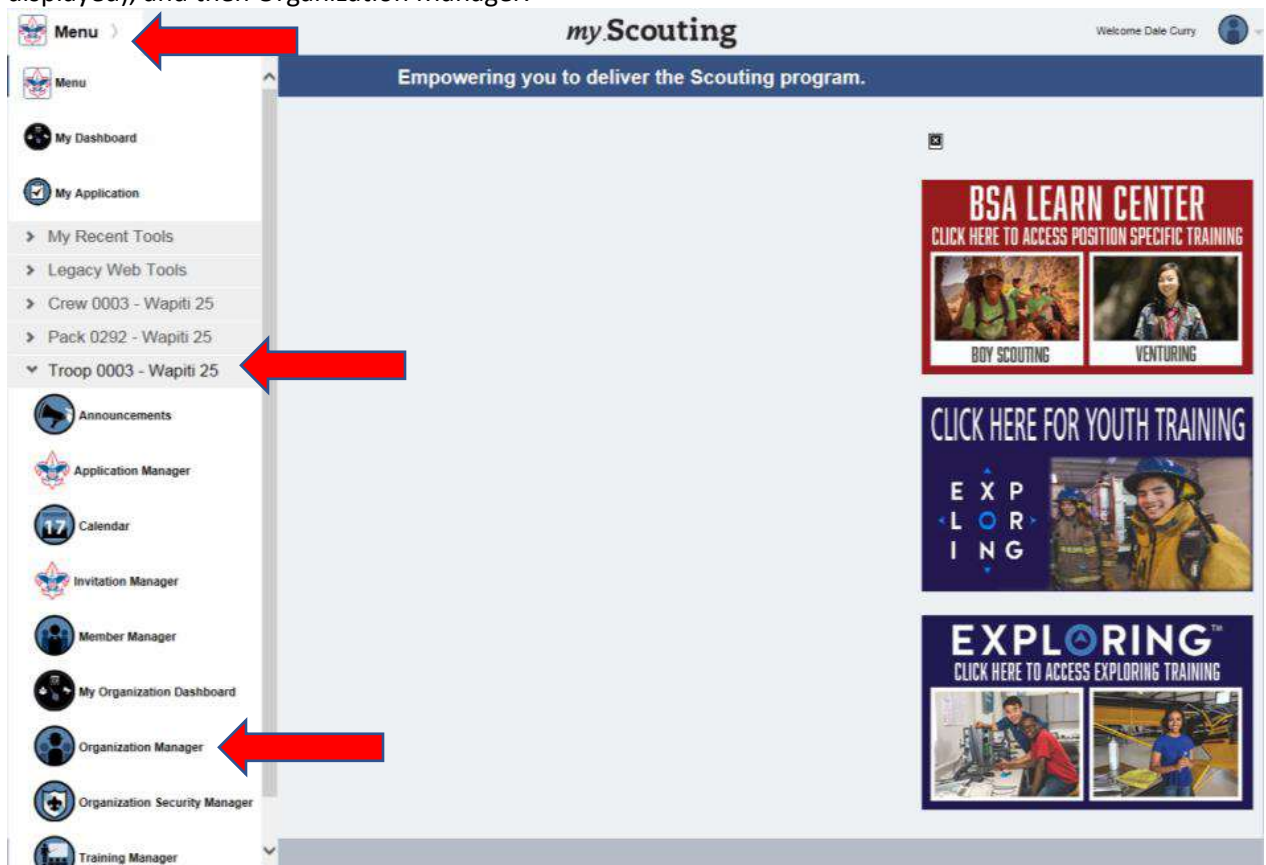


How to Print Unit Charter Certificate

STEP 1: One of the unit Key 3 logs in to my.scouting.org with their current user ID and password. If you cannot remember your credentials please contact member care at 972-580-2489 Monday through Friday from 7 a.m. to 7 p.m. Central time



STEP 2: In the upper left portion of the screen, click on Menu, then the unit you wish to print the charter certificate for (if you are a registered adult in more than one unit, all units you are registered with will be displayed), and then Organization Manager.



STEP 3: To print the charter certificate, click on the card icon.

A prompt will appear at the bottom of the screen for you to open and print or save an image of the charter certificate. Click Open to display and print the certificate.

The screenshot shows the 'myScouting' Organization Manager interface. The main content area displays 'Organization Details' for 'Greensburg United Methodist Church', a Chartered Organization. Key information includes an Effective Date of 01/01/2018 and an Expiration Date of 12/31/2018. Below this, there are fields for Executive Officer (IH) and Chartered Organization Rep. (CR), with the email 'debra.kendrew@scouting.org' listed. A red arrow points to a card icon on the left side of the details section. Another red arrow points to a download icon in the bottom right corner of the main content area. At the bottom of the screen, a file download prompt is visible: 'Do you want to open or save 524_407_RecharterCert_Fillable2.pdf (242 KB) from myqa.scouting.org?'. The prompt includes 'Open', 'Save', and 'Cancel' buttons.

The .pdf file with your unit's certificate will open, and you will have the option to save or print.

