

Permissions Manager

Permissions Manager is a tool within Scoutbook+ that will allow you to move leaders from one registered/functional position to another. Changes will be reflected within 24 hours.

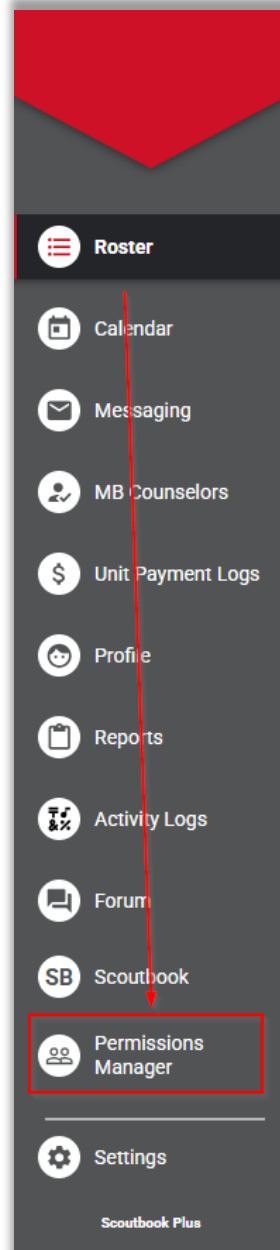
The following can move registered leaders in ALL positions:

- Chartered Organization Representative
- COR/CUR Delegate
- Council Unit Representative

The following can move registered leaders into MOST positions (EXCEPT Chartered Organization Representative, Council Unit Representative, COR, Committee Chair, Cubmaster, Scoutmaster, Venturing Crew Advisor, Skipper, COR Delegate, Exploring Post Advisor):

- Committee Chair
- Cubmaster
- Scoutmaster
- Venturing Crew Advisor
- Skipper
- Exploring Post Advisor
- Key 3 Delegate

You can find the Permissions Manager by logging in to Scoutbook+ and clicking Permissions Manager at the bottom of the menu list on the left.




The Permissions Manager will default to the Assignees tab. From here, you can move leaders from one position to another.

Scoutbook PlusPermissions Manager

57Currently viewing: Pack 3111

Position/Role Manager

My Organization

 Pack 3111 [View Organization](#) FAMILY

Council: [Longhorn Council](#)

District: [Harris District](#)

Chartered Organization: [Scouting Arlington BC](#)

Executive officer

[View Profile](#) [View History](#) [View Details](#)

AssigneesPosition/RolesPermissions

REGISTERED POSITIONS

*Names in red are frozen based on their registration status. They must be renewed to assign or re-assign. Members will be automatically removed from roster after the lapsed period (two months after term expiration)

KEY 3

Cubmaster(1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT1 of 1



Committee Chair(1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT1 of 1



Chartered Organization Rep.(1 min/1 max)

