

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 Boys' 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 Manger.
- **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.

The screenshot shows the BeAScout Invitation Manager interface for Troop 0003. At the top, there are two cards: 'New Leads' (0) and 'Open Leads' (5). A red circle highlights the '+ New Lead' button in the top right corner. A blue arrow points from the text 'Step 1: Select +New Lead.' to this button. The dashboard includes a sidebar with navigation options like Home, Opened, Pending Management, Invitation Sent, Closed, and Completed. There is also a section for 'Active Leads by Source' with a pie chart and a legend.

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.

The form contains the following fields and sections:

- Lead Source:** A dropdown menu with "Lead Source" selected.
- Parent / Guardian / Volunteer Information:**
 - First Name: Text input field.
 - Last Name: Text input field.
 - Suffix: Dropdown menu with "Choose Suffix" selected.
 - Email Address: Text input field.
 - Phone Number: Text input field with a phone icon.
 - Country: Dropdown menu with "USA" selected.
 - Address Line 1: Text input field with a red dot icon.
 - Address Line 2: Text input field.
 - City: Text input field with a red dot icon.
 - State/Region: Dropdown menu with "Choose State/Region" selected.
 - ZIP Code: Text input field with a red dot icon.
- Buttons:** "SAVE AND ADD ANOTHER", "SAVE", and "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.