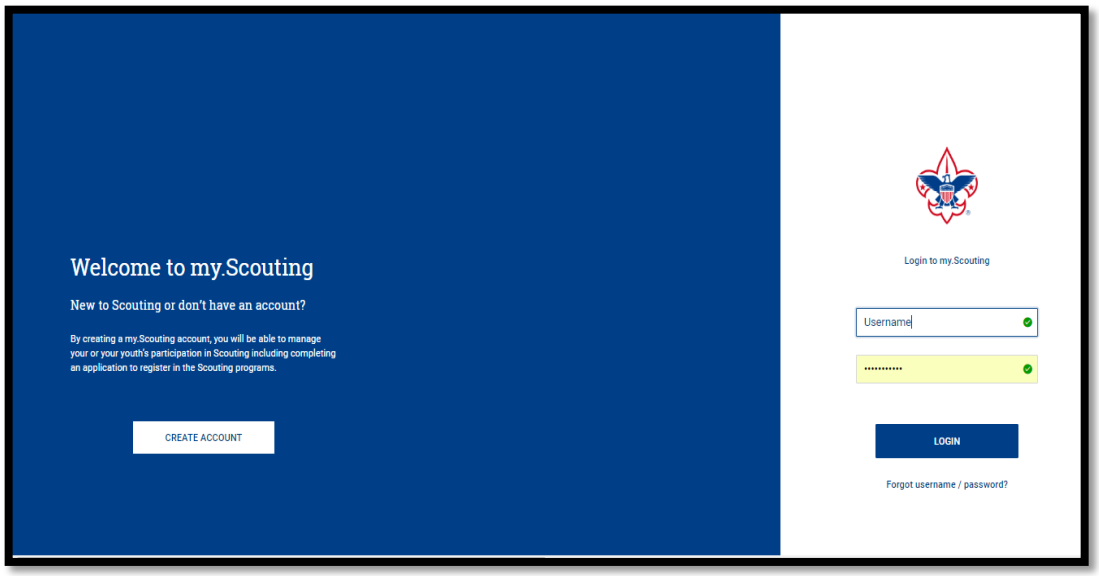
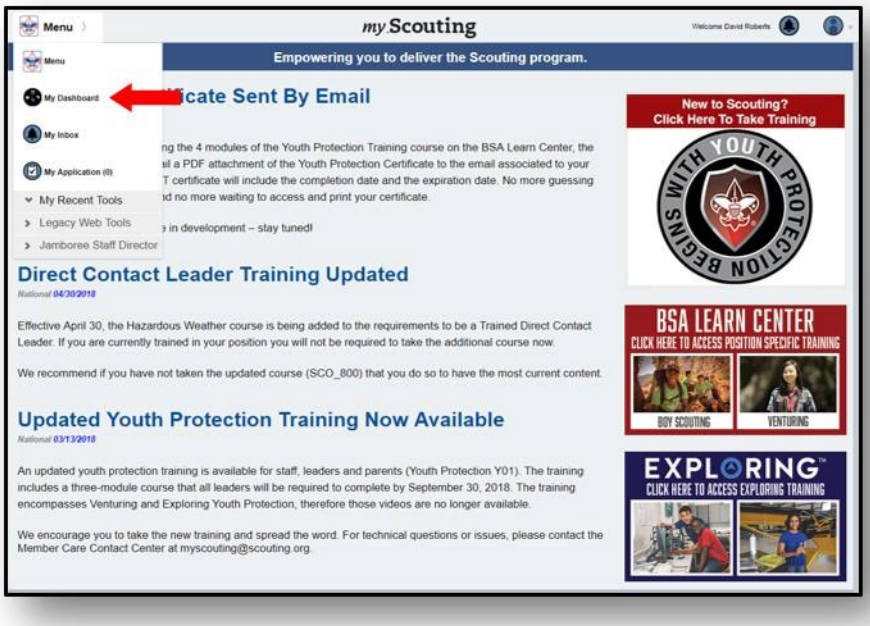
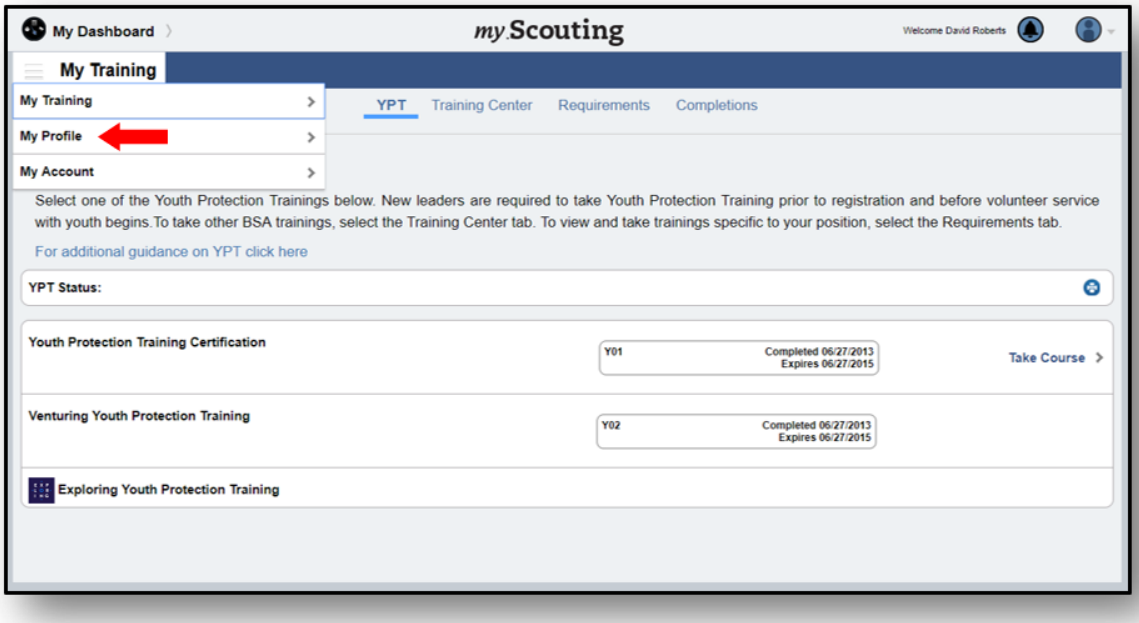


