



BeAScout Pin + Invitation / Application Manager Webinar

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Updating Your Unit's BeAScout PIN



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BeAScout Pin Navigation my.scouting home page

Log into you're "my.scouting" account
and proceed to the Update Unit Pin
section

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Click logo to take Youth Protection in English or Spanish

#ADVENTUREON!
2023 RECRUITMENT RESOURCES

Diversity,
Equity,
and Inclusion
in Scouting
Volunteer Training

UPDATE UNIT PIN
Put Your Scout Unit
on the Map!
UPDATE YOUR UNIT PIN →





BeAScout Pin Tutorials

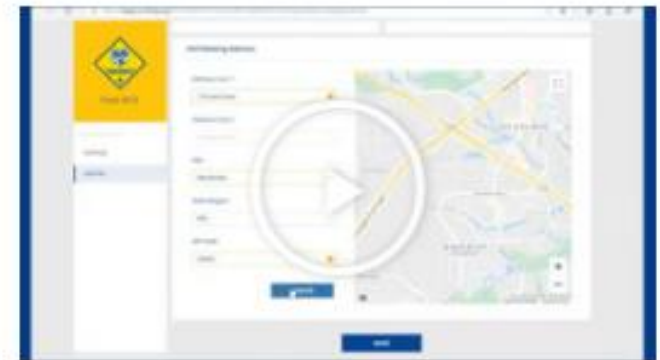
Getting Started

Step 1: Review and update (or create) your my.Scouting profile and security questions.

[Learn more about Google Sign in or Apple ID to log in to my.scouting.](#)



Step 2: Set Up Your BeAScout Unit Pin. This action needs to be taken by the Committee Chair, the Chartered Organization Representative, or the unit leader. The BeAScout unit pin allows prospective members to find you online and apply to your unit.



[PDF Instructions](#)

NOTE: There are a total of 5 small tutorials that last an overall total of 31 minutes. The PDF Instructions are a supplement to the tutorials and are captured in the subsequent slides.

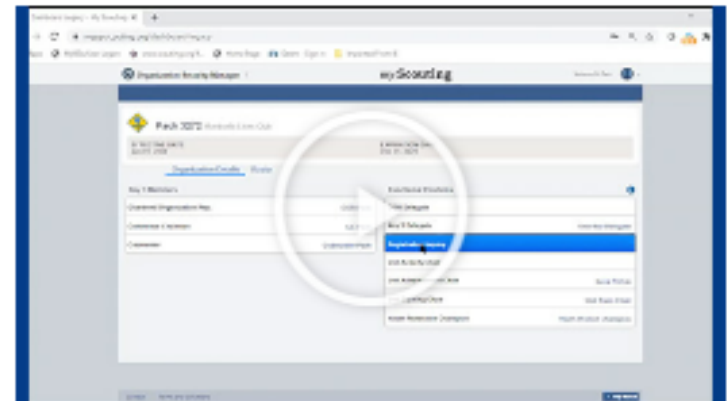
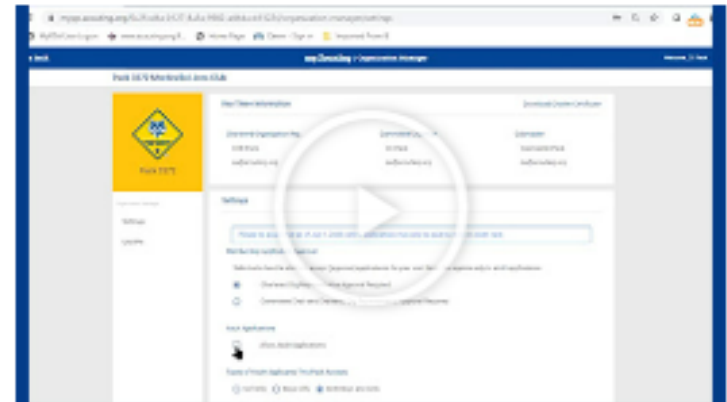




BeAScout Pin Tutorials

Step 3: Configuring Online Registration. This action needs to be taken by the Committee Chair or the Chartered Organization Representative. These configurations allow you to customize the experience with setting such as an automated Welcome email with a personalized message from your unit.

Step 4: Using Position Manager to update registered adult positions. Position Manager allows the Chartered Organization Representative (COR) or the COR delegate to electronically change the registered positions for adult leaders within the same unit. Position Manager Job Aid



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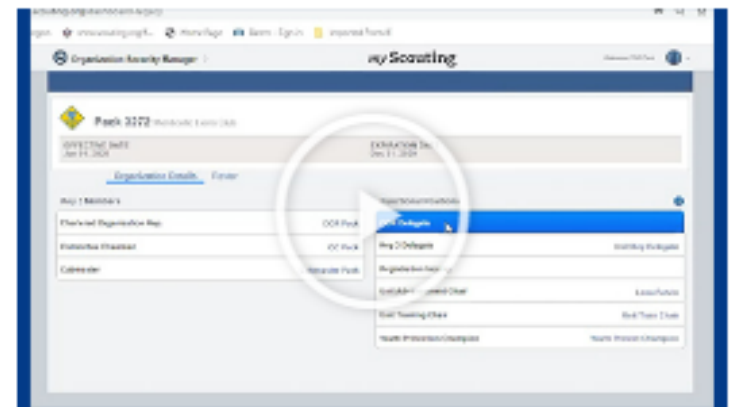




BeAScout Pin Tutorials

Step 5: Assigning Functional Roles in Position Manager. Functional roles that can take action in Online Registration include the COR Delegate, the Key 3 Delegate, and the Registration Inquiry role. The COR Delegate can only be appointed by the Chartered Organization Representative. All other functional roles can be assigned by the Key 3 or their delegates.

