

# My Scouting Tools: Online Registration

## Application Manager for District

### OVERVIEW

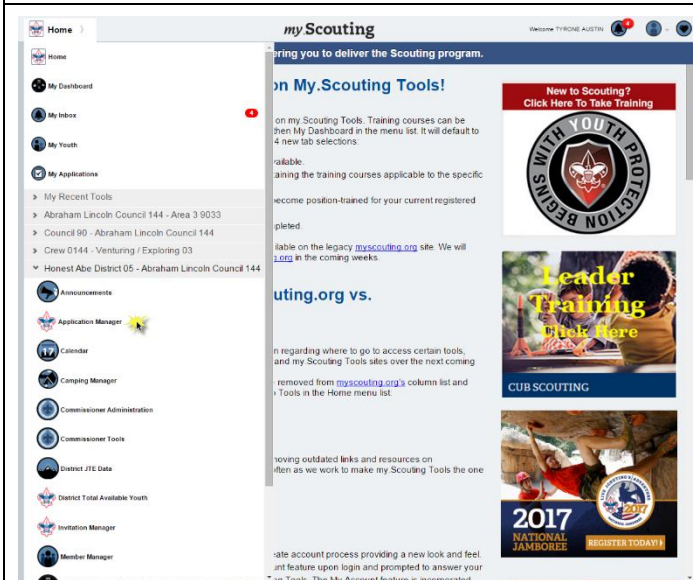
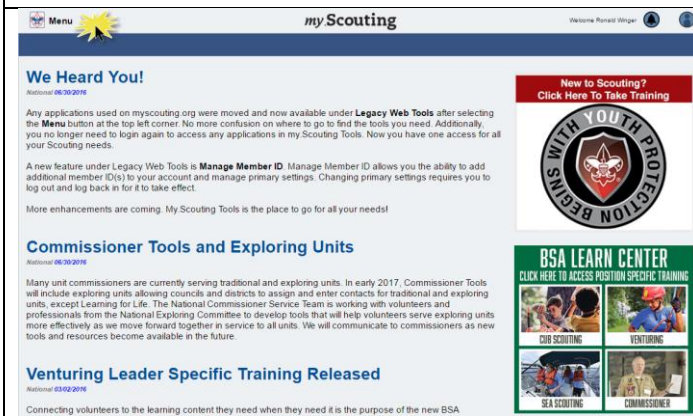
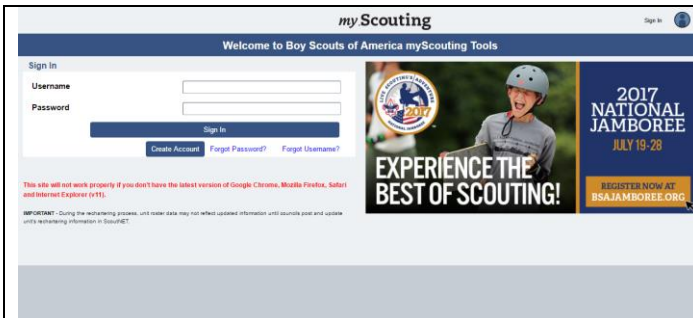
To view and act on applications that have been reassigned to your district, you'll want to log in to [my.scouting.org](http://my.scouting.org).

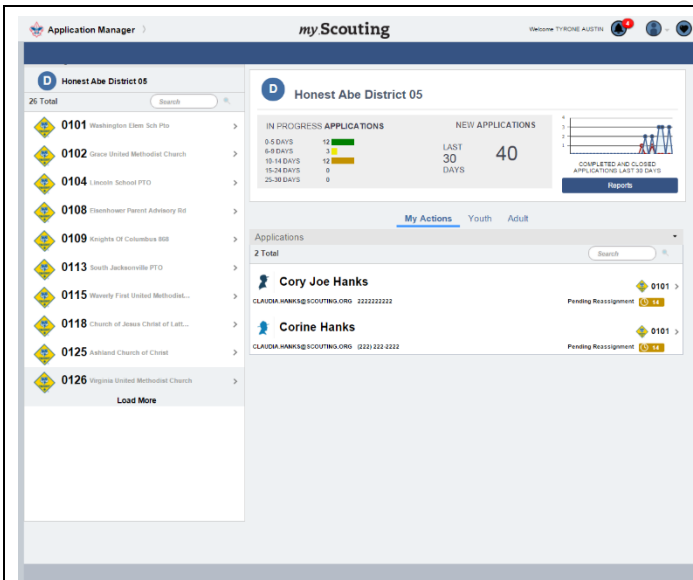
**Keep in mind that only certain positions/roles have access to administer this tool, while others have view only access.**

For more information, click [here](#).

