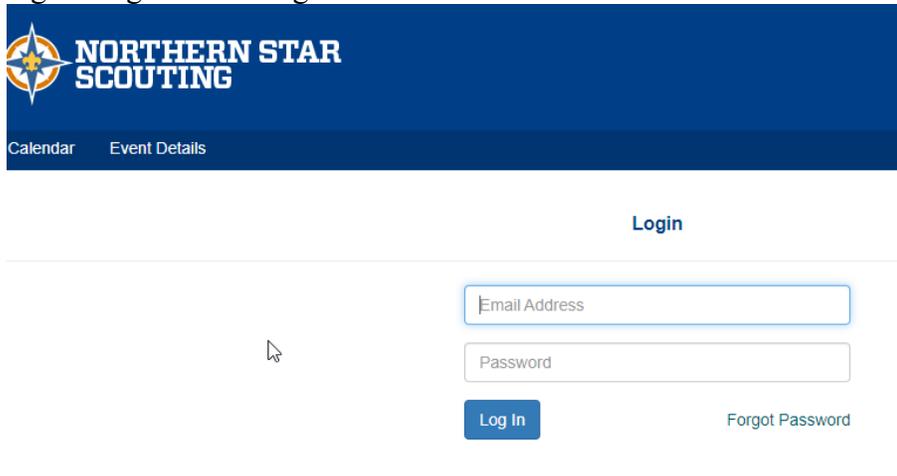


## Accessing your Weekly Membership Reports / Recharter Report

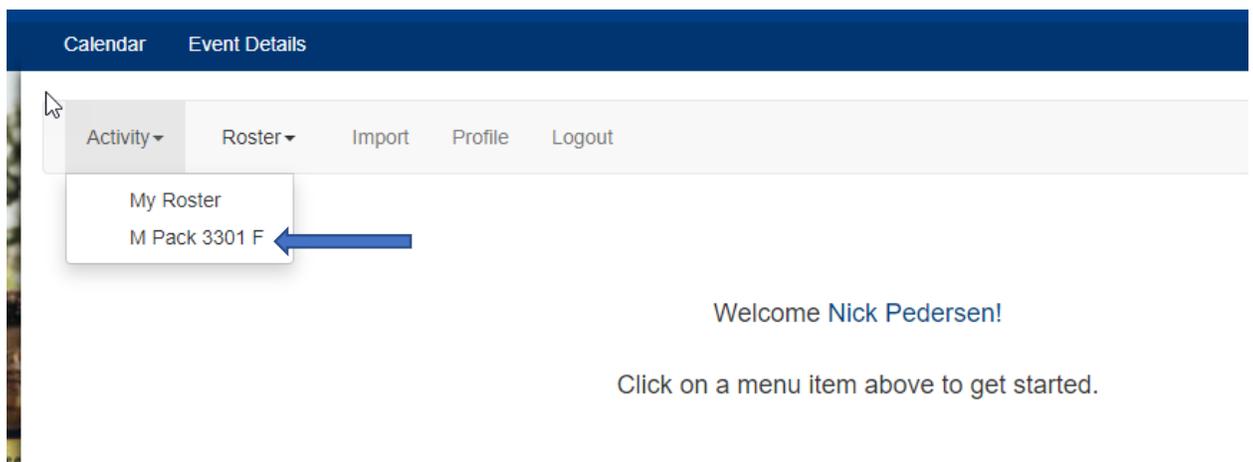
How-To Guide

1. Click the link to access [Scouting Events](#)
2. Login using the same user name (likely your email) and password that you've used when registering for Scouting event



The screenshot shows the Northern Star Scouting website's login interface. At the top, there is a dark blue header with the Northern Star Scouting logo on the left and the text "NORTHERN STAR SCOUTING" in white. Below the logo, there are two links: "Calendar" and "Event Details". In the center, the word "Login" is displayed in blue. Below this, there are two input fields: "Email Address" and "Password". A blue "Log In" button is positioned below the "Password" field, and a "Forgot Password" link is to its right.

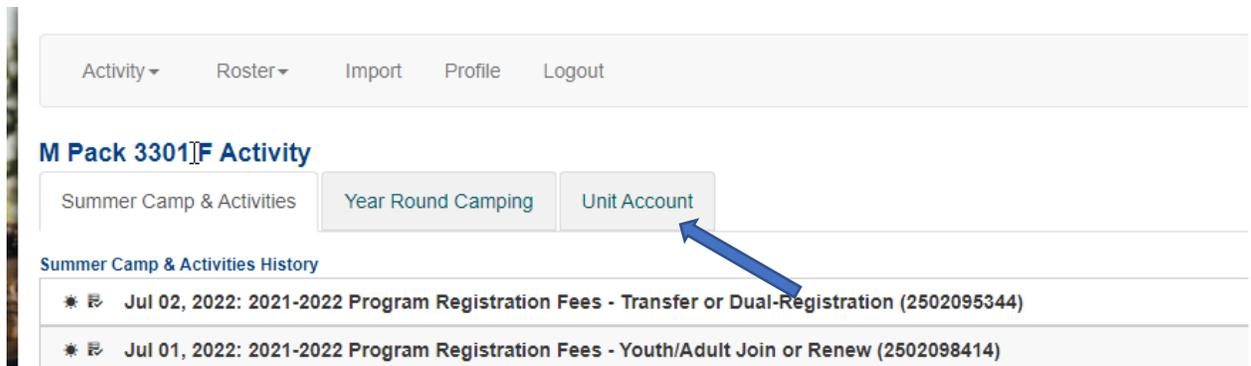
3. Click on the Activity in the Top Right Corner – then click on your Unit Roster (*not the My Roster*)



