

# Import, Update, and Register using the My Roster feature in 247

# My Roster

The My Roster feature in the 247 Registration system is made to help you quickly, and efficiently, add members from your home unit to a registration!

In the following slides, we will show you the basics of building your own My Roster, and using it to register for an event!

The screenshot shows a web browser window with the URL <https://scoutingevent.com/527-Liberty2019>. The page header features the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA LAUREL HIGHLANDS COUNCIL". Below the header, there are navigation links for "Calendar" and "Event Details". On the right side of the header, there is a "My Account" button with a dropdown arrow, which is highlighted by a red arrow. The main content area is titled "2019 Scouts BSA Resident Camp - Camp Liberty" and includes an "Event Details" section with text about the camp, a "Camp Liberty" logo with the tagline "Liberty, the place for me - and you!", and a "CAMPSITE AVAILABILITY DOES NOT REFLECT SESSION CAPACITY" warning. Below this is a "Campsite Matrix" section and a "Contact" section with names and email addresses. On the right side, there is a "When & Where" section listing six weeks of camp sessions, each with a "Waitlist" or "Register" button and a "More Information" link. The bottom of the page shows a Windows taskbar with various application icons and a system tray with the date and time (11:12 AM, 2/6/2019).

If you haven't already created a login for 247, you can do so by clicking the "My Account" button on the top of the registration screen.

Laurel Highlands Council - 2019 x

https://scoutingevent.com/527-Liberty2019

Apps PurchaseControl - Lo User account | Boy Sc Constant Contact : Le Adobe Stock 2019 National Camp

BOY SCOUTS OF AMERICA  
LAUREL HIGHLANDS COUNCIL

Calendar Event Details

2019 Scouts BSA Resident Camp

Event Details

Heritage Reservation

Liberty, the place for me - and you!

CAMPSITE AVAILABILITY DOES NOT REFLECT SESSION CAPACITY

Campsite Matrix

Click here to see campsite availability.

Breeds Hill (capacity: 2 units, 35 attendees)		Bunker Hill (capacity: 3 units, 80 attendees)		Cowpens (capacity: 2 units, 30 attendees)	
Week 1	1372 NCAC	Week 1	344 SN 65	Week 1	111 LA 38
Week 2	1712 NCAC	Week 2	153 FR 28	Week 2	153 FR 20
Week 3	171 SN 35	Week 3	830 FR 25	Week 3	338 EV 19
Week 4	171 SN 35	Week 4	150 SN 40	Week 4	786 BV 14
Week 5	638 LEC 20	Week 5	254 NCAC 78	Week 5	959 NCAC 24
Week 6	638 LEC 20	Week 6	198 FR 48	Week 6	959 NCAC 24

Week 3  
Camp Liberty @ Heritage Reservation  
Sunday 07-07-2019 1:00 PM to Saturday 07-13-2019 10:00 AM

Week 4  
Camp Liberty @ Heritage Reservation  
Sunday 07-14-2019 1:00 PM to Saturday 07-20-2019 10:00 AM

Week 5  
Camp Liberty @ Heritage Reservation  
Sunday 07-21-2019 1:00 PM to Saturday 07-27-2019 10:00 AM

Week 6  
Camp Liberty @ Heritage Reservation

1:13 PM  
2/5/2019

Once you've filled out all of your information, click the "Register" button at the bottom of the window.

247 will send a confirmation message to the email that you provided.

