

My.Scouting Position Manager Job Aid

Position Manager is found in the Organization Manager tool on My.Scouting. It combines the features that were available in Organization Security Manager ie. allowing you to assign “functional” roles to users, and the new feature to allow the Chartered Organization Representative (COR) (or their designee) to change registered positions. To access Position Manager, go to Menu > select your organization > Organization Manager. You will see two tabs at the top of the page – Registered Positions and Functional Roles.

NOTE: All changes require an overnight SYNC to show in ScoutNet

Minimum and Maximums:

Positions that are required for a unit, such as the unit leader are reflected with an asterisk along with the maximum number allowed displayed next to the position name – example Cubmaster (1/1*). Other positions may not have a minimum or maximum requirement.

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Registered Positions Functional Roles

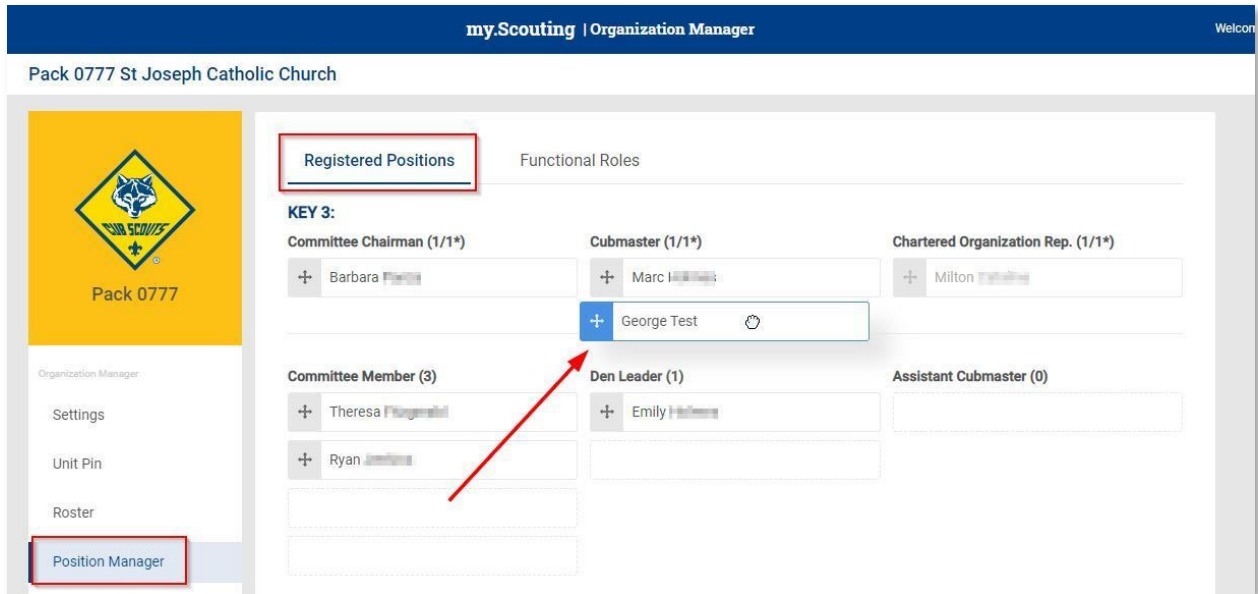
KEY 3:

Committee Chairman (1/1*)	Cubmaster (1/1*)	Chartered Organization Rep. (1/1*)
+ Barbara F...	+ Marc...	+ Milton...

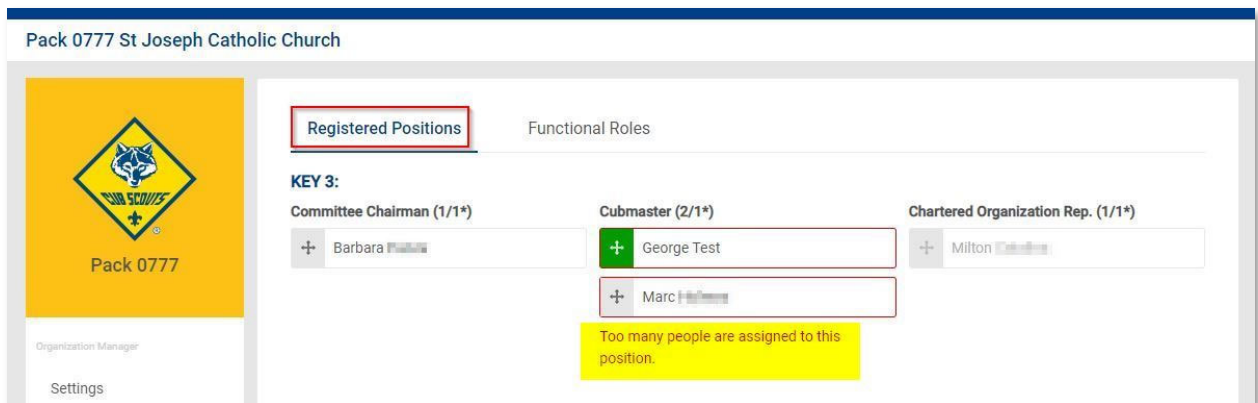
Committee Member (3)	Den Leader (1)	Assistant Cubmaster (0)
+ Theresa...	+ Emily...	
+ Ryan...		
+ George Test		

