



# Unit Roster Import

## How-To Guide

Keeping your Unit Roster up to date on the Council Website (<http://www.columbiamontourbsa.org/>) has the added benefit of making it easier to add Scouts to events such as camp.

To start, go to your Unit Page:

The screenshot shows the website header with the logo and tagline "Prepared. For Life.". The navigation menu includes Home, Calendar, Contact Us, Join Scouting, Support Scouting, Program, and Resources / Forms. A sidebar on the left lists links like Council News, Events & Activities, Fundraising, Commissioners, Unit Information, and Charter Renewal. The main content area features a "Welcome to the Columbia-Montour Council website!" message and a prominent banner for the "May 4 - 6, 2018 Spring Camporee Railroading Merit Badge". Below the banner is a "Council News & Activities" section with news items such as "Boy Scout 2018 Spring Camporee - Railroading Merit Badge", "Cub Skill Weekend", and "5th Annual Rube Goldberg Challenge".

# Search for your Unit:

MyCouncil® | Cart (0) | Join | Sign In

**BOY SCOUTS OF AMERICA**  
COLUMBIA-MONTOUR COUNCIL

Prepared. For Life.®

Home | Calendar | Contact Us | Join Scouting | Support Scouting | Program | Resources / Forms

- Council News
- Events & Activities
- Fundraising
- Commissioners
- Unit Information
- Charter Renewal

Home > Units

### Columbia-Montour Council Units

The Columbia-Montour Council is made up of many local Cub Scout Packs, Boy Scout Troops, Venturing Crews, Varsity Teams, and Explorer Posts. Each unit is sponsored by a community-based organization that receives a national charter to use the Scouting program as a part of their own youth program.

**Unit Search Tool - Find a unit in the Columbia-Montour Council!**

[Click to Search for a Unit >>](#)

General Information For Units

- Setting Up Unit Web Sites
- Annual Unit Rechartering

**Scout Shop & Office Hours**

Monday: Closed  
Tuesday: 9am - 5pm  
Wednesday: 1pm - 7pm  
Thursday: 9am - 5pm  
Friday: 9am - 5pm  
Saturday: Closed  
Sunday: Closed

**Address, Phone, Fax**

5 Audubon Court  
Bloomsburg, PA 17815  
Phone (570) 784-2700  
Fax (570) 387-4074

**General Email**

officestaff@  
columbiamountoursa.org

**Quick Links**

CAMP NAVIGATOR

MyCouncil® | Cart (0) | Join | Sign In

**BOY SCOUTS OF AMERICA**  
COLUMBIA-MONTOUR COUNCIL

Prepared. For Life.®

Home | Calendar | Contact Us | Join Scouting | Support Scouting | Program | Resources / Forms

- Council News
- Events & Activities
- Fundraising
- Commissioners
- Unit Information
- Charter Renewal

Home

### Search for a Unit

Enter whatever information you have available to search on. A list of units will be shown that match all of your search criteria. You can then select a specific unit from the list.

Unit Type/Number: <Any> | 33 *Enter the unit number if you know it*

City: *Leave blank for ANY city*

District: <Any District>

Council: Columbia-Montour Council (504)

[Begin Search](#) | [Reset Fields](#)

**Unit Search Results**

[Results](#) | [Map](#)

Unit	City	Charter Organization	District
<a href="#">Pack 33 - Danville, PA</a>	Danville, PA	St Peters Methodist Church	Lenni Lenape
<a href="#">Troop 33 - Danville, PA</a>	Danville, PA	St Peters Methodist Church	Lenni Lenape

< Previous | 1-2 of 2 | Next >

1. Enter Unit Number

2. Click Begin Search

3. Select Unit

**Scout Shop & Office Hours**

Monday: Closed  
Tuesday: 9am - 5pm  
Wednesday: 1pm - 7pm  
Thursday: 9am - 5pm  
Friday: 9am - 5pm  
Saturday: Closed  
Sunday: Closed