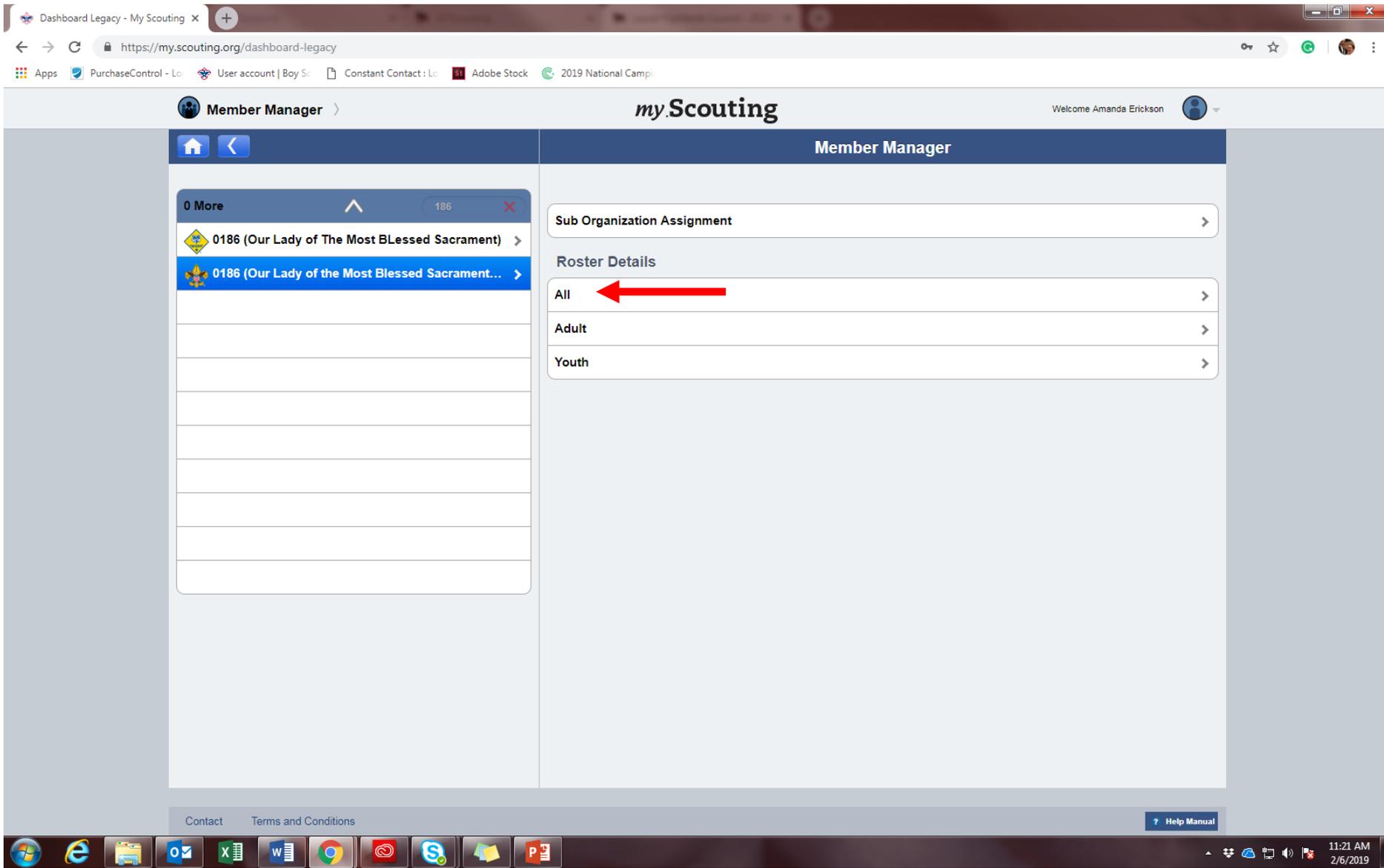
Now that your account has been created, let's work on the roster part!

You can set your roster up in two ways on 247.

1. Import your roster from a .csv file from excel or a similar program
2. Create the roster in 247 manually

If your unit does not already have a sheet with member information, you can get some of that information from My.Scouting.

If you are not a part of the unit Key 3 (unit leader, committee chair, chartered rep, or person with Key 3 delegate roles), please ask them to pull the following lists for you from My.Scouting.



From the “Member Manager” menu: Select “All” under Roster Details

Dashboard Legacy - My Scouting x  
https://my.scouting.org/dashboard-legacy

Member Manager | my.Scouting | Welcome Amanda Erickson

### Organization Roster

Roster by Person | Roster View

Export Type: **Select Export type**  
Calling List  
Mailing List  
Member List

Filter by Position: All Positions

Austin	Youth Member	0186	✓
Jacob	Youth Member	0186	✓
Jacob	Youth Member	0186	✓
Daniel	Youth Member	0186	✓
Thomas			✓

Click the green check mark to select all members, then the blue download arrow. In the drop down menu that appears below the arrow, select either Mailing List or Member List.

Click submit and allow the file to download.

