

## Updating Your Unit BeAScout Pin for Online Applications

Before your unit starts using the online registration system, there are some configuration decisions that the unit must make. The Chartered Organization Representative, or the Committee Chair or their designee has access to make changes through the Organization Manager tool in My.Scouting.

Configurations that your unit can make include:

- **Payment options** – credit and cash. You can determine whether applying parents can use a credit card to register or if they must do so using cash.
- **Unit Fee Message** – only the national registration fee and Scouts' Life subscription fee is collected through the online payment system. This configuration allows units to inform applicants that the unit has an activity fee, the amount of the fee, and a message about what the fee covers. This message will be sent on the invitation when sent through Invitation Manager.
- **Automated Welcome Email** – the system is configured to send out a welcome email from the BSA National Service Center with a message from the Chief Scout Executive when a youth or adult is accepted by the unit. This configuration sends an automated welcome message from the unit the day after the Chief's welcome message is sent. There is a place for you to add the message that you would like to send to the new families.
- **Family Scouting** – this configuration will only be visible to Cub Scout Packs right now. This setting will allow you to select if the pack is "boy only", "girl only", or accepting "both boys and girls." This information will show on your unit's BeAScout pin so that families can use this information to select the pack that is right for their family's needs.

Once configurations are made, be sure to click "Commit" at the bottom of the page.

### Using Invitation Manager (the almost paperless recruitment night)

Access your unit's "Invitation Manager" in my.scouting.org. The unit's chartered organization representative, committee chair, unit leader (Cubmaster, Scoutmaster, Advisor, Skipper), institutional head/chartered organization executive officer, and new unit coordinator have access to invitation manager.

From the dashboard you are going to manually add New Leads that are gathered from email addresses provided by parents when they sign in at your recruitment night.

### ADDING LEADS MANUALLY

**Step 1: Select +New Lead.**

**Step 2:** Select the **Lead Source** from the dropdown list. This can be Joining Night, Individual Lead, or Other.

**Step 3:** Enter information in each required field.

**Step 4: Save.** If you are using this as your sign-in for a joining night you have the option of pressing save and add which will save and clear the form for the next entry.

**Step 5: Send Application.**

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

An invitation will be sent to the requestor and you will be returned to invitation dashboard.

Once families receive the invitation, they will be able to register electronically as long as the unit is configured for accepting Online Applications. Note: Once they have completed the application, the Committee Chair or Cubmaster will have to go into the Application Manager and accept the application.