



Online Registration

Unit Guidelines

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Agenda

- **Setup**
 - My.Scouting
 - BeAScout
 - Unit Configurations
- **Invitation Manager overview**
- **Digital Application overview**
- **Application Manager overview**
- **Online Registration Resources**
 - www.Scouting.org/onlineregistration

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Setup

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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

debrakendrew

.....

LOGIN

[Forgot username / password?](#)



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BeAScout Unit Pin

Unit Pin Management

Unit Description :

Crew 0425 National Council BSA

Unit Pin Mode :

Unit

Pin Status :

Active

Apply Status :

Active

Alternate Unit Description :

Unit Web Site :

www.crew425.com

Primary Contact Information

Primary Contact Person :

Debra Kendrew, 117907450

First Name :

Debra

Last Name :

Kendrew

E-mail :

debra.kendrew@scouting.org

Phone Number :

972 - 580 - 2000

Unit Meeting Address

Address 1 :

Boy Scouts of America

Address 2 :

1325 W Walnut Hill Lane

City :

Irving

State :

TEXAS

ZIP Code :

75038

Latitude:

32.8859664

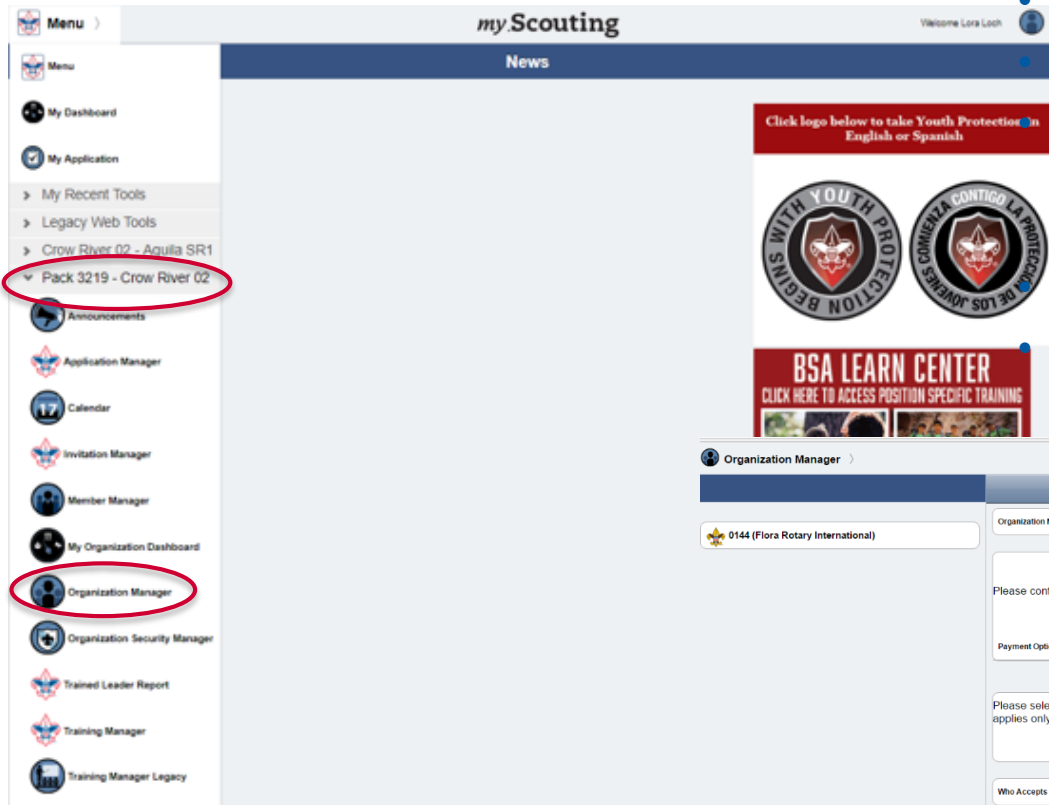
Longitude:

