



Starting on June 6<sup>th</sup> you can join Scouting in Patriots' Path Council from your Smartphone, Tablet, Laptop or home computer!

## ONLINE REGISTRATION FOR UNITS

The online registration system is designed to make it easy for families to join Scouting. They can find a unit or apply to the unit of their choice. The system walks them through the application and payment process. If there is an application or lead, the unit Key 3 will receive a notification once a day letting them know they have actions to take.

## KEY FEATURES

### INVITATION MANAGER:

Collects information from potential new Scouts for your unit from BeAScout;  
Helps you manage leads from joining nights and from individual referrals  
Allows you to send invitations directly to interested families with a link to the application that is specific to your unit.

### DIGITAL APPLICATION:

Electronic application that collects all the data needed to register in a unit;  
Includes an online credit card payment option or a cash/check option.

### THE APPLICATION MANAGER:

Collects applications from new youth and adults;  
Allows the unit leader/Key 3 to review the youth application and either accept the application or send the application to the district so that they can place the youth in a different unit;  
Allows the committee chair to review the adult application and make recommendations for adult positions; and  
Allows the chartered organization representative (CR) to review and accept or reject the adult application, or refer the application to the district for placement in a different unit.

## KEY UNIT ROLES AND ACTIONS IN APPLICATION MANAGER

### CHARTERED ORGANIZATION REPRESENTATIVE (CR)\*

Review and accept or reject unit's adult leader applications. **This is the only role that 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.)

**\*Must have an active email account.** The institutional head / chartered organization executive officer (IH) can also perform the same duties.

### UNIT COMMITTEE CHAIR (CC)

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)

Reviews and accepts or rejects unit's youth applications (shared unit Key 3 role – primary)

## RESPONDING TO APPLICATIONS

Be sure that your **Key 3's email is maintained in the system** so that they can be alerted to new applications.

Check email daily and respond within 24 hours.

Applications must be completely processed within 30 days or they will time out and be removed from unit lists.

## GETTING STARTED

Updating your My.Scouting profile is an essential step to ensuring that you receive the notifications from Invitation Manager or Application Manager showing what actions you must take.

### UPDATE YOUR PROFILE

Make sure your address, phone number, email address and other information is correct. You can also update your password and security questions.

### SETUP YOUR UNIT BEASCOUT PIN

**The transition to online registration will begin on May 15<sup>th</sup>. You can begin to accept online applications on June 6<sup>th</sup>. On May 15<sup>th</sup>, your BeAScout pin will be reset to Council Mode. You will need to go in to set your pin back to unit mode. This process will help serve to proof all the information and allow you to confirm your unit's acceptance of online applications.**

Change your Unit Pin Mode to Unit so that applications or requests for information will come directly to your unit Invitation Manager or Application Manager.

Change your Pin Status to Active so that your unit location shows on BeAScout.

Set your Apply Status to Active so that the "Apply Now" button displays on your units BeAScout pin.

### UPDATE UNIT INFORMATION

Check and enter your unit's web address, your unit's primary contact information, and your unit's meeting address

### CONFIGURING THE ONLINE REGISTRATION SYSTEM

Payment options – Select between credit and/or cash. If credit is selected the system will collect the national registration and Boys' Life fees only. The unit still would need to collect local dues independently.

Committee chair recommendation for adult positions - If selected, the committee chair can provide input to the charter representative on adult applications. The charter representative needs to approve or reject regardless of this setting.

Adult application availability – Enable system to collect adult applications. Since adult applications are approved by your charter organization rep, you need to ensure that person has the computer resources and checks email before turning on this option.

Unit Fee Message – Provides users with a message about the unit dues. These dues are not collected by the system.

Automated Welcome Email – Allows unit to add a welcome message to the automated email.

## TO LEARN MORE

**Visit one of our information sessions at the Tradeshow of Scouting on June 5th.**

<https://ppcbsa.org/committees/tradeshow/>

The national Boy Scout organization has created detailed step by step instructions on how to use these new tools. This document contains excerpts from the "Online Registration Unit Guidebook" it is recommended as your starting point to learn more.

Look for "Scouting Online Registration" in your favorite search engine or follow the links below:

Training videos are also available on the site.

<http://www.scouting.org/onlineregistration.aspx>

## DIRECTING USERS TO REGISTRATION

URL's and QR codes provide links and can be generated to be specific to each unit. These can be used on handouts, fliers, and unit emails that are not sent through invitation manager.

Users can also find your unit's registration by searching for your unit in Beasout.org.

**For additional information please contact Art Lobdell at [Art.lobdell@scouting.org](mailto:Art.lobdell@scouting.org)**



**BOY SCOUTS OF AMERICA**  
PATRIOTS' PATH COUNCIL