**Address, Phone, Fax**

5 Audubon Court  
Bloomsburg, PA 17815  
Phone (570) 784-2700  
Fax (570) 387-4074

**General Email**

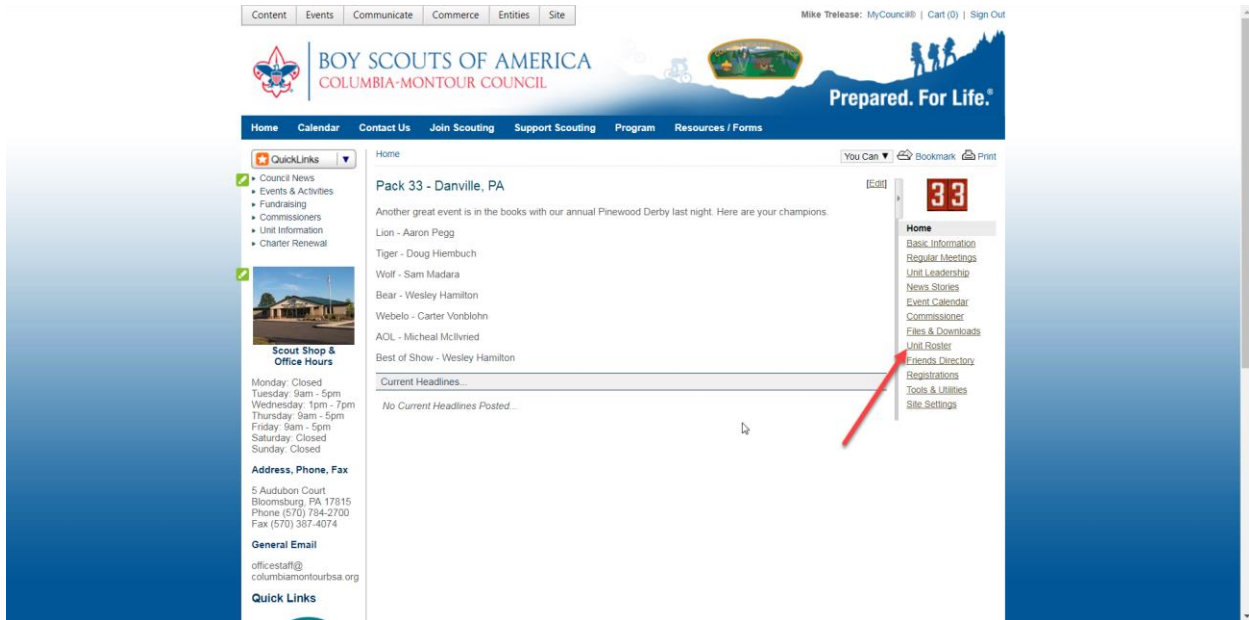
officestaff@  
columbiamountoursa.org

**Quick Links**

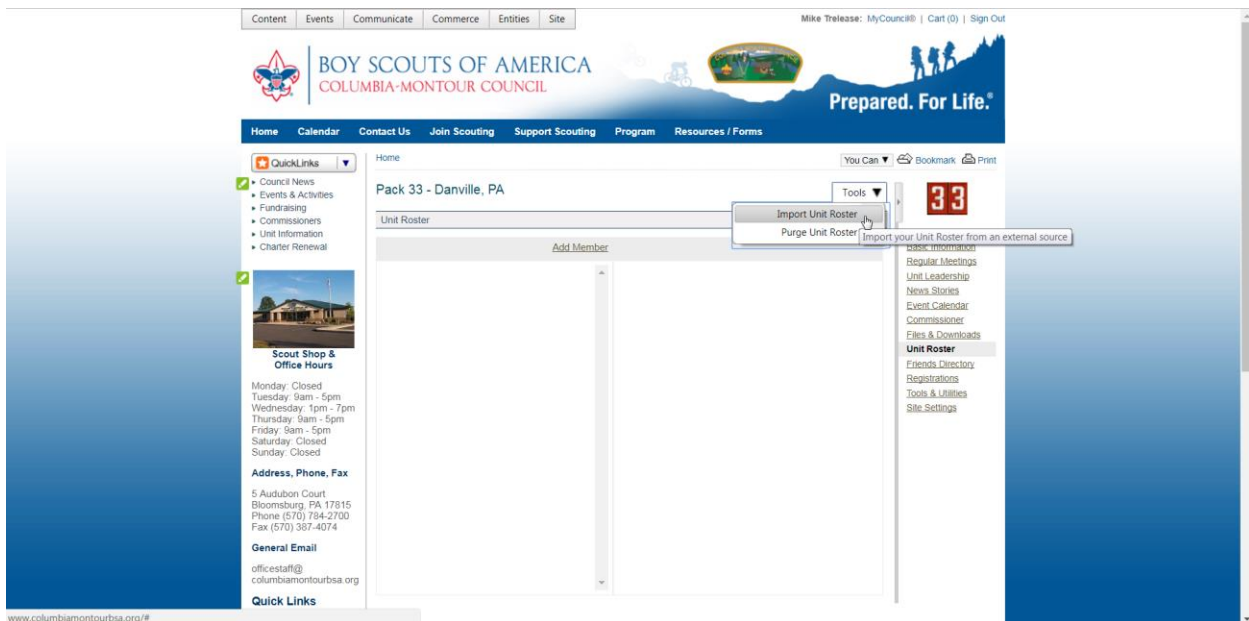
CAMP NAVIGATOR

NOTE: If you are not signed in, please sign in using the link in the upper right-hand corner.

From the Unit Homepage, click Unit Roster:



From the Tools Menu Select “Import Unit Roster”:



## Import Your Roster:

The screenshot shows the 'Import Roster' page for Pack 33 - Danville, PA. The page features a navigation menu at the top with links for Home, Calendar, Contact Us, Join Scouting, Support Scouting, Program, and Resources / Forms. A sidebar on the left contains 'Quick Links' for Council News, Events & Activities, Fundraising, Commissioners, Unit Information, and Charter Renewal. The main content area is titled 'Pack 33 - Danville, PA' and includes an 'Import Roster' section. This section has a 'Choose File' dropdown menu with a 'Select' button, a 'Download Template' button, and an 'Import File' button. A dropdown menu for 'Duplicates:' is open, showing options: 'Select Duplicate Record Handling Action', 'Keep Existing Data and discard data from Imported File', 'Replace Existing data with data from Imported File', and 'Show each duplicate record set and let me choose'. Red arrows and numbered steps (1-4) are overlaid on the page to guide the user through the process: 1. Select File Populated with your Unit Roster, 2. Download and Populate Template, 3. Select How to Handle Duplicates, and 4. Press Import File. The page also includes a sidebar with 'Scout Shop & Office Hours' and 'Unit Roster' links. The bottom of the page shows a Windows taskbar with the date 4/8/2018 and time 11:49 PM.

Note: You may populate the template from any source as long as you keep it in the same format (columns). I find that I can take an export from say Scoutbook or another source and use it to populate the template.