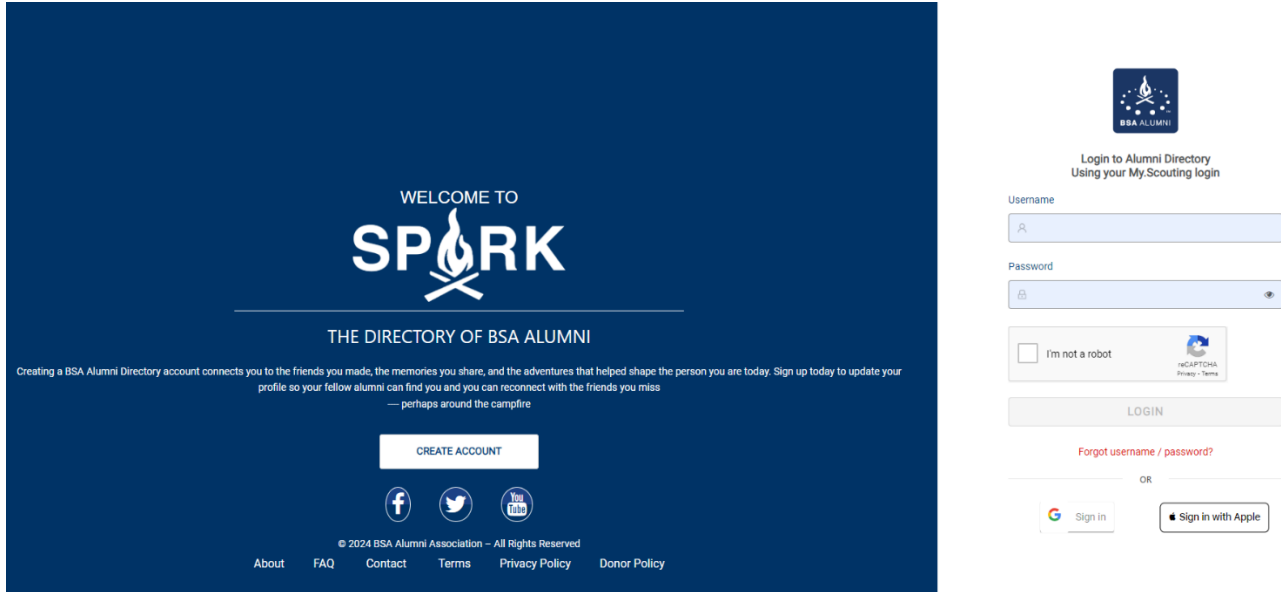
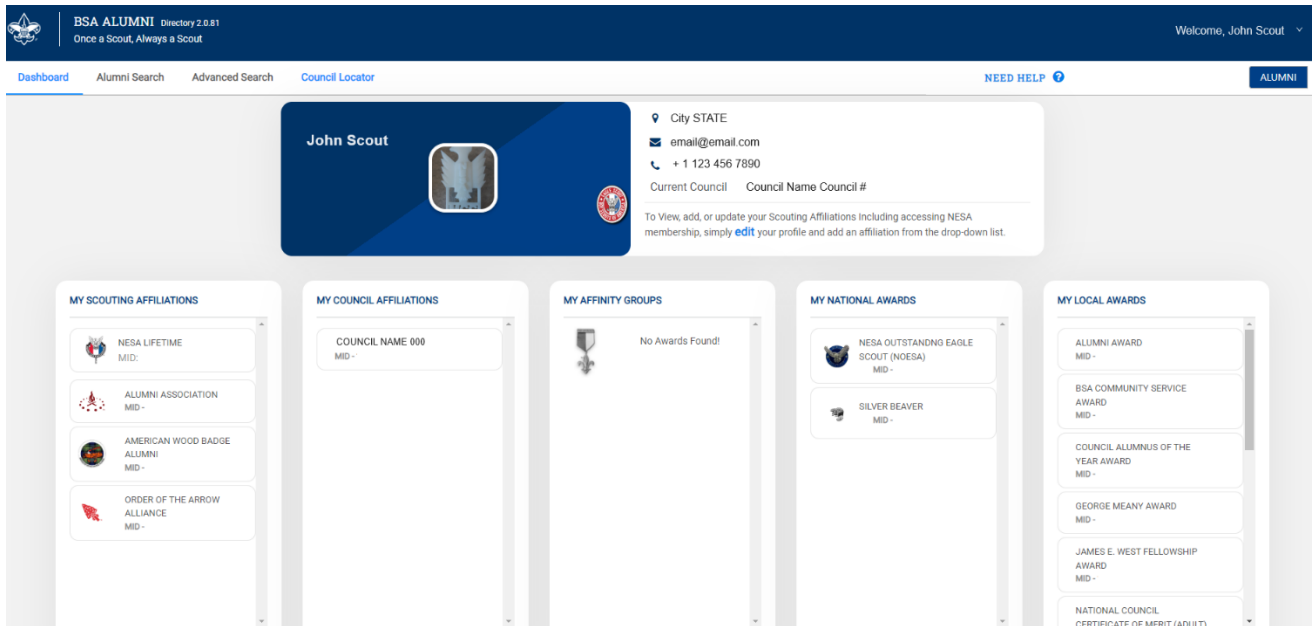