Does your unit have a New Member Coordinator? If yes, this would be a responsibility for this individual.



Please see the Appendix section of this presentation for instructions on how to set-up your unit's BeAScout Pin.

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Unit BeAScout Pin Navigation

This is an example of your unit's dashboard page:

Check these boxes to "On" to allow online Applications and to appear on the BeAScout search

Make sure contact information, website, and additional unit information is current

NOTE: You can also add an invite about an upcoming unit event within the additional unit information section.

You will need to make sure you change that information once the event is over!!

Pin Mode

- ☐ Only Allow the Council to Update Pin Information
☒ Allow Units to Update Pin Information

Appear on BeAScout:



Allow People to Apply Online:



Contact Information

Contact Person:
Phone:
Email:

[Edit](#)

Unit Website



<https://www.facebook.com/cubscoutpack190/>

Additional Unit Information

EGV Pack meeting on Thurs from 7p-8p at Christus Victor Lutheran Church. Scouts primarily from Salt Creek, Clearmont, Byrd, Ridge, & Rupley.



Pack 0190 Christus Victor Lutheran Church

Contact:
Phone:
Email:
Website: <https://www.facebook.com/cubscoutpack190/>

Dens for Boys or Girls

☒ Online Registration available for this unit.

EGV Pack meeting on Thurs from 7p-8p at Christus Victor Lutheran Church. Scouts primarily from Salt Creek, Clearmont, Byrd, Ridge, & Rupley.

[Request More Information](#)

[Apply Now](#)

Fields to Display on Unit Pin:

- Unit Meeting Address: ☒
Contact Person's Name: ☒
Phone Number: ☒
Contact Email: ☒
Unit Website: ☒
Additional Unit Information: ☒

Here is the preview of what those searching for your unit will see.

Make sure the boxes down here are set to "on" depending on what information you want people to see

NOTE: The system default for unit website is "beascout.org"



Unit BeAScout Pin Navigation

Often times parents select the Unit based on it's meeting location. Make sure it's accurate!

Contact Person: **Wendy Nordstrom**
Phone: [Redacted]
Email: [Redacted]
[Edit](#)

Unit Website
<https://www.facebook.com/cubscoutpack190/>

Additional Unit Information
EGV Pack meeting on Thurs from 7p-8p at Christus Victor Lutheran Church. Scouts primarily from Salt Creek, Clearmont, Byrd, Ridge, & Rupley.

Fields to Display on Unit Pin:

- Unit Meeting Address: ☒
- Contact Person's Name: ☒
- Phone Number: ☐
- Contact Email: ☒
- Unit Website: ☒
- Additional Unit Information: ☒

Unit Meeting Address

Address Line 1:

Address Line 2:

City:

State/Region:

ZIP Code:

LOCATE

Map
Map data ©2020 Terms of Use

SAVE

If you change the unit meeting address, be sure to click the Locate button so that the latitude and longitude for the address you entered gets mapped. Be sure you verify the pin location. Report any errors to your DE.

Finally, be sure to click "Save" at the bottom of the screen to make your changes final!

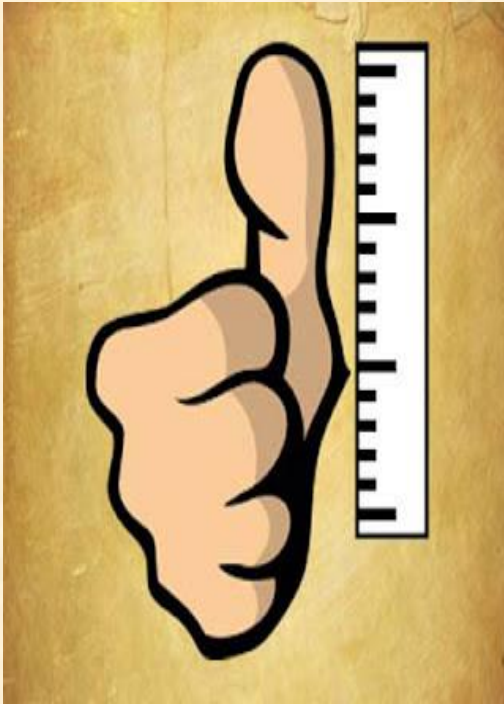
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BeAScout Pin – The Lynchpin to Success (<https://beascout.scouting.org>)



- “Rule of Thumb” - Keep your Pin current
 - Includes leader contact, meeting location & address
 - If your email address is different between your Unit Pin and you’re my.scouting account, then you will not receive notification of a new Lead or Application
 - Any specific event information can be added to the Additional Unit Information section
 - ***You must keep any additional information current***
 - Does your pin contain additional information about your unit leadership’s awareness and your meeting location accommodations for those with disabilities?

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Next, to make sure your changes are up to date and look good. Navigate to BeAScout.org and search your unit by its zip code

NOTE: Changes can take up to 24 hours before they go live!!!

Rule of Thumb: Check your pin evry 3-4 months to ensure all information is current and accurate.

