
Updating BSA Rosters for LDS Units

Updating Rosters

Updating BSA rosters throughout the year in the LDS Church is done through my.scouting.org. This process ensures that youth and leaders involved in Scouting are properly registered and are eligible for all benefits of the full Scouting program. Wards should follow this process to ensure accuracy of local BSA council records. A BSA representative may assist. For example:

- When a boy turns 8 years old, he should be invited to join the pack. When he turns 11, he should be transferred to the troop.
- When a boy or young man moves into the ward, he should be invited to join the pack or troop.

The process for updating BSA rosters is outlined below.

1. Identify a Ward Representative

Select a representative in the ward to maintain an accurate roster. This person is usually a member of the Scout Committee.

2. Create a Roster of Those Currently Registered with the BSA

- Log in to your my.scouting.org account.
- Select “Menu.”
- Select your pack or troop.
- Select “Member Manager.”
- Select “Youth.”
- Select the blue down arrow with a blue line under it (to export the roster).
- Next to “Export Type,” select “Member List.”
- Select the green check mark to list youth who are currently registered with the BSA.
- Select “Submit.”
- Select “Agree.”
- Select “Open” (the roster opens in an Excel file).

- Format the column spacing so the entire name appears.
- Print the roster.

3. Compare the BSA Roster with the Church List of Youth and Leaders Involved in Scouting

The Church list can be obtained from the Charter Organization Representative (COR), who is usually a member of the bishopric.

NOTE: Leaders should not give stake or ward MLS or LCR lists of young men or adult leaders to any outside entity, including the BSA.

4. Update and Submit the BSA Roster

- Identify those who are on the Church list but not on the BSA roster who should be registered. A new online or paper application must be completed for each of these boys and submitted to the local BSA council.
- For a boy who needs to be transferred from the pack to the troop, record his name, birth date, mailing address, and phone number on the BSA roster. This roster must be signed by a member of the bishopric and submitted to the local BSA council.

Youth Protection Training (YPT)

Every adult with the BSA must complete Youth Protection Training (YPT). Each adult being re-registered with a ward must have had YPT within the last two years that is current at the time of re-registration. YPT is available online and takes less than 30 minutes to complete.