

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.

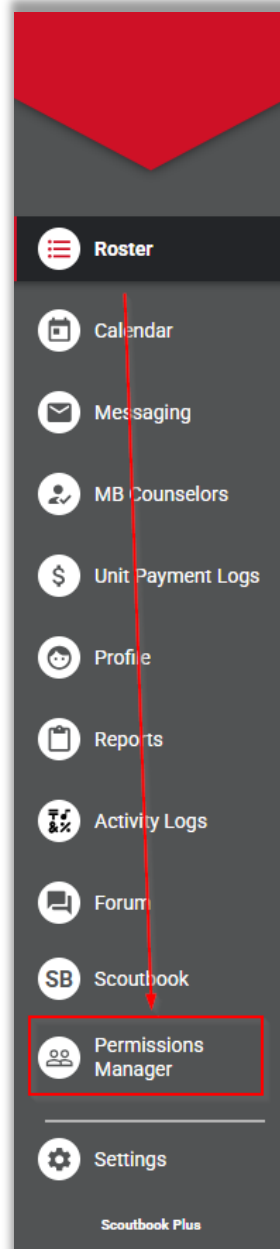
The following can move registered leaders in ALL positions:

- 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 All Teams](#)

Chartered Organization: [Boulding 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

 Andrew Morgan

Committee Chair(1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT1 of 1

 David M. Morgan

Chartered Organization Rep.(1 min/1 max)