Unit BeAScout Pin Navigation

English & Español

ENGLISH

FIND SCOUTING NEAR YOU

Let's find your Scouting home.
[Click here](#) for BSA outside of the US.

FIND A SCOUTING UNIT NEAR YOU!

ZIP Code



FIND A UNIT

Searching via zip code yields the nearest Packs to your home and allows you to verify your information has updated properly

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Unit BeAScout Pin Examples

Searching via zip code yields the nearest Packs to you.

Here are 2 examples of information of a recently completed search. Please note the different levels of information present.

What unit would a new family likely reach out to first?

18  Pack 0228 Morton Grove Post 134 of the American Legion 6.4 mi 


6200 Lake St
Morton Grove IL 60053


Contact: 

Phone: 

Email: 

Website: <https://m.facebook.com/pack228mortongrove/>

 Dens for Boys or Girls

 **Online Registration** available for this unit.


Pack 228 has roots that are over 65 years old. Pinewood derby, rain gutter regatta, family camping. We want to help you do your best! Pack meets monthly. Den meeting every couple weeks. pack228parkview@gmail.com <https://m.facebook.com/pack228mortongrove/>

[Request More Information](#)

[APPLY NOW](#)

NOTE: Depending on the unit, the “APPLY NOW” button could be for both Youth and Adults

17  Pack 0161 Our Lady of the Wayside Home/School Association 6.3 mi 

 Dens for Boys or Girls

[Request More Information](#)





How to Navigate Invitation & Application Manager

A guide by The Pathway to Adventure Council

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BeAScout Pin – my.scouting home page

Menu

my.Scouting



Member ID: [REDACTED]



My Profile



My Account



My Application



My Training



Manage
Member ID



BSA Web Links

**Log-in to
my.scouting.org
using your log-in
credentials**

**Navigate to
“Invitation
Manager” in the
drop-down menu
on the top left of
the screen**



Click logo to take Youth Protection in English or Spanish



2023 RECRUITMENT RESOURCES



BeAScout Pin Navigation

Scouting Resources

Scouting Forms from the National Council

Guide to Advancement 2021

Guide to Awards and Insignia

Language of Scouting

Serving Scouts With Disabilities

Online Registration Guidebook

Scoutbook

Calendar of Religious Observances

Scout Sunday

Religious Observance & Civic Awards

Scout Life Magazine

Recruitment

[Home](#) > [Resources](#) > Information About Online Registration for Councils and Unit Leaders

Information About Online Registration for Councils and Unit Leaders

The Boy Scouts of America offers an online application process for youth and adults that can be completed from start to finish without a single piece of paper changing hands. This allows prospective members and leaders to register and pay in a way that's convenient for them, and it creates a more efficient and user-friendly registration experience for units, districts, and councils.

Use these resources to help you manage online registration for your [unit](#) or [council](#).

Units

[Volunteer Roles](#)

[Getting Started](#)

[Invitation Manager](#)

[Application Manager](#)

[Notifications and Reports](#)

[Transfer and Multiples](#)

Unit Guidebook

In addition to the video tutorials found here, the comprehensive [Online Registration Unit Guidebook](#) provides directions on how to set up and use the online registration system.

Link: <https://www.scouting.org/resources/online-registration/>

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Invitation Manager Training Tutorials

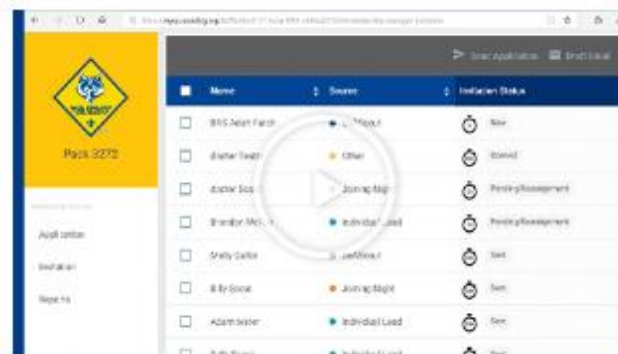
(Overall total run time is ~ 17 min & 15 sec)

Invitation Manager

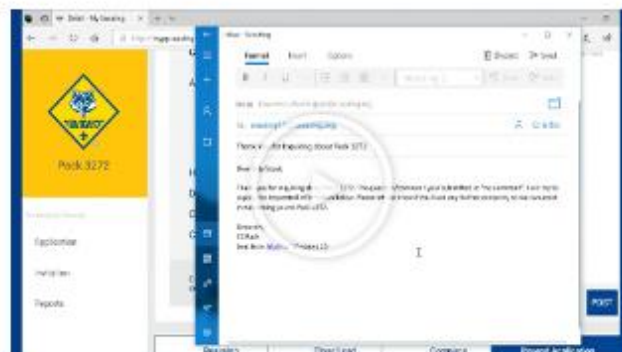
Invitation Manager is your leads resource tool. This is where any inquiries from BeAScout will come in and await your response. You can also add leads manually during joining events or from names provided by unit members and send invitations to join that include a link to your unit's application. There is also a URL and QR code specific to your unit that can be downloaded from this tool to use in your unit's recruitment efforts.



