

UNIT ONLINE REGISTRATION CHECKLIST

Key Unit Roles and Actions in Online Registration

INVITATION MANAGER ROLES

Invitation Manager is a tool on <u>my.scouting.org</u> allowing the following positions the ability to perform certain actions on leads:

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

^{*}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).

APPLICATION MANAGER ROLES

Application Manager is a tool on <u>my.scouting.org</u> allowing the following positions the ability to perform certain actions on applications:

Positions	Responsibility
Charter organization representative (CR)*	 Reviews and accepts or rejects unit's adult
	leader applications
	 Reviews and accepts or rejects unit's
	Venturing adult participant applications
	 Can review and accept or reject unit's youth
	applications (shared unit Key 3 role)
Unit committee chair	Can review adult applications and make
	position recommendations to CR
	 Can review and accept or reject unit's youth
	applications (shared unit Key 3 role)
Unit leader (cubmaster, scoutmaster, crew advisor,	 Reviews and accepts or rejects unit's youth
skipper, coach)	applications (shared unit Key 3 role - primary)

^{*} 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:

- Unit membership chair
- Registration Inquiry