Once you are logged in, click Menu in the upper left corner.

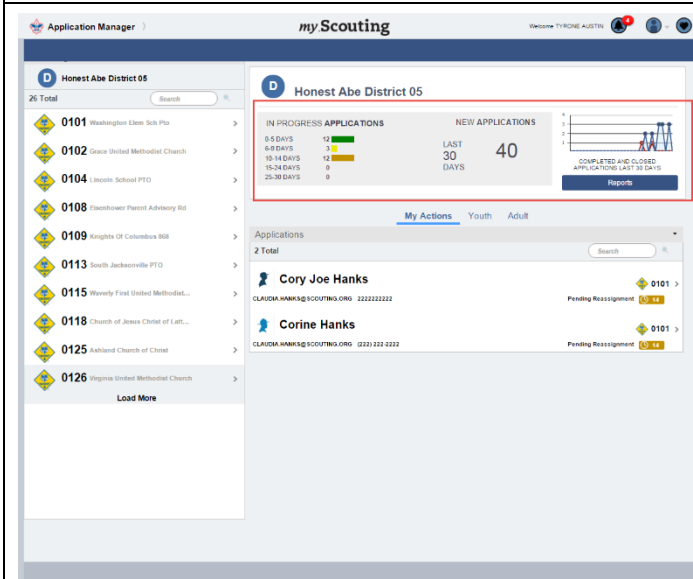
Select your District in the drop down list and click Application Manager.





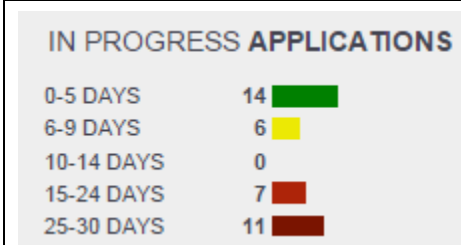
Your District's Application Manager dashboard displays defaulting to the My Actions tab.

Only the applications awaiting action by the District will appear in the My Actions tab.



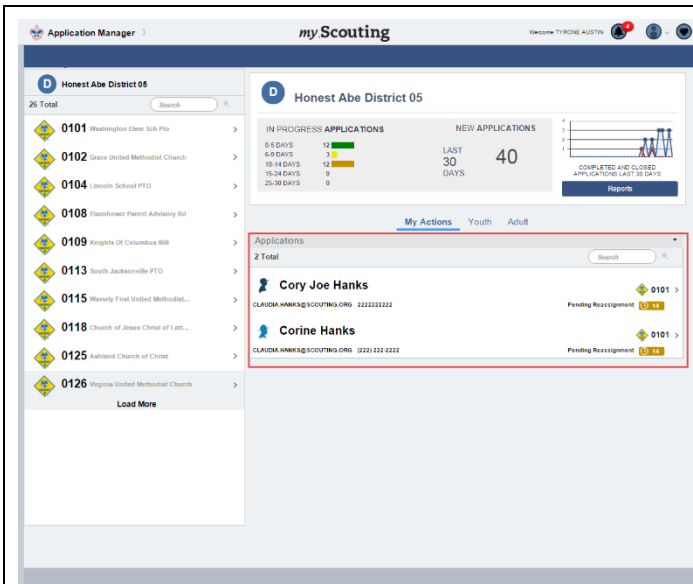
At the top right side of the screen, you'll see a breakdown of the applications in progress over the last 30 days, as well as the number of new applications. These counts represent all applications in progress for your District as well as all the Units within your District.

Once an application is submitted, a 30 day clock starts. The application is tracked through the system for 30 days, after which the application is timed out and removed from the list. That is why the view is always of the last 30 days. This is to encourage districts to take timely action.



Here you'll see how many applications fall into each phase of the timer.