Select a Member

ACTIVE MEMBER COUNT1 of 1

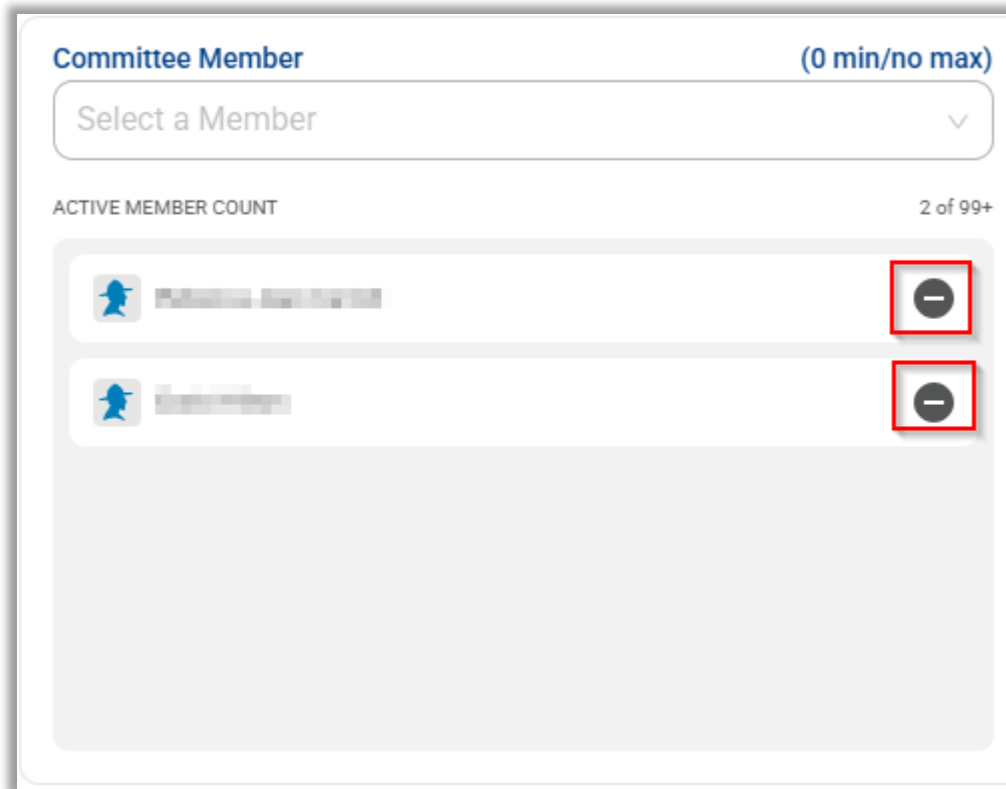
 David M. Morgan

SAVE

Permissions Manager

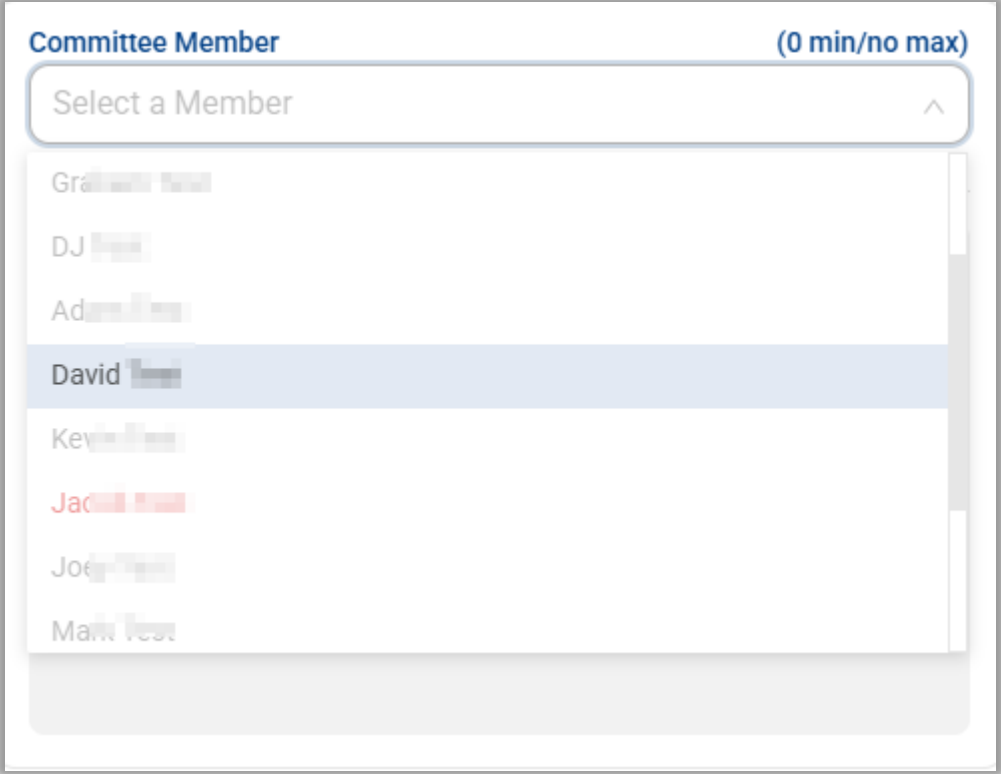
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To move a leader, you must first unassign them from their current position by clicking the gray circle icon to the right of their name.



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: 'Gr...', 'DJ', 'Ad...', 'David', 'Kevin', 'Ja...', 'Joe', and 'Mark'. The name 'David' is highlighted with a blue background. The names 'Ja...' and 'Joe' are grayed out, indicating they are not available for selection. A vertical scrollbar is visible on the right side of the list.

