UNIT ONLINE REGISTRATION CHECKLIST

Committee Chair Role in Online Registration

INVITATION MANAGER

Invitation Manager is a tool on my.scouting.org providing you the ability to add new leads, manage leads, and send joining invitations with an active link to your unit's application form.

APPLICATION MANAGER

Application Manager is a tool on my.scouting.org providing you the ability to:
- Review adult applications and make position recommendations to the Chartered Org Representative
- Review and accept or reject unit's youth applications. This capability is shared with your other unit Key 3 leaders.

Before the unit begins accepting registration through the online system

☐ Review the Online Registration Guidebook and training at www.scouting.org/onlineregistration.
☐ If you don't already have a login account, create one at: my.scouting.org.
☐ Add myscoutingtools@scouting.org to email's safe senders list.
☐ Update your my.Scouting Tools profile and do the following:
   1. Ensure the proper Unit 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 to your profile.*
☐ Ensure the "Contact Us" info is correct in your unit's pin in the BeAScout system. To edit pin information, instructions and training can be found at www.scouting.org/onlineregistration.
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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.