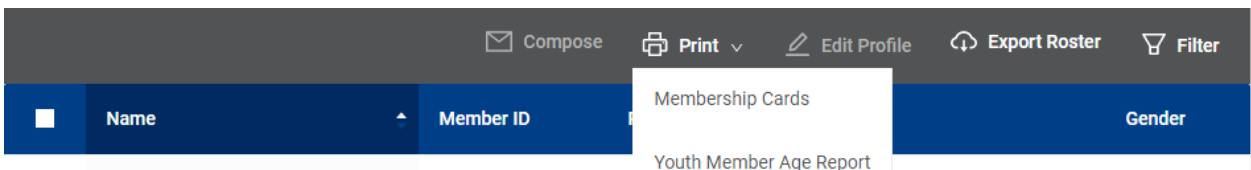
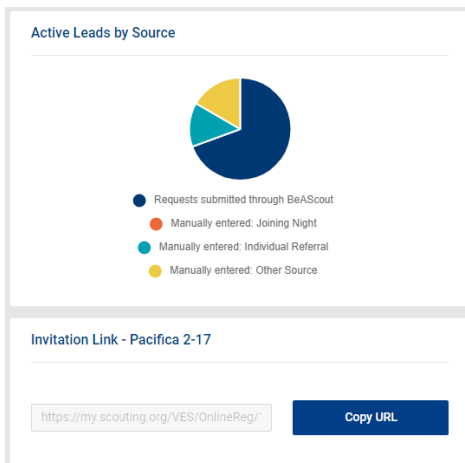


Pack Transfer Tips for Pacifica Webelos Bridging Spring of 2023

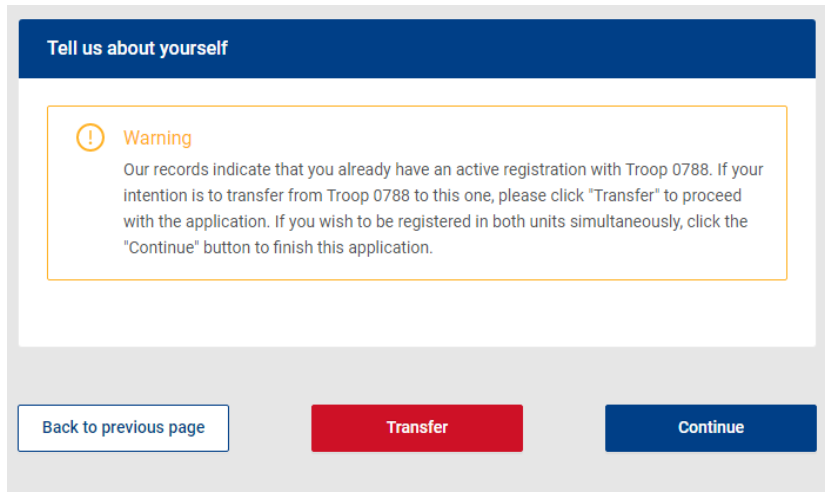
- Confirm that the Scout is currently registered with the Pack by checking your youth roster in My.Scouting/Roster.
 - The fact that a Scout is in Scoutbook does NOT always mean that s/he is on your official roster.
 - Scouts who are currently registered with your Pack are BSA members through 9/30/2023. There are NO additional National or Council fees to transfer units.
 - If the Scout is not registered, contact Commissioner Leah Grossi at registration.assistance@pacificabsa.org for assistance with a [digital paper application](#).
- If the Scout has earned Arrow of Light, make sure that rank has been recorded at National BEFORE transferring the Scout out of the Pack.
 - **If properly recorded, Arrow of Light will show on the Youth Member Age Report** from the Print drop-down in My.Scouting/Roster.



- Once the Scout has transferred to a Troop, neither the Pack nor the Troop will be able to record a Cub rank--Council will have to submit a records correction. You can save time and headaches by checking first! Here is the Scouting aide for promoting Dens.
- Follow [these instructions from National](#) to transfer your AoL den members (individuals or as a group)
 - If you receive the error about a missing parent relationship described on page 1, contact Commissioner Leah Grossi at registration.assistance@pacificabsa.org and proceed with the other Scouts
 - If you have Scouts transitioning to multiple Troops, we recommend that you transfer them in separate batches by receiving Troop to prevent any mix-ups.
- For adults or other individual youths, ask the receiving Troop to email their unique link to online registration from Invitation Manager directly to the family. The link is available from the “Copy URL” button below the active leads source chart



- o Adults who are staying with the Pack and want to add a Troop registration should answer the online application's prompt with "Continue"



The screenshot shows a web interface with a dark blue header that reads "Tell us about yourself". Below the header is a white box with a yellow border containing a warning icon (a yellow triangle with an exclamation mark) and the text: "Warning Our records indicate that you already have an active registration with Troop 0788. If your intention is to transfer from Troop 0788 to this one, please click 'Transfer' to proceed with the application. If you wish to be registered in both units simultaneously, click the 'Continue' button to finish this application." At the bottom of the interface are three buttons: "Back to previous page" (white with blue border), "Transfer" (red), and "Continue" (dark blue).

- Please make every effort to transfer the Scout in the same month that s/he joins a Troop so s/he can start working on advancement right away.
 - o If the transfer is delayed, work with Commissioner Leah Grossi at registration.assistance@pacificabsa.org to discuss if the Scout will require a [digital paper application](#) to adjust their join date.
- Unless the Scout is transferring out of Council, please **do NOT attempt to manually transfer records in Scoutbook**. Transferring records via Scoutbook is NOT sufficient to transfer the Scout's membership. Records should update automatically within 48 hours of registration.

If you have any questions, please don't hesitate to contact your Commissioner!