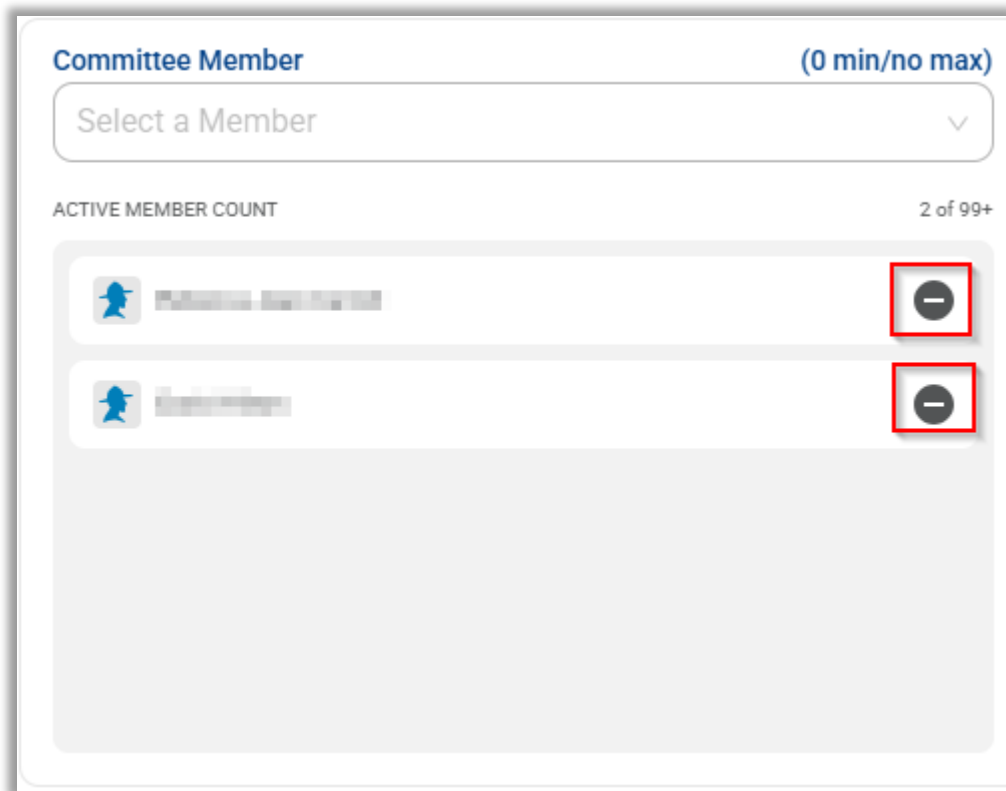
Select a Member

ACTIVE MEMBER COUNT1 of 1



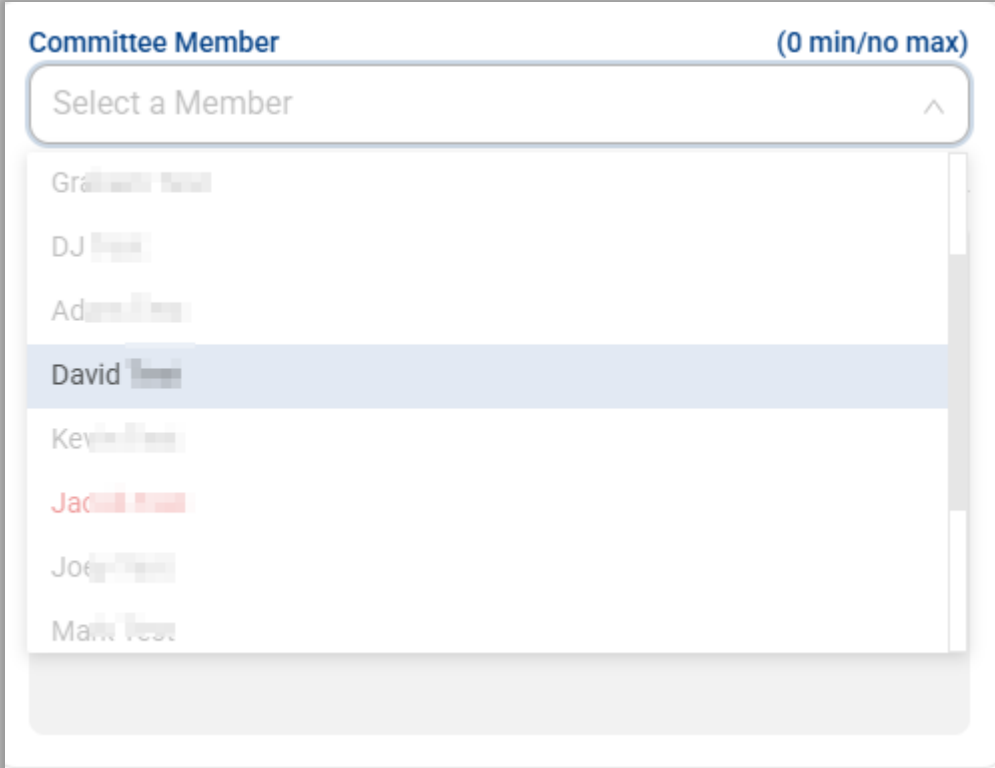
SAVE

To move a leader, you must first unassign them from their current position by clicking the gray circle icon to the right of their name.



This will remove their name from displaying in the current position box. And make them available for selection in the new position.

After removing the leader from their old position, you can then go to the new position section, click the drop-down arrow in the Select a Member field, and select the leader to assign them the new position. Remember, only leaders who have been unassigned from their current position will be available for selection and will not be grayed out.



The screenshot shows a web interface for assigning a 'Committee Member'. At the top, the title 'Committee Member' is displayed in blue, followed by '(0 min/no max)' in a smaller blue font. Below this is a dropdown menu with the placeholder text 'Select a Member' and an upward-pointing arrow on the right. The dropdown is open, showing a list of names: 'Gra...', 'DJ', 'Ad...', 'David', 'Kev...', 'Ja...', 'Joe', and 'Mark'. The name 'David' is highlighted with a blue background. The name 'Ja...' is crossed out with a red line. The names 'Gra...', 'DJ', 'Ad...', 'Kev...', 'Joe', and 'Mark' are grayed out. A vertical scrollbar is visible on the right side of the list.

Once all changes are made, click Save in the bottom right corner of the page.