HOW TO MAKE CHANGES IN YOUR SPARK ACCOUNT

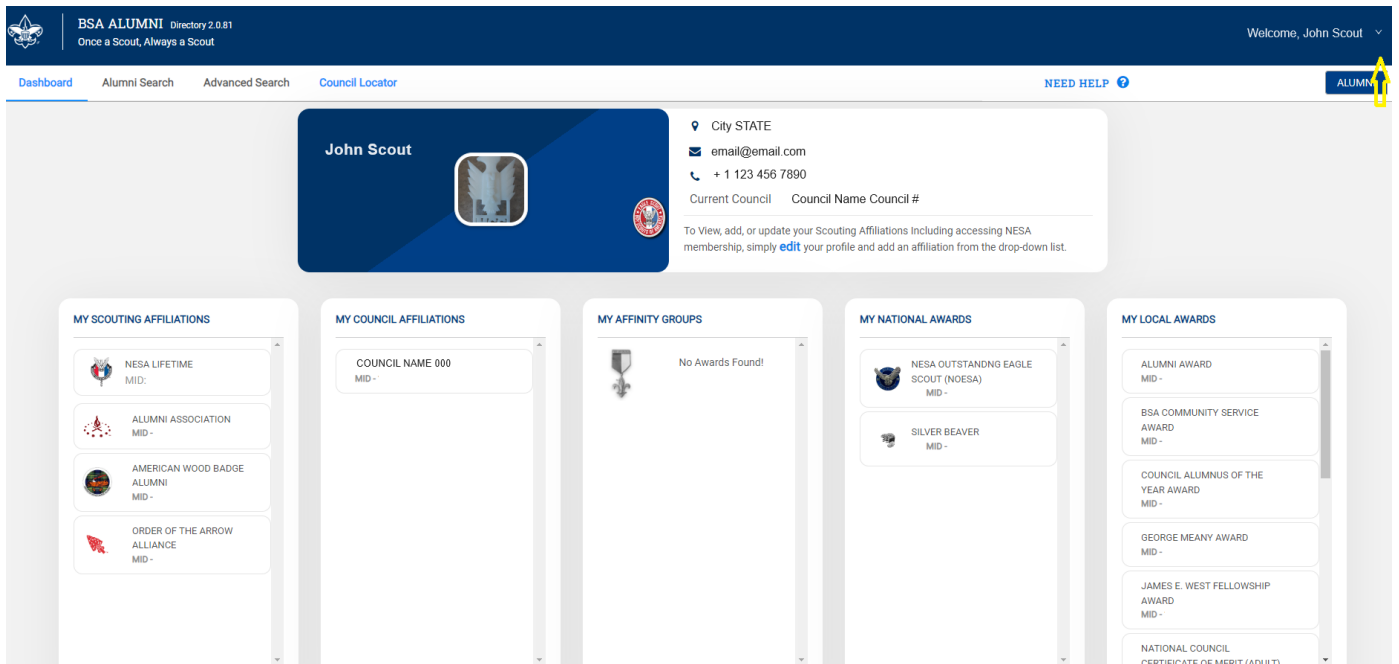
1. Open your web browser and type in this url: directory.scouting.org
 - a. You should see the following screen.