-96.9702699

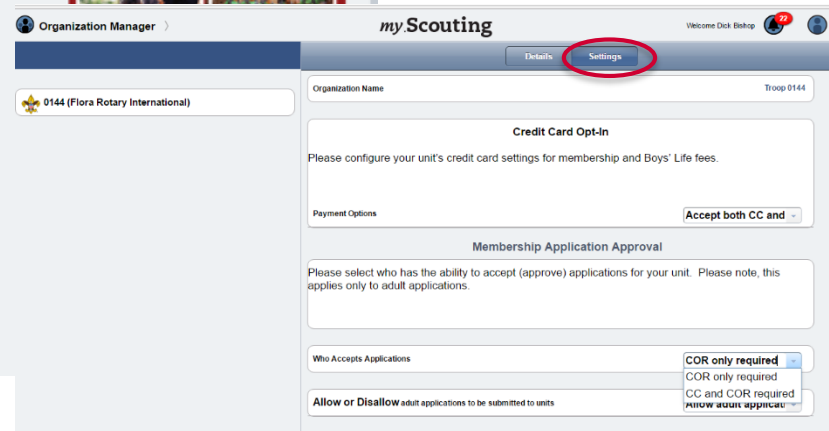




Unit Configurations



- Payment options
- Adult application availability
- Committee Chair recommendation for adult positions
- Unit Fee Message
- Automated Welcome Email





Invitation Manager

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Who has access?

Unit positions that have full access to the Invitation Manager Dashboard to add leads, manage inquiries from prospective Scouts, and send joining invitations:

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

* = Members of the Unit Key 3

The Unit Key 3 can assign a “Registration Inquiry” functional role to other unit volunteers who need read only access to view lead status and submitted requests.





Invitation Manager

The screenshot shows the myScouting web application. The left sidebar menu is open, displaying the following items: Menu, My Dashboard, My Application, My Recent Tools, Legacy Web Tools, Crow River 02 - Aguila SR1, Pack 3219 - Crow River 02 (circled in red), Announcements, Application Manager, Calendar, Invitation Manager (circled in red), Member Manager, My Organization Dashboard, Organization Manager, Organization Security Manager, Trained Leader Report, Training Manager, and Training Manager Legacy. The main content area is titled 'News' and features several promotional banners: 'Click logo below to take Youth Protection in English or Spanish' with logos for 'WITH YOUTH PROTECTION BEGINS' and 'COMIENZA CONTIGO LA PROTECCION DE LOS JOVENES'; 'BSA LEARN CENTER' with 'CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING' and images for 'CUB SCOUTING' and 'BOY SCOUTING'; 'EXPLORING' with 'CLICK HERE TO ACCESS EXPLORING TRAINING' and images of scouts; and 'CLICK HERE FOR YOUTH TRAINING' with the letters 'EXP'.

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Pack 3219

Membership Manager

Application

Invitation

Reports

Pack 3219 American Legion Post 131

[SELECT ORG LEVEL](#)

Last updated at: 07/17/2019 05:53:13 PM

[RELOAD](#)

0

New Leads
Last 30 days

2

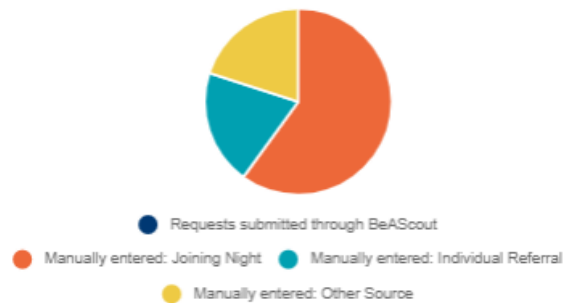
Opened Leads
Last 30 days

[+ New Lead](#)

Status Summary

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

Active Leads by Source



Invitation QR - Pack 3219



[Download QR Code](#)

Invitation Link - Pack 3219

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

[Copy URL](#)

Leads

[VIEW COLOR MATRIX](#)

[Send Application](#) [Draft Email](#)

<input type="checkbox"/>	Name	Source	Invitation Status
<input type="checkbox"/>	Janus Prado	Joining Night	Opened
<input type="checkbox"/>	Jessie James	Joining Night	Opened

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



Lead Information

Janus Prado

Current Status: **Opened**

Phone: (451) 451 - 2457

Email: jay.sevilla@scouting.org

Heard About: Scouting.org

Comments: no comment

Northern Star Council 250 > Crow River 02 > Pack 3219

Contacted Organization: Pack 3219

Currently Assigned to Organization: Pack 3219

Lead Notes

Type your note...

