



Online Registration – Checklist for Unit Leaders

The online registration system allows Scouting units to register both adults and youth completely online, eliminating all paperwork. There are a few simple steps for unit leaders to implement that will simplify and streamline this process.

Step 1: Unit Leadership Preparation

The COR, committee chair, and Scouting unit leader (Cubmaster, Scoutmaster, Varsity Coach, and Venturing Advisor) each verify their registration profile and contact information.

- ✓ Go to my.scouting.org and log in (or create an account if you have never logged in)
- ✓ View 'My Profile' to verify that your phone number, email address and position are correct
- ✓ For detailed step-by-step instructions, click here

Step 2: Set up Your Unit Contact Information

Using the Pin Management function, the COR can configure the unit's contact information for anyone (youth or adult) who wants to join your unit (pack/troop/team/crew.)

- ✓ While logged in to my.scouting.org, click on the BeAScout tool and update your unit information
- ✓ Change both your Pin Status and Apply Status to 'Active'
- ✓ For detailed step-by-step instructions, click here

Step 3: Set up Invitation Manager

The Invitation Manager will provide you an online registration link that you can use in emails and websites for parents and adults to use when creating their online registration.

- ✓ Log in to my.scouting.org and select the 'Invitation Manager' tool
- ✓ At the top right corner of the screen is an URL button – select it and copy the URL to your local computer – somewhere that you can access in the future
- ✓ Create a quick script that invites a new parent or adult to register with your unit
- ✓ Save the new invitation link and script for future use
- ✓ For detailed step-by-step instructions, click here

Congratulations! You are ready to begin!





Now that your configuration is complete, the online registration process will work as described below for all volunteers and youth in your unit.

New Youth or Adult Application

When a new youth or leader is joining your Scouting unit (pack/troop/team/crew), follow these steps to use the online registration.

- Draft a new email for the youth or adult
- Copy the invitation and link that you created in Step 3
- Send email
- The applicant will click on the link in the email taking them to a secure website that will step them through the online registration process
- Once the applicant has completed the online registration process, the COR (for adults) or Scouting leader (for youth) will receive an email informing them of new application
- The COR or Scouting leader approves the application by following the instructions in the email

Congratulations – you have a new youth or adult officially registered in your unit!

