



### UNIT ONLINE REGISTRATION CHECKLIST

#### Key Unit Roles and Actions in Online Registration

#### INVITATION MANAGER ROLES

Invitation Manager is a tool on [my.Scouting.org](http://my.Scouting.org) allowing the following positions to take action on leads:

Positions	Responsibility
Charter organization representative (COR)* Committee chair (CC) * Unit leader (cubmaster, scoutmaster, crew advisor, skipper, coach)* Institutional head/chartered organization executive officer (IH) Unit membership chair New Member Coordinator Key 3 Delegate	Access their unit’s dashboard to add leads, manage leads and send joining invitations with active link to the application form.

\*Member of unit Key 3

The following has **read only** access to view lead status or submitted requests to ensure the unit is following up on leads and invitations in a timely manner:

- Registration inquiry (a functional role assigned by the unit Key 3 on [my.scouting.org](http://my.scouting.org)).

#### APPLICATION MANAGER ROLES

Application Manager is a tool on [my.Scouting.org](http://my.Scouting.org) allowing the following positions the take action on youth and/or adult applications:

Positions	Responsibility
Charter organization representative (COR)*	<ul style="list-style-type: none"> <li>• Reviews and accepts or rejects unit’s adult leader applications</li> <li>• Reviews and accepts or rejects unit’s Venturing adult participant applications</li> <li>• Can review and accept or reject unit’s youth applications (shared unit Key 3 role)</li> </ul>
Unit committee chair	<ul style="list-style-type: none"> <li>• Can review adult applications and make position recommendations to COR</li> <li>• Can review and accept or reject unit’s youth applications (shared unit Key 3 role)</li> </ul>
Unit leader (cubmaster, scoutmaster, crew advisor, skipper, coach)	<ul style="list-style-type: none"> <li>• Reviews and accepts or rejects unit’s youth applications (shared unit Key 3 role - primary)</li> </ul>
Chartered organization representative delegate	<ul style="list-style-type: none"> <li>• Has access to take the actions of the COR</li> </ul>

\* If necessary, the institutional head/chartered organization executive officer (IH) can also perform the same duties as the CR.

The following have **read only** access to view application status to ensure the unit is taking action on applications in a timely manner:

- Registration Inquiry

#### **BE PREPARED® – Before unit begins accepting registration through the online system**

- Review the Online Registration Unit Guidebook and training at [www.Scouting.org/onlineregistration](http://www.Scouting.org/onlineregistration).
- If you don't already have a login account, create one at: <https://my.Scouting.org/>.
- Add [myscoutingtools@scouting.org](mailto:myscoutingtools@scouting.org) to email's safe senders list.
- Update your my.Scouting Tools profile and do the following:
  1. Ensure the proper unit(s) is listed in your profile. *If not, please call your council registrar.*
  2. Ensure your "positions" are listed correctly for each position you hold within Scouting. *If not, please call your council registrar.*
  3. Verify that your email address is listed correctly. *If not, please make the appropriate edits.*
- Ensure the "Contact Us" info is correct in your unit's pin in the BeAScout system. To edit pin information, please follow the instructions and training at [www.Scouting.org/onlineregistration](http://www.Scouting.org/onlineregistration).

#### **TAKE ACTION – Once online registration is active for your unit\***

- Check your emails for a summary of actions to take. If you receive an email it means a lead or applicant on your dashboard needs a response.
- Take action within 24 hours of receiving new leads or new applications. Keep in mind that families who are excited about joining are waiting for your response.

*If you need assistance with any of the steps above, please call the Member Care Center at (972)580-2489.*