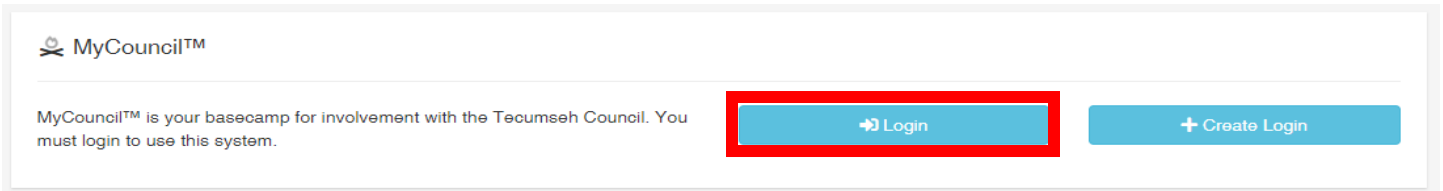


# MyCouncil Guide for Unit Leaders

## How to Access MyCouncil

Login to: <https://mycouncil.tecumsehCouncil.org/>



## Who Has Access

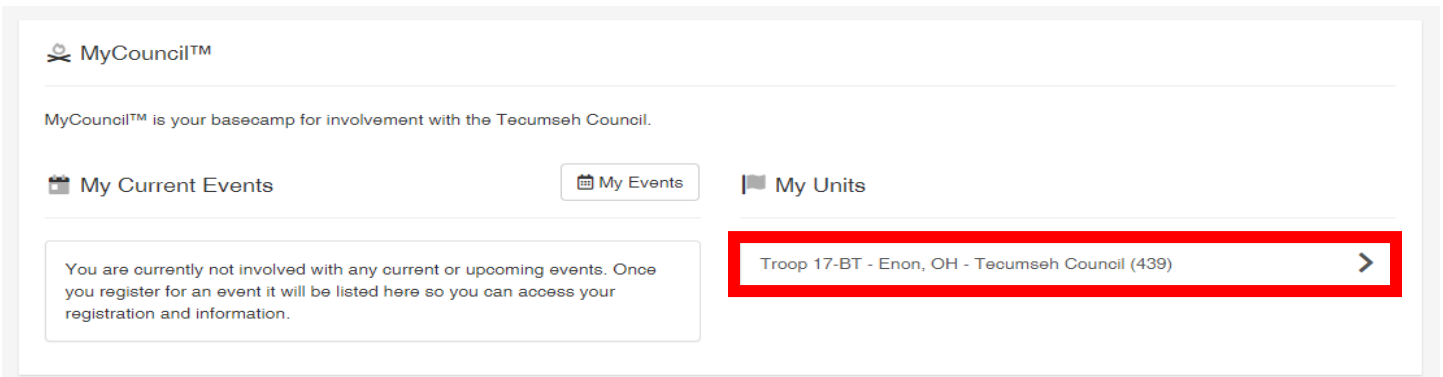
**Top Leaders** (Cubmaster, Scoutmaster, Venture Crew Advisor) and **Leader Proxy** have access to the Unit DashBoard.