UnitRoster\_Laurel\_Highlands\_Council\_527 (1).csv - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	First	Last	Position	Address	City	State	Zipcode	Email													
2	Austin		Youth	601		PENNSYLVANIA	15084														
3	Jacob		Youth	601		PENNSYLVANIA	15084														
4	Jacob		Youth	262C		PENNSYLVANIA	15065														
5	Daniel		Youth	304		PENNSYLVANIA	15065														
6	Thomas		Youth	304		PENNSYLVANIA	15065														
7	Thomas		Adult	304		PENNSYLVANIA	15065														
8	Robert		Adult	208		PENNSYLVANIA	15065														
9	Francis		Adult	101C		PENNSYLVANIA	15065														
10	Connor		Youth	129		PENNSYLVANIA	15065														
11	Joseph		Adult	129		PENNSYLVANIA	15065														
12	Brian		Adult	203		PENNSYLVANIA	16055														
13	Logan		Youth	203		PENNSYLVANIA	16055														
14	Kiel		Youth	625		PENNSYLVANIA	15084														
15	Patrick		Youth	325		PENNSYLVANIA	15084														
16	Thomas		Adult	116		PENNSYLVANIA	15238														
17	Amanda		Adult	201		PENNSYLVANIA	16055														
18	Evan		Adult	302		PENNSYLVANIA	16055														
19	Joel		Adult	201		PENNSYLVANIA	16055														
20	Adam		Adult	400		PENNSYLVANIA	15065														
21	Edward		Adult	400		PENNSYLVANIA	15065														
22	Jeremy		Youth	109		PENNSYLVANIA	16055														
23	James		Adult	9 Ba		PENNSYLVANIA	15642														
24	William		Adult	2502		PENNSYLVANIA	15065														
25	William		Youth	2502		PENNSYLVANIA	15065														
26	Connor		Youth	300		PENNSYLVANIA	15065														
27	Nathan		Youth	300		PENNSYLVANIA	15065														
28	Patrick		Adult	50 N		PENNSYLVANIA	15601														
29	John		Adult	152E		PENNSYLVANIA	15065														
30	Ian		Youth	415		PENNSYLVANIA	15065														
31	Jonathan		Adult	415		PENNSYLVANIA	15065														
32	Michael		Adult	207		PENNSYLVANIA	16055														
33	Nicholas		Youth	207		PENNSYLVANIA	16055														
34	Cory		Adult	712		PENNSYLVANIA	15065														
35	Ethan		Youth	712		PENNSYLVANIA	15065														
36	Daniel		Youth	150		PENNSYLVANIA	15065														
37	James		Adult	6281		PENNSYLVANIA	15065														

You will need to remove the top two lines of text and the bottom to lines of text that appear in the produced .csv file from My.Scouting.

**IN ORDER FOR THE IMPORT TO BE SUCCESSFUL, YOU MUST ADD A "POSITION" FIELD AND INDICATE IF THE MEMBER IS A YOUTH OR ADULT MEMBER.**

In this example, only First, Last, Position, Address/city/state/zip/ and email are listed.

**DO NOT SAVE THIS AS A .XLSX, IT MUST STAY AS A .CSV FILE**

Laurel Highlands Council - 2019

https://scoutingevent.com/527-Liberty2019

BOY SCOUTS OF AMERICA  
LAUREL HIGHLANDS COUNCIL

Calendar Event Details

Amanda

### 2019 Scouts BSA Resident Camp - Camp Liberty

Event Details

**Heritage Reservation**

Join us for adventure in 2019 as we enter the 40th summer camp season at Camp Liberty. Heritage Reservation's patrol cooking based Scouts BSA resident camp! Located on a peninsula extending out into deep blue Lake Courage, Camp Liberty is the perfect spot to watch the patrol method shine as Scouts work together to prepare and serve all of the camp meals in your campsite. All of the supplies and utensils are furnished through the camp commissary.

Add to this the exciting program we offer - including nearly 60 merit badge offerings, programs like snorkeling, board sailing, standup paddle boarding, chalk ball, and much more - and it makes perfect sense why thousands of Scouts continue to call Camp Liberty their home away from home each and every summer.

**Camp Liberty**  
*Liberty, the place for me - and you!*

**CAMPSITE AVAILABILITY DOES NOT REFLECT SESSION CAPACITY**

Campsite Matrix

Contact

Nick Capuano  
Camp Liberty Director  
campliberty@heritagereservation.org

Josh Bromley  
Heritage Reservation Director  
josh.bromley@heritagereservation.org

Mike Manner  
Flag Plaza Scout Center  
Bedford Ave

When & Where

**Week 1**  
Camp Liberty @ Heritage Reservation  
Sunday 06-23-2019 1:00 PM to Saturday 06-29-2019 10:00 AM  
Waitlist

**Week 2**  
Camp Liberty @ Heritage Reservation  
Sunday 06-30-2019 1:00 PM to Saturday 07-06-2019 10:00 AM  
Register

**Week 3**  
Camp Liberty @ Heritage Reservation  
Sunday 07-07-2019 1:00 PM to Saturday 07-13-2019 10:00 AM  
Register

**Week 4**  
Camp Liberty @ Heritage Reservation  
Sunday 07-14-2019 1:00 PM to Saturday 07-20-2019 10:00 AM  
Register

**Week 5**  
Camp Liberty @ Heritage Reservation  
Sunday 07-21-2019 1:00 PM to Saturday 07-27-2019 10:00 AM  
Register

**Week 6**  
Camp Liberty @ Heritage Reservation

Support

Let's import our new roster!

