

Transfer Cub Scout to Scout Troop

(also works pack to pack and troop to troop)

Takes two days for transfer to complete

Cubmaster or Committee Chair

Log into my.scouting.org

Select Roster under Pack entry

The screenshot shows the my.Scouting interface. On the left is a navigation menu with the following items: My Application, My Recent Tools, BSA Web Links, Mission Peak 09 - Golden Gate Area 023, Troop 0155 - Mission Peak 09 (with a red 'B' icon), Application Manager, Invitation Manager, Organization Manager, Organization Security Manager, Roster (highlighted in yellow), and Trained Leader Report. On the right, the my.Scouting logo is at the top, followed by the tagline "Empowering you to deliver the Scouting program" and a brief description of the tools available.

Check the box beside each scout to transfer

Select the Transfer option (It will turn on after a scout is checked)

The screenshot shows the Roster page. At the top left is the BSA logo. Below it is a search bar and a list of actions: Transfer (highlighted in yellow), Compose, Print, Edit Profile, Export Roster, and Filter. Below the actions is a table with the following columns: Name, Member ID, Role, and Gender. The table contains three rows of data. The second row has a checked box in the first column. On the left side of the page, there is a sidebar with links for Organization Manager, Settings, Unit Pin (highlighted in yellow), and Roster.

	Name	Member ID	Role	Gender
<input type="checkbox"/>	[Redacted]	4432	Youth Member	M
<input checked="" type="checkbox"/>	[Redacted]	869	Youth Member	M
<input type="checkbox"/>	[Redacted]	13[Redacted]	Youth Member	M

Select Troop from the dropdown list in Unit Type

Enter four digit Unit Number

Click SEARCH box

Click SELECT entry on the right of the unit

(If the unit number search does not work, leave the Unit Number blank.)

SEARCH will give a multi-page list of all units in Golden Gate Area Council.)

People to be transferred:

[Redacted]

Select the Unit(s) you want to transfer to

Unit Type:

Troop

Unit Number:

0153

Accept Gender

Accept Gender

SEARCH

Unit Results

Type	Number	Chartered Organization	District	Expiration	Accept Gender	
Troop	0153	Fremont Elks Lodge #2121	Mission Peak 09	12/31/2021	Boys Only	SELECT

Select TRANSFER

Transfer Selected Members

People to be transferred:

[Redacted]

Transfer From:

[Redacted]

To:

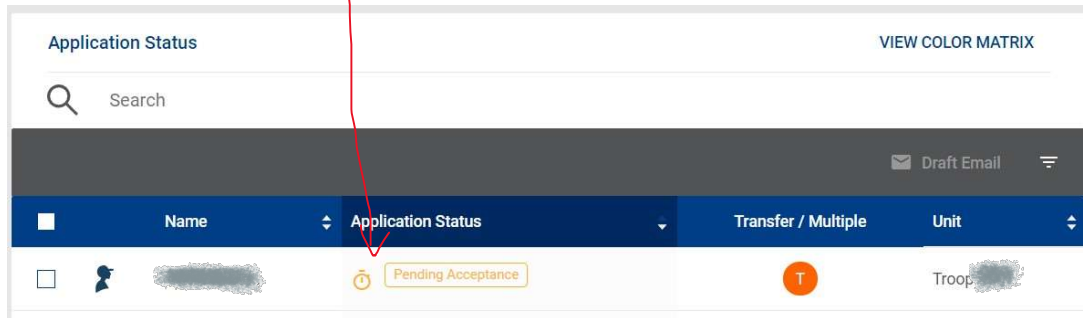
Troop 0153 Fremont Elks Lodge #2121 [Change](#)

TRANSFER




If the Transfer returns an error: **no parent/guardian relationship**
You will need to use Scoutbook to fix. Select Add Parent(s) for scout

PATROL: Left Unit
CURRENT RANK: No Rank
NEXT RANK: 0%
MERIT BADGES: 1
PARENTS / GUARDIANS: None [Add Parent\(s\)](#)

The next day the receiving Scoutmaster will have an entry in Application Manager. Click on Pending Acceptance and the scout will be added to the unit. You may not see the name in the Roster until the following day.



The screenshot displays the 'Application Manager' interface. At the top, there is a search bar and a 'VIEW COLOR MATRIX' link. Below this is a table with columns for Name, Application Status, Transfer / Multiple, and Unit. A red arrow points from the text 'Pending Acceptance' in the text above to the 'Pending Acceptance' label in the 'Application Status' column of the table.

	Name	Application Status	Transfer / Multiple	Unit
<input type="checkbox"/>	 [Redacted Name]	 Pending Acceptance	 T	Troop [Redacted Unit]