## How to Give Other Leaders Access

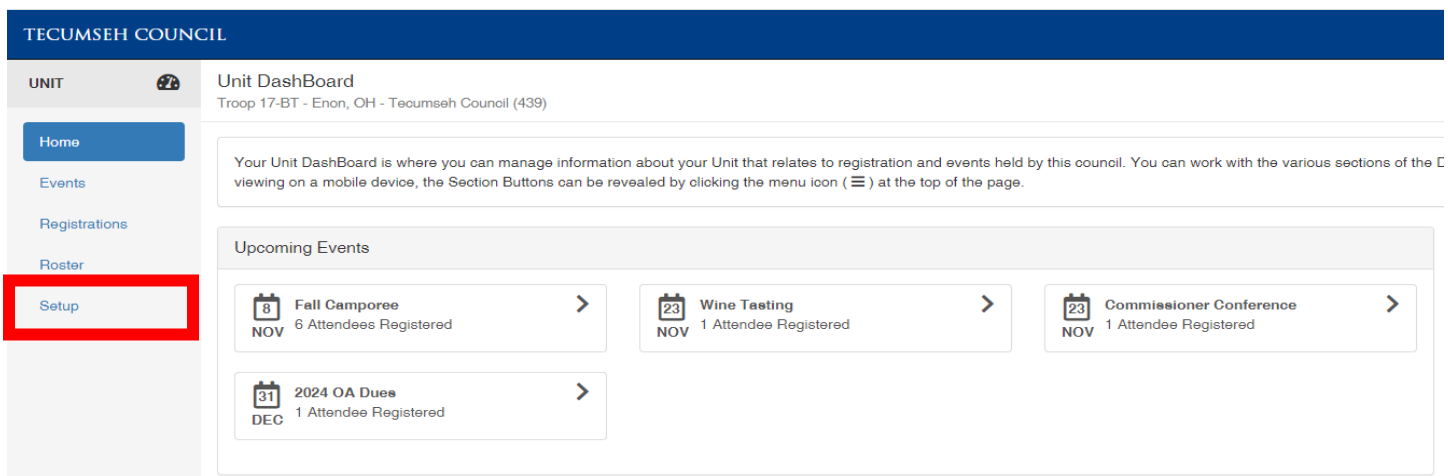
**To assign a Leader Proxy:** the Top Leader needs to email a request to [tara.corns@scouting.org](mailto:tara.corns@scouting.org) that includes the Leader Proxy's email address.

The Top Leader and Leader Proxy can add other users within the Unit DashBoard and assign them to one or more Roles within the Unit DashBoard.

Under **My Units** > click the unit you wish to access the Unit DashBoard for:



Click **Setup** (left side menu):



## Click Setup Users and Roles:

The screenshot shows the 'Unit Tools' interface for Troop 17-BT. On the left is a navigation menu with 'Setup' highlighted. The main content area is titled 'Unit Setup' and contains three options: 'Setup Users and Roles' (highlighted with a red box), 'Setup Meetings', and 'Setup Search Page Content'. Each option has a right-pointing arrow.

## Click add new button:

The screenshot shows the 'Users and Roles' page. At the top left, there is a blue 'add new' button highlighted with a red box. Below it is a table with columns for 'Name', 'Email', and 'Roles'. The table contains three rows of user data.

Name	Email	Roles
John Stone	johnstone@troop17bt.com	Top Leader
Tom Stone	tomstone@troop17bt.com	Leader Proxy
Jeffrey Rodriguez	jeff@troop17bt.com	Registration Mgr

Enter the Email Address of the person you would like to give permissions to, and **Select Roles** (as described below):

The 'Select Roles' dialog box contains three options, each with a checkbox and a description:

- 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

## How to See Who is Registered for an Event

From the Unit Dashboard > click **Events**:

The screenshot shows the 'Unit Dashboard' for Troop 17-BT. The 'Events' button in the left navigation menu is highlighted with a red box. The main content area shows a description of the dashboard and a section for 'Upcoming Events' with three event cards:

- 8 NOV** Fall Camporee: 6 Attendees Registered
- 23 NOV** Wine Tasting: 1 Attendee Registered
- 23 NOV** Commissioner Conference: 1 Attendee Registered

Click the event you wish to view registrations for:

January

13 **Cub Scout Klondike** ➤  
Event Is Over  
2 Attendees Registered

19 **Scouts BSA Klondike Derby** ➤  
Event Is Over  
5 Attendees Registered

February

3 **Chillicothe Merit Badge Trail Drive #1** ➤  
Event Is Over  
4 Attendees Registered

10 **Blue Jacket, Bullskin Trail & Lagonda Merit Badge Trail Drive #1** ➤  
Event Is Over  
6 Attendees Registered

This will bring up a list of individuals registered for the event within your unit:

Chillicothe Merit Badge Trail Drive #1 (2/3/2024)  
Troop 17-BT - Enon, OH - Teumseh Council (439)

← All Events You Can ▾

Attendees	Name	Variants	Group	Registered	Status	Balance	
	Brian, Brian	Teumseh Council Scout		12/16/2023	Confirmed	\$0.00	<a href="#">View Dashboard</a>
	Larry, Scott	Teumseh Council Scout		1/17/2024	Confirmed	\$0.00	<a href="#">View Dashboard</a>
	Wesley, Steve	Teumseh Council Scout		12/10/2023	Confirmed	\$0.00	<a href="#">View Dashboard</a>
	Richardson, Chad	Teumseh Council Scout		12/11/2023	Confirmed	\$0.00	<a href="#">View Dashboard</a>

