

Screenshots on how to register as a Merit Badge Counselor in my.Scouting

August 25, 2025 by Shirley Hou

Assumptions:

1. You are already a registered adult leader with Troop 54 (you are listed on the unit roster) and you have a Scouting Member ID.
2. Your SYT training is up to date in the system.

Step 1. Fill out the membership application.

<https://my.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-576tb51>

The screenshot shows the my.Scouting website interface. At the top, a dark blue header bar contains the text 'my.Scouting | Twin Bayou 51' on the left, and 'Translation' and 'Help' links on the right. Below the header, a white box with a blue header 'WELCOME TO SCOUTING' contains the following text: 'Thank you for choosing to join Scouting America. Please fill out the form below to complete your membership registration. We value your privacy and will keep your information secure. Select your application type below to apply for membership in or to volunteer for Scouting. You will be notified when your application has been processed.'

Below the welcome message, the text 'Are you registering yourself or your child?:' is displayed. Underneath, there is a white box with a blue circular icon containing a silhouette of a person. Below the icon, the text 'Adult' is highlighted in blue, and 'Volunteers' is in gray. At the bottom of this box is a 'Start' button.

Step 2. Click "Continue"

my.Scouting | Twin Bayou 51

TranslationHelp

1 Basic Information

2 Background Information

3 Payment/Checkout

Tell us about yourself

Warning

Our records indicate that you already have an active registration with Troop 0054. If your intention is to transfer from Troop 0054 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.

Back to previous page

Transfer

Continue

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Step 3.

my.Scouting | Twin Bayou 51

TranslationHelp

Multiple Registration Form

* Member ID :

* First Name :

* Last Name :

* Multiple From Organization :

Troop 0054 St John The Divine Episcopal Ch

* Multiple To Organization :

Twin Bayou 51

Step 4.

Background Questions

* Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior?: ☐ Yes ☒ No

* Do you use illegal drugs or abuse alcohol?: ☐ Yes ☒ No

* Have you ever been arrested for a criminal offense (other than minor traffic violations)? : ☐ Yes ☒ No

* Has your driver's license ever been suspended or revoked?: ☐ Yes ☒ No

* Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child?: ☐ Yes ☒ No

* Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and lead young people?: ☐ Yes ☒ No

Submit Multiple Registration

Step 5.

The image shows a web form titled "Background Questions" with a dark blue header. A white success message box is overlaid in the center, displaying a green checkmark icon, the word "Success", and the text "Your multiple registration has been submitted". Below this message is a blue "OK" button. The background form is partially visible and contains several questions with radio button options:

- * Have you ever been arrested for a criminal offense (other than minor traffic violations)? : ☐ Yes ☒ No
- * Has your driver's license ever been suspended or revoked? : ☐ Yes ☒ No
- * Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child? : ☐ Yes ☒ No
- * Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and lead young people? : ☐ Yes ☒ No

At the bottom of the form, there is a dark blue button labeled "Submit Multiple Registration".

Step 6. [Fill out the MB Counselor Information Form \(Form 34405\)](#) and sign it. You do NOT need to attach your SYT certificate anymore because that is verified electronically through MyScouting.



Scouting America MERIT BADGE COUNSELOR INFORMATION



(Please type or print legibly.)

Name* _____ Primary phone* _____ ☐ Home ☐ Cell ☐ Work
Address* _____ Other phone _____ ☐ Home ☐ Cell ☐ Work
City/state/zip* _____ Date of birth _____
Email address* _____ Scouting America ID 999999
District Twin Bayou Unit: ☒ Troop ☐ Crew ☐ Ship ☐ Pack Number 54

☐ I am not affiliated with a district. ☐ I am not affiliated with a unit or Scouting America. A registration fee is included with my application

*Required field. Primary phone and email address indicate how Scouts should contact you.

To qualify as a merit badge counselor, you must

- Be at least 18 years old and of good character.
- Be registered with Scouting America (position code 42).
- Complete Safeguarding Youth training.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*—or use others so qualified.
- Be able to work with Scout-age youth.

As a merit badge counselor, I agree to

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have each Scout accompanied by their parent or guardian, or at least one other Scout and one other registered adult, during all sessions.
- Keep my Safeguarding Youth training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

Merit Badges <i>For more than eight merit badges, attach additional sheets.</i>	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <i>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</i>
1. Personal Management	A	Accounting degree, have served as a Treasurer at school
2. Art	A	I am an art teacher at my child's school
3.		
4.		
5.		
6.		
7.		
8.		

A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge.

Complete the following:

- ☒ This is a new application (first time to register as a merit badge counselor).
- ☐ Attach this form to the Adult Application, indicating position code 42.
- ☐ This is an update to an existing list of merit badge subjects.
- ☐ I no longer wish to serve as a merit badge counselor.

Safeguarding Youth training date 1/10/2025

(Attach copy of the current certificate.)

Merit badge counselor training date _____

By default, all merit badge counselors are expected to work with Scouts from their entire district or council. Counselors wishing to work with only certain subgroup may change their listing preference in Scoutbook through the My profile/My positions/merit badge counselor function.

Applicant Signature _____ Date _____

Council Approval:

Name (print) _____
Position _____ Date _____

Step 7. Email the signed Merit Badge Counselor Information form as a scanned copy to 576informationregistration@scouting.org OR drop off a printed hard copy in-person at the Scout Cockrell Center (2225 N Loop W, Houston, TX 77008) OR give it to the Committee Chair The form is normally processed within 2-3 days.

Since SHAC doesn't notify the troop about Add/Change/Delete updates, please email Shirley Hou and Gerry McGlamery to ensure the Troop 54 Counselor Directory is updated quickly.

THE END