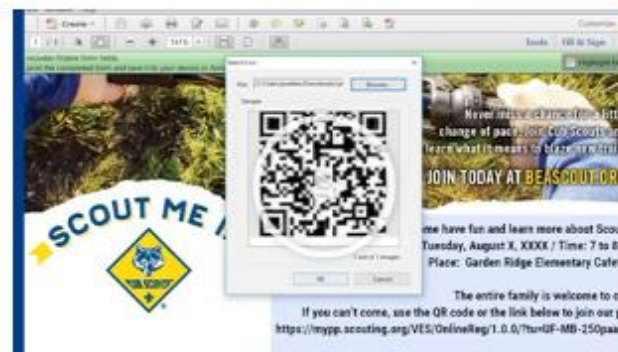
Using Invitation Manager Dashboard



Adding Leads to Invitation Manager



Processing Leads in Invitation Manager



Using URLs & QR Codes



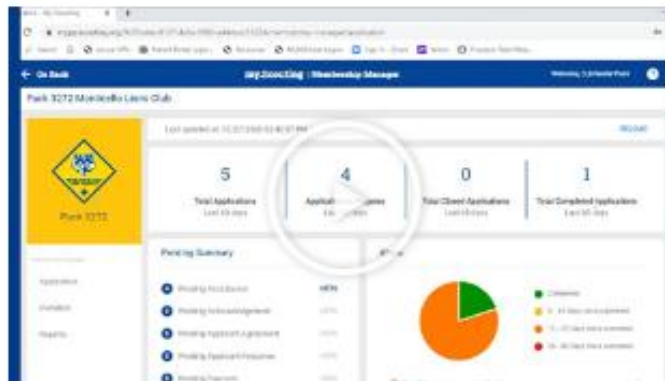


Application Manager Training Tutorials

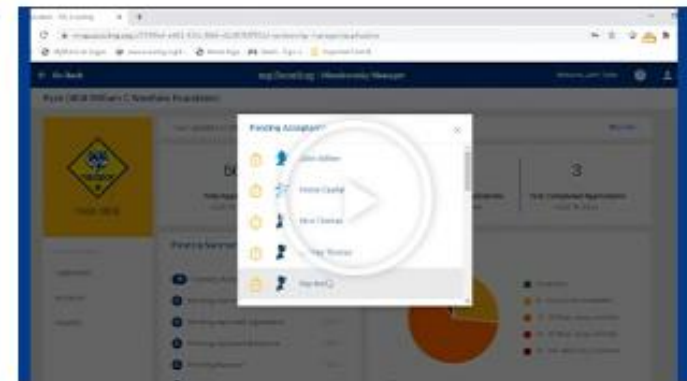
(Overall total run time is ~ 20 min & 45 sec)

Application Manager

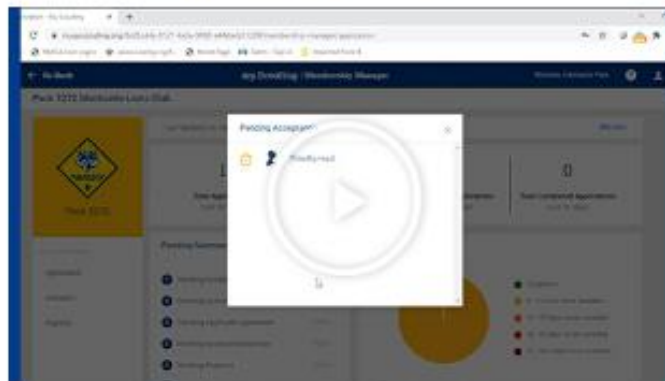
Application Manager is the place where you review and take action on applications that are submitted by families. Most families expect a response within 24 hours of submitting an application.