STEP 2: In the upper left portion of the screen, click on Menu and then My Dashboard



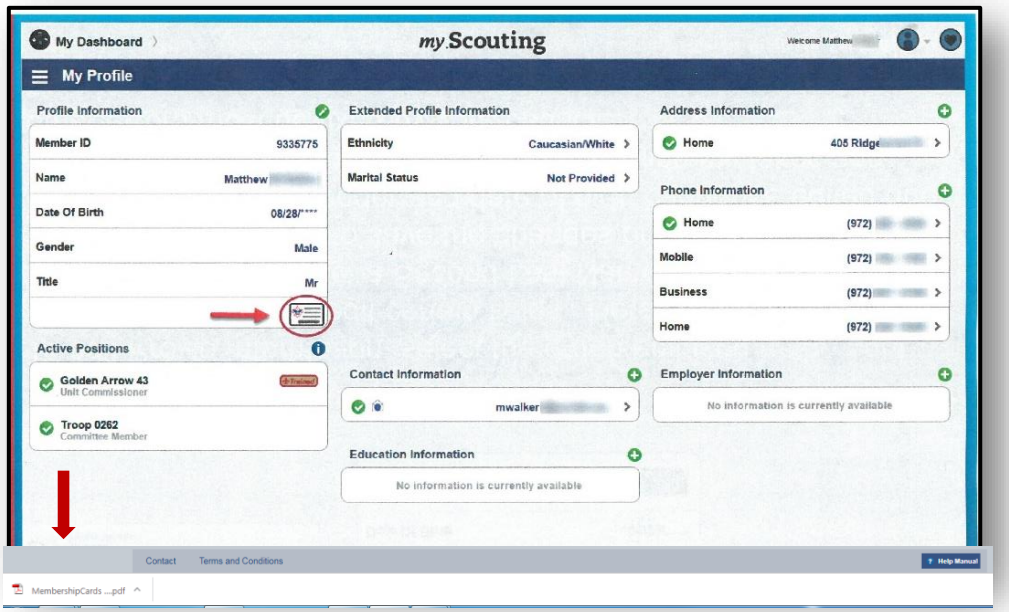
STEP 3: In the upper left portion of the screen, click My Dashboard and then My Profile

FAQ's AND HOW TO's – *Membership Card Printing*



STEP 4: To print a membership card, click on the membership card icon at the bottom of the Profile Information section. A sub-menu will appear allowing you to select the position(s) you wish to print a membership card for.

A PDF document will then download and appear at the bottom left portion of your screen for you to open and print or save an image of your membership card.



