

User Roles Descriptions

Scouting Event Roles

User Role	Description
Accounting	Process refunds, apply payments, export payment data, administration for units and account numbers.
Cashier	Search for registrations and apply payments.
Check-In Processing Only	Special user role only available from events screen Check-in Processing only
Customer Service	Manage registrations, apply payments, and process 1st level approval for refunds
Event Admin & Customer	Combines the roles of Event Administrator & Customer Service
Events Administrator	Setup events, manage registrations, apply payments, process 1st level refund approvals and access Essentials to change codes, locations, registrant types, and other setup information.
Field Director	Includes all access of Volunteer Level 4, plus setup events, manage registrations, process 2nd level refund approval.
Field Staff	Includes all access of Volunteer Level 3, manage registrations, process 1st level refund approval.
Health Officer	Can do medical check-in, access the Admin screen, and see the health officer passwords for their events.
MB Counselor	Can enter merit badge requirements for classes only.
Program Director	Setup events, manage registrations, process 1st level refund approvals and access Essentials to change codes, locations, registrant types, and other setup information.
Reports Only	Access event level reporting only
Super Admin	Can access and update all areas.
Volunteer Event Level 1	May only send communications to event participants
Volunteer Event Level 2	Includes all access of Volunteer Level 1, plus search registrations and send email to registration contact, access event communication and reporting pages, access the event admin page, and access event check-in and close-out processing
Volunteer Event Level 3	Includes all access of Volunteer Level 2, plus setup events and classes; cannot change standard policies, add registrant types, may search registrations and send email to registration contact, access event communication and reporting pages, and access eve
Volunteer Event Level 4	Includes all access of Volunteer Level 3, plus Update event admin fields, setup events and classes; change policies, add registrant types, search registrations and send email to registration contact, access event communication and reporting pages, and acc