The screenshot shows the user dashboard after logging in. At the top, there is a dark blue header with "Calendar" and "Event Details" links. Below this is a light gray navigation bar with several menu items: "Activity", "Roster", "Import", "Profile", and "Logout". The "Activity" menu is open, showing a dropdown list with "My Roster" and "M Pack 3301 F". A blue arrow points to "M Pack 3301 F". Below the navigation bar, the text "Welcome Nick Pedersen!" is displayed in blue, followed by the instruction "Click on a menu item above to get started." in black.

4. Then click on the Unit Account tab

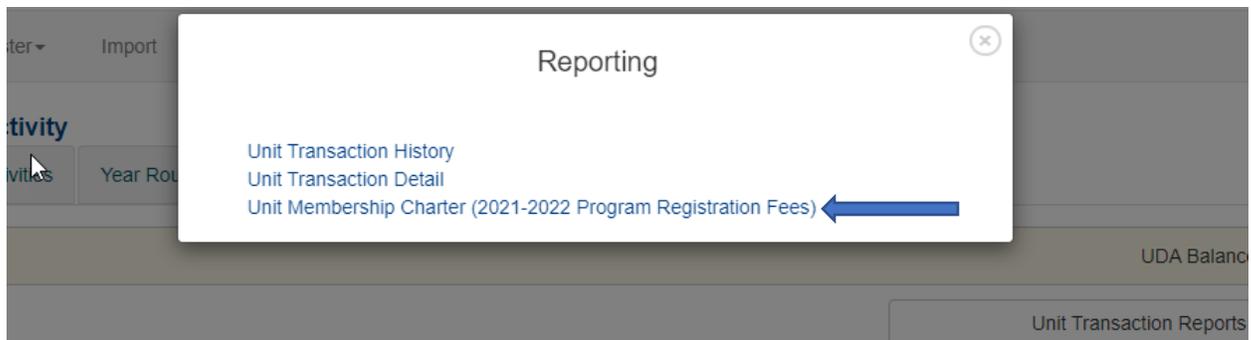
*NOTE: If you are a unit leader or committee member (other than the committee chair) and do not see the Unit Account tab, your committee chair needs to grant access to the Unit Account for you in the Northern Star Scouting Online Registration (black pug). Instructions for Committee Chairs on how to grant access can be found on the [Black Pug Unit Account Management YouTube Video](#)*



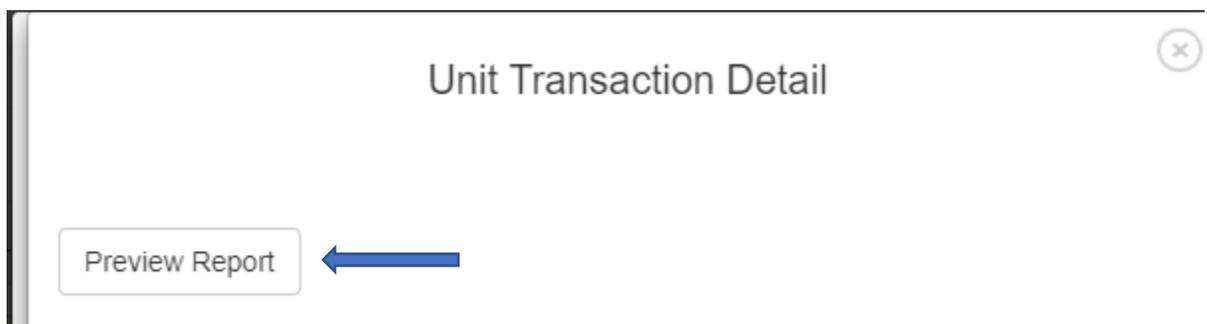
5. Click on the Unit Transaction Report, which will bring up a pop-up window (*be sure your browser is not blocking the pop-up windows*)



6. Click on the Unit Membership Charter (2021-2022 Program Registration Fees) link. This should launch a new pop-up saying Preview Report



7. Click on the Preview Report. Click that link and a new window will launch with the Unit Membership Charter in a pdf format that you can download



8. Unit Charter Report in pdf that you can download from your browser

— + ↻ 📄 | 📄 Page view | A<sup>Ⓝ</sup> Read aloud

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**BOY SCOUTS OF AMERICA**  
NORTHERN STAR SCOUTING

### Unit Membership Charter

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**M Pack 3301 F  
Charter Renewal**

**Adult Members**

Position				S/L	Birth Date	Gender	
Person ID	Name	Address	S/L	Birth Date	YPT	Phone	