Key 3 (Scoutmaster/Cubmaster, Committee Chair, Charter Organization Rep) are the only ones that can designate a Key 3 Delegate or Unit Advancement Chair.

* One of the Key 3 will need to Log into My.Scouting
* Click on Menu
* Click on your unit
* Click on Organization Security Manager
* Click Key 3 Delegate or Unit Advancement Chair
* Click on the “green colored + ” button
* Use drop down arrow to choose from available people to hold the position (Must be a person registered with the unit)
* Choose Effective date and Expiration date ( Note: If expiration date is at recharter time you may need to repeat these steps once unit is rechartered.)