Assistant Webelos Leader (0)	Asst. Den Leader (0)	Executive Officer (1*)
		+ William...

Remember, only the COR or their designee can change registered positions. The process of changing a registered position is done using a “drag and drop” approach as illustrated below. Click and hold down on the person you want to move and then drag the box over to the new position. When you release, the person will display under the position. You can then click Save Changes and the system will display a success message along with reminder of it taking 24 hours for the change to take effect.




In the example below, the position of Cubmaster is limited to one person so you are prompted to reassign one of them before you can save the changes.



You can then change the old Cubmaster to be assigned a committee member by the same process of dragging and dropping.

At the bottom of the page, you will find the “Save Changes” button. Click this to save.

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Registered Positions Functional Roles

KEY 3:


Committee Chairman (1/1*)	Cubmaster (1/1*)	Chartered Organization Rep. (1/1*)
+ Barbara [Name]	+ George Test	+ Milton [Name]

Committee Member (3)	Den Leader (1)	Assistant Cubmaster (0)
+ Marc [Name]	+ Emily [Name]	
+ Theresa [Name]		
+ Ryan [Name]		

Assistant Webelos Leader (0)	Asst. Den Leader (0)	Executive Officer (1*)
		+ [Name]

Because some positions require a minimum of one person if you re-assign someone out of that spot it will warn you. You can select “Discard the Change” to revert the change. Other positions, like Committee Chair can be held by the COR too. You can “assign” the COR to that role by dragging name to the new position and then “click” on the plus sign next to the name.

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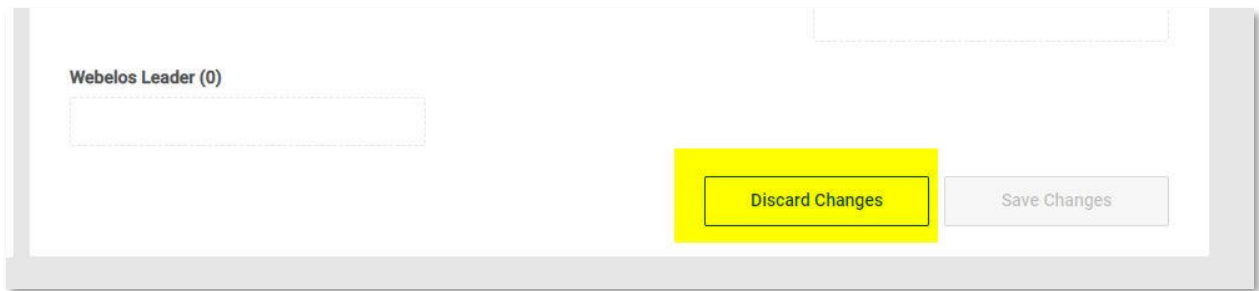
Registered Positions Functional Roles

KEY 3:

Committee Chairman (0/1*)	Cubmaster (1/1*)	Chartered Organization Rep. (1/1*)
<div style="border: 1px dashed black; padding: 2px;"> ASSIGN Milton [Name] + </div> <div style="background-color: yellow; padding: 2px;"> A minimum of 1 person(s) must be assigned to this position. </div>	+ George Test	+ Milton [Name]

Committee Member (3)	Den Leader (2)	Assistant Cubmaster (0)
+ Marc [Name]	+ Barbara [Name]	
+ Theresa [Name]	+ Emily [Name]	
+ Ryan [Name]		