## How to Access an Attendee Dashboard

Click **View Dashboard** (to the right of the attendee's name):

Chillicothe Merit Badge Trail Drive #1 (2/3/2024)  
Troop 17-BT - Enon, OH - Teumseh Council (439)

← All Events You Can ▾

Attendees	Name	Variants	Group	Registered	Status	Balance	
	Brian, Brian	Teumseh Council Scout		12/16/2023	Confirmed	\$0.00	<a href="#">View Dashboard</a>
	Larry, Scott	Teumseh Council Scout		1/17/2024	Confirmed	\$0.00	<a href="#">View Dashboard</a>
	Wesley, Steve	Teumseh Council Scout		12/10/2023	Confirmed	\$0.00	<a href="#">View Dashboard</a>
	Richardson, Chad	Teumseh Council Scout		12/11/2023	Confirmed	\$0.00	<a href="#">View Dashboard</a>

This will bring up the details of that attendee's registration:

TECUMSEH COUNCIL Account Website Logout

ATTENDEE **Brian, Brian** Chillicothe Merit Badge Trail Drive #1 - Feb 3, 2024

**General** Options Activities Progress Notes Resources

**Personal Information** [edit](#)

Name: Brian, Brian  
Email: brian@brian.com  
Address: 123 Main St, Springfield, IL 62760  
Phone: 555-123-4567  
Date of Birth:   
Gender:   
Ethnic Background:   
Home Unit: Troop 17-BT - Enon, OH  
Teumseh Council (439)  
Lagonda District  
Dietary Needs:   
Special Needs:

**Registration Information**

Order: 19248  
Variant: Teumseh Council Scout  
Quantity: 1  
Registered: Sat, Dec 16, 2023 7:28 AM  
Status: Confirmed

**Financial Summary**

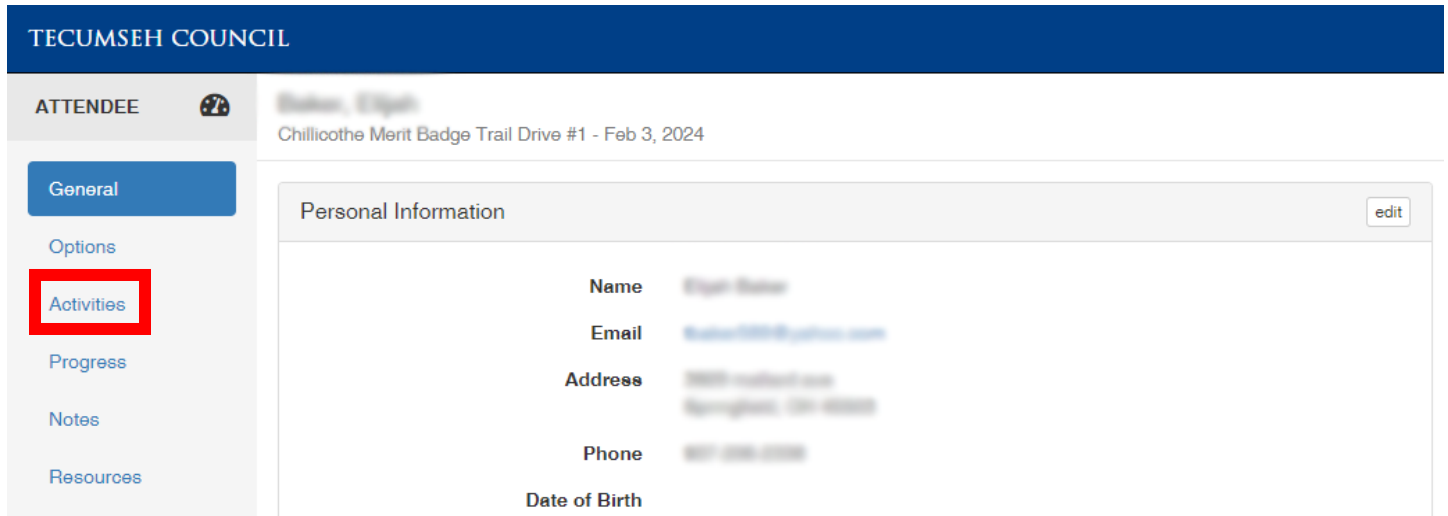
Purchases		Payments	
Event Fees	\$0.00	Payments	\$0.00
Discounts	\$0.00	Subsidies	\$0.00
Assessments	\$0.00	Adjustments	\$0.00
		Refunds	\$0.00
NET	\$0.00	NET	\$0.00
		BALANCE	\$0.00

