

Creating a MyCouncil account

There are several advantages to creating a MyCouncil account, such as being able to get emails about upcoming events, easier navigation around the site, being able to see all content, etc. Here's how to set up your account.

First go to www.westarkbsa.org, then in the upper-right of any page, click "[Join](#)":



Step 1

Enter your basic info as prompted. Be sure and make note of your password wherever you keep track of such things... but if you ever forget it, the website can help you reset it; there are options for that at the sign-in screen. If that fails, contact the council webmaster.

Step 2

Enter your address and phone information.

Step 3

Choose the checkboxes that indicate your involvement in scouting (and see the district listing [here](#) if you aren't sure what district you're in, click on your county to be taken to your district home page)

Step 4

Here you choose what emails you get. I'd recommend choosing at least "General Email and Announcements", and definitely "The Scouter - Council e-Newsletter" if you're a leader or are interested in what's going on in the council. Emails from your unit leaders are separate from this; you have no choice about that. :-) When you submit step 4, you may get an error message, but your account has been created and is ready for you. You may now [log in](#) and [become a Friend](#) (member) of your unit site provided your unit leader has initialized your unit's site.

Logging in to your MyCouncil account

To log in to your council website account, go to the "[Sign In](#)" link in the upper right of any page:



and check the "Remember Me" option if you are using a secure (non-public) computer and you don't wish to have to log in every time you come to the site:

Remember me

Also note the important other options on the page that you may need to use sometime:

[I forgot my password](#)
[My email address has changed](#)

Becoming a Friend (member) of your unit

Once you've created your account and logged in, you must request that your unit (pack, troop, post, etc) accept you as a member of the unit (become a Friend). Friends of the unit can see content that has been secured from general view, and can receive emails from unit leadership.

Go to your [unit site](#). To do this click on the "Unit Information" link in the left hand column then on the following page click on the link "Click to Search for a Unit>>". Type in your unit number and click the "Begin Search" button. When your unit page appears, click on the "Become a Friend" link in the right-side menu



then read the info on the next screen, and Submit a Friends Request:

To become a Friend you must...

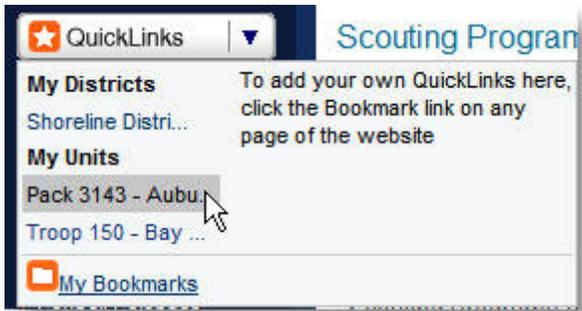
1. Have a MyCouncil membership and be logged in
 You have a MyCouncil membership and are currently logged in
2. Submit a Friends Request to the leadership
 [Submit a Friends Request](#)
3. Your Friends Request must be approved by the leadership

and when you do, the request will be placed, and an email will be sent to your site administrator, who will have to log in and accept your request. When they do so, you'll be notified via email.

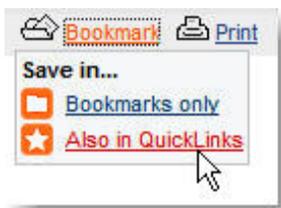
Creating and using QuickLinks

Of course you can use your own browser to save Favorites or Bookmarks for web pages; but the LHAC site offers the chance to save them too, and they are readily available to you from any page via the QuickLinks button:

For example, here's my QuickLinks:



To set a QuickLink, you must first be logged in to your MyCouncil account. Then, at the top of every page is a Bookmark link:



that when clicked will give you the options to set a Bookmark, or a Bookmark and also a QuickLink. From my point of view QuickLinks are much more valuable, because they can be easily gotten to from any page via the QuickLinks button... Bookmarks are inside your profile, and it takes several clicks to get to them.