Back on the registration page, drop down the menu for your account and select "Import"

Laurel Highlands Council - 2019

https://scoutingevent.com/?OrgKey=BSA527&reservationFromEmail=true&email=erickson.amandaelaine@gmail.com&Nbr=5271030296

Apps PurchaseControl - Lo User account | Boy Sc Constant Contact: Lo Adobe Stock 2019 National Camp

BOY SCOUTS OF AMERICA  
LAUREL HIGHLANDS COUNCIL

Calendar Events

Upload: Choose File No file chosen

Roster Import

2019 Scouts BSA Resident Camp - Camp Liberty

Event Details

Heritage Reservation

Join us for adventure in 2019 as we enter the 40th summer camp season at Camp Liberty, Heritage Reservation's patrol cooking based Scouts BSA resident camp! Located on a peninsula extending out into deep blue Lake Courage, Camp Liberty is the perfect spot to watch the patrol method shine as Scouts work together to prepare and serve all of the camp meals in your commissary. All of the supplies and utensils are furnished through the camp commissary.

Add to this the exciting program we offer - including nearly 60 merit badge offerings, programs like snorkeling, board sailing, standup paddle boarding, chalk ball, and much more - and it makes perfect sense why thousands of Scouts continue to call Camp Liberty their home away from home each and every summer.

**Camp Liberty**  
*Liberty, the place for me - and you!*

CAMP SITE AVAILABILITY DOES NOT REFLECT SESSION CAPACITY

Campsite Matrix

Contact

Nick Capuano  
Camp Liberty Director  
campliberty@heritagereservation.org

Josh Bromley  
Heritage Reservation Director  
josh.bromley@heritagereservation.org

Mike Manner  
Director of Camping  
Mike.Manner@scouting.org

Flag Plaza Scout Center  
1275 Bedford Ave  
Bedford, MA 01730

When & Where

Week 1  
Camp Liberty @ Heritage Reservation  
Sunday 06-23-2019 1:00 PM to Saturday 06-29-2019 10:00 AM  
Waitlist  
More Information

Week 2  
Camp Liberty @ Heritage Reservation  
Sunday 06-30-2019 1:00 PM to Saturday 07-06-2019 10:00 AM  
Register  
More Information

Week 3  
Camp Liberty @ Heritage Reservation  
Sunday 07-07-2019 1:00 PM to Saturday 07-13-2019 10:00 AM  
Register  
More Information

Week 4  
Camp Liberty @ Heritage Reservation  
Sunday 07-14-2019 1:00 PM to Saturday 07-20-2019 10:00 AM  
Register  
More Information

Week 5  
Camp Liberty @ Heritage Reservation  
Sunday 07-21-2019 1:00 PM to Saturday 07-27-2019 10:00 AM  
Register  
More Information

Week 6  
Camp Liberty @ Heritage Reservation

2:07 PM  
2/5/2019

Click "Choose File" and navigate to where you saved your .csv roster from a littler earlier in this tutorial.

Laurel Highlands Council - 2019

https://scoutingevent.com/?OrgKey=BSA527&reservationFromEmail=true&email=erickson.amandaelaine@gmail.com&Nbr=5271030296

Apps PurchaseControl - Lo User account | Boy Sc Constant Contact : Lo Adobe Stock 2019 National Campi

### Roster Import

Upload:  UnitRoster\_L...527 (1).csv Your file has been successfully chosen.

Your File	Mapped Field	Your File	Mapped Field
First	First Name	Last	Last Name
Position	Youth / Adult	Address	Address
City	City	State	State
Zipcode	Zip Code	Email	Email

2019 Scouts BS

## Heritage Reservation

spot to watch the patrol method shine as Scouts work together to prepare and serve all of the camp meals in your campsite. All of the supplies and utensils are furnished through the camp commissary.

Add to this the exciting program we offer - including nearly 60 merit badge offerings, programs like snorkeling, board sailing, standup paddle boarding, chalk ball, and much more - and it makes perfect sense why thousands of Scouts continue to call Camp Liberty their home away from home each and every summer.