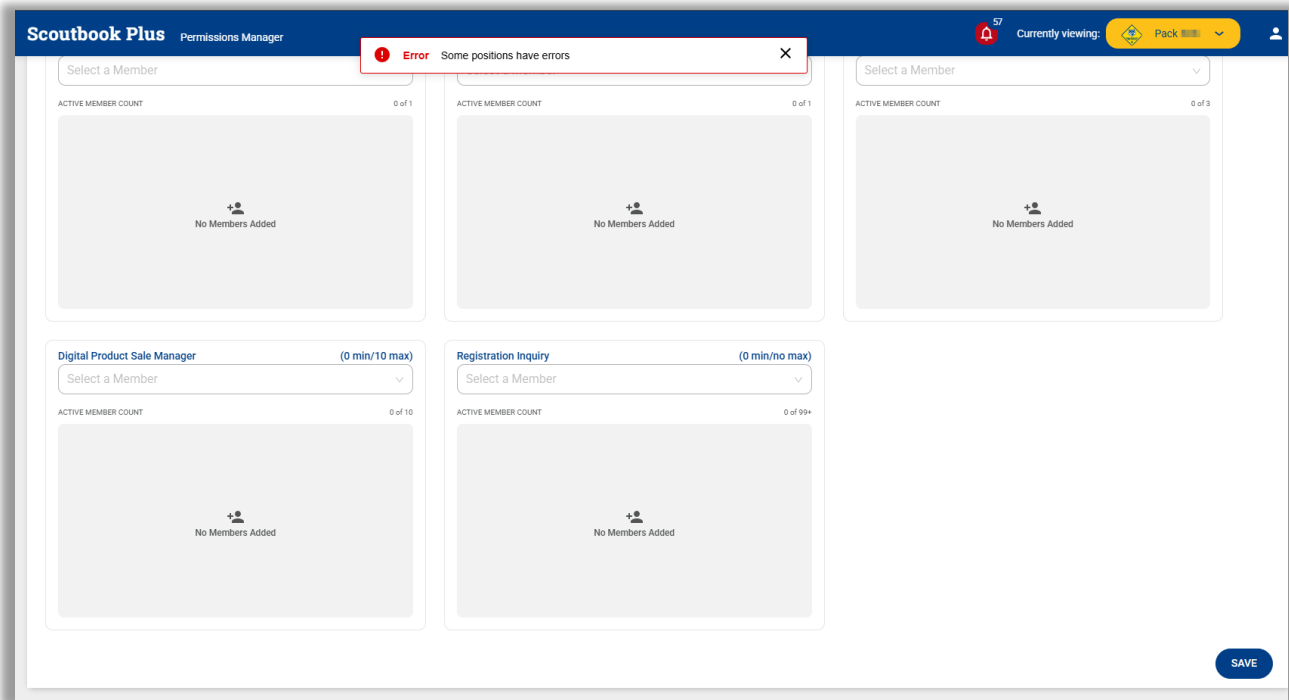
Once all changes are made, click Save in the bottom right corner of the page.

The screenshot shows the Scoutbook Plus Permissions Manager interface. At the top, there's a header with 'Scoutbook Plus' and 'Permissions Manager'. Below this, there are six role cards arranged in a 2x3 grid. Each card has a title, a 'Select a Member' dropdown, and an 'ACTIVE MEMBER COUNT' display. The roles are: New Member Coordinator (0 min/no max), Committee Member (0 min/no max), Den Leader (0 min/no max), Pack Trainer (0 min/no max), Assistant Cubmaster (0 min/no max), and Unit Scouter Reserve (0 min/no max). The 'ACTIVE MEMBER COUNT' for each role is shown as '0 of 99+', '2 of 99+', '1 of 99+', '0 of 99+', '2 of 99+', and '3 of 99+' respectively. A 'SAVE' button is highlighted in the bottom right corner.