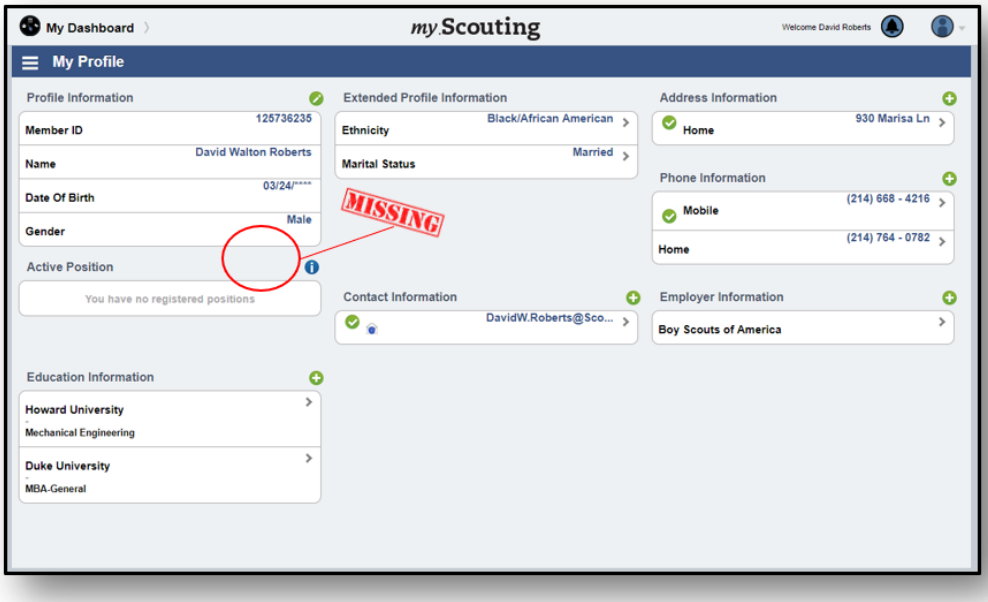
Sample image of an individual's membership card:



FAQ's AND HOW TO's – *Membership Card Printing*

(Q) ***What if there is not a membership card icon on my My Profile?***

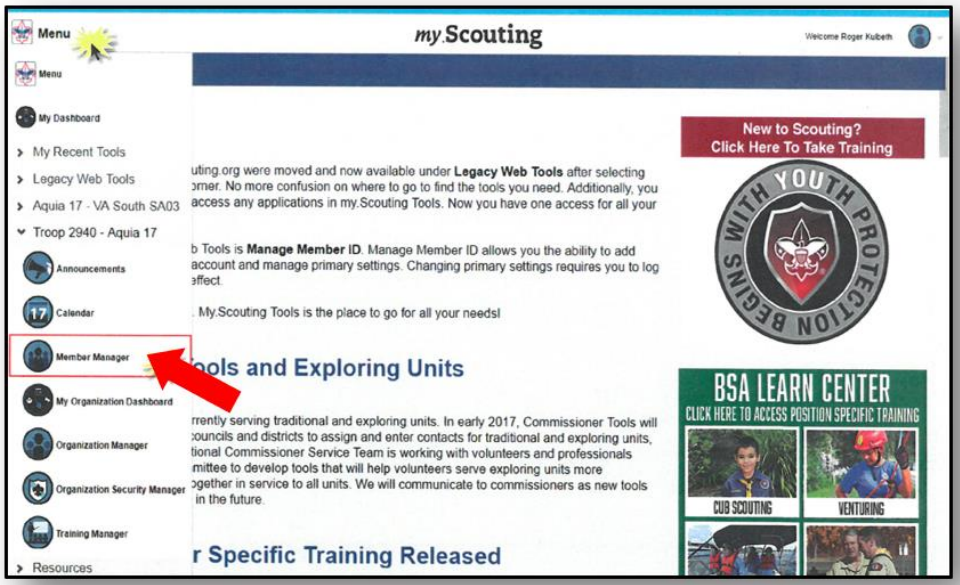
(A) This means that there is no current registration associated with the Member ID listed in My Profile.