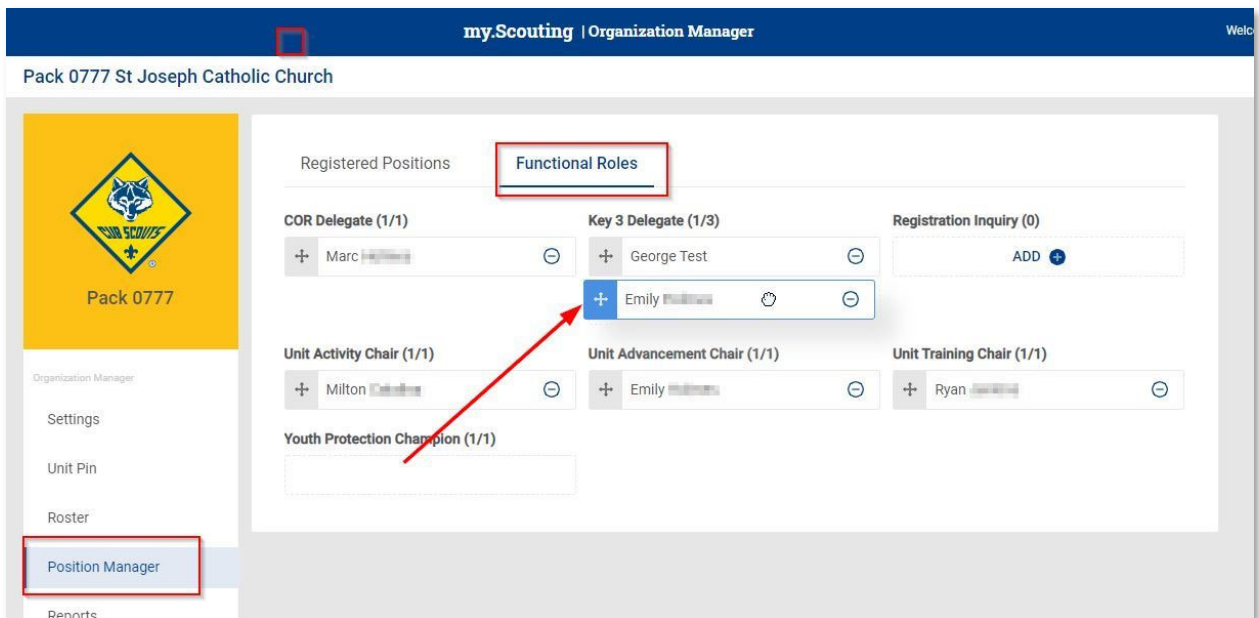
If you need to undo any changes, click the “Discard Changes” tab found at the bottom of the page.



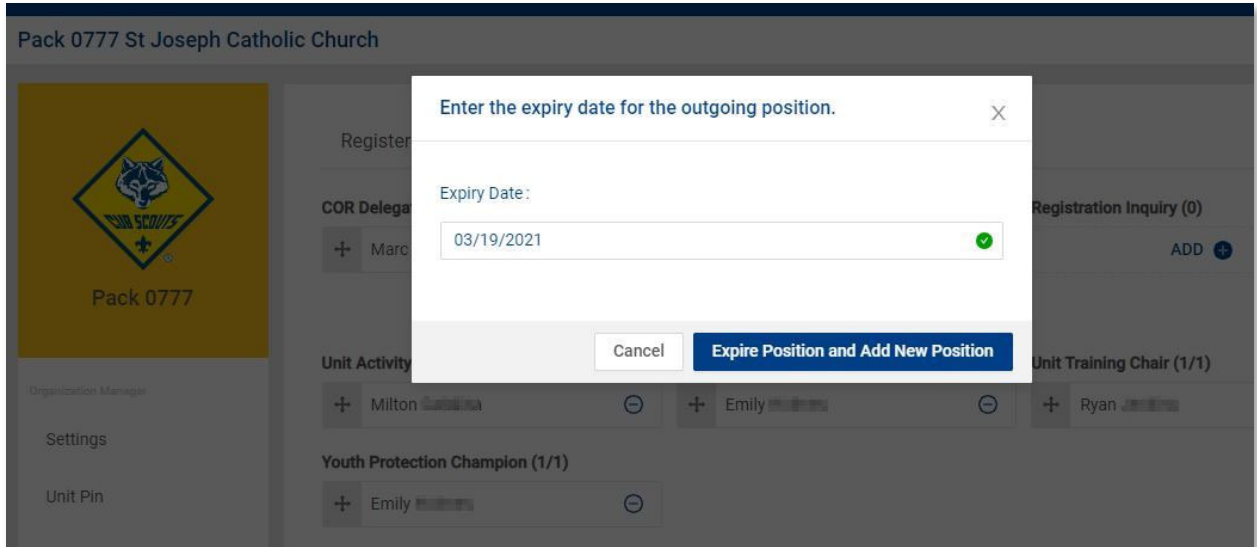
Functional Roles

Changing functional roles can only be done by the Key 3 and the Key 3 Delegates.