# Camp Liberty

Liberty, the place for me - and you!

**CAMPSITE AVAILABILITY DOES NOT REFLECT SESSION CAPACITY**

Campsite Matrix

Contact

Nick Capuano  
Camp Liberty Director  
campliberty@heritagereservation.org

Josh Bromley  
Heritage Reservation Director  
josh.bromley@heritagereservation.org

Mike Manner  
Director of Camping

Flag Plaza Scout Center  
1275 Bedford Ave

Week 2  
Camp Liberty @ Heritage Reservation  
Sunday 06-30-2019 1:00 PM to Saturday 07-06-2019 10:00 AM  
More Information

Week 3  
Camp Liberty @ Heritage Reservation  
Sunday 07-07-2019 1:00 PM to Saturday 07-13-2019 10:00 AM  
More Information

Week 4  
Camp Liberty @ Heritage Reservation  
Sunday 07-14-2019 1:00 PM to Saturday 07-20-2019 10:00 AM  
More Information

Week 5  
Camp Liberty @ Heritage Reservation  
Sunday 07-21-2019 1:00 PM to Saturday 07-27-2019 10:00 AM  
More Information

Week 6  
Camp Liberty @ Heritage Reservation

Support

2:07 PM 2/5/2019

When you have selected your file, the field mapping options will appear.

In some cases, these fields do not copy over so you will need to make sure that you match them up with the headers in your spreadsheet.

Once you have your fields matched, click "Import File".

Once your file has been imported, you'll receive this message. If there were any errors in your import, they would appear here for you.

If you need to delete the data that you imported, you can click the "Delete Roster Data" and it will clear all of the information in your roster.

Otherwise, click the "X" in the top right of the pop up window.

Laurel Highlands Council - 2019 x

https://scoutingevent.com/527-20313-46419

Apps PurchaseControl - Lo User account | Boy Sc Constant Contact : Lo Adobe Stock 2019 National Campi

BOY SCOUTS OF AMERICA  
LAUREL HIGHLANDS COUNCIL

My Roster Management

+ Youth + Adult X Delete All

	Last	First	Middle	Suffix	BSA Member ID	Age	Gender	Rank / Leadership Position	Address	City	State	Zip Code	Home	Work	Cell	School / YPT	Email
x	Austin			Sfx				Scout Rank	601		PA - S	15084					
x	Jacob			Sfx				Scout Rank	601		PA - S	15084					
x	Jacob			Sfx				Scout Rank	262		PA - S	15065					
x	Daniel			Sfx				Scout Rank	304		PA - S	15065					
x	Thomas			Sfx				Scout Rank	304		PA - S	15065					
x	Thomas			Sfx				Leadership Position	304		PA - S	15065					
x	Robert			Sfx				Leadership Position	206		PA - S	15065					
x	Francis			Sfx				Leadership Position	101		PA - S	15065					
x	Connor			Sfx				Scout Rank	12E		PA - S	15065					
x	Joseph			Sfx				Leadership Position	12E		PA - S	15065					
x	Brian			Sfx				Leadership Position	203		PA - S	16055					
x	Logan			Sfx				Scout Rank	203		PA - S	16055					
x	Kiel			Sfx				Scout Rank	62E		PA - S	15084					
x	Patrick			Sfx				Scout Rank	32E		PA - S	15084					
x	Thomas			Sfx				Leadership Position	116		PA - S	15238					
x	Amanda			Sfx				Leadership Position	201		PA - S	16055					
x	Evan			Sfx				Leadership Position	302		PA - S	16055					
x	Joel			Sfx				Leadership Position	201		PA - S	16055					
x	Adam			Sfx				Leadership Position	40C		PA - S	15065					
x	Edward			Sfx				Leadership Position	40C		PA - S	15065					
x	Jeremy			Sfx				Scout Rank	10E		PA - S	16055					
x	James			Sfx				Leadership Position	9 B		PA - S	15842					
x	William			Sfx				Scout Rank	25C		PA - S	15065					
x	William			Sfx				Leadership Position	25C		PA - S	15065					
x	Connor			Sfx				Scout Rank	30C		PA - S	15065					

2:08 PM  
2/5/2019

The imported roster will look like this example.

Please note that Adult members are listed in red, that is not an error.

If you need to delete any records from this list, you can click the "x" to the left of the name.

If you need to spot add a person(s), you can do so by clicking the green "+" symbol next to the participant type (Youth/Adult). Most of these fields are editable/updatable right on this screen for your ease of access.

