Instructions for Adding Parent/Guardian

For Existing Parents and Leaders

Step 1: Navigate to youth and click "+" button.

	Scoutbook Plus Youth Profile		Currently viewing: 🌸 Troop 265 🗸 🛓	
	i i	SCOUTS BSA RAINKS	~	Scout's Info Personal Info
🗊 Calendar		6001 6 APRIOR Completed 06:23-2022	View More	Activity Logs
C Messaging		TENDERFOOT @ APPROVED @ Completed 09-26-2022	View More	1ND-TS
💿 Youth Profile	Last Rank Scouts BSA - Star Scout	SECOND CLASS (AVMINUTE) (Completed 05-15-2023	View More	SERVICE HOURS
Profile	-	PRST CLASS © APPRIXED © Completed 02-12/2024	View More	54076
SB Scoutbook	Unit Troop 0285 Bub with Diamontheck	STAR SCOULT © APPRIAND © Completed 12:02:2024	View More	Run Report 📋
	Date Joined Scouts BSA [DATE]	Image: Second T Social Second T	View More	Payment Loga
	About me (hobbies, scouting experience)		View More	
	Relationships O	~	Balance \$0.00	
	Amber is Son of Amber	12 21 Pending Start New		(VIEW PRYMENT LOGS)
	-	Recently Updated (Last 30 Days)		I
	Program Leadership O Total days: 0	No Advancements		
	Current Positions	View All		
	Past Positions	AWARDS	~	
Bondonk Plan		79 3 0		

Step 2: Select option "Known Scouting Account ID" OR "Search Scouting Account ID" or "Unknown Scouting Account ID" and follow prompts.

Known Scouting Account ID	Search Scouting Account ID	Unknown Scouting Account ID	
Scouting Account ID			
Last Name			•
Date of Birth			
Search			
Relationship Member			
Relationship Type			~

Step 3: Invited Parent will get an email to confirm the relationship.

Please note: Adult leaders **cannot add themselves** to youth and will need to request the other parent or contact Registrar at local council to add. This is to prevent leaders from adding themselves as parent/guardians to youth for whom they are not the actual parent/guardian, which will cause them to receive membership renewal notices.