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

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

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

7. In either case, the applicant will fill out the required contact information and agree to the application terms and conditions.
Online Unit Registration – Quick Start

8. Items where signatures are required are processed digitally as shown:

![Signature Image]

9. 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 Image]

10. The my.scouting.org “Invitation Manager” will list leads from BeAScout.org who requested more information, and any leads that are entered manually.

![Invitation Manager Image]
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.

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.

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