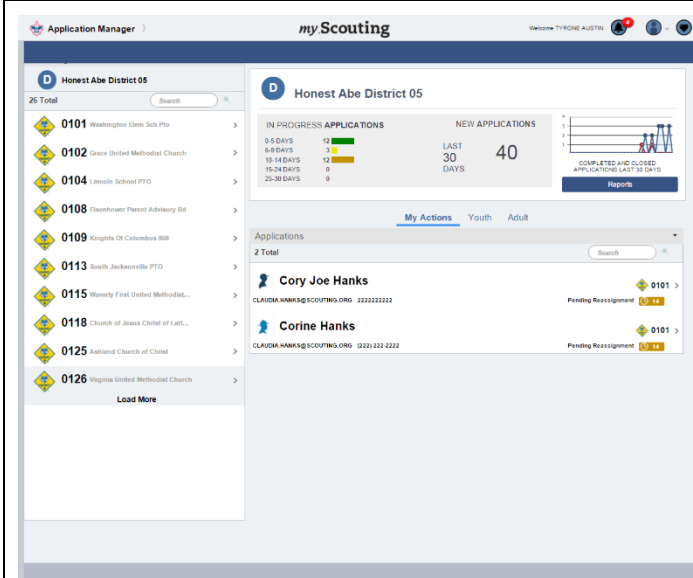
Note that this count represents in progress applications for the District and all the Units within it.



The bottom right section shows the applications currently awaiting action by the District along with their status, “Pending Reassignment”. The clock icon beside each indicates the number of days they have been in the system. The color of the icon will correspond to where they are in the 30 day clock.

As applications age and move through the phases their color changes to indicate their age.

The goal is to process all applications before they reach the 30 day mark. If the application is actionable at your level, you should move it through to the next phase by reassigning it to either another Unit or up to the Council if you cannot place it in a Unit.



## PROCESSING APPLICATIONS

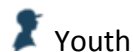
Now let’s look at what you can do with the applications that come to you.

You have three different tabs here:

### My Actions, Youth and Adult

My Actions is the default. Applications that appear here require you to take action.

Each application is identified as either that of a youth or an adult.



Youth



Adult

As a District Key 3, you’ll be responsible for all applications that have been reassigned to you from any of the Units in your District.

Let’s start by looking at one of the applications.

Click on an application.

An Application Actions window appears.

The main sections are:

1. Application Actions.
2. Application Summary – which also displays the Invoice where you can see if payment has been made or not.
3. Review Application button at the bottom.
4. And Application Notes in the upper right.

First, you'll want to review the application. Click **Review Application** at the bottom.

A new screen displays where you can review each step of the application by selecting the Step.

While you can see all of the information, you cannot change anything.

If everything seems to be in order within the selected Step, then click Done at the bottom of that page.

Review the remaining steps, then click “Back” to return to the Application Actions page.

### Pack 0101

#### APPLICATION ACTIONS

**Current Status: Pending Reassignment**

Review the application, contact applicant and potential Units to determine if you can reassign the applicant down to a new Unit within your District (REASSIGN DOWN). If no options exist within your District, reassign the application up to the Council for further placement options (REASSIGN UP).

REASSIGN UP
REASSIGN DOWN

#### APPLICATION NOTES

GUY HANSON
Wed Oct 28 2015 12:03 pm
STATUS CHANGED Pending Applicant Response

GUY HANSON
Sun Nov 08 2015 1:35 pm
STATUS CHANGED Pending Reassignment. Reassign reason - Not enough volunteer help

Post

Application Note Added

You also have a place to add notes. These notes will not be seen by the applicant but will be tied to the application.

To add a note, place your cursor in the field, type your message and click Post. Whatever is entered here becomes an official and permanent part of the application.

Your note will be added, along with your login information and the date. These notes are sorted last to first.

Be sure to add your notes before you click an Action Button.

If you are ready to reassign this application to another unit, click **Reassign Down**.

### Pack 0101

#### Select an Organization

D
Honest Abe District 05

26 Total

0101 Washington Elem Sch Pto
0102 Grace United Methodist ...
0104 Lincoln School PTO
0108 Eisenhower Parent Advl...
0109 Knights Of Columbus 868
0113 South Jacksonville PTO
0158 Lions Club Of Franklin Il...
0103 Centenary United Metho...
0107 Grace United Methodist ...
0109 Knights Of Columbus C...
0112 Illinois School for the Vi...