Now that you've got your roster all set up,  
let's use it to register for an event!

Laurel Highlands Council - 2019 | x

https://scoutingevent.com/?OrgKey=BSA527&reservationFromEmail=true&email=erickson.amandaelaine@gmail.com&Nbr=5271030303

Apps PurchaseControl - Lo User account | Boy Sc Constant Contact : Lo Adobe Stock 2019 National Campi

BOY SCOUTS OF AMERICA  
LAUREL HIGHLANDS COUNCIL

Calendar Event Details Registration Details Amanda

Week 2 - 2019 Scouts BSA Resident Camp - Camp Liberty 5271030303

Contact Participants Check Out More

Contact

Roster Update Information

Name  
**Amanda Erickson**

Email

Additional Contact Email

Unit Information  
Please select your Scouts BSA Troop Type  
For linked units, please provide the unit number of the unit you are linked with.

Address  
City  
State  
Zip  
Day Phone  
Cell Phone  
Campsite: [Campsite Details](#)

Our unit is willing to accept provisional campers.  
Our unit plans to arrive early.

Required Information is missing  
Contact: Click Update Information to complete missing information  
Participant (1): Click on Participants Tab to complete missing information

Check Out Required  
Registration closes in 138 days: You have 1 participant that requires Check Out

Regular Price:	\$395.00
Total Credit:	\$0.00
Balance Due:	\$395.00
Early Discount*:	\$-25.00
Balance*:	\$370.00

