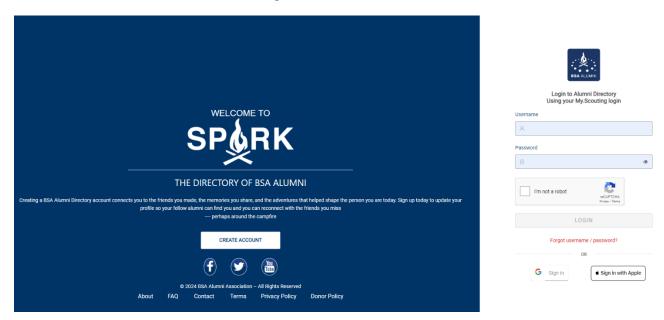
HOW TO MAKE CHANGES IN YOUR SPARK ACCOUNT

- 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.

<u>ج</u>	BSA ALUMNI Directory 2.0.81 Once a Scout, Always a Scout						Welcome, Jo	ohn Scout ⊸
Dashboar	d Alumni Search Advanced Search	Council Locator				NEED HELP	0	ALUMNI
		John Scout	•		cil Name Council # icouting Affiliations including accessing NES profile and add an affiliation from the drop-c			
	MY SCOUTING AFFILIATIONS	MY COUNCIL AFFILIATIONS	MY AFFINITY G	ROUPS	MY NATIONAL AWARDS		MY LOCAL AWARDS	
	NESA LIFETIME MID:	COUNCIL NAME 000 MD	P	No Awards Found!	NESA OUTSTANDNG EAGL SCOUT (NOESA) MID-	E	ALUMNI AWARD MID -	
	ALUMNI ASSOCIATION MID-				SILVER BEAVER MID -		BSA COMMUNITY SERVICE AWARD MID -	
	AMERICAN WOOD BADGE ALUMNI MID -						COUNCIL ALUMNUS OF THE YEAR AWARD MID -	
	ORDER OF THE ARROW ALLIANCE MID -						GEORGE MEANY AWARD MID -	
							JAMES E. WEST FELLOWSHIP AWARD MID -	
		×		v		v	NATIONAL COUNCIL CERTIFICATE OF MERIT (ADULT)	•

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".

	ALUMNI Directory 2.0.81 a Scout, Always a Scout								Welcome, John Sco
ashboard	Alumni Search Advanc	ced Search	Council Locator				NEED	HELP 😧	ALU
			John Scout	•		uncil Name Co r Scouting Affilia	uncil # tions including accessing NESA id an affiliation from the drop-down list.		
MY SC	COUTING AFFILIATIONS		MY COUNCIL AFFILIATIONS	MY AFFINITY G	ROUPS	MYN	ATIONAL AWARDS	MY LOCAL AWARDS	
¢	NESA LIFETIME MID:		COUNCIL NAME 000	The second secon	No Awards Found!		NESA OUTSTANDNG EAGLE SCOUT (NOESA) MID-	ALUMNI AWARD MID -	
	ALUMNI ASSOCIATION MID -					-	SILVER BEAVER MID -	BSA COMMUNITY SE AWARD MID -	RVICE
6	AMERICAN WOOD BADG ALUMNI MID -	3E						COUNCIL ALUMNUS (YEAR AWARD MID -	DF THE
	ORDER OF THE ARROW ALLIANCE MID -							GEORGE MEANY AWA	ARD
								JAMES E. WEST FELL AWARD MID - '	OWSHIP
		÷	*					NATIONAL COUNCIL CERTIFICATE OF MER	

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

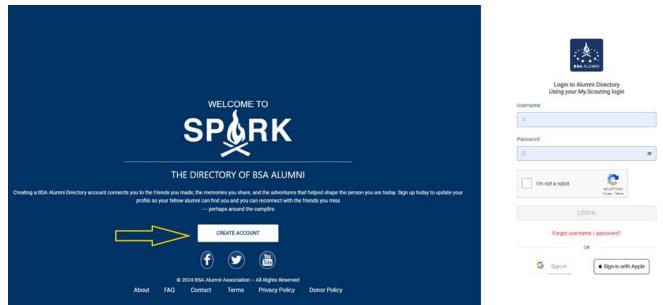
BSA ALUMNI Directory 2.0.81 Once a Scout, Always a Scout							
Dashboard Quick Search Lists and Advance	ced Search Manage Membership Record Rep	air Tool Bulk Upload	ALUMNI	NEED HELP			
			J want shared with other directory users. Select the ur privacy settings please review your 'My Privacy Settings'				
MY SCOUTING AFFILIATIONS	MY COUNCIL AFFILIATIONS	MY AFFINITY GROUPS	MY NATIONAL AWARDS	MY LOCAL AWARDS			
NESA LIFETIME MID:	COUNCIL NAME 000 NID -	No Awards Found!	NESA OUTSTANDING EAGLE SCOUT (NOESA) MID -	ALUMNI AWARD O			
ALUMNI ASSOCIATION O			SILVER BEAVER MID	BSA COMMUNITY SERVICE AWARD O			
AMERICAN WOOD BADGE ALUMNI O MID -				COUNCIL ALUMNUS OF THE YEAR AWARD SMID -			
ORDER OF THE ARROW				GEORGE MEANY AWARD MID -			
MID-	۰ ۰	<	• • • •	JAMES E. WEST FELLOWSHIP AWARD			
Please select your Scouting Affiliation:	Please select your Council Affiliation:	Please select your Affinity Group Affiliation:		Please add your local awards:			

- 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.

You will be guided through the my.Scouting a	WELCOME account creation process. You will receive a notification npleted creating your account.	n when you
	ne required* register your child in Scouting, enter the parent or gua ating an account for a youth, enter the youth's informa	
* First Name:	First Name	
* Last Name:	Last Name	
* Date of Birth ():	MM/DD/YYYY	
* ZIP Code:	ZIP Code	
* Are you outside the US?:	🔿 Yes 🌘 No	
		C

- 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 NESA members, be sure to select the account with your NESA Membership. This will allow NESA 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.