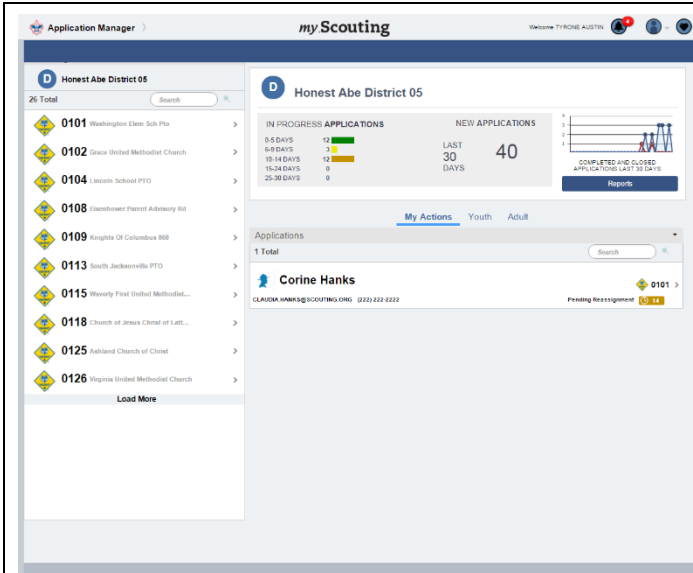
Load More

#### Select Organization

To reassign this application select an Organization from the list then click the Assign button

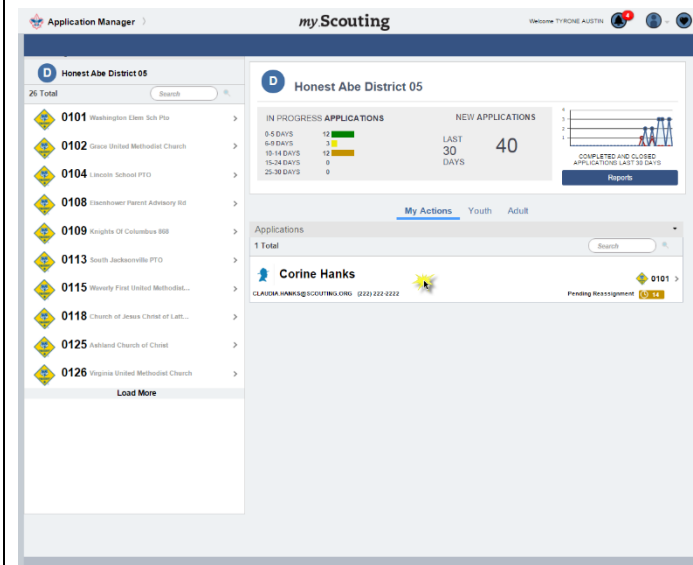
0103 Centenary United Methodis...
Assign

The “Select Organization” screen will open. Select the unit to be the new home for the selected application, and then click “**Assign**”.




The application moves out of your District My Actions and will move to the new Unit's My Actions in Pending Acceptance status. An email will be sent to the Key 3 of the new Unit to alert them of the application assigned to them.

There are no more actions for you to take once you've reassigned the application.



The other option you might take would be to **Reassign Up**. In instances where you have exhausted your search for a place to reassign an application within your District, you will need to reassign it up to the Council to have the Council move it to a different District.

Again – just click on an application.




## Pack 0101

### APPLICATION ACTIONS

**Current Status:** Pending Reassignment

Review the application, contact applicant and potential Units to determine if you can reassign the applicant down to a new Unit within your District (REASSIGN DOWN). If no options exist within your District, reassign the application up to the Council for further placement options (REASSIGN UP).

[REASSIGN UP](#)  [REASSIGN DOWN](#)

### APPLICATION SUMMARY

**Corine Hanks**  
 Gender: Female  
 Phone: (222) 222-2222  
 Email: claudia.hanks@scouting.org  
 DOB: 1/1/1970

### APPLICATION NOTES


GUY HANSON Wed Oct 28 2015 3:53 pm  
 I'm in the middle of running references

GUY HANSON Sun Nov 08 2015 1:49 pm  
 STATUS CHANGED Pending Reassignment.  
 Reassign reason - Special needs

GUY HANSON Mon Nov 09 2015 1:42 pm

[Post](#)

Click **“Reassign Up”** in the Application Actions section.



