



BSA Online Registration

Online Registration Unit Preparation Instructions

ONLINE REGISTRATION OVERVIEW

The online registration system is designed to make it easy for youth and adults to join Scouting. They can find a unit, if they do not already have one in mind, or apply to the unit of their choice. The system walks them through the entire application and payment process (if needed.)

WHAT DOES THE REGISTRATION TOOL DO?

There are three parts to the tool:

1. Invitation Manager (accessed through the My.Scouting tool):
 - Collects information from potential new Scouts for your unit from BeAScout website;
 - Helps manage leads from individual referrals;
 - Provides the ability to send invitations directly to interested families with a link to the application that is specific to your unit.
2. Digital Application:
 - Electronic application that collects all of the data needed to register in a unit;
 - Allows the applicant (if over 18) or the applicant's parent to provide a digital signature;
 - Includes an online credit card payment option or a cash/check option to pay for Boys' Life magazine subscriptions (optional) or to pay registration fees (not applicable to LDS units).
3. The Application Manager (accessed through the My.Scouting tool):
 - Collects completed applications from new youth and adults;
 - Allows the unit leader/Key 3 to review the youth application and either accept the application with an electronic signature or send the application to the district so that they can place the youth in a different unit;
 - Allows the Committee Chair to review the adult application and make recommendations for adult positions; and
 - Allows the Chartered Organization Representative (CR) to review and accept or reject the application with their electronic signature, or refer the application to the district for placement in a different unit.

- * **Youth and adults who use this system should be new to Scouting or be currently registered in a unit and applying to a different unit than the one in which they are currently registered. This system is not designed to handle position changes in the same unit, or youth or adult renewals.**

STEP 1: UNIT LEADER PREPARATION

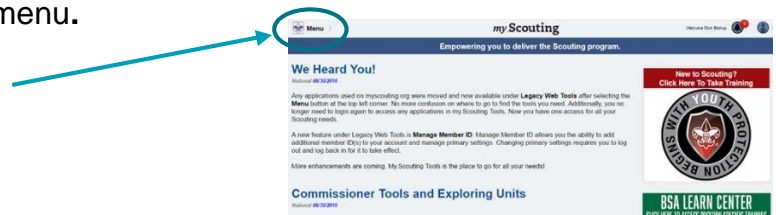
Updating your My.Scouting profile is an essential step to ensuring that you receive the notifications from Invitation Manager or Application Manager showing what actions you have to take to help new youth and adults join your unit.

Step 1. Go to my.scouting.org and log in.

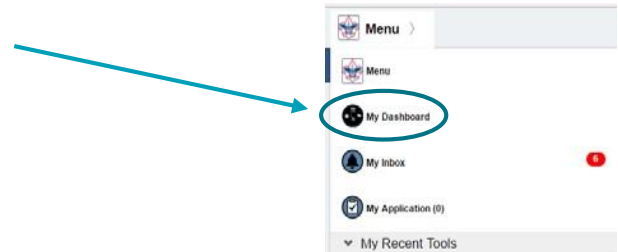
If you do not have an account, you can create by selecting “Create Account” and entering the required information.



Step 2. Select **Menu** to get a drop down menu.



Step 3: Select **My Dashboard** in the dropdown menu.

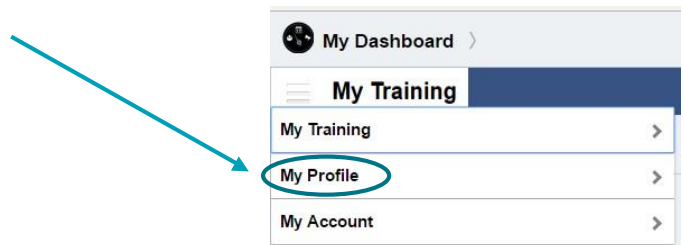


Step 4. System defaults to My Training. Click the **pancake symbol** next to My Training.



Step 5: Select **My Profile** from the dropdown menu.

You will see your profile information details. Make sure your address, phone number, email address, and ‘Active Position’ is correct. Be sure to save any changes you make.



Step 6. Select **My Account** from the dropdown menu.

Verify that your **Member ID** is correct and is the same BSA membership number that has your current registered position (COR, Committee Chair, or Unit Leader).



SET UP YOUR UNIT CONTACT INFORMATION

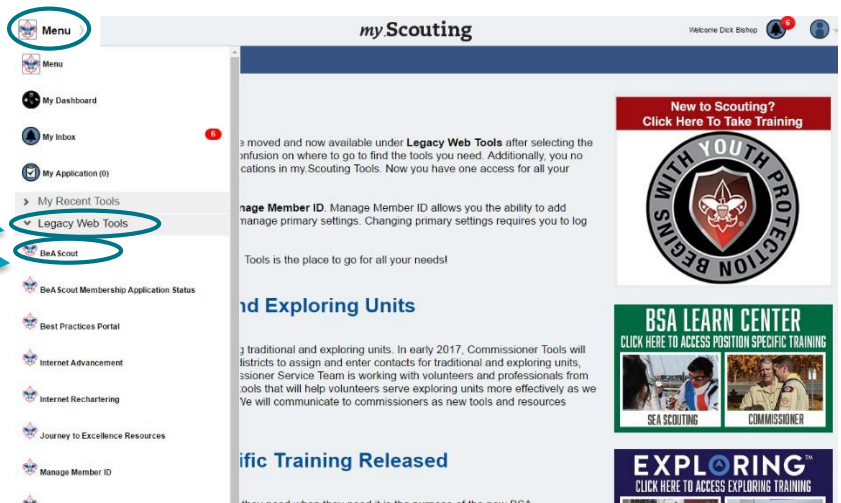
BeAScout is an online site that families can use to find the unit they want to join. To prepare for this, you will verify that your BeAScout pin is turned on and that the contact information is current and displays the information you want shown for your unit.