Edit your MyCouncil profile

You have the ability to provide some additional information about yourself in your profile, and when people click on your name, they will see this information. To edit your personal information, while you are logged in click on the MyCouncil link in the upper right:



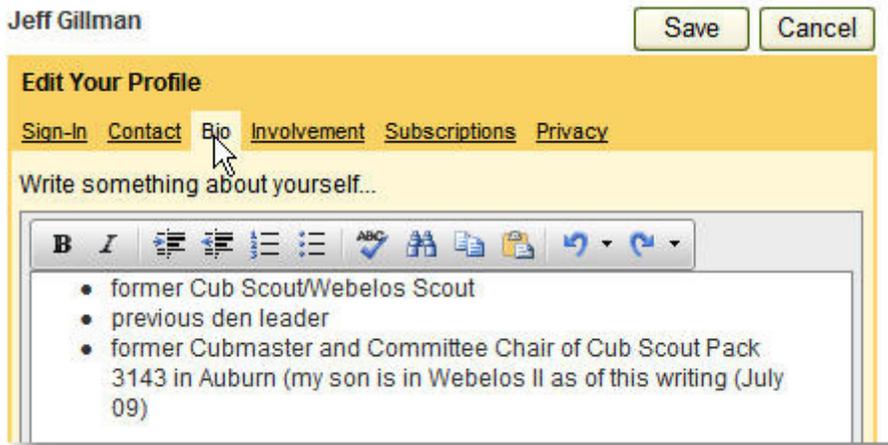
and you will then see:



which you can click to upload a photo; as well as the link to edit your information:

[Edit Your Profile](#)

which, when clicked, will give you:



Jeff Gillman Save Cancel

Edit Your Profile

[Sign-In](#) [Contact](#) [Bio](#) [Involvement](#) [Subscriptions](#) [Privacy](#)

Write something about yourself...

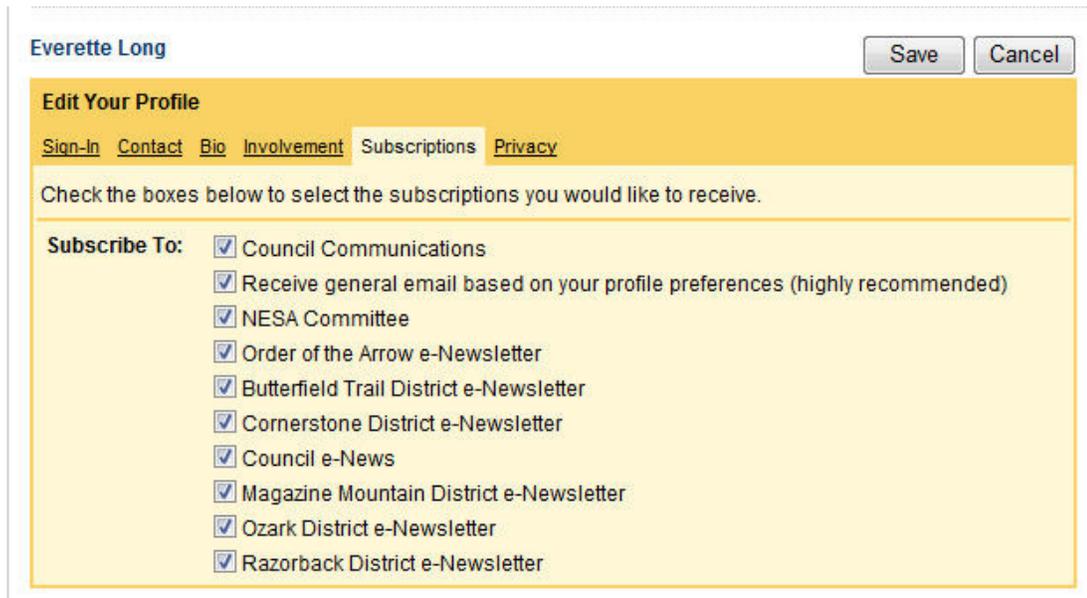
B *I*          

- former Cub Scout/Webelos Scout
- previous den leader
- former Cubmaster and Committee Chair of Cub Scout Pack 3143 in Auburn (my son is in Webelos II as of this writing (July 09)

Again, note the multiple tabs across the top. Much of this information is the same as when you signed up, but the Bio section is where you can detail your scouting experience a bit if you wish; and it is here that you can modify some of the personal setting you put in place when you signed up.

Make Sure You Sign-up to Receive Council emails

On the Subscriptions tab, check the boxes for the information you wish to receive.



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Edit Your Profile

[Sign-In](#) [Contact](#) [Bio](#) [Involvement](#) [Subscriptions](#) [Privacy](#)

Check the boxes below to select the subscriptions you would like to receive.

Subscribe To:

- Council Communications
- Receive general email based on your profile preferences (highly recommended)
- NESAC Committee
- Order of the Arrow e-Newsletter
- Butterfield Trail District e-Newsletter
- Cornerstone District e-Newsletter
- Council e-News
- Magazine Mountain District e-Newsletter
- Ozark District e-Newsletter
- Razorback District e-Newsletter