

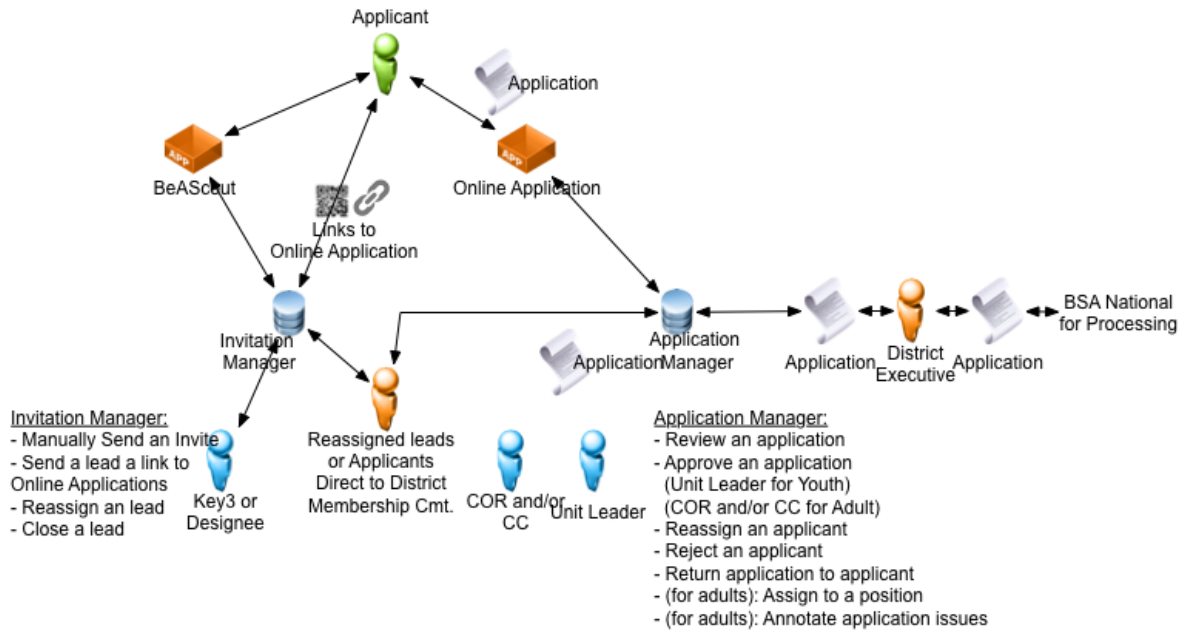
When can you use Online Registration?

| Scenario | Paper Application | Online Application |
|---|-------------------|------------------------------------|
| Youth, who has never been a member of scouting before, joins your unit | Yes | Yes |
| Adult, who has never been registered as an adult volunteer in scouting before, joins your unit | Yes | Yes |
| Youth joins unit after previously being in scouting years earlier | Yes | Yes |
| Adult joins unit having been registered in scouting as a youth after a time gap | Yes | Yes |
| Youth joins unit while remaining registered in another unit (e.g. Boy Scout joins Venturing Crew while remaining registered in the Troop) | Yes | No |
| Youth transferred to your unit from another unit regardless of program (Cub Scouts, Boy Scouts, Venturing) | Yes | No |
| Youth ages out of program and rejoins the unit as an adult | Yes | No |
| Adult joins unit while remaining registered in another unit (Multiple) | Yes | No |
| Adult volunteer who's previously been on the roster does not appear on the roster in My.Scouting Tools | Yes | No |
| Adult volunteer changes positions (e.g. Den Leader to WEBELOS Den Leader or Assistant Scoutmaster to Scoutmaster) | Yes | No |
| Adult registering as a Merit Badge Counselor | Yes | No |
| Adult or Youth move or otherwise change their contact information | Yes | No* (use My.Scouting to update) |

Source: http://www.linkingunitneeds.info/Handbook_for_Unit_Operations

Application Tracking Tools:

- Online: My.Scouting.org: Under Powhatan, "Application Manager"
- Paper: Scan Reports at:
<https://www.dropbox.com/sh/rguprdxqiwg59q/AACEPFXAzoRmR50pJlqJ9O8Wa?dl=0>



Setup of Online Registration:

- Ensure Unit Key 3 members are registered in the right positions
- Ensure each Unit Key 3 member has correct contact information in My.Scouting Tools Profile
- Use Organization Manager to set up Key 3 Designees
 - “Registration Inquiry”, “Unit Membership Chair”, and “Key 3 Delegate” Roles can be assigned to registered adult leaders
 - They will be able to use the Invitation Manager
 - They will have read-only access to the Application Manager

Be A Scout Unit “Pin” management

- Log into My.Scouting Tools, Choose “Legacy” and “BeAScout” to manage “pin”
- Set the Pin Status to “active”
- Set Apply Status to “active”
- Ensure contact information and unit information is correct
- Save Changes

Online Registration Unit Setup

- Only COR, CC, or designee can set this up
- Log into My.Scouting Tools, Choose “Organization Manager”, Select “Settings” Tab on right
- Decide who can approve adult applications: COR only or COR and CC
- Decide if you want to inform the applicant about a unit fee and enter the message
- Decide if you want to customize the automatic welcome note and enter the custom message
- Commit Changes

NOTES:

- Adult Applications are not processed by the DE until Youth Protection Training is completed
- Adult and Youth applications are not processed until the dues are paid either through the online application system or physically by check
- Adult applications that have “Yes” answers to any background questions require an “override” by the COR along with explanation as to why the “Yes” answer is acceptable
- CORs are expected to contact references prior to accepting an application