



Help develop well-rounded youth, better prepared for success in the world.

## Setting Section Capacity

1. In MyScouts.ca, log into the Child Org Unit (Section)
2. Select "Edit Meeting Details"

► **Search Options**

- Find Organization
- Find An Individual
- Volunteer / Employee Directory

► **Org Options**

- Add Parent Helper
- Add Adult Overnight Helper
- Register A Volunteer
- Edit Organization Details
- **Edit Meeting Details**

### Organization Details

Charter Number  
Organization Type  
Organization Subtype  
Sponsor Name

Sponsor Type  
Meeting Start Time  
Meeting Day  
Status

3. Set "Maximum Participants" (Current and Next Year Capacity)
4. Click "Save Updates"
5. Click "Processing"

A screenshot of a web form titled "Edit Meeting Details". The form is for setting section capacity. It includes fields for "MAX VOLUNTEERS (CURRENT SCOUTING YEAR)" and "MAX VOLUNTEERS (NEXT SCOUTING YEAR)" both set to 10. Below these are fields for "MAX PARTICIPANTS (CURRENT CALENDAR YEAR)" and "MAX PARTICIPANTS (NEXT CALENDAR YEAR)" both set to 16. There is also a field for "SUMMER PROGRAMS OFFERED ?" with a dropdown menu showing "No". Other fields include "DATE FOUNDED" (empty), "NOTES" (empty), and a "SAVE UPDATES" button at the bottom.