



To Import Scout Roster, click on Setup/Import Scouts Under Links on the left



You will need to have an Excel Spreadsheet with Council Name, District Name, Scouts First Name, Last Name, Unit Type, Unit Number and Email address in separate columns. A Scout must have a UNIQUE email address, they cannot share an email with a Leader in the system or a Scout in another Unit. If siblings are in same Unit they can share an account under one email. Just list both Scout names in the First Name column. Example: Billy & Jared.

To Do:

! Submit your Unit Commitment Form

Links:

- Manage Unit Information
- Setup/Invite Scouts
- Setup/Import Scouts
- View Scout Online Sales
- View Unit Invoice
- Order Prizes
- Edit Your Profile
- Reset Password
- Accept credit cards with PayAnywhere

S&S ORDER Start: 5/31/21 - Due: 9/17/21

- View Product Listing
- Place Unit Order
- View Unit Orders
- Award Scouts Credit

You don't have any sales yet.

Totals

Council	District	Unit Type	Unit Number	Email	First name	Last Name	phone#	
LaSalle Council	Angonquian	Pack	421	Jane.smith@gmail.com	Jane	Smith	812-555-5555	
LaSalle Council	Angonquian	Pack	421	John.smith@gmail.com	John	Smith	252-555-1234	
LaSalle Council	Angonquian	Pack	421	Kim.jones@gmail.com	Kim, Tim	Jones	812-347-4441	
		Make sure all columns have the correct information and each Scout has a UNIQUE email address. If siblings are in same Unit, you can use one email address for multiple Scouts. Type multiple "First Name" in column.						

All Columns must be populated with information shown above except phone #. That is optional

- Home
- Camp Masters
- Main
 - Dashboard
 - Council Orders
 - Commitments
 - Unit Commissions
 - Unit Orders
 - Unit Returns
 - Sales Reports
 - Scout Credits
 - Scout Sales
 - Online Orders
 - Take-Order
 - Council Inventory
 - Council Accounting
- Organization
 - Councils
 - Districts
 - Units
 - Users & Scouts
- Setup
 - Sales
 - Drives

Users / Scouts

Council: District: User Type: Hide Inactive:

First Name	Last Name	Email	Organizations
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Melissa	Noble	missyrnoble@gmail.com	LaSalle Council Algonquian Troop GT 3247 (Unit Leader)
Matthew	Guard	Hotwheelntoys@aol.com	LaSalle Council Algonquian Pack 222 (Unit Leader)
John	Callan	jcallan@roberthenrycorp.com	LaSalle Council Algonquian Troop 111 (Unit Leader)
Cindi	Clawson	cclaws44@gmail.com	LaSalle Council Algonquian Pack 505 (Unit Leader)
Ashlynn	Arnold	arackley3.1@gmail.com	LaSalle Council Algonquian Pack 109 (Unit Leader)
Kimberlee	Bers	br34kim@aol.com	LaSalle Council Algonquian Troop 173 (Unit Leader)
Dawn	Roth	theroths@jeffroth.net	LaSalle Council Algonquian Troop 584 (Unit Leader)
Thomas	Hodges	thodges@sbcsc.k12.in.us	LaSalle Council Algonquian Pack 201 (Unit Leader)
Russell	Adams	chefrka@gmail.com	LaSalle Council Algonquian Troop 325 (Unit Leader)
Ralph	Robertson	robertsonralph2@gmail.com	LaSalle Council Algonquian Pack 254 (Unit Leader) LaSalle Council Algonquian Troop 247 (Unit Leader)
Elizabeth	Brown	iufamily2001@gmail.com	LaSalle Council Algonquian Pack 453 (Unit Leader)
Alan	Sellers	asellers@clayfd.com	LaSalle Council Algonquian Troop 444 (Unit Leader)
matt	guard	hotwheelsntoys@aol.com	LaSalle Council Algonquian Crew 4031 (Unit Leader)
Holly	Bailey	Holly6601@yahoo.com	LaSalle Council Algonquian Pack 522 (Unit Leader)



Click on Import Scouts

- Home
- Camp Masters
- Main
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 - Council Orders
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 - Unit Commissions
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 - Sales

Users / Scouts

Council: LaSalle Council District: []

Layouts: [] Export to Excel [] Export to PDF []

First Name	Last Name	Email
Melissa	Noble	missyrnoble@g
Matthew	Guard	Hotwheelntoys
John	Callan	jcallan@robert
Cindi	Clawson	cclaws44@gma
Ashlynn	Arnold	arackley3.1@g
Kimberlee	Bers	br34kim@aol.c
Dawn	Roth	theroths@jeffr
Thomas	Hodges	thodges@sbcas
Russell	Adams	chefrka@gmail
Ralph	Robertson	robertsonralph
Elizabeth	Brown	iufamily2001@
Alan	Sellers	asellers@clayf
matt	guard	hotwheelsntoys@aol.com

Import Scouts

Choose a file to import:

First Row Has Headers:

IMPORT MAPPING

Match each import field to the import file's columns or type in a custom value to be used.

Council:

District:

UnitType:

UnitNumber:

Email:

FirstName:

LastName:

Phone:

Number of Rows:

Once you have your excel spreadsheet set up and you have clicked on Import the box to the left will come up. Click on Browse to download your excel spreadsheet Roster of Scouts. Once Excel spreadsheet downloads, click on the box next to First Row Has Headers. Then click on each arrow down and select the correct column from your Excel spreadsheet, continue until all information is populated. This will open up at the bottom, UPLOAD. Click on that to import.

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Users / Scouts

Council: District: User Type: Hide Inactive:

Layouts Export to Excel Export to PDF Import Scouts

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<input type="text"/>	<input type="text"/>	<input type="text"/>	
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Once your Scouts have been Imported, go back to your Dashboard. Under Links click on Setup/Invite Scouts. This will take you to your Units Users so you can send sign-on links to all Scouts. See next slide.

Home

Camp Masters

Main

Dashboard

Unit Orders

Unit Returns

Scout Credits

Scout Sales

Online Orders

Take-Order

Organization

Units

Users & Scouts

Units > Pack 20 > Users

INFO

USERS

+ Add User

✗ Remove

✉ Send Sign-On Link

👁 Layouts

📄 Export to Excel

📄 Export to PDF

<input type="checkbox"/>	Type	Key Code	First Name	Last Name	Phone	Email
<input type="checkbox"/>	Scout	D99K	Anthony	Cummins		trimphinst
<input type="checkbox"/>	Scout	CQD8	Calvin	Fussel		rlfussell@v
<input type="checkbox"/>	Leader	DQ2	Chris	Bingham		chrisbingh
<input type="checkbox"/>	Scout	1JP9	Dylan	Zimmer		amanda.zi
<input type="checkbox"/>	Scout	CWVL	Hunter	Shelman		branscum.
<input type="checkbox"/>	Scout	1S8T	Isaac	Cornetet		fusionphot
<input type="checkbox"/>	Scout	1C99	Jayden	Nayback		ashley.nay
<input type="checkbox"/>	Scout	RHH	Logan	Weyer		krislynn92
<input type="checkbox"/>	Scout	1J5G	Nathanual	Fouch		nathanualf
<input type="checkbox"/>	Scout	DT82	Solomon	Tims		monkeybu

Click on Box to far left of TYPE. This will check mark all your Scouts turning the box Blue with Checkmark in it. You can uncheck any Leaders that have already been sent their link. Click on "Send Sign-on Link, then click OK when Message Box comes up.