

Updating your Roster

Exporting Your Unit Roster from my.scouting.org

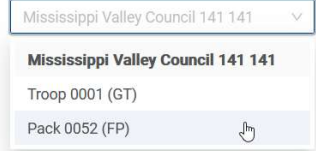
1. Log in to **my.scouting.org**
2. Select **Menu** in the top-left corner
3. At the bottom of the menu, select your **Unit**
4. Click **Roster**
5. Select **Export to CSV** at the top of the page
6. Open the downloaded file named **Roster_Report.csv**

Important Note

Date of Birth is **not** included in the my.scouting.org export. To obtain a Scout's Date of Birth, log in to **advancement.scouting.org** and review each Scout's individual profile.



Organization



Organization



- Application Manager
- Invitation Manager
- Organization Manager
- Roster**
- Safeguarding Youth Report
- Trained Leader Report
- Training Manager



Getting the Councilware Roster Upload Template

1. Log in to **mycouncil.mvcsouting.org**
2. Open your **Unit Dashboard**
3. Select **View Roster**
4. Click **You Can**, then choose **Upload Unit Data**
5. Download the Excel template
6. Open **UnitRosterUploadTemplate.xlsx**



- Upload Unit Roster**
- Download Unit Roster
- Purge Unit Roster

the registration fields.




1 - Prepare your Data

Use this tool to upload unit member data from a spreadsheet file.

Download and Use the Template File

The Template File is a pre-formatted spreadsheet with all the columns needed for the upload. It also contains instructions on what information goes in each column. Put data as appropriate into the template file and upload it here.

Excel Template

 Download Excel Template File



Preparing the Upload File

1. Copy the appropriate data from **Roster_Report.csv**
2. Paste the data into the matching columns in **UnitRosterUploadTemplate.xlsx**
3. Format the following fields as required:
 1. Phone Number: xxx-xxx-xxxx
 2. Gender: M or F

Using **Find and Replace** can significantly speed up formatting.

1. Save the completed template file

NOTE:

Only the following fields are required for a successful upload:

- Membership ID
- First Name
- Last Name
- Email Address
(Does not need to be unique)
- Phone Number
(Does not need to be unique; format: xxx-xxx-xxxx)
- Gender
(M or F)

All other fields are optional and may be completed if desired.

Uploading the File to Councilware

1. Return to **Councilware**
2. Under **Upload File**, select **Choose File**
3. Select your completed template
4. Choose how duplicates should be handled
5. Click the blue **Upload** button in the top-right corner

If all data is formatted correctly, your unit roster will populate successfully

2 - Upload your Data

Once you have your spreadsheet prepared, use this tool to select your spreadsheet and upload the records. The spreadsheet is checked for any data or formatting errors first, and must be completely correct before any records are created or updated.

Duplicates Handling

Show duplicate record sets and let me choose

Select how to handle duplicate records. Duplicates are defined as records with the same Member ID.

Upload File

Select