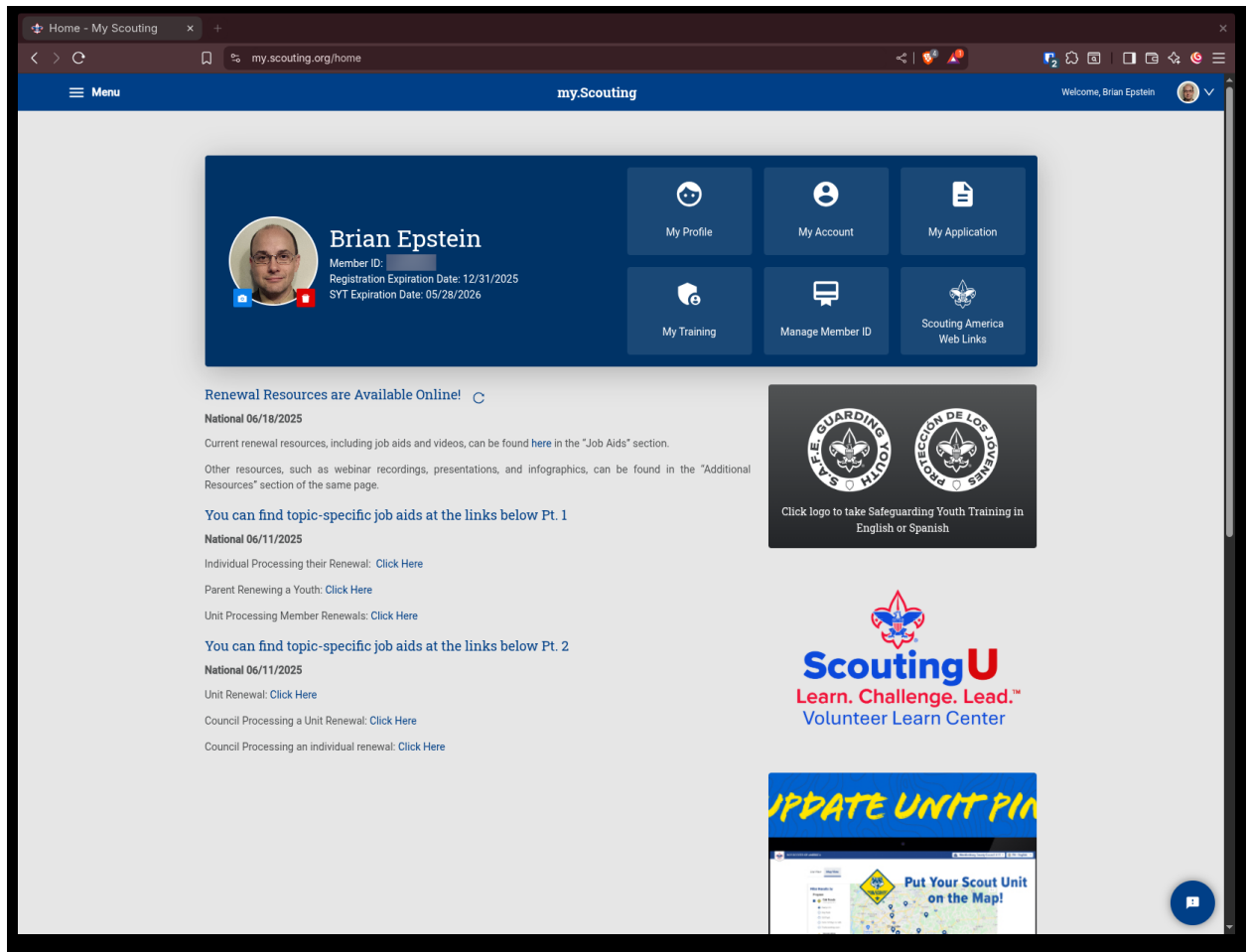


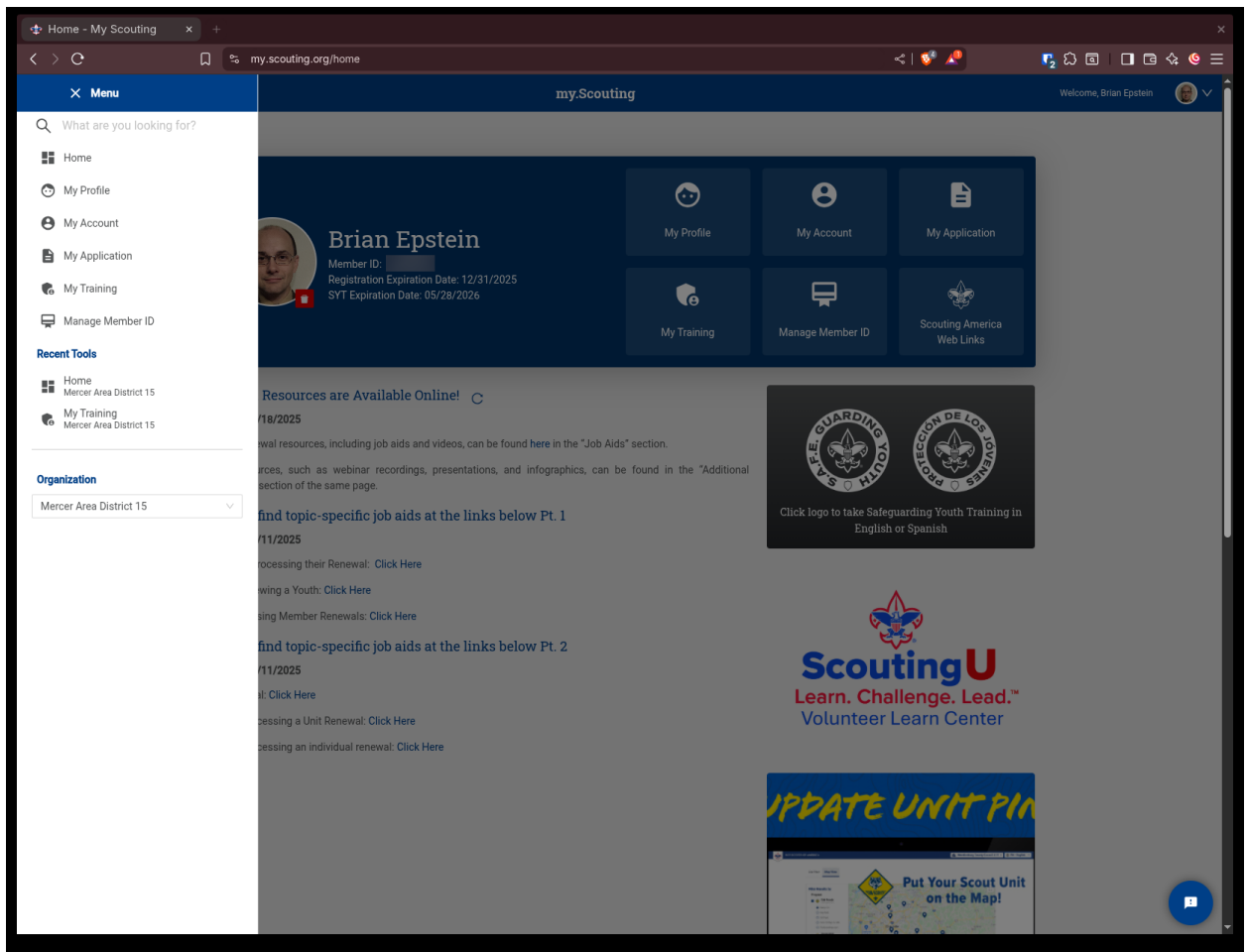
Key 3 Delegation

Typically, a Scout Troop has 3 delegated admins for the troop. This is the Charter Organization Representative, the Committee Chair, and the Scoutmaster. However, you may want to add others from within your organization to the administration role of the Troop. [my.Scouting](#) allows you to add 3 additional members to this role.