10/23/2024 1:20 PM CouncilWare

## How to Manage an Attendee's Activities

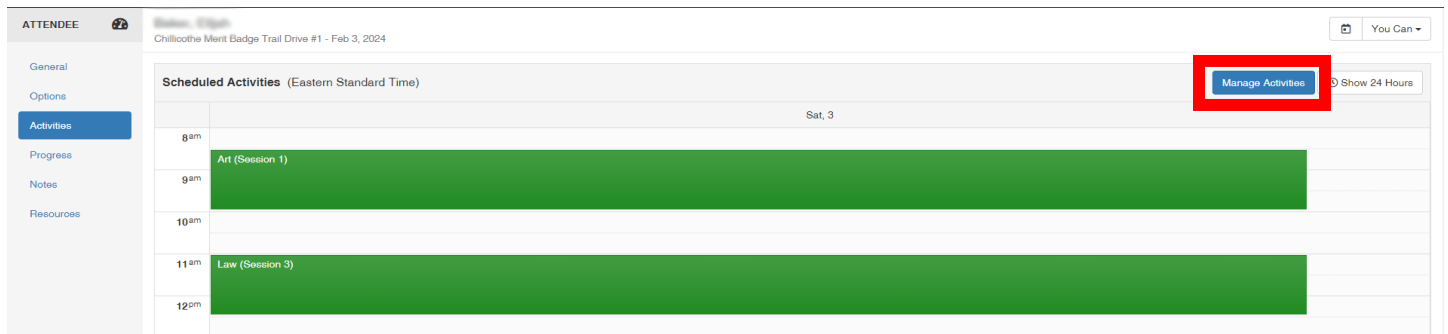
Example: what Merit Badges a Scout has registered for during Summer Camp or Merit Badge Trail Drive

Click **Activities** (left side menu):



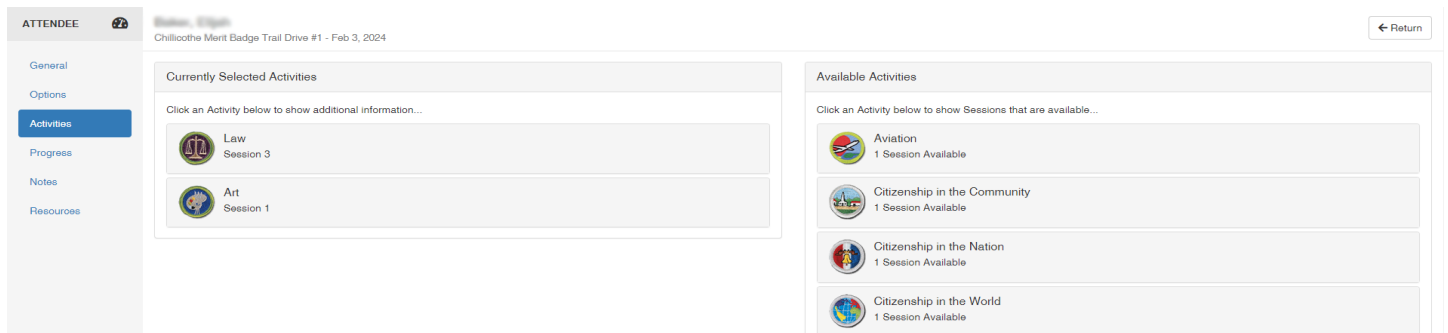
The screenshot shows the 'TECUMSEH COUNCIL' header and the 'ATTENDEE' section for 'Baker, Elgin'. The event is 'Chillicothe Merit Badge Trail Drive #1 - Feb 3, 2024'. The left sidebar menu includes 'General', 'Options', 'Activities' (highlighted with a red box), 'Progress', 'Notes', and 'Resources'. The main content area is titled 'Personal Information' and contains fields for Name, Email, Address, Phone, and Date of Birth, with an 'edit' button in the top right corner.

