

# BSA Online Application System Nationwide Rollout

to  
National Capital Area Council  
April 3, 2017

Concept  
Long Term Goal –  
1 platform for all membership processing.

This version:  
Major rollout nationally of new system piloted last year by 22 councils.  
Big step forward, but incomplete to date  
Should be valuable to Packs and Crews/Ships

Optional for Many

Paper applications still accepted.  
Most don't need to scramble.

BUT some Units already accepting BeAScout online applications  
→ AUTOMATIC change-over.  
They'll have to learn it (preferred), or turn-off online applications.

*NCAC Incentive: Waiver of \$1 insurance fee for Online Applications*

White Oak Units Already Using Online Apps (BeAScout)

- They automatically changed over to New System on April 4.

Packs	Troops
23	33
33	433
96	1012
492	4316
493	
759	
763	

Example BeAScout Map Pin (Good)

Access On/Off Switch – via BeAScout

In accounts of registered Unit Key3:

- Cubmaster
- Committee Chair
- COR

ACCESS control authority updates at rechartering **BUT pin settings do not**

### BeAScout Updating – Automatic vs. Manual

- AUTOMATIC update when Registering processed
  - Who has control = registered Unit Key 3
- NOT updated at Rechartering – the pin settings
  - Which registered leaders receive notice from BeAScout



### Detailed View of On Switch - BeAScout

Both should be Active for New System to Work

The Unit Pin Management tools should open and look similar to this.

It will show you both IF and HOW the unit is currently displayed on BeAScout.org.



### Use for - Youth & Adults

- Mainly:
  - New to BSA
  - Registration Payment due
  - Traditional Scouting
- Or:
  - Multiple (ex. Join a Venturing Crew while also a Boy Scout)
- BUT NOT for:
  - Transfers (ex. Webelos to Boy Scouts)
  - Lions
  - Explorers or Learning for Life
  - Rechartering



### New Tool #1 – Invitation Manager

- Enter prospect leads
- OR
- Prospect may request app. (via BeAScout)
- Send unit-specific application link
- Works with mobile
- Track responses



### New Tool #2 – Digital Application

- Unit-specific data filled out by system
- Unit can send 3 ways:
  - BeAScout map pin
  - QR code (unit specific)
  - Link (unit specific), ex. on unit's website
- Parent completes – can do mobile
- Payment can be DIRECTLY to BSA (CC)
  - (registration, optionally Boys Life)
  - or for LDS, invoice registration to LDS



### New Tool #3 – Application Manager

- Youth app. may be approved by ONE:
  - Unit leader (Cubmaster, Scoutmaster, etc.)
  - Committee Chair
  - COR
- Adult app. may be approved by:
  - COR only
  - (Unit may set-up to require Committee Chair to recommend first, but only COR may approve.)
- No payments to/from Unit



### Unit Personnel – Invitation Manager


via their My.Scouting accounts

Write/ Read access:

- Unit leader (Cubmaster, Scoutmaster, etc.)
- Committee Chair
- COR
- Institutional Head
- Unit Membership Chair  
(BSA registered, then assigned position in My.Scouting by Committee Chair)

Read access:

- Registration Support Committee Member  
(BSA registered, then assigned position in My.Scouting by Committee Chair)



### Unit Personnel – Application Manager

Write (Approve or not) / Read access:

- COR – Adults & Youth
- Committee Chair – Youth & option to recommend (or not) Adults
- Unit Leader – Youth


Read access:

- Unit Membership Chair
- Registration Support Committee Member



### Differences from Paper System:


- Far fewer left-blank fields on applications
- Depth of status knowledge much wider
- Exchanges between people much faster
- Time limits:
  - Invitation Manager – 60 days to send invite
  - Application Manager – 30 days to approve or not
- Unit doesn't have to handle BSA registration or Boys Life payments (on joining)
- **Unit collect Unit-specific payment separately.**



### Not Accepting Application:

“Reassign”  
→ sends up to district to reassign to another unit.  
Give reason why.

“Do Not Accept”  
→ Recommend to Council NOT to accept application to ANY Scouting unit  
Council will contact unit why.




### District Action Decision:

Specifically who will Reassign applications to other units?

Options:

- District professionals
- District Membership Chair
- District Chair
- District Commissioner




### Training:

Unit Guidebook 2017  
[http://www.scouting.org/filestore/pdf/Online\\_Reg\\_UnitGuidebook.pdf](http://www.scouting.org/filestore/pdf/Online_Reg_UnitGuidebook.pdf)

FAQs <http://www.scouting.org/filestore/pdf/OnlineRegistrationFAQs.pdf>

Training videos on YouTube:

- How to Use Application Manager on My.Scouting  
<https://www.youtube.com/watch?v=FXp89XEucsk&feature=youtu.be>
- How to Review an Application  
[https://www.youtube.com/watch?v=BmPyc\\_nGH5Q](https://www.youtube.com/watch?v=BmPyc_nGH5Q)
- How to Process a Youth Application  
<https://www.youtube.com/watch?v=7YUlswbPnE>
- How to Process Adult Application  
[https://www.youtube.com/watch?v=3s\\_7O9WuTqE](https://www.youtube.com/watch?v=3s_7O9WuTqE)



### BeAScout References:

By default, only access by Unit Key3  
They can add other registered adults  
How to use & customize Unit BeAScout:  
<http://www.scouting.org/filestore/membership/ppt/beascoutsettingunitpin.ppt>



### Applicability to Types of Units:

Venturing – can use for most  
Cub Scouts similar -- just not Lions  
Boy Scouts – not Webelos cross-overs  
Explorers – coming this fall



### Unit Money Decision – Preferred?

#### Credit Card only option

→ Unit no longer handles BSA registration fee & Boys Life subscription for NEW members until charter year-end  
Everyone still recharter, and unit would collect & pay those fees for all.



### Unit Money Decision – Traditional

#### Cash or Check only option

→ Similar to paper process now  
Unit collects money, then submits to NCAC with applicant's voucher  
Everyone still recharter, and unit would collect & pay those fees for all.



### Next Steps: Units

Registered Unit Key3 leaders got direct emails from BSA  
System went online to Units – April 4.

Registered Unit Key3 leaders have the major roles  
Beneficial to update unit's BeAScout map info  
Beneficial to have a Unit Membership Chair

Can learn how to use system – online training videos & guide.  
OR Attend Roundtable or Program Launch training.  
Decide whether or not to opt-in



### Recommendations to Packs & Crews

- New systems probably very beneficial:
  - Invitation Manager should work for all cases
  - Application Manager should work for many.
- If applicable, **register incoming** Cubmaster and Committee Chair at end of school year – don't wait until recharter.
- Recruit at least 1 new Scout or adult – so that can learn system before fall mad-rush
- Consider allowing payment of BSA registration (and Boys Life) for NEW members **directly** to BSA (credit card option).
  - Unit still has to collect its own unit dues payment, but streamlines transaction with council and BSA
  - Payment to BSA at rechartering will not change – payment by unit



### Recommendations to Explorers & Troops

- Explorers – system upgrade expected this fall for Exploring use
- Troops – limited use until 2018 release?
  - Invitation Manager might be helpful for multi-user tracking on contacts
  - Application system – does not do Transfers (ex. Webelos-to-Boy Scouts)  
Can only use for new-to-Boy Scouts



### Promotional Video

- <https://www.youtube.com/watch?v=LMIITe5-yV0>
- [Scouting Magazine's Promotional Video](#)



# QUESTIONS?

