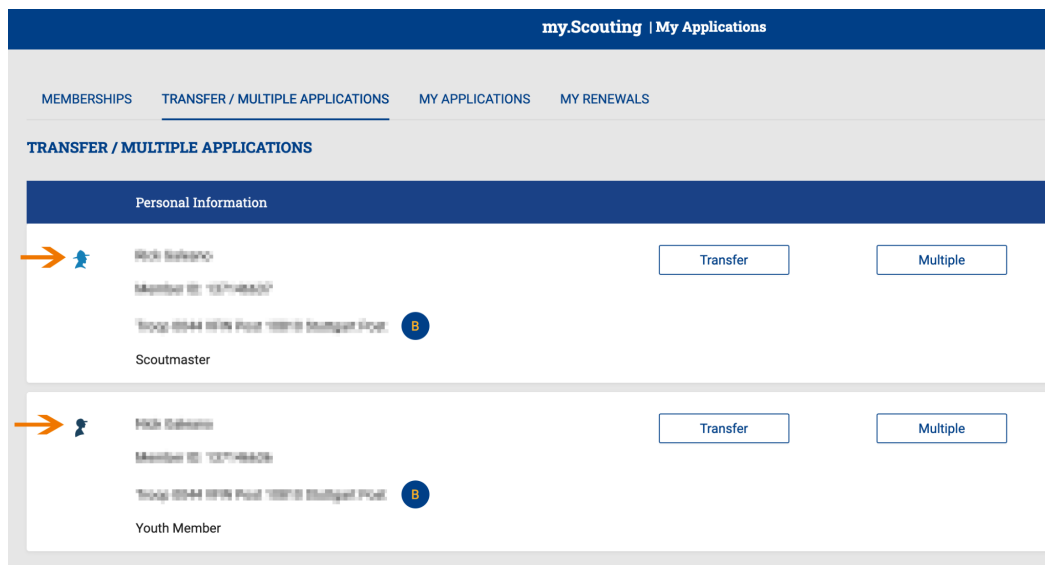
Self-Transfers within the same Council

- Log into your [My.Scouting](#) account.
- Select **My Application** on the home page.
- You may also select it from the **Menu** in the upper left corner.



On the **My Application** is selected, you will see any youth associated with you. In the example below you see two members listed in this adult account: The icon with the patrol hat indicates this is an adult leader. The darker blue icon with the cap indicates that this member is a youth member.

Transfer allows you to move the member's registration from one unit to another. **Multiple** means that the member will add another unit to his registration record. A common example is for an adult leader to "multiple" into a Troop but retain an adult leader role in the Pack. Or a Scout in a Troop might "multiple" into a Venturing Crew.



If the youth account will be transferred to another unit, it's important to first make any changes to the youth before transferring the adult account. As soon as the adult is transferred first, the relationship between the two accounts is severed.

When you are ready to join a unit:

- Click on **Transfer or Multiple**.
- Select Unit Type
- Search for a Unit Number.
- Make a selection.

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

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. Youth that are too young to join a unit will not be able to transfer (such as a Cub Scout joining a Venture Crew).



In-Council Transfers Initiated by Unit Leaders

Unit leader transfers are done in the “Roster” tab of the Organization Manager. Unit leaders first log into My.Scouting, click on **Menu** in the upper left corner, select their unit under Organization and then select **Organization Manager**.

Organization

Application Manager

Invitation Manager

Organization Manager

Roster

Trained Leader Report

Training Manager

YPT Reports

From there, you may **Transfer in** youth members.



Troop

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in**
- Position Manager
- Reports

Tell us about youth

* Youth member ID:

* Youth First Name:

* Youth Last Name:

* Youth Date of Birth:

Search

An overnight process must run to complete the transfer

Another option is to use Transfer youth from the unit is through the Roster. Select the **Roster** tab. This will display the unit's members. Select the member you want to transfer and click on the **Transfer** button in the gray bar. You may select more than one youth.

The screenshot shows the Scouting America Roster interface. On the left is a sidebar with the Scouting America logo, the troop name 'Troop [redacted]', and a list of navigation options: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, and Roster. The Roster option is highlighted with an orange box and a blue '1' badge. The main content area is titled 'Roster' and includes a search bar. Below the search bar is a gray action bar with buttons: Transfer (highlighted with an orange box and a blue '3' badge), Renew, Compose, and Print. Below this is a table with columns: Name, Member ID, and Role. The table contains two rows. The first row is for a 'Committee Member' and is dimmed. The second row is for a 'Youth Member' and is selected, indicated by a blue checkmark in a box (highlighted with an orange box and a blue '2' badge) in the left margin. The Youth Member row also has a 'Trained' badge.

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 the **Application Manager**.



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 parents/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.

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. Youth that are too young to join a unit will not be able to transfer (such as a Cub Scout joining a Venture Crew).



Transfer Tip: Unable to transfer your Scout?

It's important to transfer any youth members before transferring adult members so that the parent connection remains intact. If that connection gets severed, do the following

- Log into your my.scouting account.
- Select Manage Member ID from the menu
- On the next screen, set your 'primary' member ID back to your prior council to reconnect your my.scouting profile to the one linked to your Scout.
- Once the primary membership has been set to your old council, logout and log back into your my.scouting account. This will align your profile to the previous council database restoring a connection to your Scout.
- Now use the registration URL for your unit to transfer your Scout. Do that in the same browser.

Doing this on a computer works best vs a smartphone. Once the transfer application has been submitted, revert back to your TAC member ID by following the same steps above.