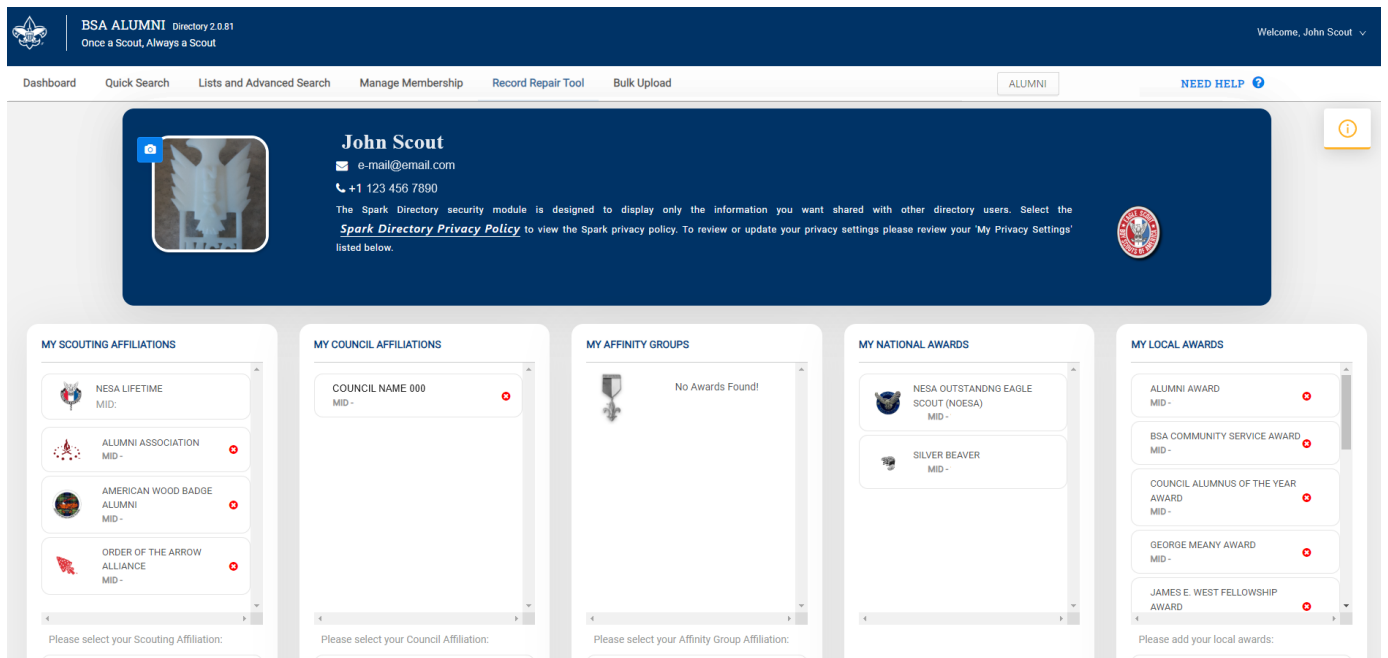
2. Type in your Username and Password and click on the box “I’M NOT A ROBOT” then click “LOGIN” button. NOTE: If you do not have an account, skip to Step 7 for steps to create account.
 - a. You should see the following screen.



3. In the upper right-hand corner of this screen, click on the pull-down menu next to your name. Click on the down arrow and select “My Profile”.



