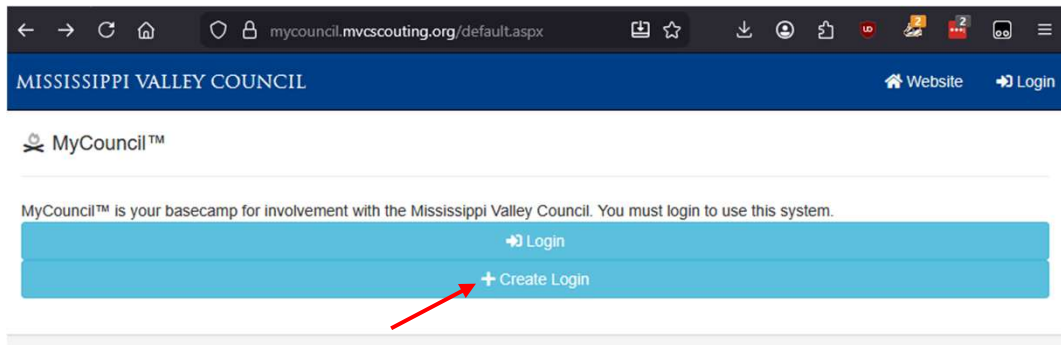


# Account Creation for CouncilWare

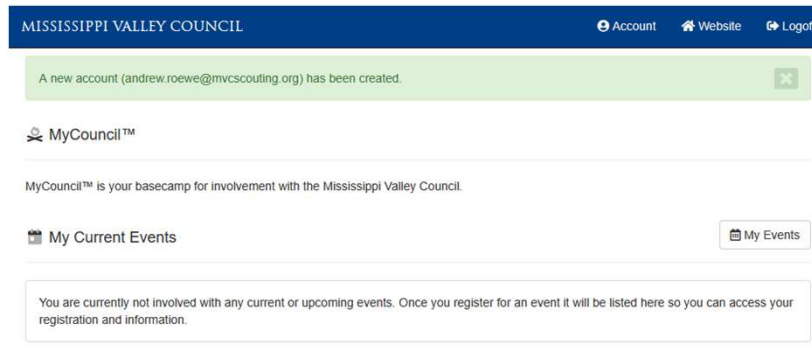
The following is a guide on how to create an account for CouncilWare. The Event Registration system for Mississippi Valley Council.

- 1.) Open a web browser and go to [mycouncil.mvscouting.org](http://mycouncil.mvscouting.org)
- 2.) Click on “+Create Login”



- 3.) Enter in the requested information and press **Register**.

- 4.) Your account has been created, and you should be redirected to the following screen.

A screenshot of the 'Create a MyCouncil™ Account' registration form. The form includes fields for 'First Name' (MVC), 'Last Name' (Test\_Account), 'Email Address' (andrew.roewe@mvscouting.org), 'Password', and 'Confirm password'. A 'Register' button is at the bottom. A note below the password fields states: 'Password must be at least 7 characters long. Password must contain at least 1 non-letter/non-number characters.' At the bottom, there is a link: 'Already have an account? Login now!'

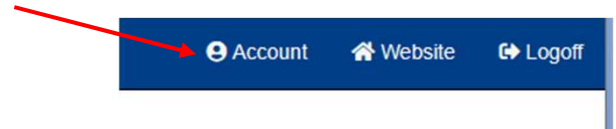
- 5.) You also should have received an email. IF you have not received an email in 5-10mins, check your Junk/Spam folder. **If it's there, move the email to your inbox and mark that address as Safe.** This is important, otherwise, you may miss email communications coming from CouncilWare!