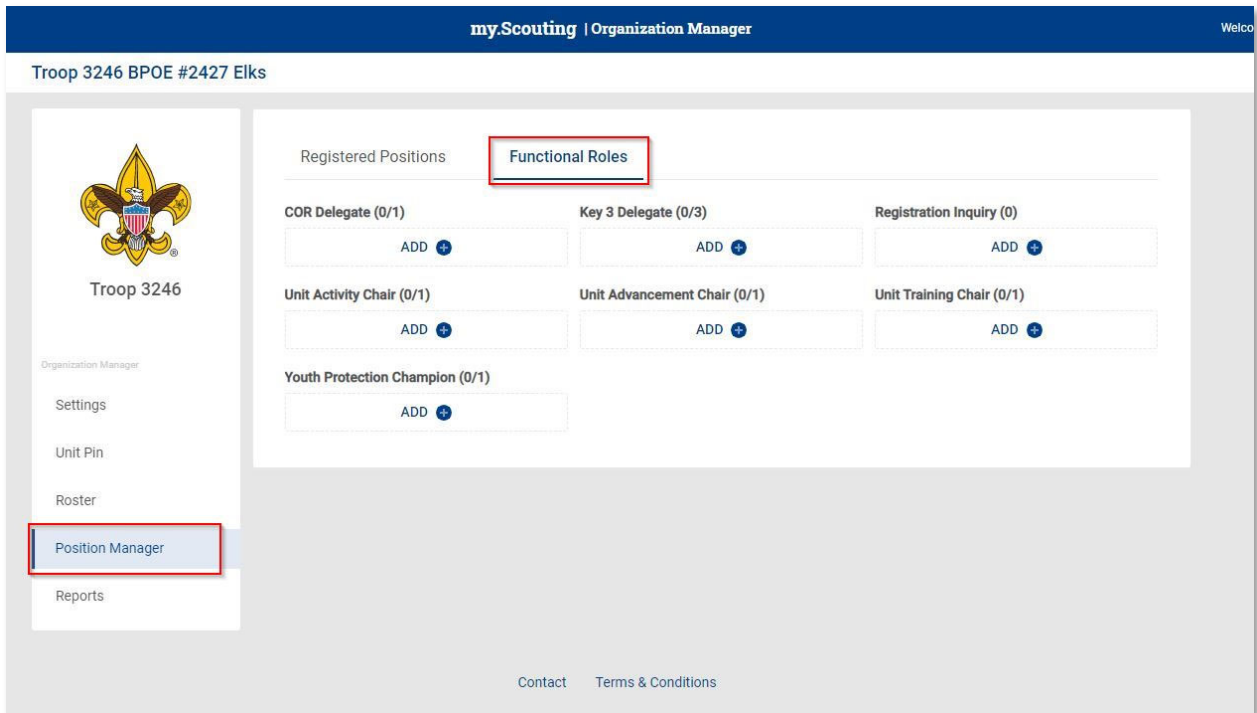
The second tab on the Positions Manager page is for adding and maintaining “Functional Roles” like adding a Key 3 delegate or unit Training Chair. The process to assign or edit is a “drag and drop” method too by clicking on a person and then dragging them to the position you are adding them to.



