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## HOW TO TRANSFER A SCOUT TO ANOTHER UNIT THAT USES SCOUTBOOK



**IMPORTANT: Scoutbook does not automatically make changes to BSA registrations. Currently, all changes are restricted to Scoutbook. Make sure you submit the appropriate paper application to your local Council Service Center to reflect any registration changes.**

Starting in the old Pack/Troop Make sure his payment log balance was 0 and his awards were all awarded.

1. Approve his position in the old pack/troop
2. Ensure their parents have full control over the Scout's account.
3. Add full control connection to admin of new pack/troop
4. Edit the state and zip fields to his city in the new pack/troop
5. Change council to the new council
6. Select new district
7. Add new Unit number
8. Select unit in dropdown
9. Select Den/patrol
10. Press Update

After the admin at the new pack connects, you can remove your connection to the scout.