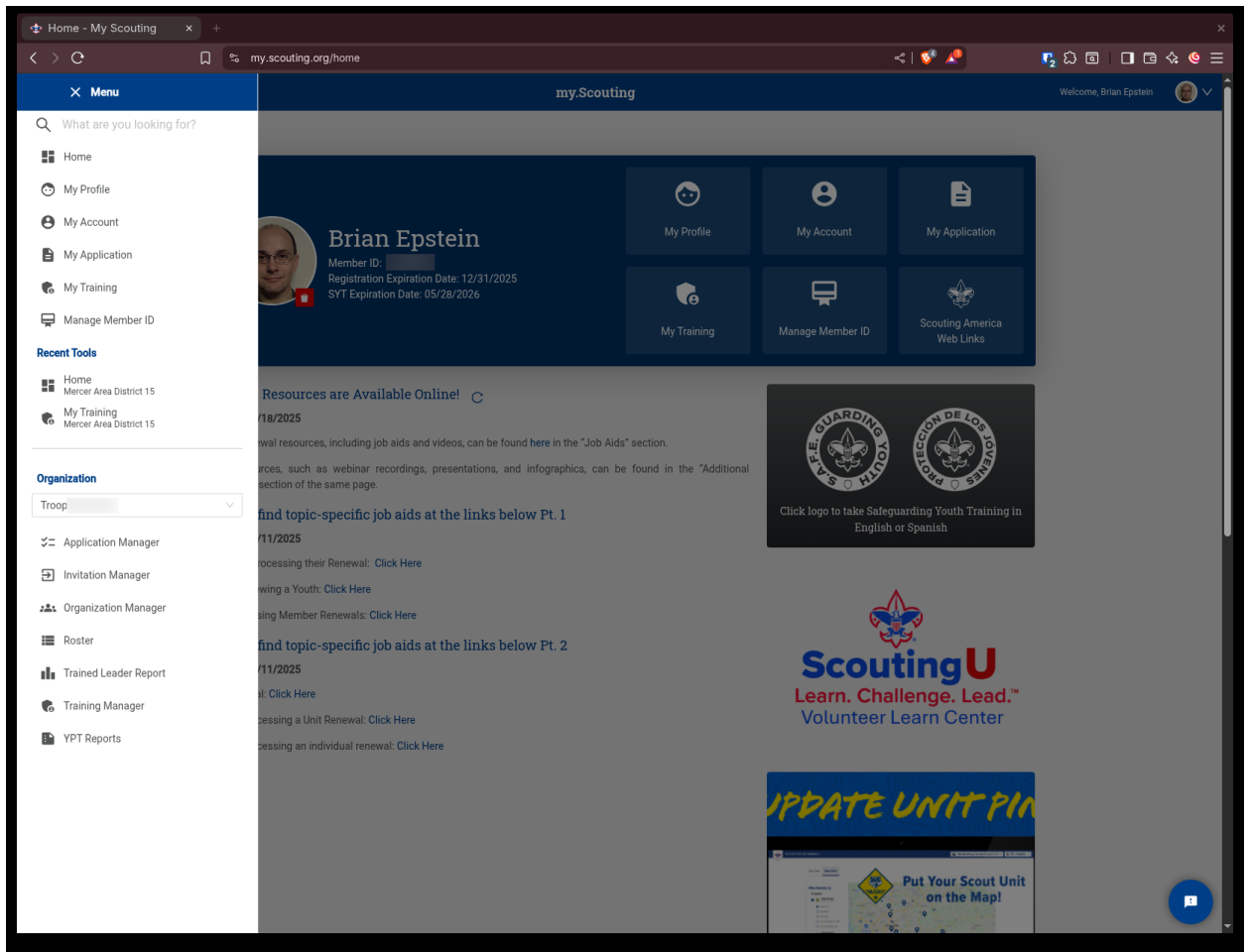
1. Start by logging into [my.Scouting](#) as one of the current Key 3 members.



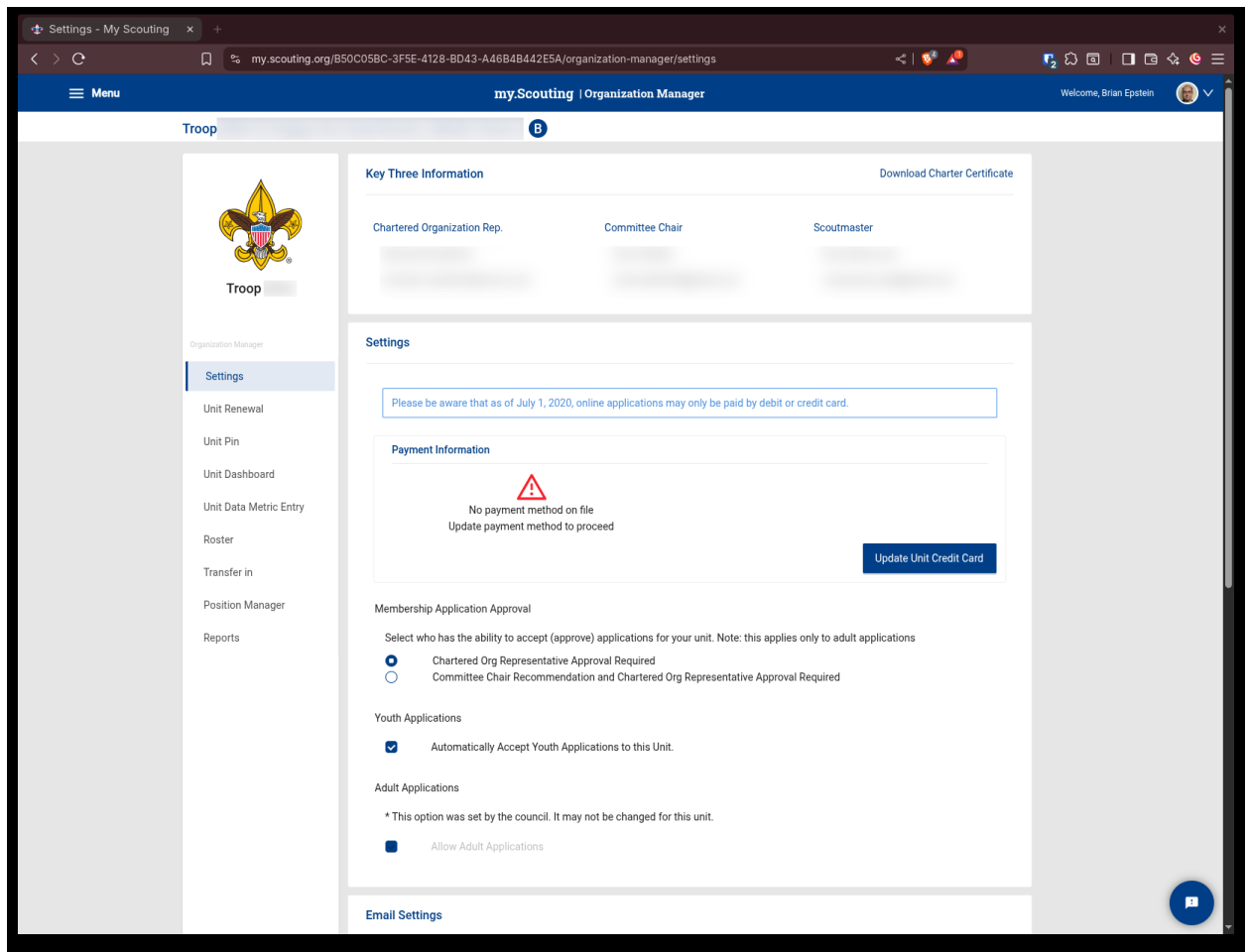
2. Navigate to the menu on the left hand side of the screen.



