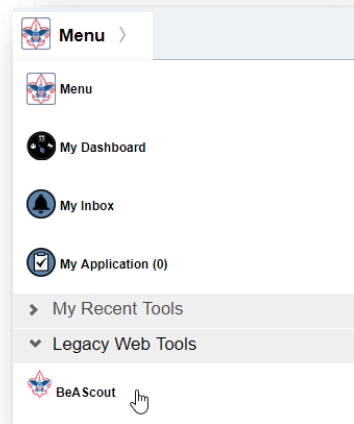


Online Unit Registration – Quick Start

1. Log in to my.scouting.org



2. Open the BeAScout unit pin management under “[Legacy Web Tools](#)”



3. Make sure Pin Status and Apply Status are both set to “Active”

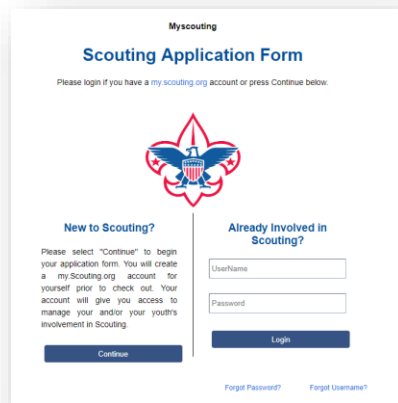


4. Locate your unit with the BeAScout.org tool, and confirm the “Apply Now” button is present



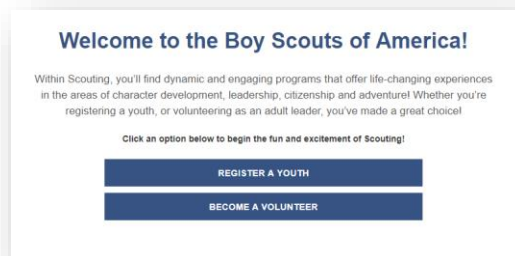
Online Unit Registration – Quick Start

- Prospective members who click on the **“Apply Now”** button will be asked to enter or create a my.scouting.org account



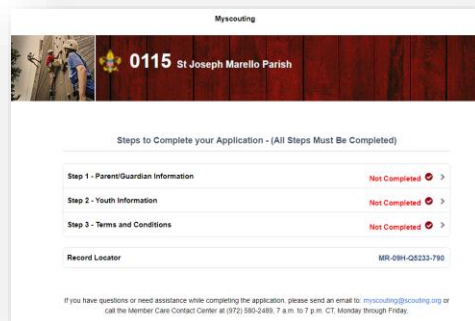
The image shows the 'Scouting Application Form' login page. At the top, it says 'Myscouting Scouting Application Form'. Below that, it asks the user to log in if they have a my.scouting.org account or press 'Continue'. The Boy Scouts of America logo is centered. There are two columns: 'New to Scouting?' with a 'Continue' button, and 'Already Involved in Scouting?' with 'UserName' and 'Password' input fields and a 'Login' button. At the bottom, there are links for 'Forgot Password?' and 'Forgot Username?'.

- After creating the account and/or logging in, they must choose to **“Register a Youth”** or **“Become A Volunteer”**.



The image shows a 'Welcome to the Boy Scouts of America!' page. It contains a paragraph about the benefits of Scouting and a prompt to 'Click an option below to begin the fun and excitement of Scouting!'. There are two large blue buttons: 'REGISTER A YOUTH' and 'BECOME A VOLUNTEER'.

- In either case, the applicant will fill out the required contact information and agree to the application terms and conditions.



The image shows a progress bar for 'Steps to Complete your Application - (All Steps Must Be Completed)'. The header includes the unit number '0115 St Joseph Marelio Parish'. The progress bar shows three steps: 'Step 1 - Parents/Guardian Information', 'Step 2 - Youth Information', and 'Step 3 - Terms and Conditions', all marked as 'Not Completed'. A 'Record Locator' is shown as 'MR-09H-Q8233-790'. At the bottom, there is contact information for assistance: 'my.scouting@scouting.org' or 'Member Care Contact Center at (972) 550-2489, 7 a.m. to 7 p.m. CT, Monday through Friday'.

Online Unit Registration – Quick Start

- Items where signatures are required are processed digitally as shown:

I have read the Boy Scouts of America Information for Parents and approve the application. I affirm that I have or will review "How to Protect Your Children from Child Abuse: A Parent's Guide".

Please provide your electronic signature (for example your first and last name) to indicate that you have read and agree with all the information above. *

First and Last Name

Yes, I would like to have a copy of the Terms & Conditions emailed to me.

- Return to my.scouting.org and open the **"Application Manager"** under your unit menu. All open applications will be listed. You can review the status and all details, and print a hard copy if necessary.

