

# How to print membership cards

Member cards are available during the **current** calendar year. If you have just renewed your charter for the new year, the **new cards will be available after January 1**. You may reprint cards at any time during the year.

To print membership cards for your unit, follow these instructions on this page. A short screencast video is also available to help you.

## Who can print:

Membership cards for the entire unit can be printed only by the Committee Chair, the Charter Organization Representative or by the Unit Leader (Cubmaster, Scoutmaster, Varsity Coach, Venturing Advisor, etc). Individual members can print their own card, but unless registered in one of the above positions, cannot print cards for other members.

## Step-by-Step:

1. Log in to the [my.scouting.org website](https://my.scouting.org).
2. Select your unit from the Menu in the upper right corner.
3. Select 'Member Manager' in that menu. 'Member Manager' is displayed only for persons in the positions listed above.
4. Select your unit on the left side panel.
5. Select 'All' under 'Roster Details.'
6. Click the green check mark in the upper right area to select all members. You may also print individuals' cards by clicking on individual names. A checkmark will appear to the right of the names that will be included in the print job.
7. Click the membership card icon at the left side of that upper menu box. A confirmation box will appear.
8. Click 'Continue' to proceed. Click the 'X' to cancel.
9. The system will download a PDF to your computer. Check to confirm that it contains the cards that you need.