This will bring up the Scout's schedule. To edit their schedule, click **Manage Activities**:



The screenshot shows the 'Scheduled Activities' page for 'Baker, Elgin' on 'Sat, 3'. The left sidebar menu has 'Activities' highlighted. The main area shows a calendar view with two green activity bars: 'Art (Session 1)' from 8am to 10am and 'Law (Session 3)' from 11am to 12pm. A 'Manage Activities' button is highlighted with a red box in the top right corner.

This will bring up a screen that will allow you to add or remove activities:




The screenshot shows the 'Manage Activities' screen for 'Baker, Elgin'. The left sidebar menu has 'Activities' highlighted. The main area is divided into two sections: 'Currently Selected Activities' and 'Available Activities'. The 'Currently Selected Activities' section shows 'Law Session 3' and 'Art Session 1'. The 'Available Activities' section shows 'Aviation 1 Session Available', 'Citizenship in the Community 1 Session Available', 'Citizenship in the Nation 1 Session Available', and 'Citizenship in the World 1 Session Available'. A 'Return' button is in the top right corner.

## How to See an Attendee's Activity Progress

Example: a Scout's Merit Badge progress during Summer Camp or Merit Badge Trail Drive

Click **Progress** (left side menu):


ATTENDEE  **Blaine, Elgin**  
Chillicothe Merit Badge Trail Drive #1 - Feb 3, 2024

General  
Options  
Activities  
**Progress**  
Notes  
Resources


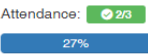
Personal Information edit


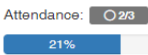
Name Elgin Blaine  
Email [blaine@tecumseh.org](mailto:blaine@tecumseh.org)  
Address 2880 Rockledge Ave  
Springfield, OH 45504  
Phone 937-233-2288  
Date of Birth

This will bring up a screen that will allow you to see the Scout's completion percentage:


ATTENDEE  **Blaine, Elgin**  
Chillicothe Merit Badge Trail Drive #1 - Feb 3, 2024

General  
Options  
Activities  
**Progress**  
Notes  
Resources


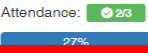
 Art Session 1  
Attendance:  27%  
[View Requirements](#)


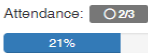
 Law Session 3  
Attendance:  21%  
[View Requirements](#)

To see details of which requirements are completed, click **View Requirements**:


ATTENDEE  **Blaine, Elgin**  
Chillicothe Merit Badge Trail Drive #1 - Feb 3, 2024

General  
Options  
Activities  
**Progress**  
Notes  
Resources


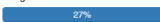
 Art Session 1  
Attendance:  27%  
[View Requirements](#)

 Law Session 3  
Attendance:  21%  
[View Requirements](#)

This will bring up a screen that will list details of which requirements are complete:

ATTENDEE  **Blaine, Elgin**  
Chillicothe Merit Badge Trail Drive #1 - Feb 3, 2024 Return

General  
Options  
Activities  
**Progress**  
Notes  
Resources

 Art  
Version: 2013 - Official Requirements [View](#)  
Progress  27%

Requirement	Status
1 Discuss the following with your counselor:	Complete
a What art is and what some of the different forms of art are <i>Marked complete by Janet Fink on 2/3/2024</i>	Complete
b The importance of art to humankind <i>Marked complete by Janet Fink on 2/3/2024</i>	Complete
c What art means to you and how art can make you feel <i>Marked complete by Janet Fink on 2/3/2024</i>	Complete
2 Discuss with your counselor the following terms and elements of art: line, value, shape, form, space, color, and texture. Show examples of each element.	
3 Discuss with your counselor the six principles of design: rhythm, balance, proportion, variety, emphasis, and unity.	
4 Render a subject of your choice in FOUR of these ways:	
a Pen and ink	
b Watercolors	
c Pencil <i>Marked complete by Janet Fink on 2/3/2024</i>	Complete
d Pastels	
e Oil paints	
f Tempera	
g Acrylics	
h Charcoal	