UNIT ONLINE REGISTRATION CHECKLIST

Key Unit Roles and Actions in Online Registration

INVITATION MANAGER ROLES

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

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

*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 my.scouting.org 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, skipper, coach)	• Reviews and accepts or rejects unit's youth 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

BE PREPARED® – Before unit begins accepting registration through the online system

☐ Review the online registration overview at www.scouting.org/onlineregistration.

☐ If you don't already have a login account, create one at: https://my.scouting.org/.

☐ Add myscoutingtools@scouting.org to email's safe senders list.

☐ Update your my.Scouting Tools profile (page 4 of the Online Registration Unit Guidebook) and do the following:

1. Ensure the proper unit(s) 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.

☐ Ensure the "Contact Us" info is correct in your unit's pin in the BeAScout system. To edit pin information, please follow the instructions on page 5 of the Online Registration Unit Guidebook.

TAKE ACTION – Once online registration is active for your unit*

☐ Check your emails for a daily 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.

* Based on your role (see previous page)

If you need assistance with any of the steps above, please call the Member Care Center at (972)580-2489.