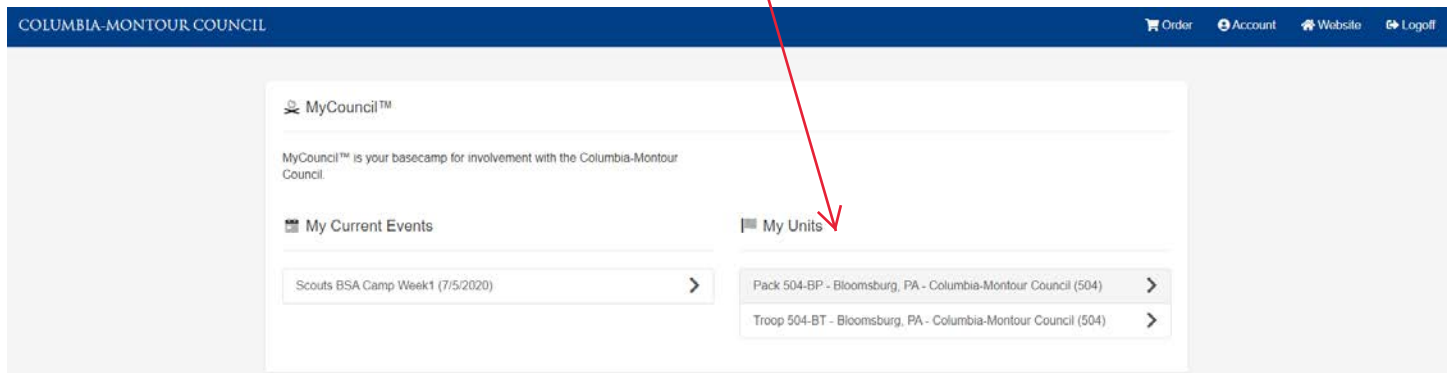


How to Create and Upload a Unit Roster

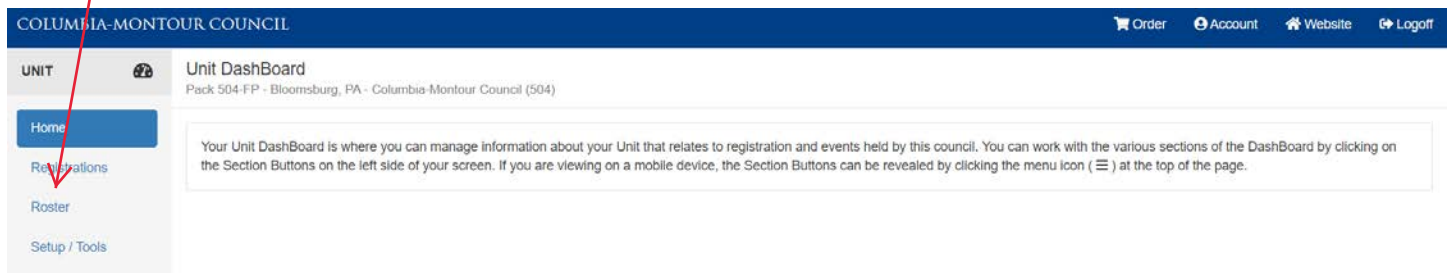
Step 1 – Unit Leader (or designated Website Proxy) should login to the website.

Click on the unit from which you want to upload the roster under My Units (some unit leaders may have more than one unit listed under **“My Units”**)



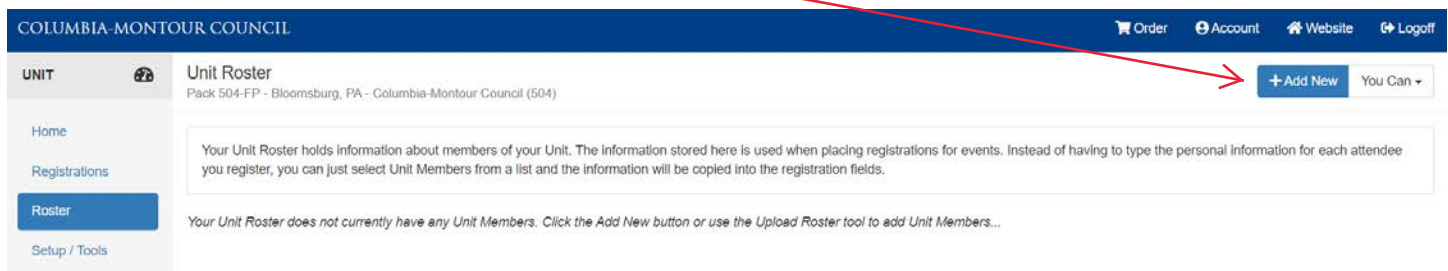
Step 2 – Your **Unit Dashboard** is where you can manage information about your Unit that relates to registration and events held by this council. You can work with the various sections of the Dashboard by clicking on the Section Buttons on the left side of your screen.

Click on the Roster button on the left side of the screen to upload and/or manage your unit’s roster.

