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.
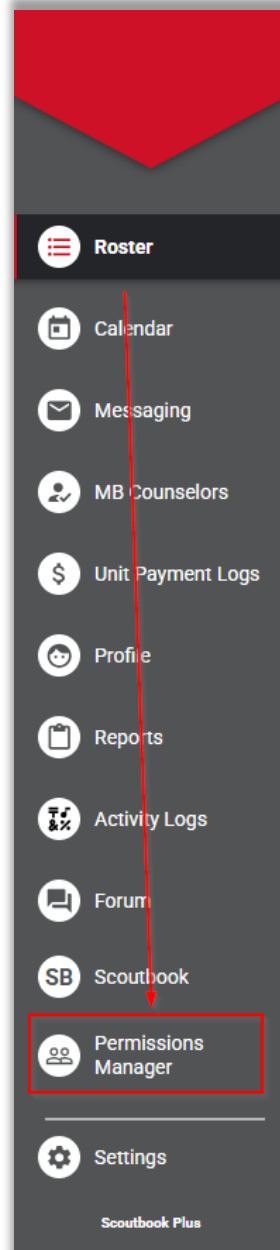
The Permissions Manager will default to the Assignees tab. From here, you can move leaders from one position to another.
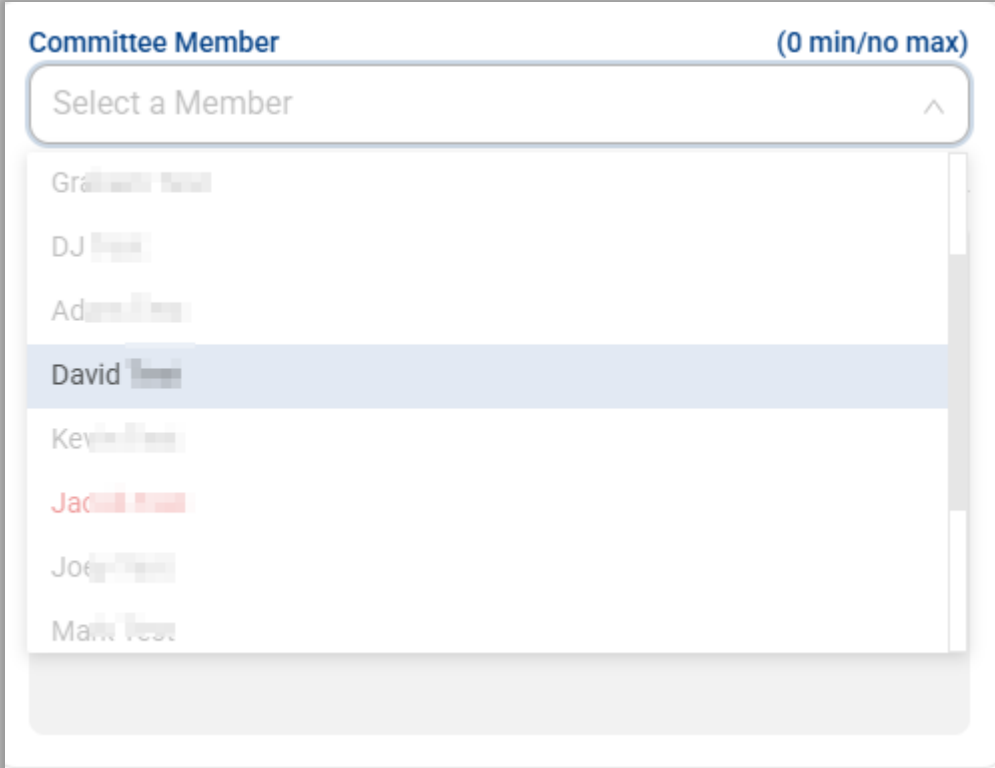
To move a leader, you must first unassign them from their current position by clicking the gray circle icon to the right of their name.
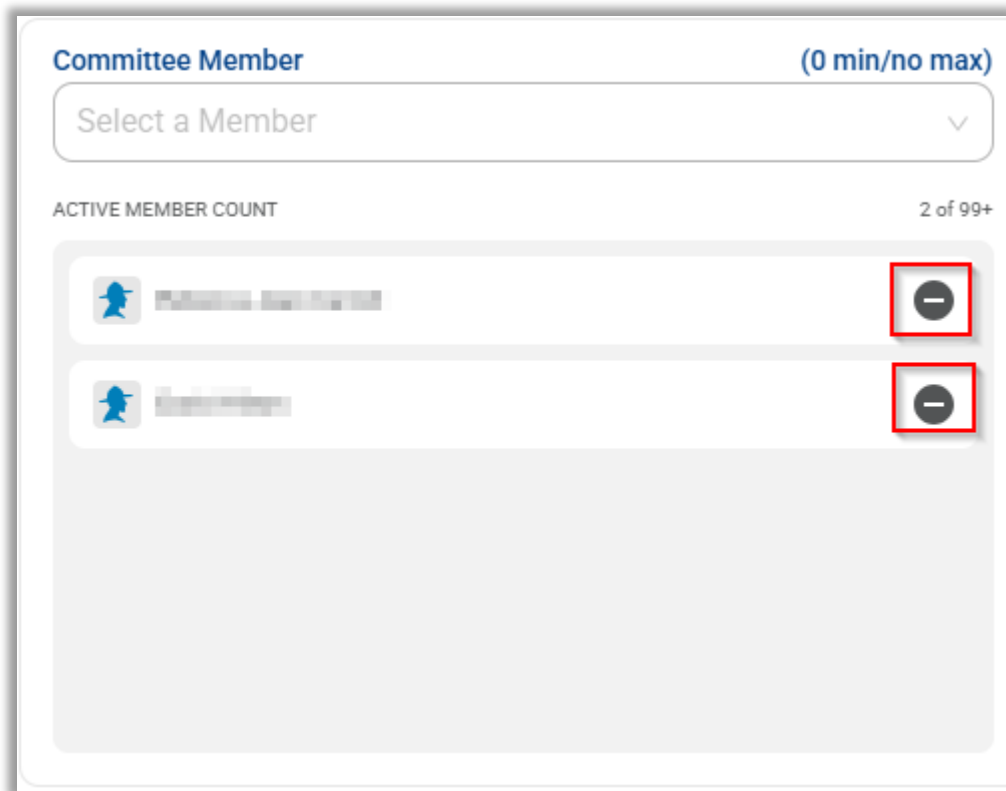
This will remove their name from displaying in the current position box. And make them available for selection in the new position.

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.

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

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.

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.

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.

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

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.

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.