

This help guide assumes that Pack/Den leadership is comfortable with My.Scouting and Scoutbook tools. If that is not the case, please connect with a Unit Commissioner to assist you.

Ensuring a smooth transfer for your Webelos crossing over to Troops:

For the losing Pack:

1. Occasionally, the online database loses a record. Please make sure all of your Webelos are currently registered to the Pack by checking your youth roster in My.Scouting Member Manager. The fact that a Webelos is in Scoutbook does NOT always mean that s/he is on the roster recorded at National.
2. If your Webelos earned Arrows of Light, make sure that their ranks have been recorded. If at all possible, do this via an electronic method, either through Scoutbook (preferred) or online Internet Advancement.
3. Confirm that the ranks have synched to the National database by checking your Youth Member Age Report in Member Manager

For the gaining Troop:

1. Confirm with the Pack that Arrow of Light has been recorded. Once the Scout is in your Troop, neither the Pack nor the Troop will be able to record it--Council will have to submit a records correction. You can save time and headaches by checking first!
2. Promptly submit a [Youth Application](#), signed by a Troop leader, for each Scout transferring to the Troop. Transferring records via Scoutbook is NOT sufficient to transfer the Scout's membership. Use the lower portion of the form to indicate the former Pack and the Scout's BSA ID number.
  - a. Remember that Scouts cannot have Scouts BSA advancement (such as ranks and merit badges) recorded prior to their join dates
3. [Do NOT manually transfer records](#) in Scoutbook for bridging Scouts. They will automatically appear within 48 hours of being registered. (You can confirm registration by checking for the Scouts' names in Member Manager.)
  - a. Transferring Scoutbook records before Scouts are registered to the Troop can affect their join dates. Note that the registration system's default join dates are always the first of the month. In other words, if a Scout bridges on March 15<sup>th</sup>, starts attending Troop meetings on the 20<sup>th</sup>, and you turn in his/her transfer application on the 22<sup>nd</sup>, his/her Scouts BSA join date will be March 1<sup>st</sup>. The Council Registrar cannot "tailor" dates to match Scoutbook.

Starting off the records correctly will really pay off when your Scouts apply for the rank of Eagle. And your Advancement Chair is checking that all the dates in the Scout's unit and National records align. Again, if you need assistance, please check with a Commissioner. We're here to help!