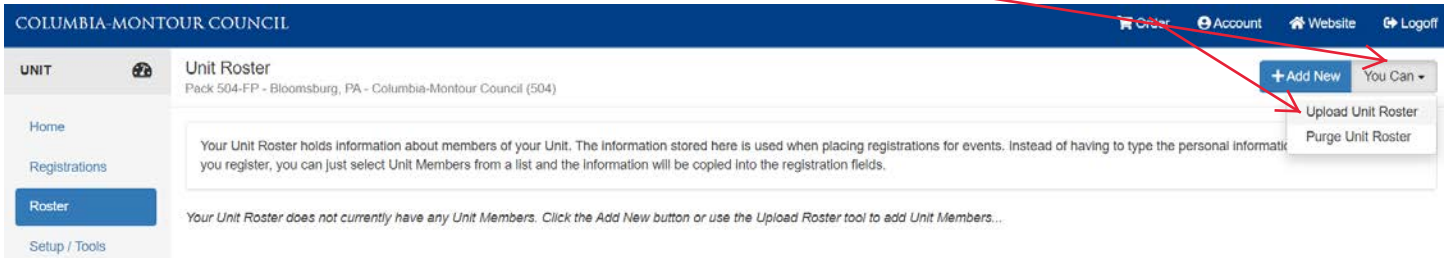


Step 3 – Your **Unit Roster** holds information about members of your Unit. The information stored here is used when placing registrations for events. Instead of having to type the personal information for each attendee you register, you can just select Unit Members from a list and the information will be copied into the registration fields.

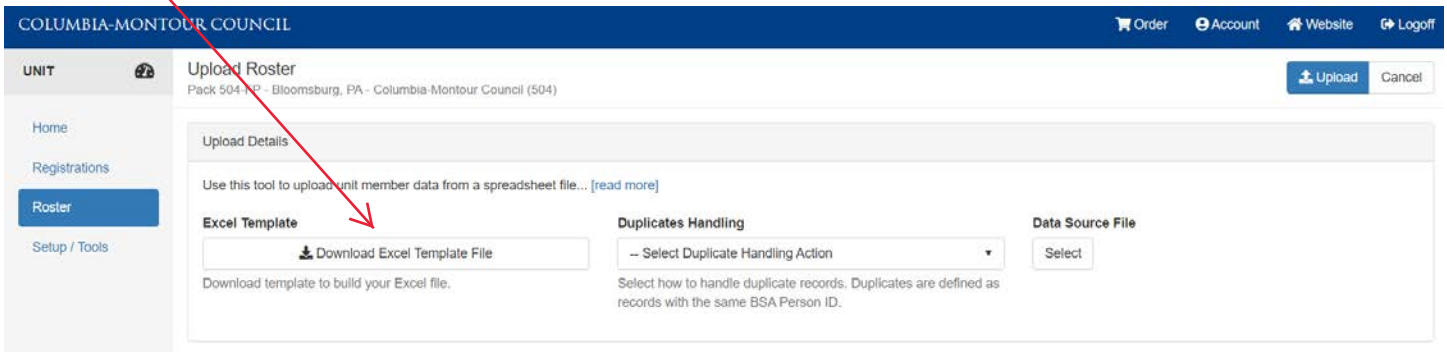
Click on the **Add New** button on the right side of the screen to (manually) add new Scouts to your unit’s roster, or proceed to Step 3a



Step 3a – Click on the **You Can** (drop-down menu) button on the right side the of the screen, then the **Upload Unit Roster** menu item to upload your unit’s roster.



Step 4 – Use this page to upload unit member data from a spreadsheet file. The first step is to download the **Excel Template** file to your computer



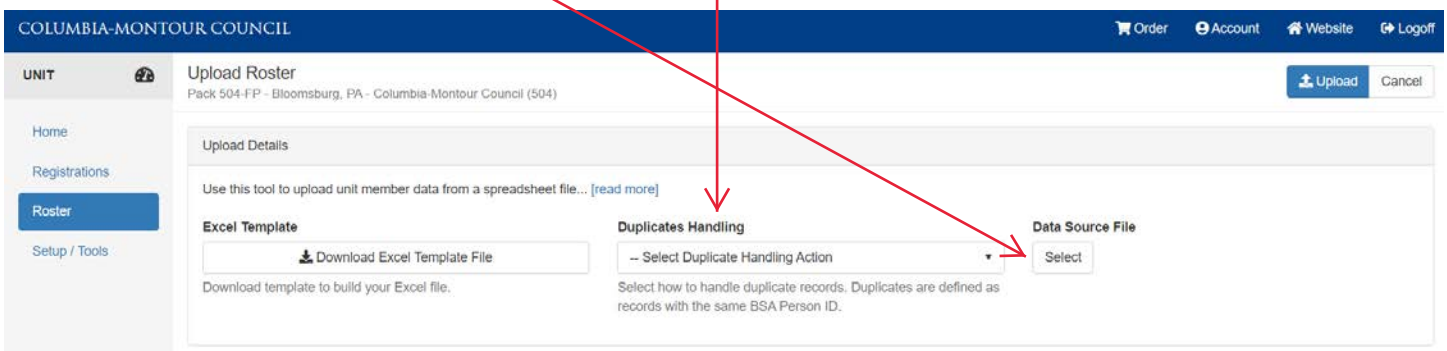
Step 5 – Open the Excel Template and follow the directions. Make sure you follow all of the directions **EXACTLY** on the Read Me Sheet:

General Notes	
All data should be placed in the "Data" worksheet that is part of this file.	
Do not rename the "Data" worksheet	
Do not remove the top row or change column headings/names	
Do not leave blank rows in your data (data will not be read beyond a blank row)	

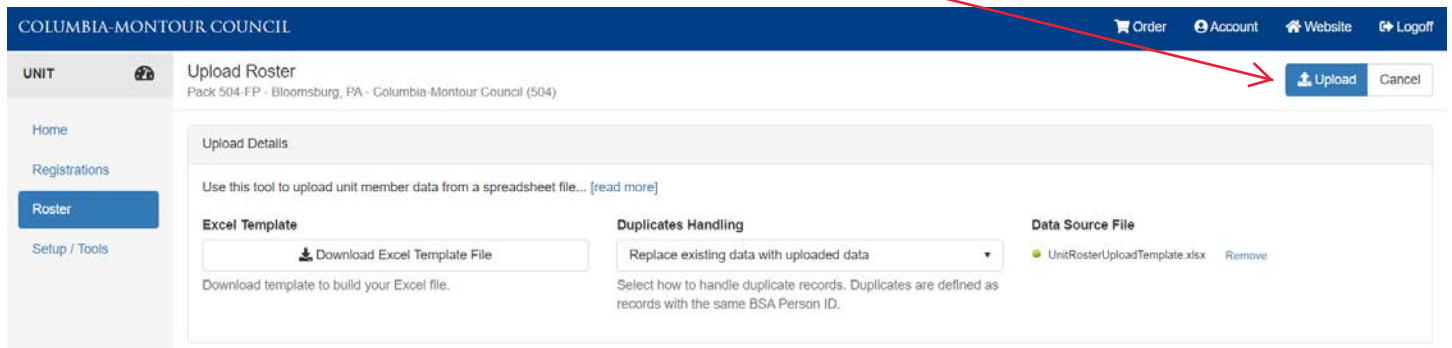
Step 6 – After completing the Excel Spreadsheet and saving it to your computer (make sure you remember where you saved it), then retrun to the Screen in Step 4.

This time select how you would like to **Handle Duplicates** (if you have previously uploaded a roster).

Then **Select a Data Source File**

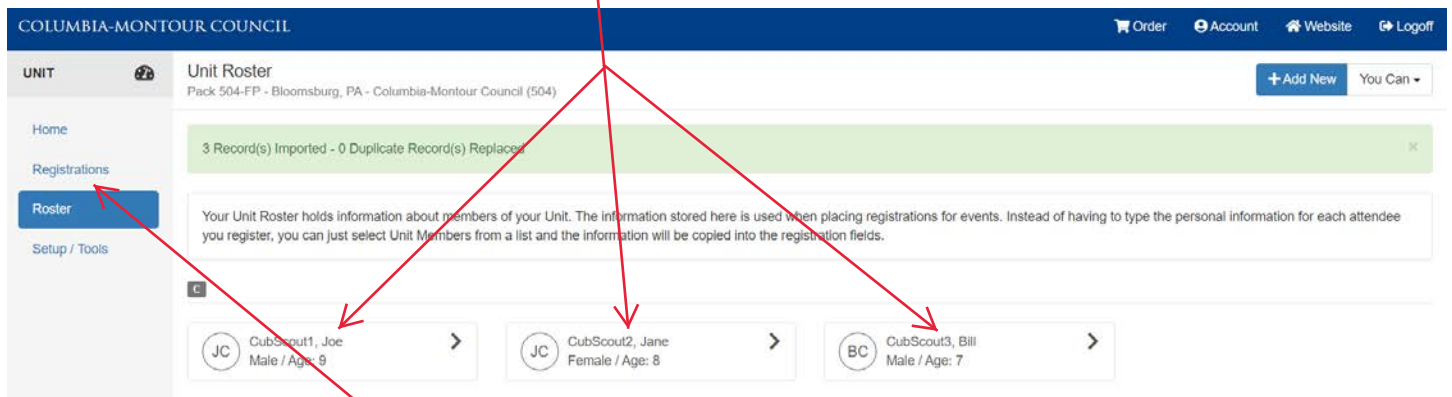


Step 7 – After you have selected your Data Source File, click the **Upload** button on the right side of the screen.



Step 8 – When your upload is complete, you should see a screen like this. Congratulations you have created and uploaded your unit's roster, which may be used to register your scouts for multiple events in the future.

You may click on any of the individual Scouts to review and/or modify their data.



Or click on the **Registrations** button on the left to enter or modify a registration for an event.