## Pack 0101

### APPLICATION ACTIONS

**Current Status:** Pending Reassignment

Review the application, contact applicant and potential Units to determine if you can reassign the applicant down to a new Unit within your District (REASSIGN DOWN). If no options exist within your District, reassign the application up to the Council for further placement options (REASSIGN UP).

Please select a reason below

Select a Reason

- Not enough volunteer help
- Scheduling conflicts
- Special needs
- Too many members

**Corine Hanks**  
 Gender: Female  
 Phone: (222) 222-2222  
 Email: claudia.hanks@scouting.org  
 DOB: 1/1/1970

### APPLICATION NOTES


GUY HANSON Wed Oct 28 2015 3:53 pm  
 I'm in the middle of running references

GUY HANSON Sun Nov 08 2015 1:49 pm  
 STATUS CHANGED Pending Reassignment.  
 Reassign reason - Special needs

GUY HANSON Mon Nov 09 2015 1:42 pm

[Post](#)

You will be prompted to select a reason for reassignment from the drop down list provided.



## Pack 0101

### APPLICATION ACTIONS

**Current Status:** Pending Reassignment

Review the application, contact applicant and potential Units to determine if you can reassign the applicant down to a new Unit within your District (REASSIGN DOWN). If no options exist within your District, reassign the application up to the Council for further placement options (REASSIGN UP).

Please select a reason below

Scheduling conflicts

[Cancel](#) [Confirm](#)

### APPLICATION NOTES

GUY HANSON Wed Oct 28 2015 3:53 pm  
 I'm in the middle of running references

GUY HANSON Sun Nov 08 2015 1:49 pm  
 STATUS CHANGED Pending Reassignment.  
 Reassign reason - Special needs

GUY HANSON Mon Nov 09 2015 1:42 pm

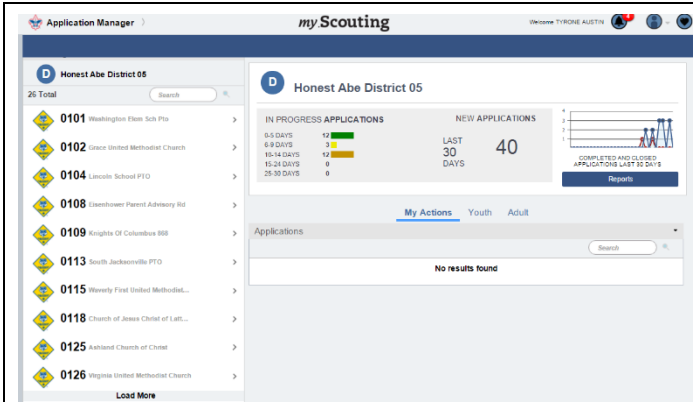
[Post](#)

**Application sent for Reassignment**

Once you have selected the reason, click Confirm.

Clicking Cancel returns you to the original Application Actions page.

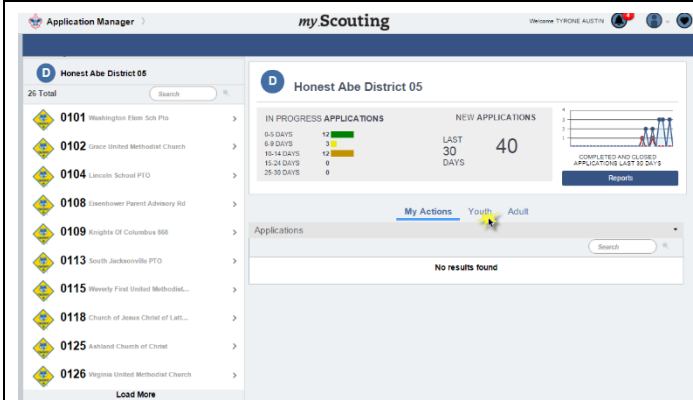
Clicking Confirm returns you to your dashboard...



and moves the application from your My Actions section to the Council SE's My Actions section where they will reassign the application to another District.

The original applied-to unit will continue to see the application under their Youth tab under Pending Reassignment until the new District places it with a new unit.

