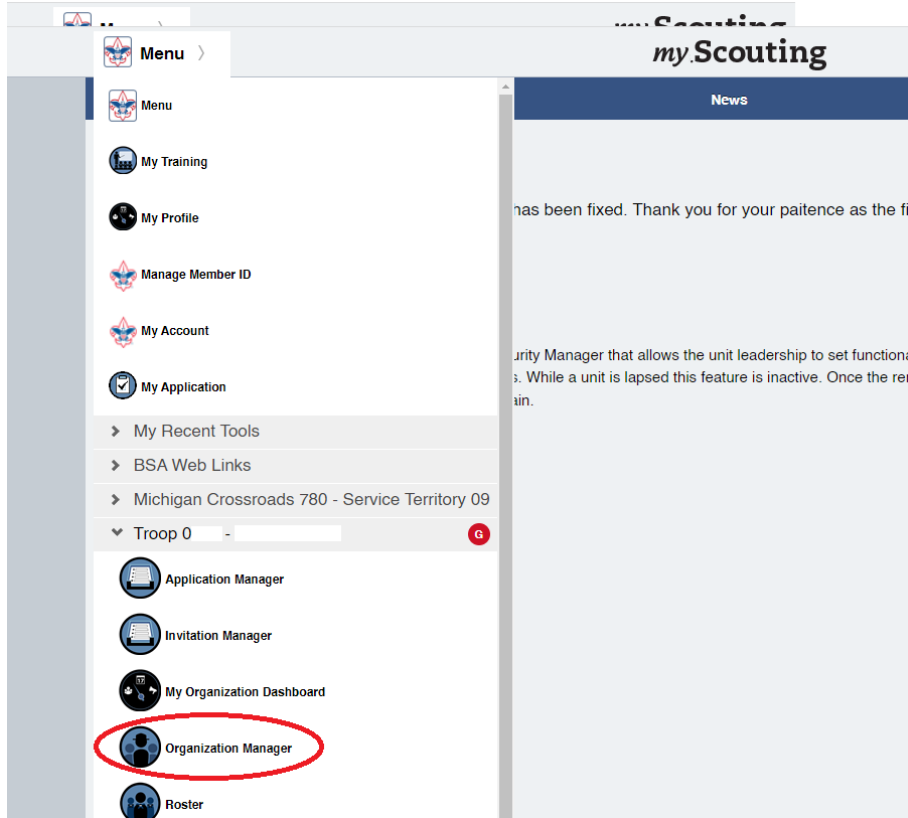# How to Print Membership Cards

Your recharter has been approved, or a new member has been added. How do you print off membership cards? This document will walk you through that process.

1. Log into my.scouting.org
2. Click **Menu** and scroll to your unit's section. Choose **Organization Manager**.

3. Click **Roster** from the left side bar to show your entire roster. You may have to click **Filter** to show Adults and/or Youth.

4. Select the person or persons you want to print a card for. You can click the box at the top of the left column to select all.
5. Choose **Print → Membership Cards**

6. On the **Print Membership List** page that appears, you should see the list of members you chose. Click **Export to PDF** to download a PDF printable version of all of the cards requested.