Scoutbook Plus Permissions Manager

57 Currently viewing: Pack 303

10 Members Added

10 Members Added

10 Members Added

New Member Coordinator (0 min/no max)

Select a Member

ACTIVE MEMBER COUNT 0 of 99+

No Members Added

Committee Member (0 min/no max)

Select a Member

ACTIVE MEMBER COUNT 2 of 99+

Referee [Name]

David H [Name]

Den Leader (0 min/no max)

Select a Member

ACTIVE MEMBER COUNT 1 of 99+

Pack Trainer [Name]

Pack Trainer (0 min/no max)

Select a Member

ACTIVE MEMBER COUNT 0 of 99+

Assistant Cubmaster (0 min/no max)

Select a Member

ACTIVE MEMBER COUNT 2 of 99+

Phyllis [Name]

Debra [Name]

Unit Scouter Reserve (0 min/no max)

Select a Member

ACTIVE MEMBER COUNT 3 of 99+

Scoutmaster [Name]

Scoutmaster [Name]

Scoutmaster [Name]

SAVE

If you try to add more than one leader to the same position where only one leader can be assigned, a warning message will display in red letting you know it has reached the max number of members.

Cubmaster (1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT 2 of 1

More than max members selected

[Scout Icon] [Name]

[Scout Icon] David [Name]

If you then try to save it, you will get an error at the top of the screen as shown below, and will not allow to save.

The screenshot shows the Scoutbook Plus Permissions Manager interface. At the top, a red error banner reads "Error: Some positions have errors". Below this, there are five member selection cards. The first three cards are for "ACTIVE MEMBER COUNT" (0 of 1, 0 of 1, and 0 of 3 respectively) and all show "No Members Added". The fourth card is for "Digital Product Sale Manager" (0 min/10 max) with "0 of 10" active members. The fifth card is for "Registration Inquiry" (0 min/no max) with "0 of 99+" active members. A "SAVE" button is located at the bottom right.

Within the Permissions Manager tool, you will also see the Positions/Role Permissions tab. You can use this to grant leaders additional permissions to other tools they may not have access to.

The screenshot shows the Scoutbook Plus Position/Role Manager interface. The "Position/Roles Permissions" tab is selected and highlighted with a red box. The "My Organization" section shows "Pack 3" (Scouting Arlington Heights) and "FAMILY". The "Assignees" section shows "KEY 3". The "REGISTERED POSITIONS" section lists three roles: "Cubmaster" (1 min/1 max), "Committee Chair" (1 min/1 max), and "Chartered Organization Rep." (1 min/1 max). Each role has a "Select a Member" dropdown and an "ACTIVE MEMBER COUNT". The "Cubmaster" role shows two members: "Adam Long" and "Dustin Patti". The "Committee Chair" role shows one member: "Kathleen Long". The "Chartered Organization Rep." role shows one member: "Scott Burt". A "SAVE" button is located at the bottom right.


When selected, the Positions/Roles Permissions tab will display as shown below.

Scoutbook PlusPermissions Manager

57Currently viewing: Pack 308

Position/Role Manager

My Organization

 Pack 308 Scouting Arlington MA FAMILY

Council: Hampshire Council

District: Harvard District

Chartered Organization: Scouting Arlington MA

Executive officer

Matthew John Ward

Assignees

Position/Roles Permissions

☐ Position/Role Required

☒ Recommended Position

Activity

Apply Changes

Advancement

Apply Changes

Advancement (Youth)

Apply Changes

Calendar

Apply Changes

You can expand each section to see a list of leaders and the permissions they have by clicking the arrow to the far right. Each tool has different permissions. To grant a leader permission to the tool, click the checkbox to the right of the leader's name. If the box is grayed out, it means the leader already has permission to the tool via their registered or functional position.

The screenshot shows the 'Activity' section of a permissions management tool. At the top, there are tabs for 'Position/Role Required' and 'Recommended Position'. Below this is a header bar with 'Activity' on the left and an 'Apply Changes' button on the right. The main area contains a table with the following columns: 'Name', 'Position/Roles', and 'Create/Remove/Edit/Approve'. The table lists several roles, including 'Assistant Cubmaster', 'Executive Officer', and 'Cubmaster'. Some roles have checkboxes in the third column, some are checked, and some are disabled (grayed out). A red box highlights the disabled checkboxes for 'Executive Officer' and 'Unit Scouter Reserve'.

Name	Position/Roles	Create/Remove/Edit/Approve
Assistant Cubmaster	Position/Roles expired	
Assistant Cubmaster	Assistant Cubmaster Chartered Organization Rep.	<input checked="" type="checkbox"/>
Assistant Cubmaster	Assistant Cubmaster	<input checked="" type="checkbox"/>
Executive Officer	Executive Officer	<input type="checkbox"/>
Unit Scouter Reserve	Unit Scouter Reserve	<input type="checkbox"/>
Cubmaster	Cubmaster	<input checked="" type="checkbox"/>

Other Permission Features of Note:

Each unit is different. Therefore, default positional permissions may be more restrictive than your unit may desire. You can customize or select the “Recommended Permissions” which will assign permissions based on most unit configurations.

In addition, you can use the Filter button to filter based on a position or when users joined the unit to assign the same permissions to a specific position or member group.