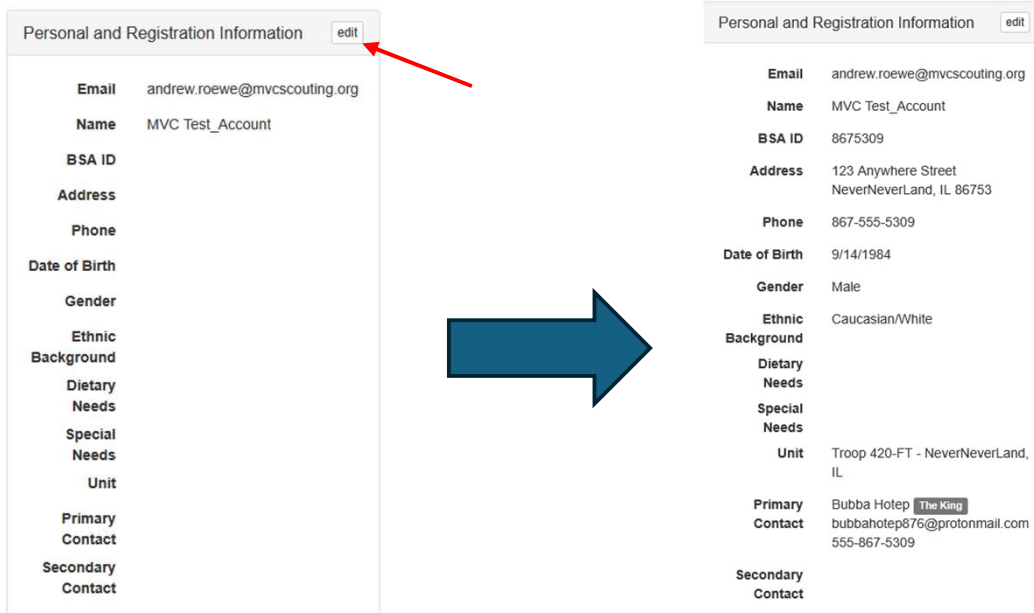
# Account Setup for CouncilWare

Once you have created an account, you can populate and update various information about your account.

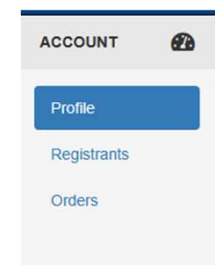
1.) Click on “Account” in the upper right-hand corner of the screen.



2.) You will see that there is no information populated. To fill in this information, click the “Edit” button in the top right corner of the info box. Update all required information and any optional information you would like to fill in. Pre-filling this information can save time when it comes to registering for events.



3.) Click on “Registrants” in the left-hand menu



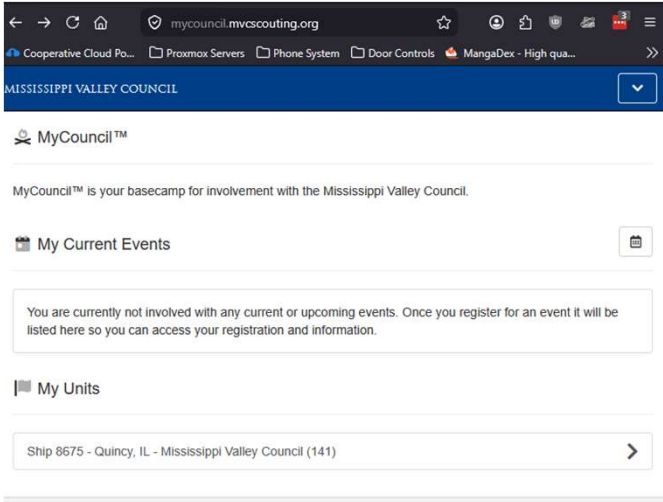
4.) Click on “add new” and fill in requested information. Pre-filling in registrants allows you to save and easily register your scouts, spouse, or others in the system.



add new	Name	Email	Gender/Age	Unit
edit del	Donald Duck	andrew.roewe@mvscouting.org	Male/14	Ship 420 - NeverNeverLand, IL
edit del	Elmo Rodriguez	bubbahotep867@protonmail.com	Female/11	Pack 420-FP - NeverNeverLand, IL

# Unit Setup

Once your account is set up, if you are a Cubmaster or Scoutmaster and you used the same email address that is associated with your Scouting America registration, you should automatically be linked to your unit. If your unit does not appear, you will need to contact the Scout Office to verify that the correct information was entered into the system.