Application Manager Dashboard



Accepting Adult Applications



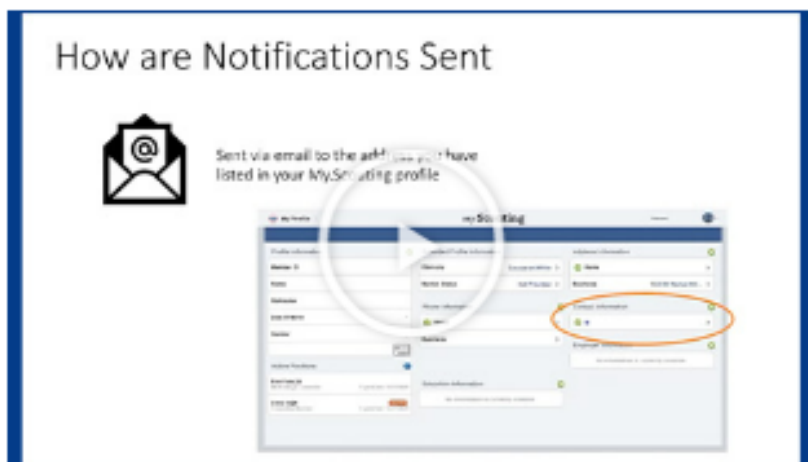
Accepting Youth Applications



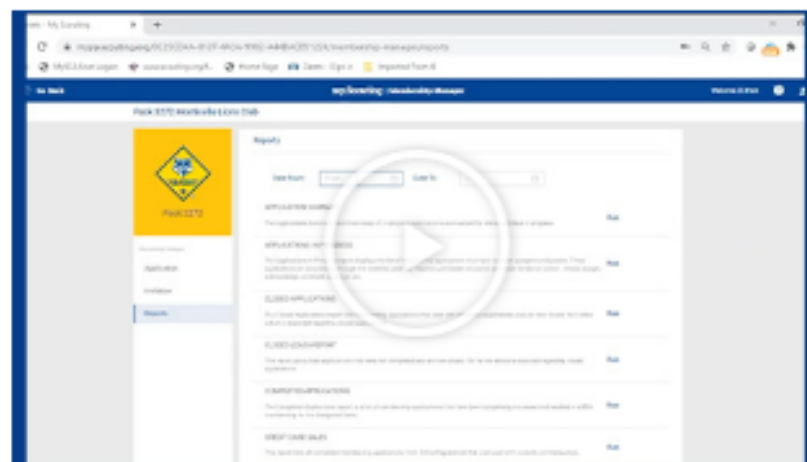
Invitation / Application Manager Notification & Reports Tutorials (Overall total run time is ~ 8 min & 30 sec)

Notifications and Reports

When you have actions to take in either Invitation Manager or Application Manager you will receive email and in-tool notifications. You can also use reports to track actions that have been taken in the system and who had joined through the system.



Understanding Online Registration Notifications



Using and Downloading Online Registration Reports

Please see the Appendix section of this presentation for additional
Invitation & Application Manager Tutorials

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Invitation Manager Navigation

This is the dashboard for “Membership Manager”

Application & Invitation information and unit reports are located here

Membership Manager
Application
Invitation
Reports

Note the “Status Summary” section.

Here you can see new, opened, pending Leads, along with invitation-sent applications

Pack 0195 SSPCC 456 1 NFP

F

[SELECT ORG LEVEL](#)

Last updated at: 10/23/2023 09:33:03 PM

[RELOAD](#)

1

New Leads
Last 30 days

0

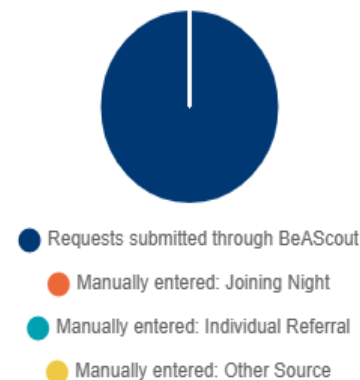
Opened Leads
Last 30 days

[+ New Lead](#)

Status Summary

1	New	VIEW
0	Opened	VIEW
2	Pending Reassignment	VIEW
0	Invitation Sent	VIEW
0	Closed	VIEW
0	Completed	VIEW

Active Leads by Source



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Invitation Manager Navigation

Please note the “QR” Code, which we will discuss later in this webinar

Invitation QR - Pack 0195



Download QR Code

Invitation Link - Pack 0195

<https://my.scouting.org/VES/OnlineReg/>

Copy URL

Leads

[VIEW COLOR MATRIX](#)



Search



Send Application



Draft Email



<input type="checkbox"/>	Name	Source	Invitation Status
<input type="checkbox"/>	[Redacted]	BeAScout	New
<input type="checkbox"/>	[Redacted]	BeAScout	Pending Reassignment
<input type="checkbox"/>	[Redacted]	BeAScout	Pending Reassignment

If you scroll down on the dashboard page, you can see the “leads.” These are people who have inquired about a unit.

The center column indicates the source of the lead and the right column indicates the status, whether it is new, opened, or pending reassignment.

Next, we are going to click on one of these leads to open it

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Invitation Manager Navigation

Lead Information

Current Status: Pending Reassignment

Phone: [Redacted]

Email: [Redacted]

Heard About: Scouting.org

Date Submitted: 09-16-2023

Youth Information:

Nolan [Redacted]
Age: 7 Grade: Second Grade

Elliana [Redacted]
Age: 7 Grade: Second Grade

Pathway to Adventure 456 > Trailblazer 12 > Pack 0195

Contacted Organization: Pack 0195 F

Currently Assigned to Organization: Trailblazer 12

Comment from Lead: I have 7 year old boy/girl twins at Blackwell school. They are both interested in boy/girl scouts. I was trying to find out more information. What is available to join? Where? When? Time commitments? Thanks

Respond to Lead

Email Assigned Organization

Lead Notes

Status updated to Pending Reassignment.

Fri, Sep 22, 2023 1:10 PM

After opening the “Lead” this is what appears. Here you can see their contact information,

Here is a place for various notes that the Unit Key 3, DE & District volunteers can add indicating contacts that have been made **(VERY IMPORTANT TO DOCUMENT ALL CONTACTS !!!!)**

Here is a place where the “lead” can comment about their inquiry*

At the bottom here, you can Post your contact notes

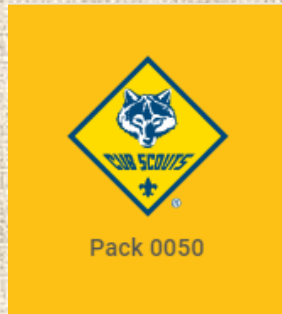
Type your note...

POST

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NOTE: This is an example where the parent is recruiting your unit for their twins, please respond within 24 to 48 hrs. as you will not get the chance to make a 2nd first impression!!!