New applications will first appear in the "My Actions" list for review and approval. If the information is not correct, it can be sent back to the applicant. Approving the application forwards it to the council registrar.

Application Manager > myScouting Welcome Joe Korman

Troop 123 A-Plus Charter Org

IN PROGRESS APPLICATIONS		NEW APPLICATIONS	
0-5 DAYS	1	LAST	1
6-9 DAYS	0	30	
10-14 DAYS	0	DAYS	
15-24 DAYS	0		
25-30 DAYS	0		

COMPLETED AND CLOSED APPLICATIONS LAST 30 DAYS

My Actions **Youth** Adult

Pending Payment Back

1 Total Search

Mickey Mouse Golden Empire Council 047 / Metro SABS / Discovery 11
MCK@THEMOUSE.COM 909-999-9999 3.0E-49B BFA# 3-10 Pending Payment

- The my.scouting.org **"Invitation Manager"** will list leads from BeAScout.org who requested more information, and any leads that are entered manually.

Troop 0115 St. Joseph Mareello Parish

NEW LEADS		OPENED LEADS	
0-7 DAYS	0	0-7 DAYS	1
8-15 DAYS	0	8-15 DAYS	0
16-23 DAYS	0	16-23 DAYS	0
24-31 DAYS	0	24-31 DAYS	0
32-60 DAYS	0	32-60 DAYS	0

ACTIVE LEADS BY SOURCE

+ New Lead

Reports

My Actions **By Status** By Source

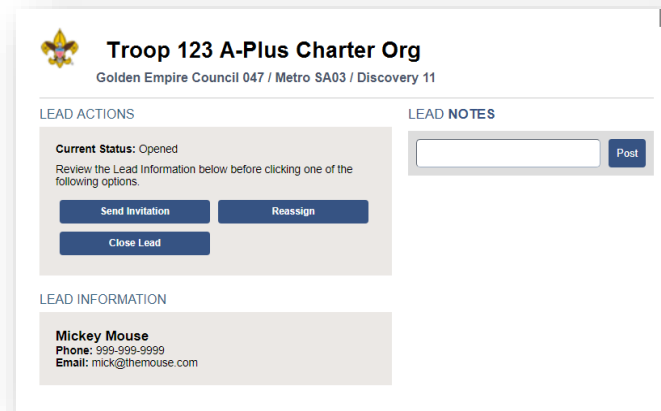
Leads

1 Total Select Multiple Search

Mickey Mouse MCK@THEMOUSE.COM 909-999-9999 Troop 0115 Opened

Online Unit Registration – Quick Start

11. Leads can be sent an invitation to apply, with a link to the above application process, by clicking on their name and selecting “**Send Invitation**” in the dialog box. They can also be reassigned to other units or closed.



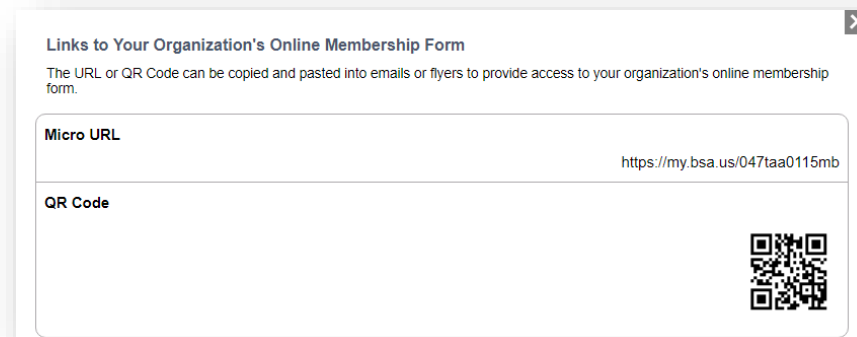
The screenshot shows a web interface for Troop 123 A-Plus Charter Org, part of Golden Empire Council 047 / Metro SA03 / Discovery 11. It features a 'LEAD ACTIONS' section with buttons for 'Send Invitation', 'Reassign', and 'Close Lead'. A 'LEAD NOTES' section includes a text input field and a 'Post' button. Below, the 'LEAD INFORMATION' section displays details for Mickey Mouse, including phone and email.

12. Leads that receive invitations will begin the application process at Step #5 above.

13. In the Invitation Manager, there's a blue URL button



Click on it to copy the Micro URL or QR Code that can be sent in emails or used in marketing media, which go directly to the online application login screen tied to your unit ID.



The dialog box is titled 'Links to Your Organization's Online Membership Form' and contains instructions on how to use the provided links. It displays a 'Micro URL' as <https://my.bsa.us/047taa0115mb> and a corresponding QR code.

14. Contact the council support staff with any questions, and good recruiting!!