4. You should see a screen that looks like the one below.

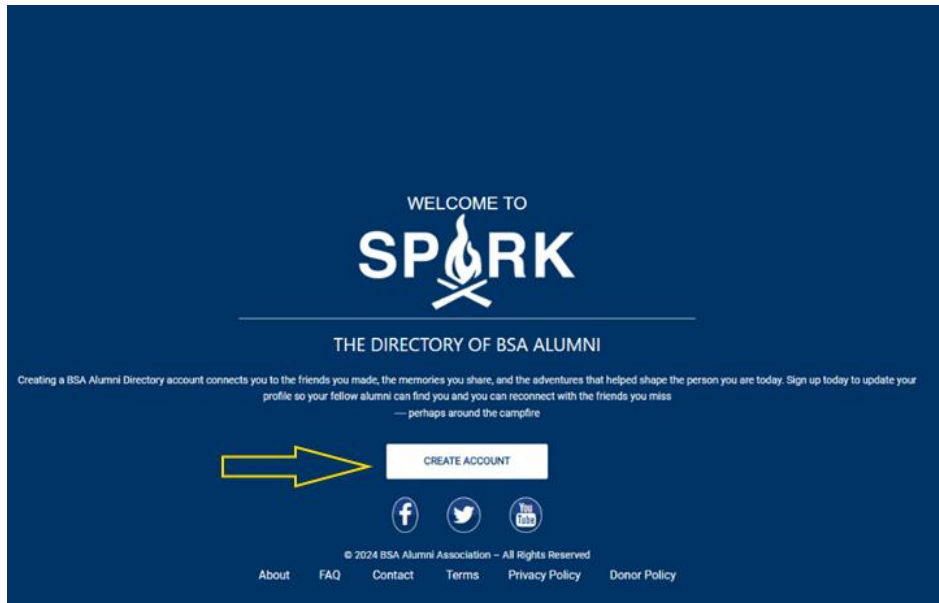


5. Scroll down the screen until you find the area you want to edit. You will find these options:

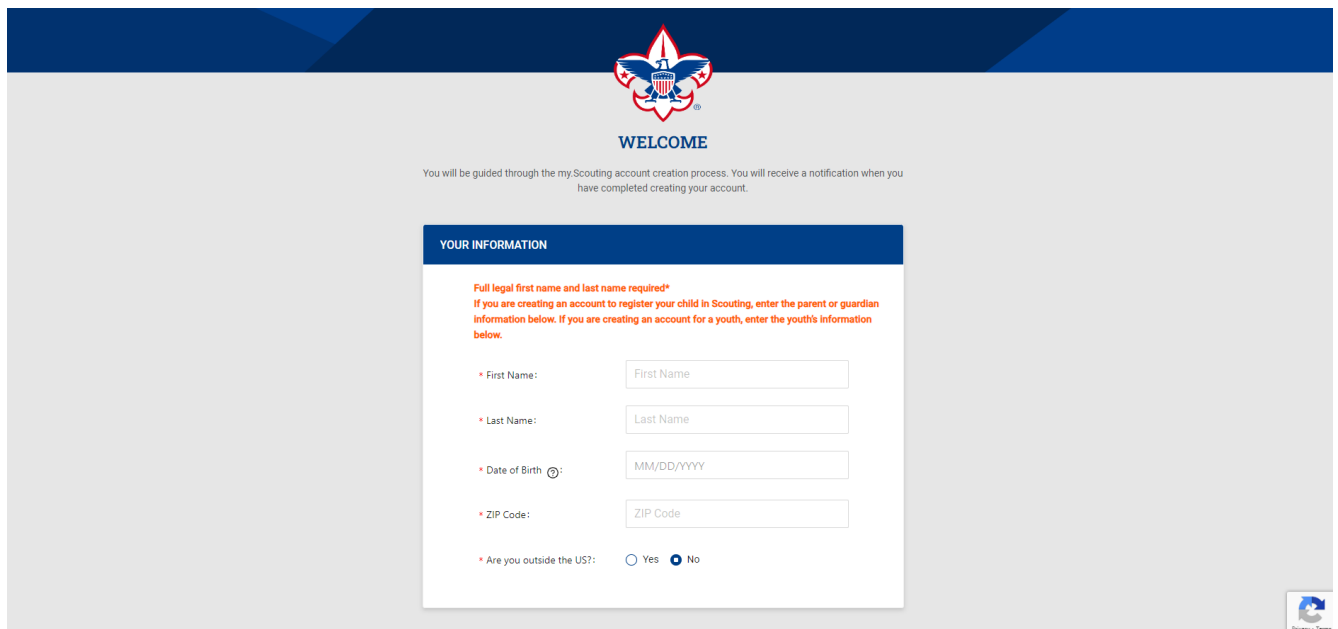
- a. **MY SOCIAL NETWORK INFORMATION** – ADD YOUR SOCIAL NETWORK INFO
- b. **MY PERSONAL INFORMATION** – EDIT NICKNAME AND BIRTHDATE
- c. **MY PRIVACY SETTINGS** – EDIT WHAT EVERYONE CAN SEE IN SPARK
- d. **MY CONTACT INFORMATION** – EDIT E-MAIL AND PHONE NUMBER
- e. **MY ADDRESS INFORMATION** – EDIT ADDRESS(ES)

6. After you are finished editing, be sure to click on the **SAVE CHANGES** button for each section.

7. If you need to create an account, which will link your Scouting Membership ID to SPARK, click on the “CREATE ACCOUNT” BUTTON shown below.



8. You should see the screen below.



9. Fill in your information and Click the “NEXT” Button
10. A new screen will pop up and give you an option to select your scout record. If you have multiple Scouting ID’s, select the record you would like to edit from SPARK.
 - a. For NESAs members, be sure to select the account with your NESAs Membership. This will allow NESAs to communicate with you.
 - b. If you receive an error message, the most common error message is related to the Birthdate. Please contact the local council registrar where you earned your Eagle Scout rank, scout, or volunteer. They will be able to assist you and add your birthdate to your record.
11. Once the record is linked, SPARK will ask you to set up a username and password. Upon completion, you will be able to login and return to STEP 3 to edit your account.