

Editing existing profiles

To edit your own profile or the profile of a registered active/pending member or his/her parent, first go into that individual's profile.

Access Your Own Profile

When you log into myscouts, you'll "land" in your own profile. If you've been jumping around, you can get back to it but clicking "My Profile" near the top right corner of the page from anywhere in myscouts.

Indicates whose profile you're viewing/accessing











Access Another (active or pending) Member's Profile

My Menu

- Search
- Find Organization
- Find An Individual
- Volunteer / Employee Directory
- Member Options**
 - Contact Info
 - Emergency Info
 - Medical Info
 - Directory, Photo & Fundraising Options
 - Parent/Guardian
- Admin Options
 - Screening
 - Add Recognition
 - Add Training
 - Add Commendation
- Reports

- Use "Find an Individual" OR
- Go into the member's Section and applicable member-type tab (eg. Participants, Volunteers, or Parent Helpers), then click on the green circle beside the person's name.

		Child My	Cub Scout	09/01/2015	08/31/2016	Active	10146005
		Cricket Bug	Cub Scout	09/01/2015	08/31/2016	Active	10139785
		Finneytest Steve	Cub Scout	09/01/2015	08/31/2016	Active	10031051
		Graffin Gregory Walter	Cub Scout	09/01/2015	08/31/2016	Active	10202660

Once in the profile, use the menu on the left side of the screen to make changes.

The orange circle with the "i" allows you to view the individual's contact information (but it does not allow you to edit the information).

Note: In the "Member Options" tab, "Parent/Guardian" doesn't take you to a parent profile; it's the list of items for parent involvement. See below for help accessing parent profiles.

Access Parent profiles

Edits to parent profiles can be made by first going into the child's profile, clicking on the "My Family" tab then on the green circle beside the applicable parent.

If profiles have been set up properly, parents can log into their own accounts and edit their own profiles. (They may also edit linked children's profiles by going through their "My Family" tabs.)

Group/Area registrars cannot add or link parents except through a full registration (via "Register a Participant" for either new or returning members). For help, please contact a Council Registrar.

My Roles		My Family	My Training	My Recognition	My Regis
	Name	Relationship	Organization	Role	
	 Roger Rabbit	Parent/Guardian	1st Expedition Colony	Contact Beaver Leader	
	 Jessica Rabbit	Myself	1st Expedition Colony	Beaver Scout	