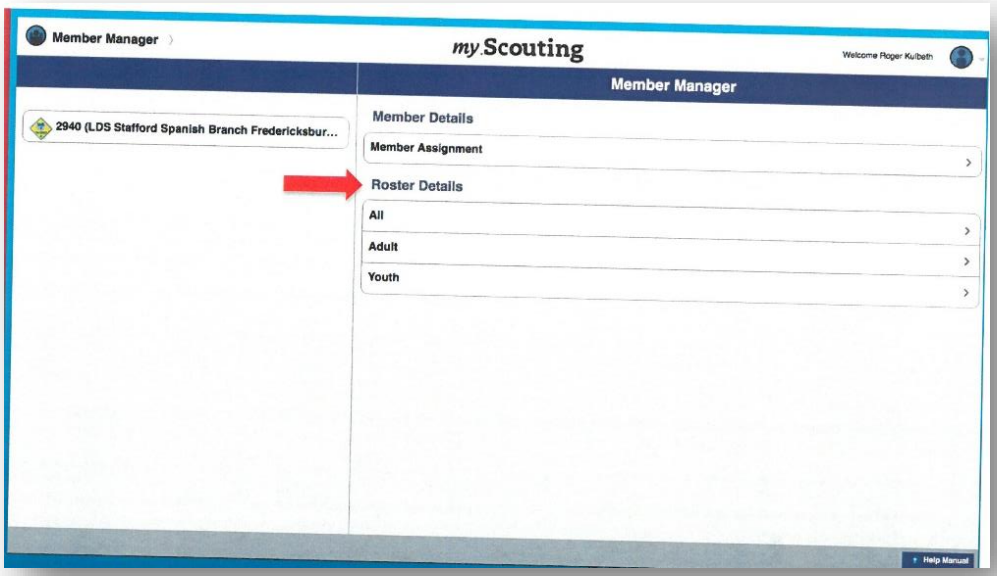
(Q) ***Can membership cards be printed for the entire unit? If so, how do I do this?***

(A) Yes, the unit key 3 can print membership cards for everyone in the unit. The steps on how to do this are as follows:

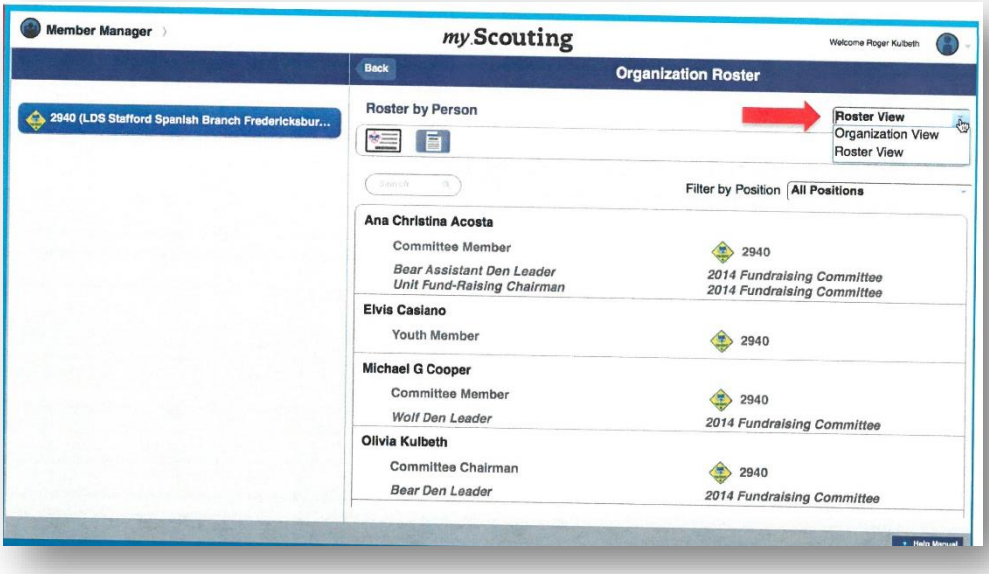
STEP 1: In the upper left portion of the screen, click on Menu and then Member Manager



STEP 2: Under Roster Details the unit key 3 can choose All, Adult, or Youth.



STEP 3: After making a selection, a list of registrants with their registered position title and assigned role(s) will display in a Roster View format.