Invitation Manager Navigation



Membership Manager

Pack 0050 Park Ridge Presbyterian Church

[SELECT ORG LEVEL](#)

Last updated at: 08/31/2021 10:47:05 AM

[RELOAD](#)

0

New Leads
Last 30 days

0

Opened Leads
Last 30 days

[+ New Lead](#)

Status Summary

0	New	VIEW
0	Opened	VIEW
1	Pending Reassignment	VIEW
0	Invitation Sent	VIEW
0	Closed	VIEW
0	Completed	VIEW

Active Leads by Source



- Requests submitted through BeAScout
- Manually entered: Joining Night
- Manually entered: Individual Referral
- Manually entered: Other Source

Invitation QR - Pack 0050



[Download QR Code](#)

Invitation Link - Pack 0050

<https://my.scouting.org/VES/OnlineReg/>

[Copy URL](#)

One more tool you can use is to generate a QR code that will navigate the user to the webpage that will allow them to apply to your unit.

To do this, return to the first page and instead of going to “organization manager”, go to “invitation manager.”

Click “Download QR Code”

This will generate a “unit specific” QR code that can be copied to your recruitment materials & videos so a parent can apply online to your unit



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Application Manager Navigation

Now we're going to click on "application" on the left-hand side of the dashboard page

Here you can see the pending acceptance applications that have been submitted for your review. This is the landing page for "Application" Manager

You can see here the various status summaries of the applications that have been submitted

Here are the pending applications and their status



Membership Manager

Application

Invitation

Reports

4

Total Applications
Last 90 days

1

Application in Progress
Last 90 days

0

Total Closed Applications
Last 90 days

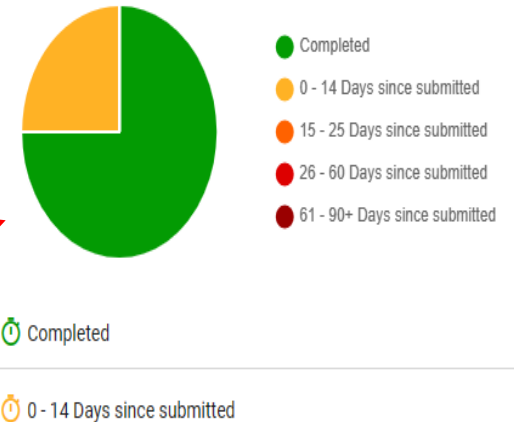
3

Total Completed Applications
Last 90 days

Pending Summary

1	Pending Acceptance	VIEW
0	Pending Acknowledgement	VIEW
0	Pending Applicant Agreement	VIEW
0	Pending Applicant Response	VIEW
0	Pending Reassignment	VIEW
0	Pending Review	VIEW

Alerts



Application Status

[VIEW COLOR MATRIX](#)

Application Status							Draft Email	
<input type="checkbox"/>	Name	Application Status	YPT Status	Gender	Transfer / Multiple	Organization		
<input type="checkbox"/>			Pending Acceptance	Male		Pack 3051		

Application Manager Navigation

After clicking on the pending applications, you can review the status of the application, see contact information, leave notes on the application, if necessary, and accept the application to your unit.

Application Summary



Current Status: Pending Acceptance

Gender : Male

Date of Birth:

Grade : Second Grade

Membership Term: Oct 1, 2023 - Sep 30, 2024

Phone:

Email:

Applied to Organization: Pack 3051

Currently Assigned to Organization: Pack 3051

Assigned Position: Youth Member

APPLICATION ID: 201055725

[VIEW INVOICE](#)

Application Notes

Application notes are located here – also very important to document contacts

Type your note...

[POST](#)

Review Application

Pending Acceptance

1

Youth Information

COMPLETED



2

Guardian Information

COMPLETED



3

Payment/Checkout


COMPLETED



Here you can see what the applicant has so far completed. In this case, the applicant has completed the payment and will be sent to the unit key 3 for acceptance

Using INVITATION MANAGER TO track RECRUITMENT EVENT LEADS

After collecting information on your sign in sheet, create leads for each scout who did not complete an application at our Recruitment Event by clicking here:



Pack 0201

Membership Manager

- Application
- Invitation
- Reports

Pack 0201 Roosevelt School PTO

SELECT ORG LEVEL

Last updated at: 08/31/2021 11:17:22 AM

RELOAD

0

New Leads
Last 30 days

0


Opened Leads
Last 30 days

+ New Lead

Status Summary


0	New	VIEW
0	Opened	VIEW
0	Pending Reassignment	VIEW
2	Invitation Sent	VIEW
0	Closed	VIEW
1	Completed	VIEW

Active Leads by Source



- Requests submitted through BeAScout
- Manually entered: Joining Night
- Manually entered: Individual Referral
- Manually entered: Other Source

Invitation QR - Pack 0201



Download QR Code

Invitation Link - Pack 0201

<https://my.scouting.org/VES/OnlineReg/>

Copy URL



Using INVITATION MANAGER TO track RECRUITMENT EVENT LEADS

When you click on “new lead” select one of the 3 options of the Lead Source:

- a. Joining Night
- b. Individual Lead
- c. Other

Then proceed to fill in the remaining information as shown on the next slide

Pack 0190 Christus Victor Lutheran Church

Lead Source

* Lead Source :

Lead Source ^

- Joining Night
- Individual Lead
- Other

Parent / Guardian / Volunteer Information



Using INVITATION MANAGER TO track RECRUITMENT EVENT LEADS

Fill in all the information gathered
from the sign in sheet and select
one of three options:

Save and add another lead
(NOTE: To assist with your tracking,
you could add the information of
those parents who have already
completed an application for their
child)

Save and exit the form and now you
have a table to allow you to follow
up with those families

Send an online application to those
who have not yet applied to your
unit



Pack 0201

Membership Manager

Application

Invitation

Reports

Pack 0201 Roosevelt School PTO



Lead Source

* Lead Source:

Lead Source



Parent / Guardian / Volunteer Information

* First Name:

First Name

* Last Name:

Last Name

Suffix:

Choose Suffix



* Email Address:

Email

* Phone Number

Phone Number

Country:

USA



Address Line 1:

Address Line 1



Address Line 2:

Address Line 2

City:

City



State/Region:

Choose State/Region



ZIP Code:

ZIP Code



SAVE AND ADD ANOTHER

SAVE

SEND APPLICATION



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Are there any additional questions?

Thank you for your time.



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APPENDIX



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Setting Up Your Unit's BeAScout Pin

BeAScout is an online site that prospective members can use to find a unit near them. To prepare for your **My.Scouting Tools Online Registration** go-live, please 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 account. - my.scouting.org



Welcome to my.Scouting

New to Scouting or don't have an account?

By creating a my.Scouting account, you will be able to manage your or your youth's participation in Scouting including completing an application to register in the Scouting programs.

CREATE ACCOUNT

Login to my.Scouting

Kendrew

XXXXXXXXXX

LOGIN

[Forgot username / password?](#)

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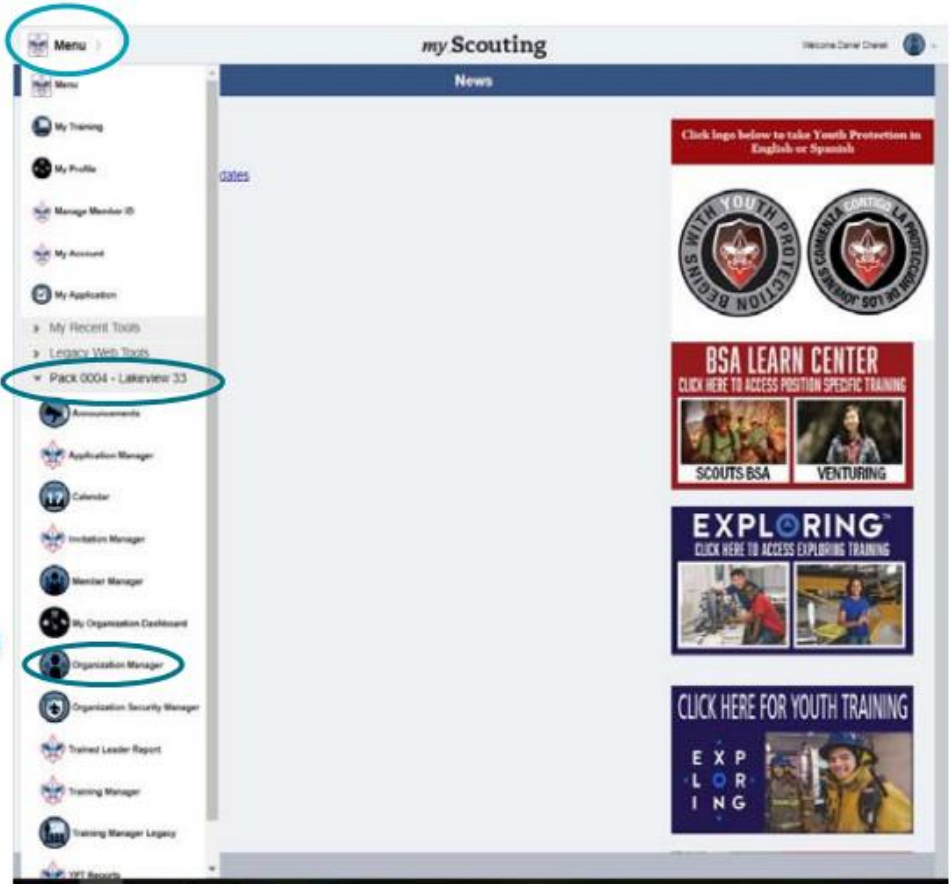
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Step 2: Go to Organization Manager

- Select **Menu**
- Select your unit
- Select **Organization Manager**

NOTE: You must be the Cubmaster/Scoutmaster, unit committee chair or the chartered organization representative to update a BeAScout Pin.

Once the pin is set-up, up to 6 adults in your unit can be given access to the system to update information and manage leads from interested parents.



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Step 3: Update your Unit Information

- A. Select **Unit Pin** on the left-hand side of the screen you will now see the fields available for setting up your BeAScout Pin.
- B. In the **Unit Information** section of the screen, set the **Appear on BeAScout** to the on position. If the check mark is visible then the setting is in the on position. Turning this on allows the unit pin to show on the map.
- C. Set **Allow People to Apply Online** so it is in the on position with the check mark showing.

my.Scouting | Organization Manager

Pack 0004 First United Methodist Church of Grapevine

Unit Information

Appear on BeAScout: ☒

Allow People to Apply Online: ☒

Contact Information

Phone: 5625559000

Unit Website

Unit Information

Additional Unit Information

Unit Meeting Address

Unit Pin Preview

Pack 0004 First United Methodist Church of Grapevine

Boy Pack

Online Registration available for this unit.

