# Online Registration Quick Tips (created by the Great Rivers Council)

All resources for online registration can be found at http://www.scouting.org/onlineregistration.aspx

Step 1: Make sure your Unit PIN has accurate information. This can be updated by going to your Legacy Web Tools in My.Scouting and clicking **Be A Scout.** There are also additional instructions at the link above should you need them.



You will want to ensure that the Unit Pin Mode is set to Unit, that the Pin Status is set to Active so it shows up on BeAScout and Apply Status is set to Active to allow online registrations.

Step 2. Go to **Organization Manager**, and in the **Settings** section answer the following questions. Do this at the same time as you edit your BeAScout Unit PIN to allow Online Registrations. Some are already defaulted for the Council and you will not be able to change those answers. You will answer:

1.     Who can accept adult applications in your unit

2.     You can opt in or out of Fees/Fees Explanations (this means you can communicate to the parents the additional fees your unit will be collecting and why, but the system will not charge them when they register.

3.   Opt in or out of sending a welcome email to the parent once they have signed up. We strongly suggest you opt in so you can have an immediate communication to the parents. They will automatically get a message from the Chief Scout Executive of the BSA, Mike Surbaugh along with an immediate confirmation email welcoming them to Scouting.

Step 3. Most day to day actions take place in either the **Invitation Manager** or **Application Manager.**

**Invitation Manger** is used to create leads, invite leads, or see leads that have reached out to your unit.

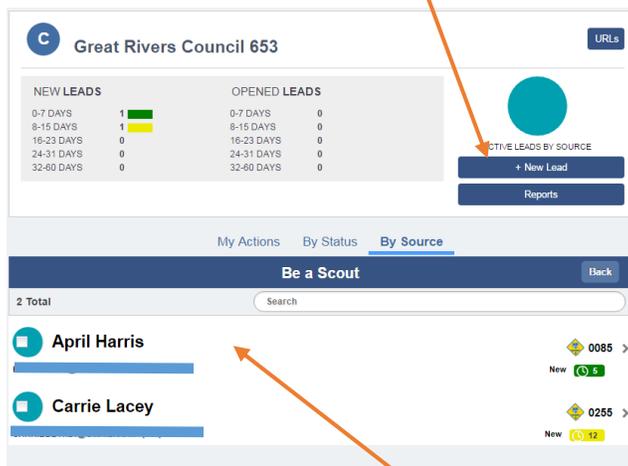**Application Manager** is used to approve, disapprove, or reassign an application that has been submitted online.

Families have **three ways** to get to a place to register for Scouts online.

1. BEASCOUT.ORG: They can go to BeAScout.org and request more info (as they have always been able to do-it will create a lead) or, if your Unit PIN is set to accept online applications, they can apply from there as well. The lead can be followed up from **Invitation Manager**; an application to join will be managed at **Application Manager**
2. UNIT URL (web link): You can send them a unit specific link (find in the URLs section of **Invitation Manager**, shown below). If they sign up from here, you will manage that application in **Application Manager.**
3. QR CODE: They click use a unit specific QR code that they scanned from their phone off of a poster or flyer. The QR code is also in the URLs section if **Invitation Manager**
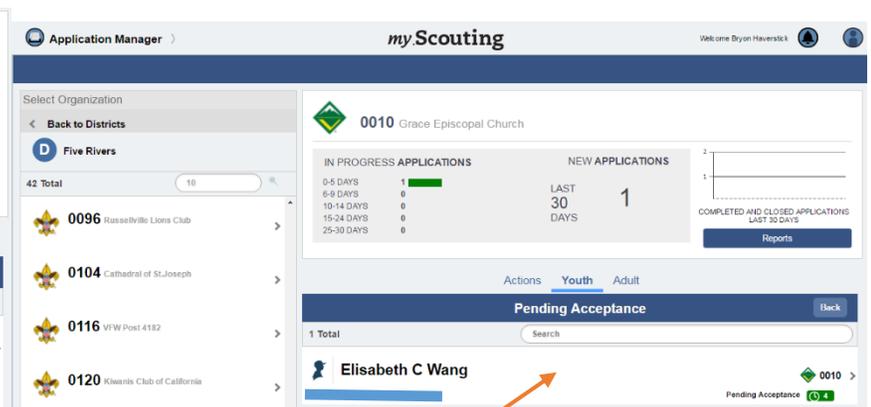
You can use **Invitation Manager** as a sign in sheet and/or to send families invitations to join.

1. If you are checking on leads from BeAScout.org go to **Invitation Manager** (you can sort in the By Source section…you will have joining night, individual lead, and other options as well to sort by.)
    a. Any actions you need to take are listed in the My Actions section. You complete action by clicking on the individual lead.
2. If you are at a sign-up night and you want to use **Invitation Manager** as a sign in sheet (by adding new leads) click the +New Lead button and put in the name, email, and phone number and then save and it will add that parent/child in as a new lead. This will allow you to manage the list of potential new families without a physical sign in sheet and send them an invitation to join Scouting to their email which gives them a link tied to your unit.

**Invitation Manager**                                                                      **Application Manager**



Click the applicant/lead to act on it.

Once a lead signs up online you will go to **Application Manager** to approve them for your unit and move them from "pending acceptance" to completed. You do this by clicking on that person and then clicking accept. You do the same for youth and adults. Adults will have to be assigned a position in the unit. Note: Committee Chair and Charter Rep/Institutional Heads or just the Charter Rep are the only ones that can approve adults. A Unit Leader, Committee Chair, Charter Rep, or Institutional Head can approve a youth.