Remember, that the 30 day clock never resets itself so if you receive a reassignment from your Council or from one of your Units requesting to move a Scout into a new unit, it is important you take action on the application as soon as possible.

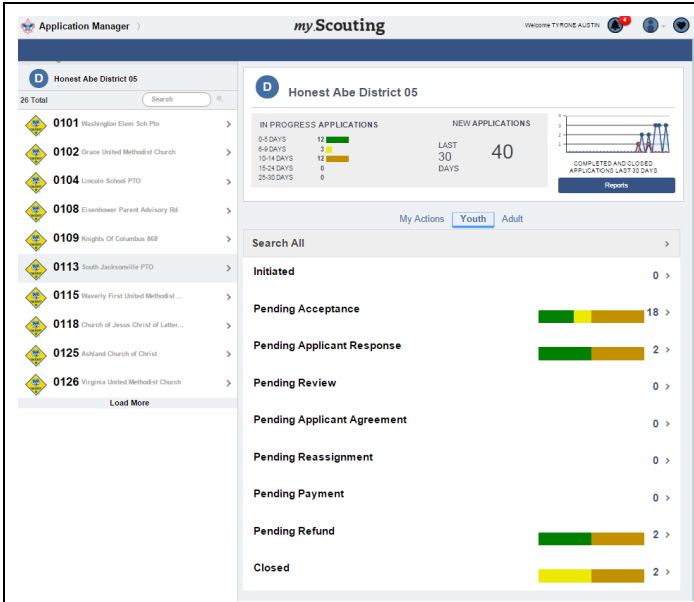


## YOUTH/ADULT TAB OVERVIEW

Now let's look at the other two tabs.

If you click the Youth tab,

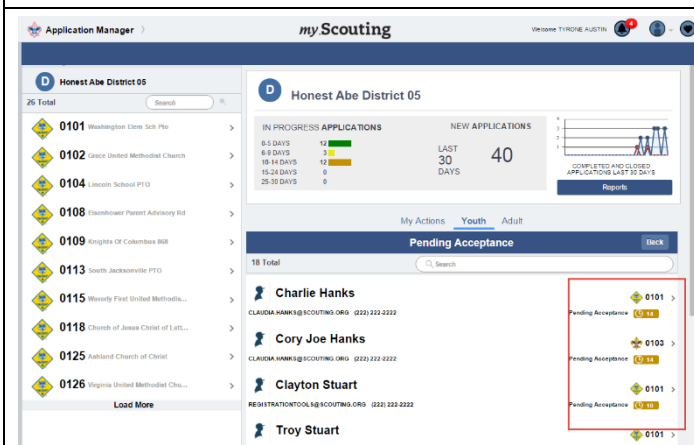




You'll see a list of the different statuses that the applications can be in.

Next to each of the statuses, you'll see the number of applications in that status as well as a color coded bar indicating the age the applications are in. The color of the bar is tied to the percentage of applications in each phase of the 30 day clock.

The counts represent the total number of applications in your District and Units within your District.



Clicking on a status group, Pending Acceptance in this example, will display all the applications that are in that particular status. They will look very much like they did under your My Actions tab.

Note that the applied-to unit is identified on the right side of each application.

**0103**

**APPLICATION ACTIONS**

Current Status: Pending Acceptance  
This application is pending acceptance at the Unit. No action is available.

**APPLICATION SUMMARY**

**Cory Joe Hanks**  
School:  
Grade:  
Gender: Male  
DOB: 01/01/2008  
Invoice

**BOY SCOUTS OF AMERICA**  
Corine Hanks  
100 Elm St  
Monticsonville, IL 62546  
USA  
0103  
RECORD LOCATOR: MR-B28J-J5245-80

Total Amount \$0.00  
Total Paid : \$0

**APPLICATION NOTES**

GUY HANSON Wed Oct 28 2015 12:03 pm  
STATUS CHANGED Pending Applicant Response

GUY HANSON Sun Nov 08 2015 1:35 pm  
STATUS CHANGED Pending Reassignment.  
Reassign reason - Not enough volunteer help

TYRONE AUSTIN Wed Nov 11 2015 3:21 pm  
STATUS CHANGED Pending Acceptance

TYRONE AUSTIN Thu Nov 12 2015 10:33 am  
but the DE can enter comments in an application that belongs to the unit

Post

If you click on an application, you'll see the details. If it is an application that you can act upon, you'll see the action buttons under Application Actions.

