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

Check the box beside each scout to transfer

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

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:

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

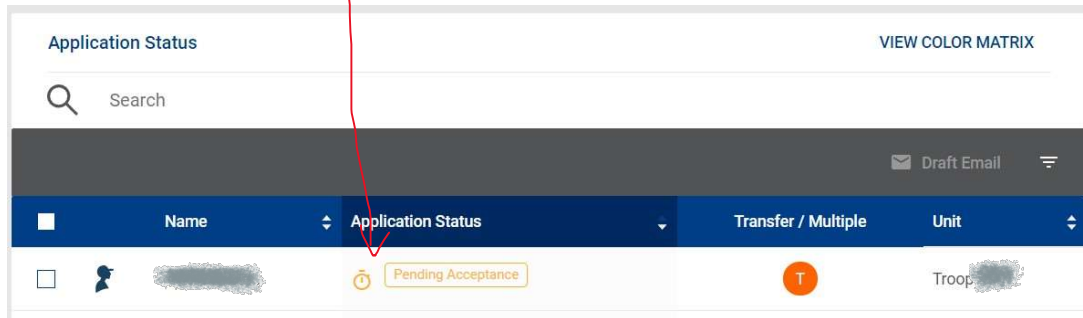### Transfer Selected Members

People to be transferred:

Transfer From:

To:
Troop 0153 Fremont Elks Lodge #2121 Change

TRANSFER

If the Transfer returns an error: *no parent/guardian relationship*
The parent will need to submit a **Youth Application** to the Scoutmaster to join the scout troop

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.

	Name		Application Status		Transfer / Multiple	Unit	
☐			⏱ Pending Acceptance		T	Troop	

Application Status   VIEW COLOR MATRIX

Search

✉ Draft Email