Request More Information

Apply Now

Fields to Display on Unit Pin:

Unit Meeting Address: ☐

Contact Person's Name: ☐

Phone Number: ☐

Contact Email: ☐

Unit Website: ☐

Additional Unit Information: ☐



my.Scouting | Organisation Manager

Pack 0004 First United Methodist Church of Grapevine

Unit Information

Appear on BSAcout: ☒

Allow People to Apply Online: ☒

Contact Information

Contact Person: Daniel Chenev
 Phone: 8625595079
 Email: dchenev@gmail.com
 Edit

Unit Website

www.scouting.org

Additional Unit Information

Additional Unit Information

Unit Meeting Address

Unit Pin Preview

Pack 0004 First United Methodist Church of Grapevine

Boy Pack
 Online Registration available for this unit
 Request More Information Apply Now

Fields to Display on Unit Pin:

Unit Meeting Address: ☐

Contact Person's Name: ☒

Phone Number: ☐

Contact Email: ☐

Unit Website: ☐

Additional Unit Information: ☐

D. Add your units Primary Contact information – this will be the person whose 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. Use the edit button to change the contact information.

E. Enter your unit’s web address in the Unit Web Site box.

F. Add additional information – frequently asked questions can be addressed here such as what day and time the unit usually meets. This field is optional but can help parents determine if your unit meets their needs before they apply.

- For Packs you may list your den meeting info, such as days and times –remember new parents who have never been in Scouting may be unfamiliar with our program. So, including things like “Tigers meet on Monday” will not be helpful, instead say “1st graders meet Monday”
- For Troops, Teams, Crews, or Ships – you may want to list any specialty areas of interest your unit does such as a Troop that focuses on hiking, or a Crew that focuses on scuba, or a Ship that focuses on sailing small crafts, things that will help people decide if it is the right unit for them.

- G. **Check your unit meeting address** and correct if needed. It will default to your Chartered Organization address. If this is not where your unit meets edit the address so that your meeting location will show on the pin.

If you change the unit meeting address, be sure to click the Locate button so that the latitude and longitude for the address you entered are mapped.

myScouting / Organization Manager

Pack 0004 First United Methodist Church of Opaqueto

Unit Information

Address on BeAScout? ☐

Unit Mapping to map display ☐

Contact Information

Unit Name:

Unit Meeting Address

Address Line 1:

Address Line 2:

City:

State:

ZIP Code:

Locate

myScouting / Organization Manager

Pack 0004 First United Methodist Church of Opaqueto

Unit Information

Address on BeAScout? ☐

Unit Mapping to map display ☐

Contact Information

Unit Name:

Unit Meeting Address

Address Line 1:

Address Line 2:

City:

State:

ZIP Code:

Locate

Step 4: Select the fields to display on the unit pin.

The fields you can choose from are displayed in the Unit Pin Preview. The unit type you configured in Settings will automatically show and the apply now online will show if you enabled it in the previous steps.

The fields you select will display in the Unit Pin Preview as you enable them so that you can see what will be displayed on your BeAScout pin.

Only those fields that have the check mark next to them will display in BeAScout



Invitation Manager – Additional Training

Invitation Manager

Processing Reassigned Leads

This training covers how to process leads in Invitation Manager that are reassigned to the district or council by the unit.



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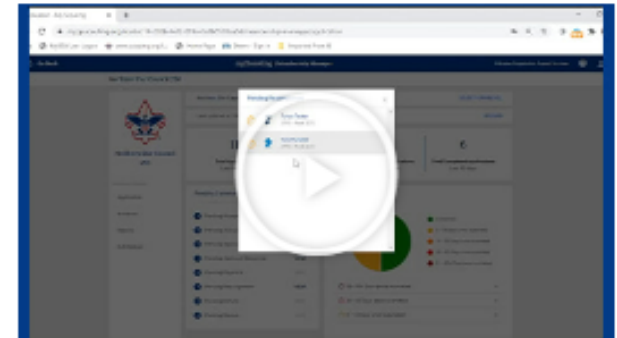


Application Manager – Additional Training

Application Manager

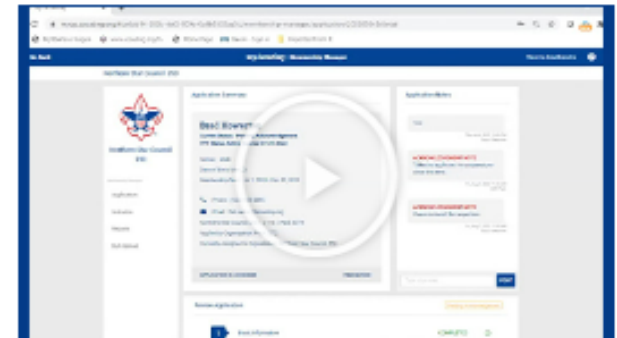
Processing Reassigned Unit Applications

This training covers how to process unit applications that have been reassigned to the district or council. These are applications that have already been paid for by a family, so quick action to reassign back to the originating unit or to find another Scouting unit is important.



Acknowledging “Yes” Answers to Screening Questions

This training covers how the Scout Executive or a person with the Registration Support functional role for the council can acknowledge unit acceptance of an adult volunteer who answered “Yes” to one or more of the screening questions on the adult application. This must be done before the adult application is finalized and released for a Criminal Background Check.



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