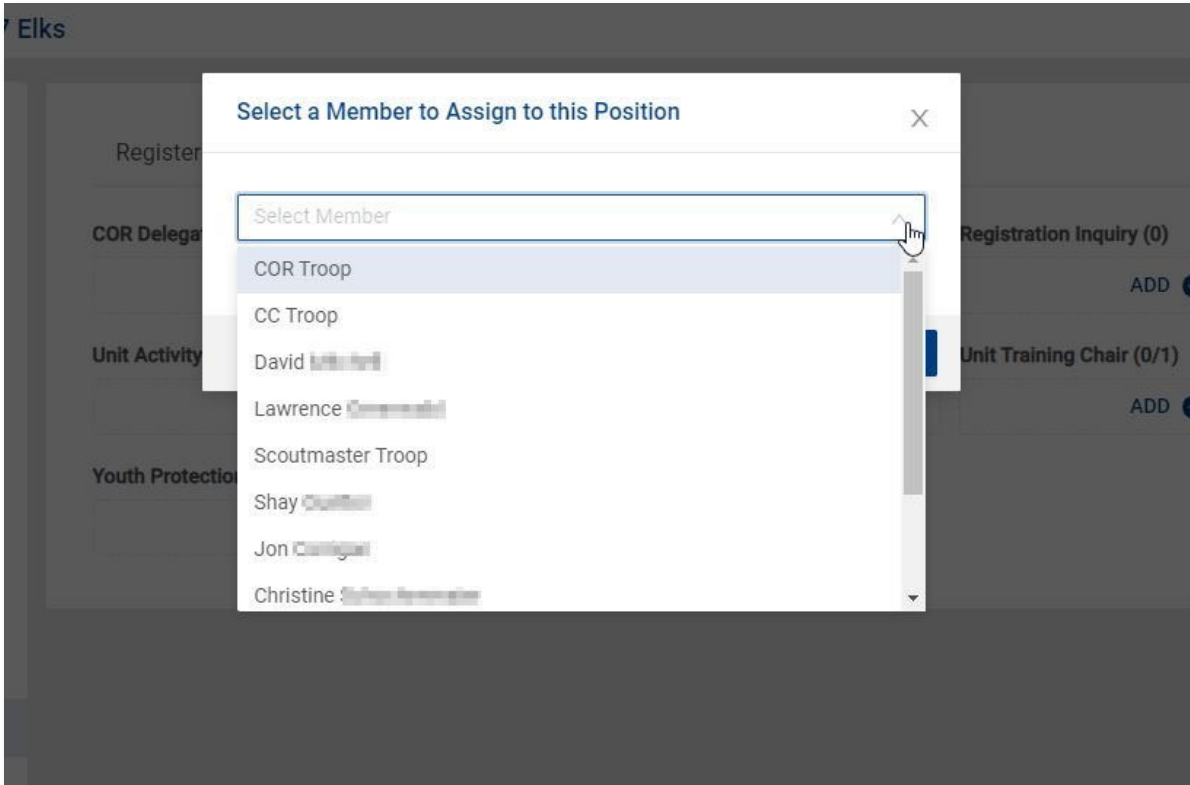
As with the legacy system, Organization Security Manager, you can enter an expiry date to the functional role. The system will always default to current date.



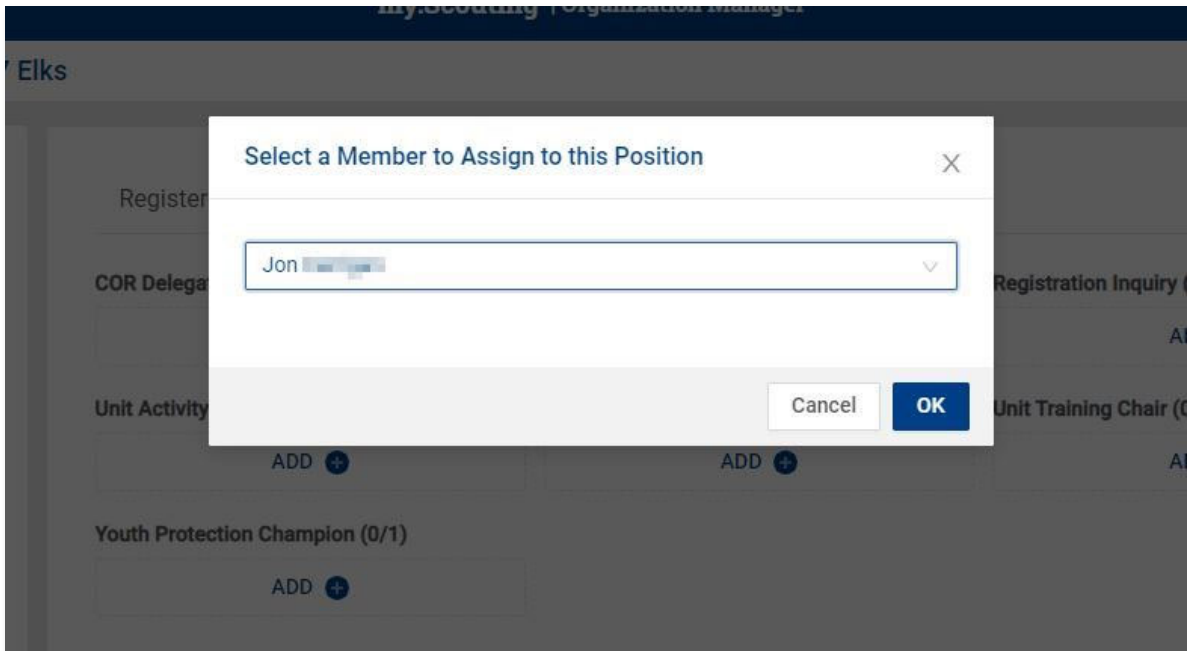
In the below example the unit currently has no functional roles assigned. To add, just click on the “ADD +” button and a dropdown of available people will display.



Select 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

