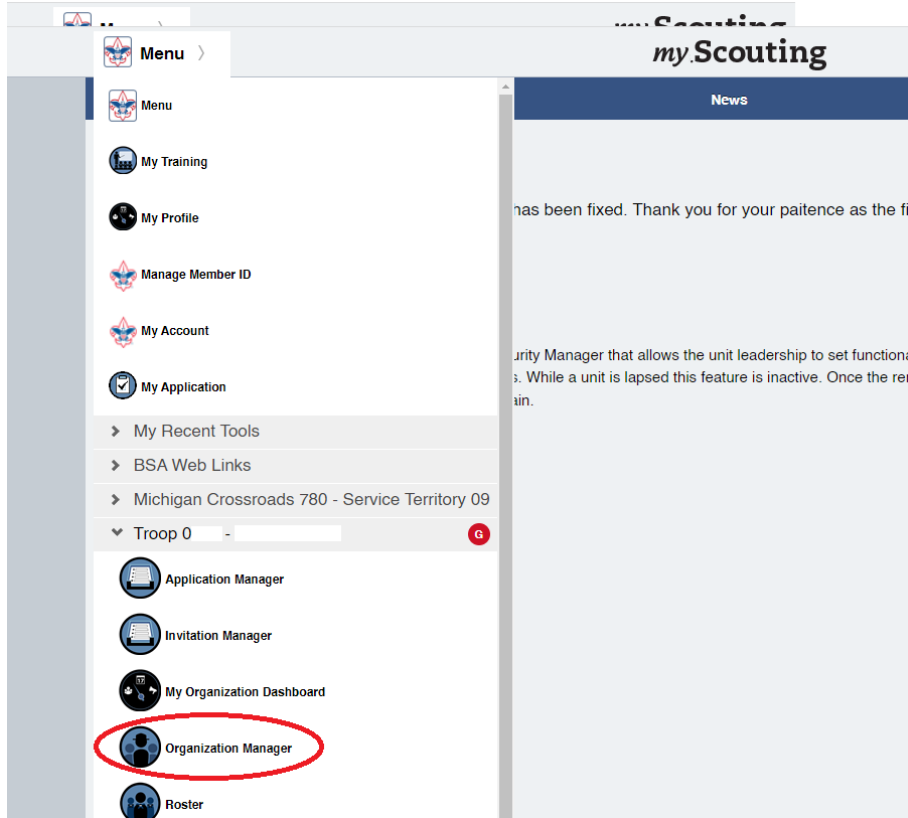




# How to Print Membership Cards

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**.





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## MICHIGAN CROSSROADS COUNCIL

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.

<input type="checkbox"/>	Name	Member ID	Role	Gender
<input type="checkbox"/>	Jimmie Sch	1111111155	Youth Member	F
<input type="checkbox"/>	Jimmie Sch	1111111155	Youth Member	F
<input type="checkbox"/>	Wendell	1111111155	Assistant Scoutmaster <span>Trained</span>	M
<input type="checkbox"/>	Timothy	1111111155	Committee Chair	F
<input type="checkbox"/>	Wendell	1111111155	Youth Member	F
<input type="checkbox"/>	Jimmie Sch	1111111155	Assistant Scoutmaster	F
<input type="checkbox"/>	Wendell	1111111155	Assistant Scoutmaster	M

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**

Print ▼ Edit Profile

- Membership Cards**
- Eagle Extension Report
- Youth Member Age Report

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.



## BOY SCOUTS OF AMERICA<sup>®</sup> Print Membership List

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Council Michigan Crossroads 780  
District Lakeshore 06  
Unit Troop 00003

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