When you log in, you should see any units you are associated with. Clicking on a unit will take you to that unit's dashboard.

## Unit DashBoard

Ship 8675 - Quincy, IL - Mississippi Valley Council (141)

Your Unit DashBoard is where you can manage information about your Unit that relates to registration and events held by this council. You can work with the various sections of the DashBoard by clicking on the Section Buttons on the left side of your screen. If you are viewing on a mobile device, the Section Buttons can be revealed by clicking the menu icon (☰) at the top of the page.

### Upcoming Events

Your Unit, or its members, are not registered for in any upcoming events at this time...

### Unit Roster

## 0 Members

[View Roster](#)

You can add members to your Roster to help speed up data entry for event registrations. Click the [View Roster](#) button to go there...

The dashboard allows you to view your unit's upcoming events and access your roster.

Clicking **View Roster** will take you to your unit roster. Please note that this roster is not synced with the official roster in Scoutbook. You will need to manually add Scouts as they join your unit.

From this screen, you can manage your roster. If this is your first time setting up your unit, you can quickly populate your roster by importing it from Scoutbook. See **Roster Setup (Scoutbook to MyCouncil)** for more details.

## Unit Roster


Ship 8675 - Quincy, IL - Mississippi Valley Council (141)

[+ Add New](#) [You Can ▾](#)

Your Unit Roster holds information about members of your Unit. The information stored here is used when placing registrations for events. Instead of having to type the personal information for each attendee you register, you can just select Unit Members from a list and the information will be copied into the registration fields.

*Your Unit Roster does not currently have any Unit Members. Click the Add New button or use the Upload Roster tool to add Unit Members...*

Clicking **Setup** in the left-hand menu will take you to the unit tools. From here, you can add additional users by selecting **Setup Users and Roles**.

<b>UNIT</b> 	<b>Unit Tools</b> Troop 5309-FT - Quincy, IL - Mississippi Valley Council (141)
Home	Unit Setup
Events	Setup Users and Roles
Registrations	Setup Meetings
Roster	Setup Search Page Content
Account	
<b>Setup</b>	

Adding users allows other leaders to help manage your unit, including adding, updating, or removing Scouts and adults from the roster, making payments, and handling event registrations.

To add a user, click **Add New**. If the individual does not already have a CouncilWare account, use **Invite to CouncilWare**, which is located under **You Can** in the top-right corner.

Users and Roles  
Troop 5309-FT - Quincy, IL - Mississippi Valley Council (141)

You Can ▾  
Invite to MyCouncil

add new

Name	Test Roewe v2 ✓
Email	MVC141-Test@proton.me
Roles	Top Leader
Name	Andrew Roewe ✓
Email	andrewroewe123@gmail.com
Roles	Leader Proxy

Whichever method you use, enter the individual's email address (and first and last name if using the invite option), then select the roles you want to assign to that leader..

Roles

When this person creates a MyCouncil login, they will automatically be given the roles you indicate below...

**Select Roles**

Unit Administrator  
Administrators can edit and manage all unit data (has all permissions) except those items reserved for the Primary Leader

Registration Manager  
Registration Managers can register for events on behalf of the unit and can manage existing unit event registrations and attendees

Membership Manager  
Membership Managers can add, update and delete unit members in your Roster

Financial Manager  
Financial Managers can view work with the unit's Custodial Account

Purchaser  
Purchasers can pay for events and other items from the unit's Custodial Account

**Warning:** Giving someone the Purchaser role, will allow them to use Custodial Account funds for ANY purchase or payment they make on this site.

Once the appropriate permissions have been selected, click Save in the top-right corner. Repeat these steps for each adult you wish to add.