Reassign

Close Lead

Complete

Se

Dear Sandy Kofax ,

We're excited you're interested in building an adventure with Pack 3219 chartered by American Legion Post 131 in Northern Star Council. Within Scouting, you'll find dynamic and engaging programs that offer life-changing experiences in the areas of character development, leadership, citizenship and adventure... not to mention fun!

The online application charges only for national membership fees and *Boys' Life* magazine subscription.

Please select the registration fee AND the subscription to *Boys' Life* . If you have more than one child in Scouting, please **request only one *Boys' Life* subscription family**. After you have made the payment via credit card and submit your child's application, Pack 3219 will be notified.

To get started, please click the application link below:

[Click here to start your application](#)

If you need assistance in completing the application, please reach out to the Member Care Contact Center at myscouting@scouting.org or call (972) 580-2489, Monday through Friday from 7am - 7pm Central Time. We'd be happy to assist!

Once your registration has been processed, you will receive an email with contact information, and additional details about Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!





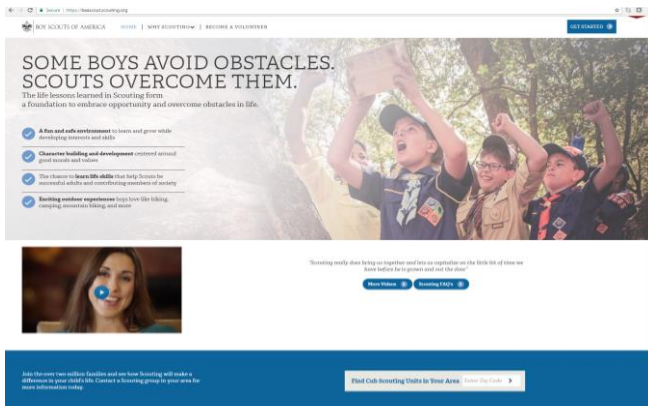
Digital Application

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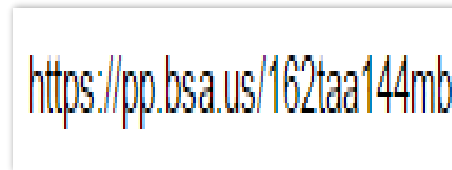




Three ways to start an application



BeAScout



Unit specific URL



QR code





Starting an application

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

debrakendrew

LOGIN

[Forgot username / password?](#)





Summary



BSA Youth Registration (Trad.)

Valid until December 2019.

\$16.5



Boys' Life Domestic Rates

Valid until December 2019.

\$6

TOTAL AMOUNT DUE

\$ 22.50

Payment Details



Credit Card



Check / Cash



Application Manager

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Key Unit Roles in Application Manager

Unit Position	Actions
Chartered organization representative (CR) , Executive Officer (also called Institutional Head – IH)*	<ul style="list-style-type: none">• Review and accept or reject unit’s adult leader applications. Only the chartered Org rep and the Executive Officer roles 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 (shared unit Key 3 role.)
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 (shared unit Key 3 role.)
Unit leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper, Coach)	<ul style="list-style-type: none">• Reviews and accepts or rejects unit’s youth applications (shared unit Key 3 role – primary)

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Application Manager

The screenshot displays the myScouting web application interface. On the left, a vertical menu lists various tools and resources. Two items are highlighted with red circles: 'Pack 3219 - Crow River 02' and 'Application Manager'. The main content area features a 'News' header and several promotional banners. The first banner is for Youth Protection, with text in English and Spanish. Below it are banners for the BSA Learn Center and Exploring training, each with a 'CLICK HERE' link. The interface is clean and professional, with a blue and white color scheme.

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Pack 3219

Last updated at: 07/18/2019 10:28:52 AM

[RELOAD](#)

16

Total Applications
Last 60 days

13

Application in Progress
Last 60 days

0

Total Closed Applications
Last 60 days

3

Total Completed Applications
Last 60 days

Membership Manager

Application

Invitation

Reports

Pending Summary

12	Pending Acceptance	VIEW
0	Pending Acknowledgement	VIEW
1	Pending Applicant Agreement	VIEW
1	Pending Applicant Response	VIEW
0	Pending Payment	VIEW
1	Pending Reassignment	VIEW
0	Pending Refund	VIEW
0	Pending Review	VIEW

Alerts



Completed

0 - 14 Days since submitted

15 - 25 Days since submitted

26 - 60 Days since submitted

⌚ 26 - 60 Days since submitted



⌚ 15 - 25 Days since submitted



⌚ 0 - 14 Days since submitted



Application Status

[VIEW COLOR MATRIX](#)