Step 1: Log in to your My.Scouting ant. - my.scouting.org



Step 2: Go to BeAScout tools

- Select **Menu**
- Select **Legacy Web Tools**
- Select **BeAScout**



Step 3: Update your Unit Information

- Select the **Unit Pin Management** tab to enter information you want displayed on the BeAScout map
- If your unit is not listed in the **Unit Description** box, use the dropdown menu to select your unit – you should follow the steps below for each unit (Pack, Troop, Team, Crew)
- Make sure the **Unit Pin Mode** is set to Unit



D. **Change your Pin Status to Active**

E. **Set your Apply Status to Active** so that the “Apply Now” button displays on your units BeAScout pin.

F. **Add your units Primary Contact information** – this will be the person that families will contact if they need more information. Be aware that this information will be visible when someone clicks on your unit’s pin. It is

recommended that you include an email address. The telephone number is optional and will only show if you select to display it.

SAVE ALL CHANGES – you should get a message showing that your changes were successfully saved.

SET UP INVITATION MANAGER

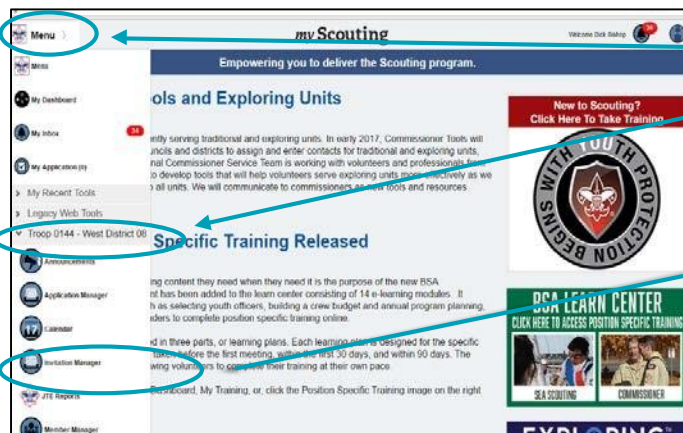
KEY ROLES AND ACTIONS IN INVITATION MANAGER

The following unit positions have full access to the Invitation Manager Dashboard on My.Scouting where they can add leads, manage inquiries from prospective Scouts, and send joining invitations:

- Chartered organization representative (CR)*
- Committee chair (CC)*
- Unit leader (Cubmaster, Scoutmaster, Team Coach, Crew Advisor) *
- Institutional Head/Chartered Organization Executive Officer (IH)

* = Members of the Unit Key 3

USING INVITATION MANAGER



Step 1: Select Menu in the upper left corner.

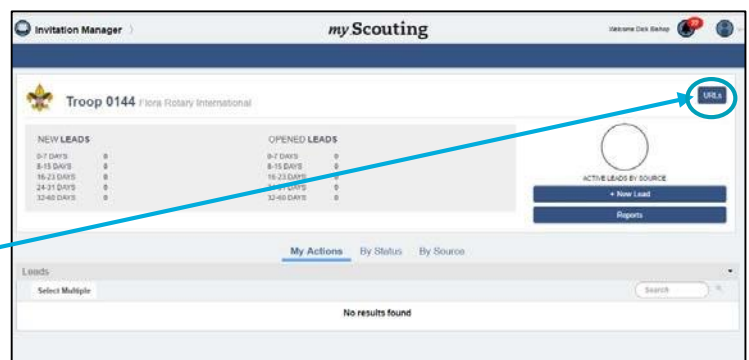
Step 2: Select your unit (Pack/Troop/Team/Crew) – each unit has a unique link!

Step 3: Select Invitation Manager from the drop down list.

CAPTURE YOUR UNIQUE URL

URL's provide links that are specific to each unit (Pack/Troop/Team/Crew.) These can be used in emails inviting new adults or parents of new youth to begin the online registration process.

To access the URL or QR code select the URL button on the top right hand side of the screen. Copy the URL and save it to a location of your choice.



APPLICATION MANAGER

KEY UNIT ROLES AND ACTIONS IN APPLICATION MANAGER

Below are the unit positions that have access to Application Manager and the actions they can perform.

Unit Position	Actions
Chartered organization representative (CR)*	<ul style="list-style-type: none">• Review and accept or reject unit's adult leader applications. This is the only role that can accept or reject adult applications.• Reviews and accepts or rejects unit's Venturing adult participant applications.• Can review and accept or reject unit's youth applications.
Unit committee chair (CC)	<ul style="list-style-type: none">• Can review unit's adult applications and make position recommendations to the CR.• Can review and accept or reject unit's youth applications.
Unit leader (Cubmaster, Scoutmaster, Varsity Coach, Crew Advisor)	<ul style="list-style-type: none">• Reviews and accepts or rejects unit's youth applications.

* If necessary, the institutional head/chartered organization executive officer (IH) can also perform the same duties as the CR.