

Changing My.Scouting Functional Roles Job Aid

Changing functional roles can only be done by the COR or COR Delegate.

The second tab on the Positions Manager page is for adding and maintaining “Functional Roles” like adding a Key 3 delegate or unit Training Chair. The process to assign or edit is a “drag and drop” method too by clicking on a person and then dragging them to the position you are adding them to.

The screenshot shows the my.Scouting Organization Manager interface for Pack 0777 St Joseph Catholic Church. The 'Functional Roles' tab is selected and highlighted with a red box. The interface displays several functional roles with their respective counts and assigned individuals:

- COR Delegate (1/1):** Marc [Name]
- Key 3 Delegate (1/3):** George Test, Emily [Name] (highlighted with a red arrow)
- Registration Inquiry (0):** ADD (+)
- Unit Activity Chair (1/1):** Milton [Name]
- Unit Advancement Chair (1/1):** Emily [Name]
- Unit Training Chair (1/1):** Ryan [Name]
- Youth Protection Champion (1/1):** [Empty field]

The left sidebar shows the 'Position Manager' option highlighted with a red box.

As with the legacy system, Organization Security Manager, you can enter an expiry date to the functional role. The system will always default to the current date.

The screenshot shows the my.Scouting Organization Manager interface for Pack 0777 St Joseph Catholic Church. A dialog box is open, prompting the user to enter an expiry date for the outgoing position. The dialog box contains the following text and fields:

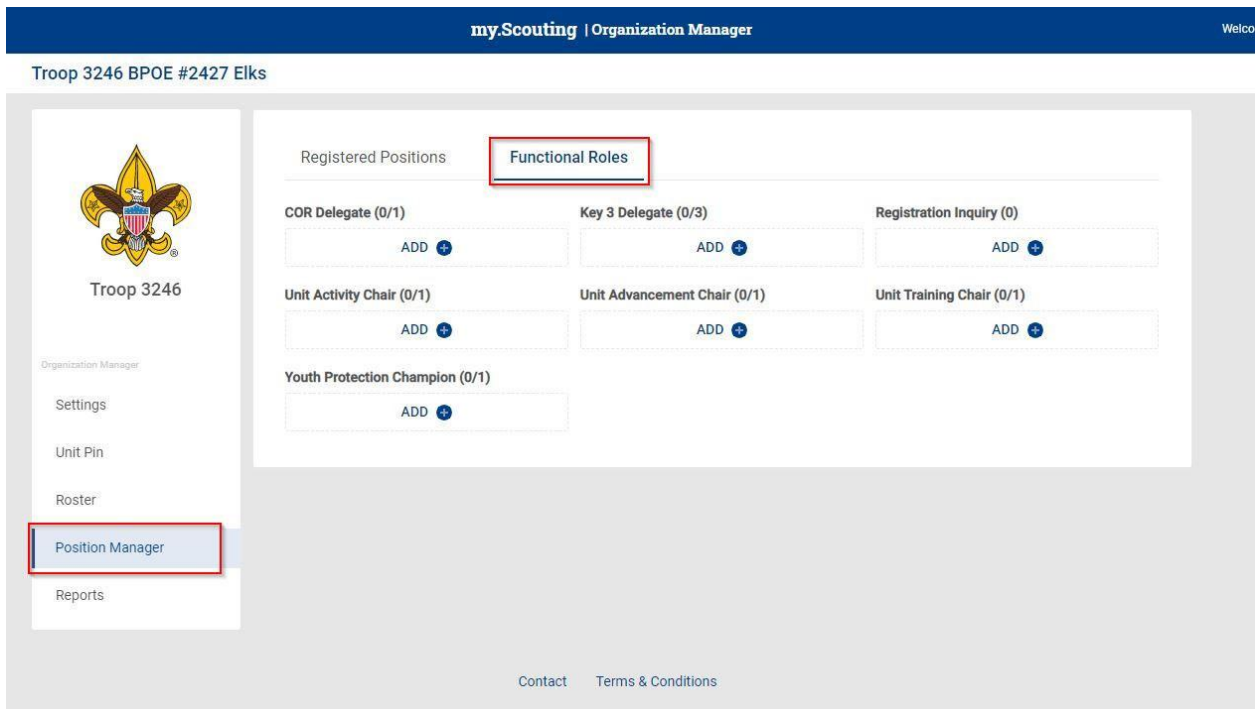
Enter the expiry date for the outgoing position. [Close X]

Expiry Date:

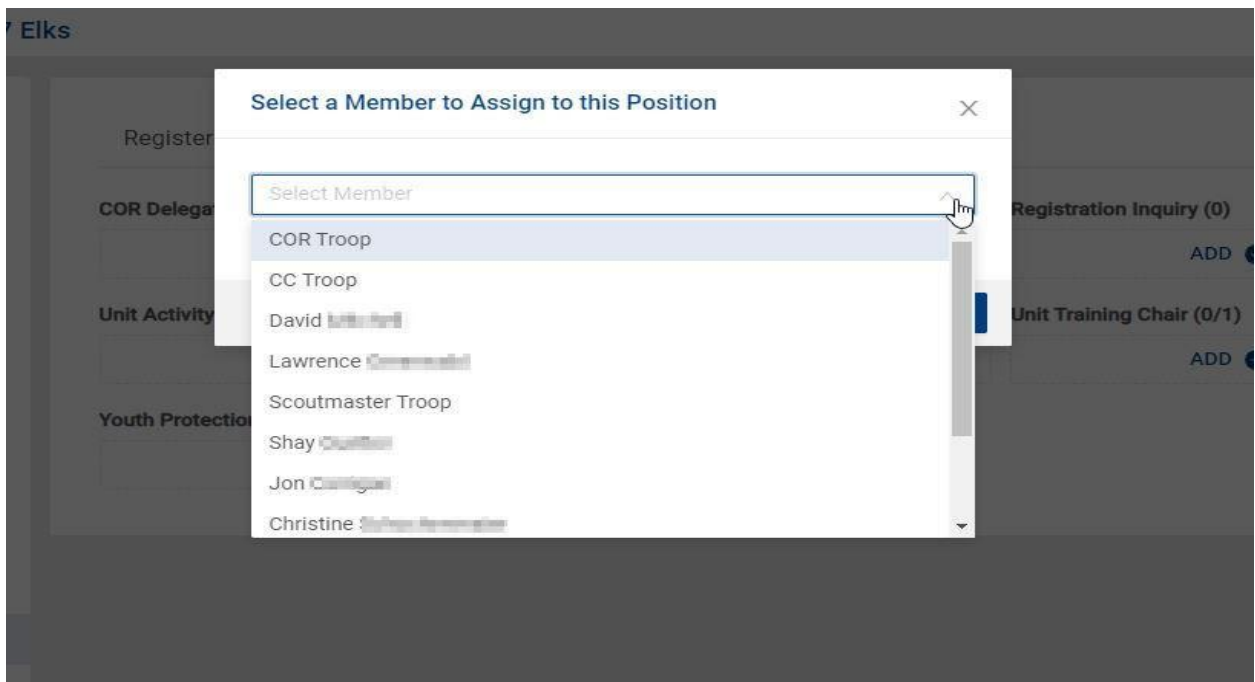
03/19/2021 [Green checkmark]

Buttons: Cancel, Expire Position and Add New Position

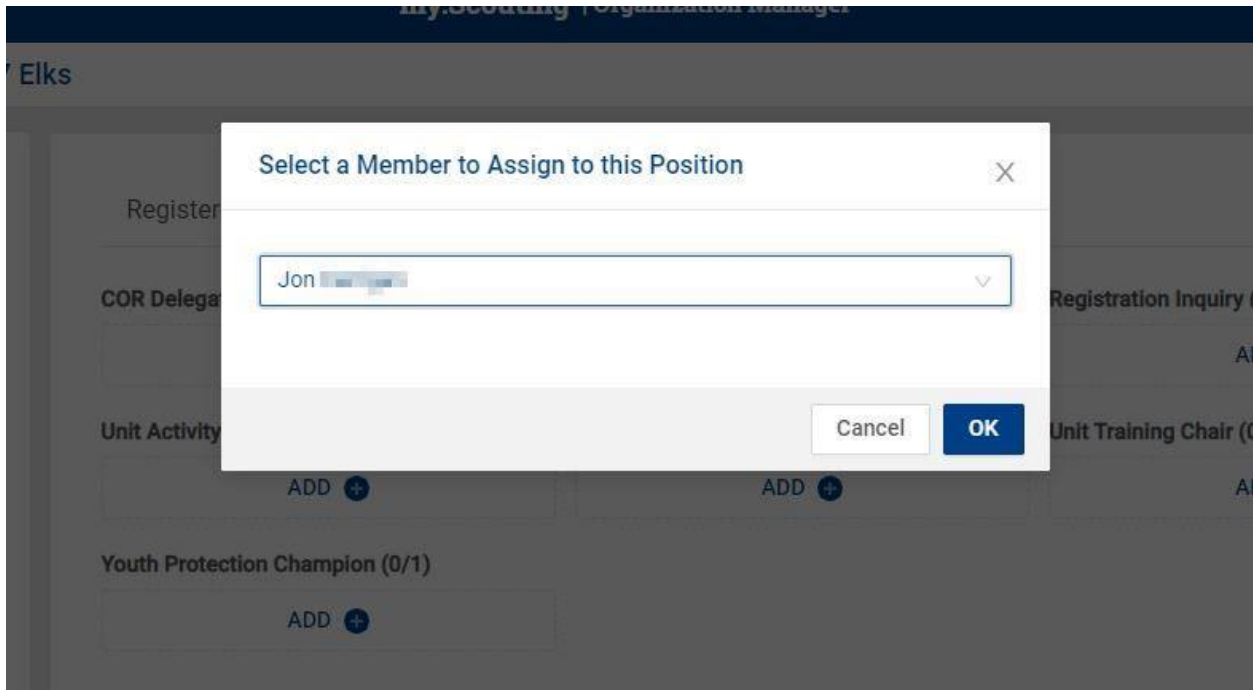
In the below example the unit currently has no functional roles assigned. To add, just click on the “ADD +” button and a dropdown of available people will display.



Select the person you want to assign the functional role (you must do this for each person at a time if you are adding multiple people).



Once a name is selected, click ok.



You will be prompted that the assignment was successful.

