

1. To update your profile and set up the unit's Be A Scout Pin, **Log into My.Scouting.org**

2. Update your my.scouting tools profile (page 4 in the User Guide)

Go to: **Menu/My Dashboard/My Profile**

Other Things You can check under My Dashboard include:

- My Training: Training Information
- My profile: Personal Contact Information
- My Account: Securing Information

3. Set up your unit's BeAScout Pin (pages 5-7 in the User Guide)

Go to: **Menu\Legacy Webtools\Be A Scout\Unit Pin Management**

Change

Pin Mode from **Council** to **Unit**

Pin Status from **Inactive** to **Active**

Apply Status from **Inactive** to **Apply Now** (Can Do Later after you learn more)

Add/Update



Unit Web Site

Primary and Alternate Contact Information (Use Drop Down Menus)

Unit Meeting Address if differs from Chartered Organization, Lat/Long will auto update)

Additional Information: unit meeting day, times, etc.

Select Fields you want to have displayed on the BeAScout Map. **Then click to Save**

Unit Pin Management	Unit Lead Management	Membership Application Management
Unit Pin Management		
Unit Description : Troop 0001 Erwin First United Methodist Church		Unit Logo  Upload Remove
Unit Pin Mode : Unit	Pin Status : Active	Apply Status : Inactive
Alternate Unit Description : Troop and Crew One	Unit Web Site : http://www.facebook.com/group.php?	
<u>Primary Contact Information</u>		<u>Unit Meeting Address</u>
Primary Contact Person : Gerald Richmond, 7788211 *	First Name : Gerald *	Address 1 : ERWIN FIRST UNITED METHODIST CHUR * Address 2 : 920 Euclid Avenue City : Syracuse * State : NEW YORK * ZIP Code : 13210 * Latitude: 43.0365342 Longitude: -76.1180747
Last Name : Richmond *	E-mail : gmrichsyr@aol.com *	
Phone Number : 315 - 446 - 1136 *		
<u>Alternate Contact Information</u>		<u>Additional Unit Information</u>
Alternate Contact #1 : Christopher Devoe, 7790444 *	Alternate Contact #1 E-mail : cdevoe@twcny.rr.com *	We meet in Friendship Hall at Erwin First United Methodist Church at 7 pm Tuesdays. For FUN and High Adventure, we're the place to be! 5 Characters left
Alternate Contact #2 : Kenneth Kirkman, 7786829 *	Alternate Contact #2 E-mail : kkirkman@twcny.rr.com *	
<u>Fields Displayed On Unit Pin</u>		<u>Unit Pin Preview</u>
<input checked="" type="checkbox"/> Unit Description	<input checked="" type="checkbox"/> Unit Meeting Address	 Troop 0001 Erwin First United Methodist Church http://www.facebook.com/group.php?gid=91658769134&ref=m
<input type="checkbox"/> Alternate Unit Description	<input checked="" type="checkbox"/> Phone Number	Contact: Gerald Richmond for more information... 315-446-1136
<input checked="" type="checkbox"/> Unit Web Site	<input checked="" type="checkbox"/> Additional Unit Information	ERWIN FIRST UNITED METHODIST CHURCH 920 Euclid Avenue Syracuse, NY 13210
<input checked="" type="checkbox"/> Unit Logo	<input type="checkbox"/> Show Unit Information in Lead E-Mail	We meet in Friendship Hall at Erwin First United Methodist Church at 7 pm Tuesdays. For FUN and High Adventure, we're the place to be!
<small>NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.</small>		
* Required fields		
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

1. To configure and activate Online Registration. **Log into My.Scouting.org**

2. **Modify the unit's Online Registration Configuration Settings (pages 8-11 in User Guide)**

Go to: **Menu\Unit Number\Organization Manager\Settings**

3. **Credit Card Opt-In (Payment Options).** Cannot be changed (Council default value is: **Accept Cash/Check only**)

4. **Adult Membership Application Approval**

Who Accepts Adult Applications (CC Recommendation). Select **COR Only Required** (default value) or **CC and COR Required**

Allow (on) or disallow (off) Adult applications (Adult Application Availability). Select **Allow Adult Applications** (default) or **Disallow Adult Applications**

The screenshot shows a web form titled "Credit Card Opt-In" with the instruction "Please configure your unit's credit card settings for membership and Boys' Life fees." It contains several sections: "Payment Options" with a dropdown set to "Accept Cash/Check only"; "Membership Application Approval" with the instruction "Please select who has the ability to accept (approve) applications for your unit. Please note, this applies only to adult applications."; "Who Accepts Applications" with a dropdown set to "COR only required"; "Allow or Disallow adult applications to be submitted to units" with a dropdown set to "Do not allow adult a"; "Send OLR Emails for SE" with a dropdown set to "Opt-In"; "Include Fees/Fee Explanation" with a dropdown set to "Opt-Out"; and "Welcome Emails" with a dropdown set to "Opt-Out".

5. **Other Configuration Options**

Send OLR Emails for SE. Cannot be changed. Default is **Opt-In**

Include Fees/Fee Explanation (Unit Fee Message). Select **Opt-Out** (default) or **Opt-In**. If you select **Opt-In**, a drop down box will appear to enter the amount and provide an explanation. The explanation Troop One and Pack One are considering is provided below:

The unit charges annual dues based on its program year (September thru September) which cover part of troop operations, national registration fees, and charges for local council operations and insurances. The amount you see in the BSA invoice you receive represents a prorated portion of BSA annual national fee which covers the current date thru the end of February when the unit re-charters and re-registers its members. Please ignore the invoice or share it with the unit; it will be processed directly by unit and covered by unit dues.

Welcome Emails (Automated Welcome Email). Select **Opt-Out** (Default) or **Opt-In**. If you select **Opt-in** a drop down box will appear to enter the message. This choice generates a unit message that will go out the day after a message from the BSA Chief Scout Executive is sent.

6. Click **Commit** at the bottom of the page to save these changes.

7. **Update your unit's BeAScout Pin to reflect these changes**

Go to: **Menu\Legacy Webtools\Be A Scout\Unit Pin Management**, Change Apply Status from **Inactive** to **Apply Now**, then click the **Save** button at the bottom of the page. As you can see from the settings, we have opted at the present time to allow on-line youth applications but continue to use paper for all adult applications.