Search

✉ Draft Email



<input type="checkbox"/>	Name	Application Status
<input type="checkbox"/>	Cub Two Test	⌚ Pending Applicant Agreement
<input type="checkbox"/>	Vince Glasgow	⌚ Pending Applicant Response



BC



Gender : Male
Date of Birth: Jan 18
Mem
Appl
Curre

APPL

Review

4 Checkout Summary

5 Payment Confirmation



RECEIPT

Application ID:	14520
Transaction Date:	May 31, 2019
Unit:	Pack 3219 American Legion Post 131

BSA Adult Registration (Trad.)	\$ 0.00
--------------------------------	---------

Boys' Life Domestic Rates	\$ 8.00
---------------------------	---------

Total Amount Paid	\$ 8.00
-------------------	---------

Total Amount Due	\$ 0.00
------------------	---------

Download Invoice

COMPLETE

COMPLETE

COMPLETE

COMPLETE

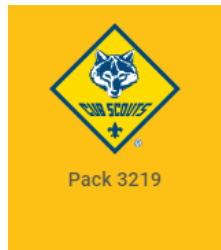
COMPLETE

fe.





Accepting an Application



Membership Manager

Application

Invitation

Reports

YPT Status Active, Expires: 11-13-2020

Gender : Male

Date of Birth: Jan 18

Membership Term: May 1, 2019 - Dec 31, 2019

Phone: (763) 111 1111

Email: qatest2018001@gmail.com

Applied to Organization: Pack 3219

Currently Assigned to Organization: Pack 3219

APPLICATION ID: 14520

[VIEW INVOICE](#)

Type your note...

[POST](#)

Review Application

Pending Acceptance

1

Basic Information

COMPLETED



2

Background Information

COMPLETED



3

Terms and Conditions

COMPLETED



4

Checkout Summary

COMPLETED



5

Payment Confirmation

COMPLETED



[DOWNLOAD APPLICATION](#)

[ACCEPT](#)

[REASSIGN](#)

[RETURN APPLICATION](#)

[DO NOT ACCEPT](#)



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Assigning Adult Position

Review Application

Completed

- | | | | |
|---|------------------------|-----------|---|
| 1 | Basic Information | COMPLETED | ✓ |
| 2 | Background Information | COMPLETED | ✓ |
| 3 | Terms and Conditions | COMPLETED | ✓ |
| 4 | Checkout Summary | COMPLETED | ✓ |
| 5 | Payment Confirmation | COMPLETED | ✓ |

 DOWNLOAD APPLICATION

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Reassign

Pack 3219

Membership Manager

Application

Invitation

Reports

Date of Birth: Jan 5

Grade : Kindergarten / Grade Prior to the First Grade

Membership Term: Apr 1, 2019 - Dec 31, 2019

Phone: (651) 111 1111

Email: testmine08@gmail.com

Applied to Organization: Pack 3219

Currently Assigned to Organization: Northern Star Council 250

APPLICATION ID: 11846

[VIEW INVOICE](#)

Type your note...

[POST](#)

Review Application

Pending Reassignment

1

Youth Information

COMPLETED



2

Guardian Information

COMPLETED



3

Terms and Conditions

COMPLETED



4

Checkout Summary

COMPLETED



5

Payment Confirmation

COMPLETED



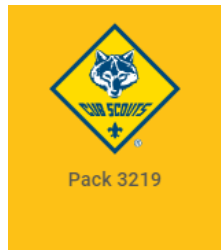
Awaiting Reassignment to another unit by the District.



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Do Not Accept



Membership Manager

Application

Invitation

Reports

YPT Status Active, Expires: 11-13-2020

Gender : Male

Date of Birth: Jan 18

Membership Term: May 1, 2019 - Dec 31, 2019

Phone: (763) 111 1111

Email: qatest2018001@gmail.com

Applied to Organization: Pack 3219

Currently Assigned to Organization: Pack 3219

APPLICATION ID: 14520

[VIEW INVOICE](#)

Type your note...