\*Requires payment in full by due date

Event Participant Summary +

Attachments +

Event Contacts +

Please fill in missing information before continuing

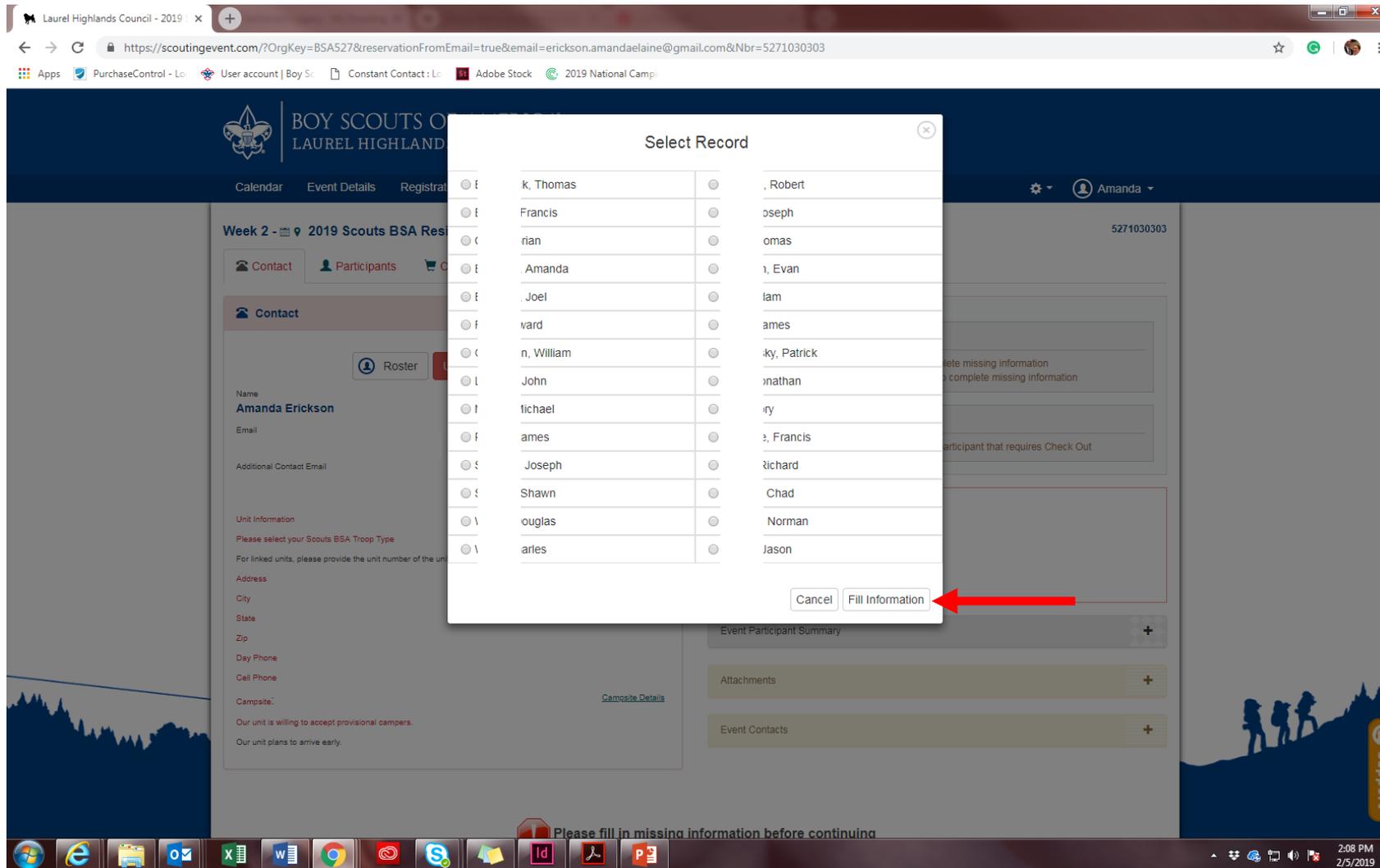
2:08 PM  
2/5/2019

Support

Select the event that you would like to register for and your number of participants.

In this example, we are using Summer Camp at Camp Liberty.

You'll notice that a button appears that says "Roster".



Clicking the “Roster” button opens a new popup that lists all of the available individuals to use for the registration. In this case, the registration contact, this person must be an Adult.

Because you need to denote the youth and adult members, the My Roster feature can now give you only those members of your unit who fit the registration criteria, which in this case is an Adult.

Select the desired individual and click “Fill Information”

Laurel Highlands Council - 2019

https://scoutingevent.com/?OrgKey=BSA527&reservationFromEmail=true&email=erickson.amandaelaine@gmail.com&Nbr=5271031433

Calendar Event Details Registration Details

5271031433

Week 2 - 2019 Scouts BSA Resident Camp - Camp Liberty

Contact Participants Check Out More

Contact

Roster Update Information

Name  
**Amanda Erickson**

Email

Additional Contact Email

Unit Information

Please select your Scouts BSA Troop Type

For linked units, please provide the unit number of the unit you are linked with.

Address  
**201**

City  
**Sarver**

State  
**PA**

Zip

Day Phone

Cell Phone

Campsite: [Campsite Details](#)

Our unit is willing to accept provisional campers.

Our unit plans to arrive early.

Required Information is missing

Contact: Click Update Information to complete missing information

Participant (1): Click on Participants Tab to complete missing information

Check Out Required

Registration closes in 137 days: You have 1 participant that requires Check Out

Regular Price:	\$395.00
Total Credit:	\$0.00
Balance Due:	\$395.00
Early Discount*:	-\$25.00
Balance*:	\$370.00

\*Requires payment in full by due date

Event Participant Summary +

Attachments +

Event Contacts +

Please fill in missing information before continuing

Support

11:46 AM  
2/6/2019

You'll notice that some, not all, of the information from the record was pulled into the fields.

The more information that is in your roster, the less information will need to be input to the registration.

In this case, we still need to add unit information, phone numbers, etc.

The screenshot shows a web browser window with the URL <https://scoutingevent.com/?OrgKey=BSA527&reservationFromEmail=true&email=erickson.amandaelaine@gmail.com&Nbr=5271030303#tabEventAttendees>. The page header features the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA LAUREL HIGHLANDS COUNCIL". Navigation links include "Calendar", "Event Details", and "Registration Details". The user is logged in as "Amanda".

The main content area is titled "Week 2 - 2019 Scouts BSA Resident Camp - Camp Liberty" with ID "5271030303". It has tabs for "Contact", "Participants", and "Check Out". A red-bordered box contains the message: "You have 1 participant that requires Check Out". Buttons for "+ Add Participants" and "- Delete Participants" are visible.

Under the "Participants" tab, there is a section for "1 Scouts BSA Youth". A text box says: "Use this option to register Boy Scouts who will be participating in the daily merit badge program." Below this is a "Participant 1" card. The card shows pricing: "Regular Price: \$365.00", "Early Discount: \$-25.00", and "Balance Due: \$370.00". There are two buttons: "Roster" (with a person icon) and "Update Information". A red arrow points to the "Roster" button.