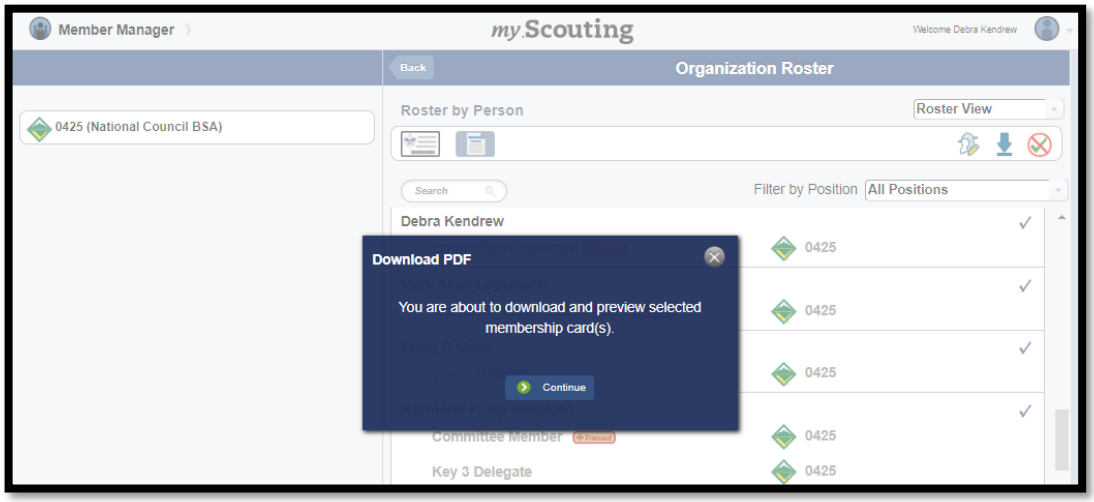


STEP 4: Select the individuals you wish to print a membership card for. A check mark will appear to the far right of all individuals selected. To select all members, click the green check mark in the task bar.



STEP 5: To print the membership cards, click the Print Membership Card icon in the task bar. A verification window will appear. Click Continue to generate the PDF containing the membership cards.

The PDF document will then download and appear at the bottom left portion of the screen. The user should click on the file to open and print the membership cards.



The PDF will include a Summary Report and membership cards for the individual's selected. Note that membership cards will not be generated for non-registered positions like Institutional Head, Adult Partner, Key 3 Delegate, Registration Inquiry and other functional roles.

See sample report and cards below:

SUMMARY REPORT

Council:	Any Council 771
District:	North Star 3
Unit:	Crew 0425
Chartered Organization:	National Council BSA
Date Printed:	Friday, October 26, 2018
Generated By:	Debra Johnson

Membership Card Count Summary: Cards issued: 8, Not issued: 3. Total Selected: 11 record(s)

Membership card available for following position

Member Id	Member Name	Position
13509966	Victoria Brown	Committee Member
11392487	Rhonda Davis	Committee Member
13276083	Amy James	Venturing Crew Assoc. Advisor
11790745	Debra Johnson	Committee Chairman
9333810	Raymond Martin	Committee Member
13276083	Owen McAdams	Venturing Crew Advisor
12870552	Patricia Smith	Venturing Crew Assoc. Advisor
10611103	Johnnie Willis	Committee Member

Count: 8

Membership card not available for following position

Member Id	Member Name	Position
9333810	Raymond Martin	Key 3 Delegate
13276083	Owen McAdams	Registration Inquiry
12870552	Patricia Smith	Key 3 Delegate

Count: 3

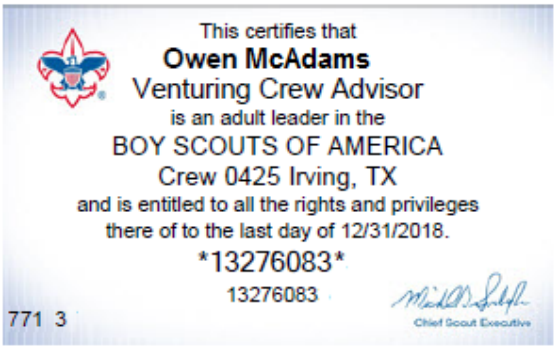


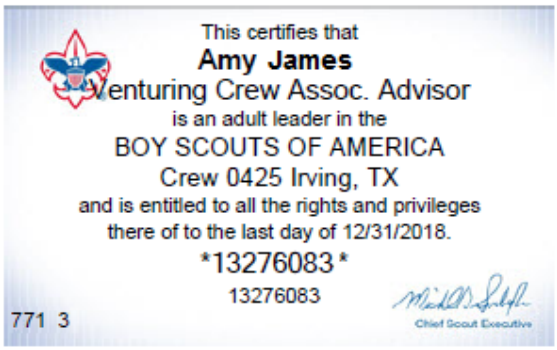














(Q) ***What if an individual's name does not appear on the roster?***

(A) This means that the individual does not have a current registration in the unit.