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UNIT ONLINE REGISTRATION CHECKLIST

Post Advisor & Club Sponsor 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 you unit's application form.

APPLICATION MANAGER

Application Manager is a tool on my.Scouting.org providing you the ability to review and accept or reject youth applications for your unit. This capability is shared with your other unit Key 3 leaders.

Before your unit begins accepting registration through the online system

☐ Review the Online Registration Unit & Post 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 JoinExploring (Joinexploring.org) system. To edit pin information, please follow the instructions and training at www.Scouting.org/onlineregistration.

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.