[POST](#)

Review Application

Pending Acceptance

- | | | | |
|---|------------------------|-----------|---|
| 1 | Basic Information | COMPLETED | ✓ |
| 2 | Background Information | COMPLETED | ✓ |
| 3 | Terms and Conditions | COMPLETED | ✓ |
| 4 | Checkout Summary | COMPLETED | ✓ |
| 5 | Payment Confirmation | COMPLETED | ✓ |

[DOWNLOAD APPLICATION](#)

[ACCEPT](#)

[REASSIGN](#)

[RETURN APPLICATION](#)


[DO NOT ACCEPT](#)



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Return to Applicant



Pack 3219

Membership Manager

Application

Invitation

Reports

YPT Status Active, Expires: 11-05-2020

Gender : Male

Date of Birth: Sep 11

Membership Term: Jul 1, 2019 - Dec 31, 2019

Phone: (651) 111 1111

Email: testmine08@gmail.com

Applied to Organization: Pack 3219

Currently Assigned to Organization: Pack 3219

APPLICATION ID: 24837 [VIEW INVOICE](#)

[POST](#)

Review Application

Pending Applicant Response

1	Basic Information	COMPLETED	✓
2	Background Information	COMPLETED	✓
3	Terms and Conditions	COMPLETED	✓
4	Checkout Summary	COMPLETED	✓
5	Payment Confirmation	COMPLETED	✓

[DOWNLOAD APPLICATION](#)

[RESPONSE RECEIVED](#) [ACCEPT](#) [REASSIGN](#) [DO NOT ACCEPT](#)





Adult Screening Questions



Pack 3219

Membership Manager

Application

Invitation

Reports

Gender : Male

Date of Birth: Sep 11

Membership Term: Jul 1, 2019 - Dec 31, 2019

Phone: (651) 111 1111

ADDITIONAL INFORMATION



Do you use illegal drugs or abuse alcohol?

Test



Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior?

Test



Check each screening result to acknowledge and continue.

POST

Pending Acceptance

.ETED ✓

.ETED ✓

.ETED ✓

4

Checkout Summary

COMPLETED



5

Payment Confirmation

COMPLETED



DOWNLOAD APPLICATION

You are required to add a response to this applicant's background question explanations before proceeding.

REVIEW BACKGROUND RESPONSES

or Life.®



www.Scouting.org/onlineregistration

[I AM A...](#) [PROGRAMS](#) [INFO CENTER](#) [MY.Scouting](#) [DONATE](#) [SHOP](#)

Home > Online Registration

Online Registration

MyScouting Tools Online Registration



My Scouting Tools:
Online Registration

About Online Registration

Scouting families and prospective Scouting families have asked for it, and now it is here! Beginning this fall, the traditional paper registration method will not be the only way to join Scouting. The Boy Scouts of America will offer online registration to select BETA councils to meet the demand for completing the entire registration process for youth members and adult leaders more efficiently. This is a giant leap forward in allowing prospective members and leaders to register in a way that's convenient for them, and it creates a more efficient and user-friendly registration experience for units, districts, and councils.

Before You Start – Preparation Checklist

There are important steps you must take to prepare!

It is critical that you complete all items on the checklist for your Scouting role below to ensure you are granted the necessary permissions to work within the online registration system. Access to information, and the ability to take action within the system, is granted based on these permissions. To have the appropriate access, your role, council name, and a valid email address must be listed correctly in your my.scouting tools profile.

- [Council Employee and Volunteer Checklist](#)
- [District Employee and Volunteer Checklist](#)
- [Unit Checklist](#)
- [Cubmaster](#)
- [Scoutmaster](#)
- [Chartered Organization Representative](#)
- [Committee Chairman](#)
- [Varsity Coach](#)

Special Message to LDS Units

Units chartered to the LDS Church are automatically recognized in the online registration system. Your registration fees will continue to be paid directly by the Church headquarters in Salt Lake City. Therefore, your invoice should show a balance of \$0.00 for registration fees.

However, families will be given the opportunity to purchase *Boys' Life* magazine, which is not covered by the Church and will be on the invoice at checkout for the family to pay.

How-To Files >>

- [Online Registration Unit Guidebook](#)
- [Online Registration Council & District Guidebook](#)

Training Videos >>

- [Council & District Training for online registration](#)
- [Application Manager Overview](#)

FAQs, Contact, Assistance >>

For a high level overview of the registration workflow, click [here](#)

To learn more about online registration, please read the [FAQs](#)

For Unit Leaders: Update your "Contact Us" info in

Training Guidebooks Checklists





Questions??

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