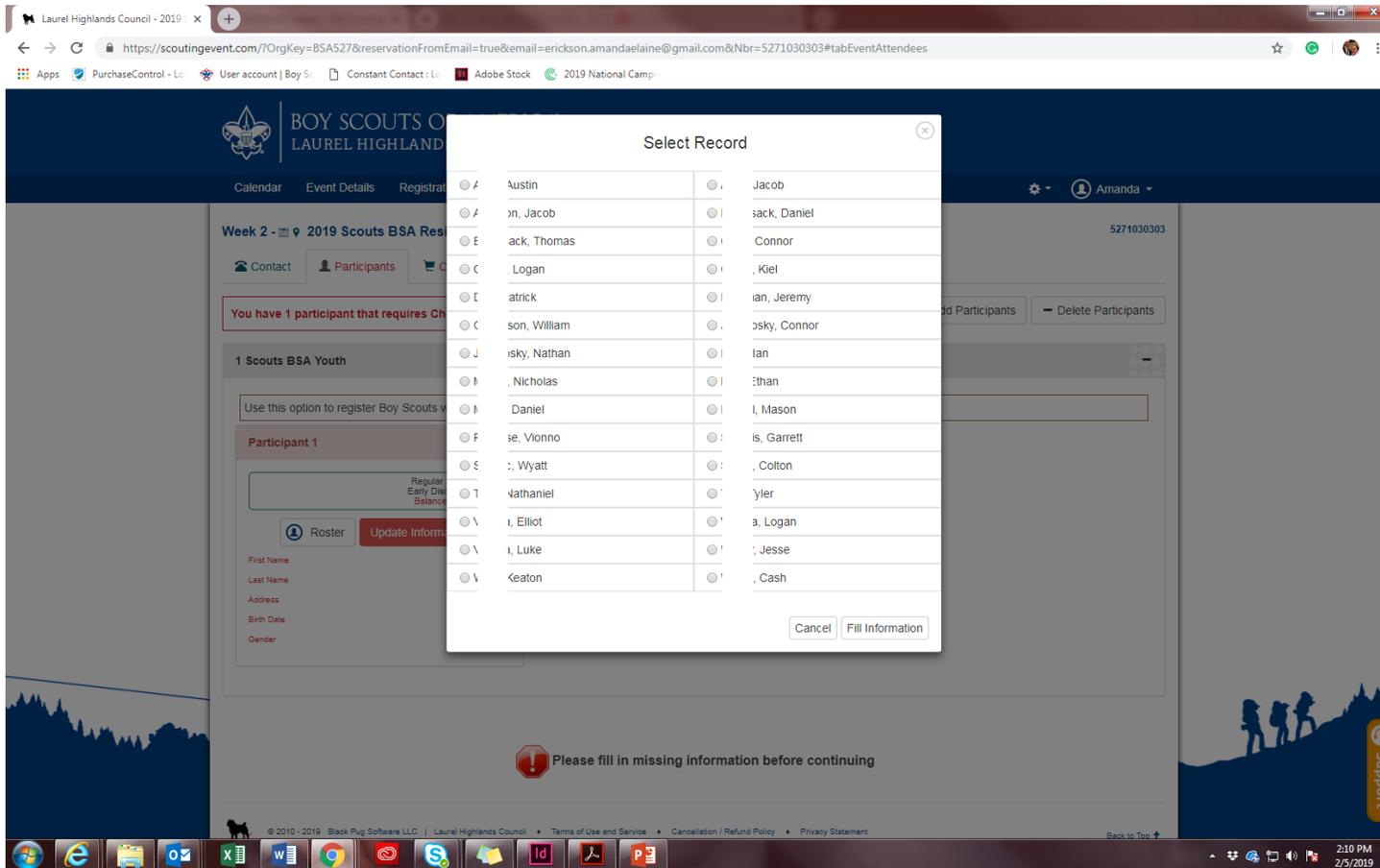
Below the participant card, there are labels for "First Name", "Last Name", "Address", "Birth Date", and "Gender". A red warning icon and text at the bottom of the card say: "Please fill in missing information before continuing".

The footer contains copyright information: "© 2010 - 2019 Black Pug Software LLC | Laurel Highlands Council" and links for "Terms of Use and Service", "Cancellation / Refund Policy", and "Privacy Statement". A "Support" button is located in the bottom right corner. The Windows taskbar at the bottom shows the date and time as "2:09 PM 2/5/2019".

Once you have your contact person's information completed, you can now begin to add attendee data.

In this case, we'll be adding a Scout participant for summer camp.

You'll notice again, the "Roster" button that appears.



Just the same as before, a window will open with a list of available names to select. Click the person you'd like to add and then "Fill Information"

Again, the more information that is contained in your roster, the less information you'll need to type.

Continue adding participants to complete your registration!