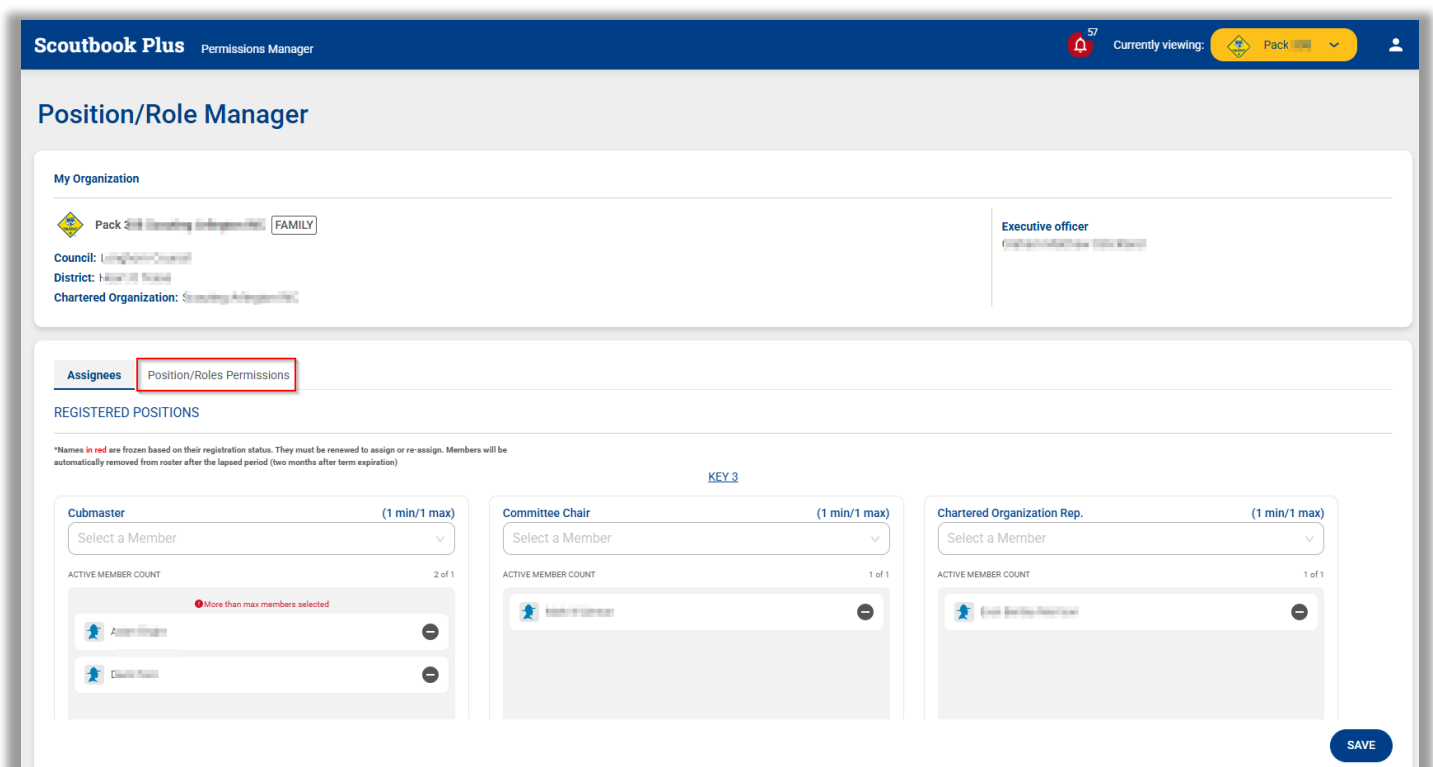
If you try to add more than one leader to the same position where only one leader can be assigned, a warning message will display in red letting you know it has reached the max number of members.

The screenshot shows the Cubmaster role card. It has a title 'Cubmaster' and a limit '(1 min/1 max)'. Below the title is a 'Select a Member' dropdown. The 'ACTIVE MEMBER COUNT' is displayed as '2 of 1'. A red warning message 'More than max members selected' is shown in a yellow box. Below the warning, there are two member cards, each with a minus button to remove the member.

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.

The screenshot displays the Scoutbook Plus Permissions Manager interface. At the top, the header includes "Scoutbook Plus" and "Permissions Manager". On the right, there is a notification bell icon with "57", a "Currently viewing:" dropdown set to "Pack 308", and a user profile icon. The main title is "Position/Role Manager".

Below the title, there is a "My Organization" section. It shows a pack icon, "Pack 308 Scouting Arlington MA", and a "FAMILY" button. Below this, it lists "Council: Hampshire Council", "District: Harvard District", and "Chartered Organization: Scouting Arlington MA". To the right of this section, there is a box for "Executive officer" with the name "Matthew John Ward".

The main content area has a tab labeled "Position/Roles Permissions" under the "Assignees" heading. Below the tabs, there are two filters: "Position/Role Required" (selected) and "Recommended Position".

There are four rows of permissions, each with a title and an "Apply Changes" button with a right arrow:

- Activity
- Advancement
- Advancement (Youth)
- Calendar

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 displays 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 'Unit Scouter Reserve'. Some roles have checkboxes in the third column, some are grayed out, and some are highlighted with red boxes.

Name	Position/Roles	Create/Remove/Edit/Approve
Assistant Cubmaster	Position/Roles expired	
Assistant Cubmaster	Assistant Cubmaster Chartered Organization Rep.	☒
Assistant Cubmaster	Assistant Cubmaster	☒
Executive Officer	Executive Officer	☐
Unit Scouter Reserve	Unit Scouter Reserve	☐
Cubmaster	Cubmaster	☒

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.