3. Select the Organization drop down and select the Troop you want to edit. Click “Organization Manager” to proceed.



4. Once inside of the Organization Manager, select the Position Manager setting.



5. At the top, select “Functional Roles”.

The screenshot displays the "Position Manager" interface within the "my.Scouting | Organization Manager" system. The browser address bar shows the URL: `my.scouting.org/850C05BC-3F5E-4128-8D43-A46B4B442E5A/organization-manager/position-manager`. The user is logged in as "Welcome, Brian Epstein".

The interface is divided into a left sidebar and a main content area. The sidebar includes a "Menu" button and a list of navigation options: "Organization Manager", "Settings", "Unit Renewal", "Unit Pin", "Unit Dashboard", "Unit Data Metric Entry", "Roster", "Transfer in", "Position Manager" (highlighted), and "Reports".

The main content area features a "B" badge at the top. Below it, there are two tabs: "Registered Positions" and "Functional Roles". The "Functional Roles" tab is active, showing a grid of roles and their counts. The roles are organized into three columns under the heading "KEY 3:".

Role	Count
Committee Chair	1/1*
Chartered Organization Rep.	1/1*
Scoutmaster	1/1*
Council Unit Representative	0
Assistant Scoutmaster	6
Committee Member	10
Executive Officer	1*
New Member Coordinator	0
Unit Chaplain	0/1
Unit College Scouter Reserve	2
Unit Participant	0
Unit Religious Emblems Coord	0/1
Unit Scouter Reserve	0

At the bottom of the main content area, there are two buttons: "Discard Changes" and "Save Changes".

6. From here, you can make changes to the “Key 3 Delegate” roles. Once you have made your selections and saved, it may take a few days for your council to enact the change for you.

The screenshot shows the 'Position Manager' interface within the 'my.Scouting | Organization Manager' system. The browser address bar indicates the URL: `my.scouting.org/B50C058C-3F5E-4128-BD43-A46B4B442E5A/organization-manager/position-manager`. The user is logged in as 'Welcome, Brian Epstein'.

The interface is divided into a left sidebar and a main content area. The sidebar includes a 'Troop' section with a BSA logo and a list of navigation items: 'Settings', 'Unit Renewal', 'Unit Pin', 'Unit Dashboard', 'Unit Data Metric Entry', 'Roster', 'Transfer in', 'Position Manager' (highlighted), and 'Reports'.

The main content area has two tabs: 'Registered Positions' and 'Functional Roles'. The 'Functional Roles' tab is active, displaying a grid of role assignment cards. Each card shows a role name, a count in parentheses, and an 'ADD' button with a plus icon. Some cards also have a minus icon and a checkmark icon.

Role	Count	Action
COR/CUR Delegate	(0/1)	ADD
Digital Product Sale Manager	(0/10)	ADD
Key 3 Delegate	(3/3)	ADD, Minus, Checkmark
Registration Inquiry	(2)	ADD, Minus, Checkmark
Unit Advancement Chair	(1/1)	ADD, Minus, Checkmark
Unit Training Chair	(0/1)	ADD
Unit Treasurer	(1/1)	ADD, Minus, Checkmark
Youth Protection Champion	(1/1)	ADD, Minus, Checkmark

At the bottom of the page, there is a 'CONNECT WITH US' section with social media icons for Facebook, Twitter, and YouTube, and links for 'Contact' and 'Terms & Conditions'.