If it is not one of your actionable applications, you can still review the application and leave notes.

Click the x in the upper right hand corner of the record to close it and bring you back to the Application Manager Dashboard.

**Application Manager** **myScouting** Welcome TYRONE AUSTIN

**D Honest Abe District 05**  
26 Total

**0101** Washington Elm Sch Pla  
**0102** Grace United Methodist Church  
**0104** Lincoln School PTO  
**0108** Pleasantview Parent Advisory Bd  
**0109** Knights Of Columbus Bldg  
**0113** South Jacksonville PTO  
**0115** Beverly First United Methodist...  
**0118** Church of Jesus Christ of Lat...  
**0125** Ashland Church of Christ  
**0126** Virginia United Methodist Ch...

**IN PROGRESS APPLICATIONS**  
5-5 DAYS 1  
5-8 DAYS 4  
10-14 DAYS 5  
15-24 DAYS 8  
25-30 DAYS 0

**NEW APPLICATIONS**  
LAST 30 DAYS 40  
COMPLETED AND CLOSED APPLICATIONS LAST 30 DAYS

**Pending Acceptance**  
18 Total

**Charlie Hanks**  
CLAUDE HANKS@SCOUTING.ORG (222) 222-2222  
Pending Acceptance 0101

**Cory Joe Hanks**  
CLAUDE HANKS@SCOUTING.ORG (222) 222-2222  
Pending Acceptance 0103

**Clayton Stuart**  
REGISTRATIONTOOL@SCOUTING.ORG (222) 222-2222  
Pending Acceptance 0101

**Troy Stuart**  
REGISTRATIONTOOL@SCOUTING.ORG (222) 222-2222  
Pending Acceptance 0101

Click the Back button on the blue header bar to return to the list of statuses.

**Application Manager** **myScouting** Welcome TYRONE AUSTIN

**D Honest Abe District 05**  
26 Total

**0101** Washington Elm Sch Pla  
**0102** Grace United Methodist Church  
**0104** Lincoln School PTO  
**0108** Pleasantview Parent Advisory Bd  
**0109** Knights Of Columbus Bldg  
**0113** South Jacksonville PTO  
**0115** Beverly First United Methodist...  
**0118** Church of Jesus Christ of Lat...  
**0125** Ashland Church of Christ  
**0126** Virginia United Methodist Ch...

**IN PROGRESS APPLICATIONS**  
5-5 DAYS 1  
5-8 DAYS 4  
10-14 DAYS 5  
15-24 DAYS 8  
25-30 DAYS 0

**NEW APPLICATIONS**  
LAST 30 DAYS 40  
COMPLETED AND CLOSED APPLICATIONS LAST 30 DAYS

**Search All**

**Initiated** 0

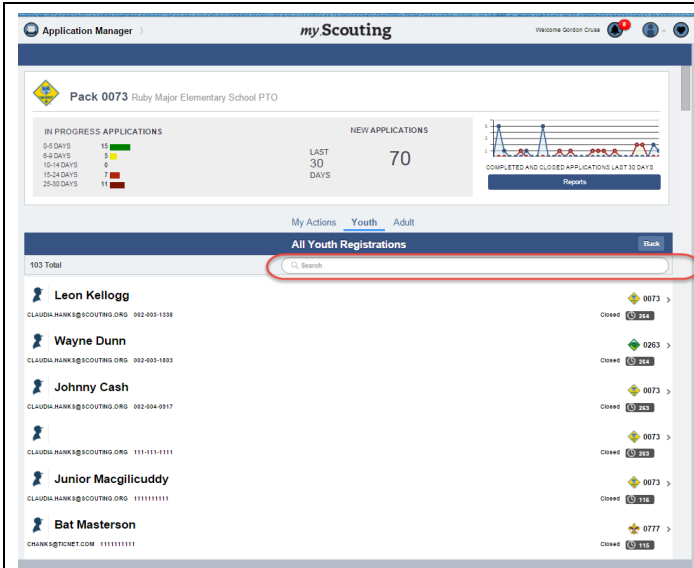
**Pending Acceptance** 18

**Pending Applicant Response** 2

**Pending Review** 0

**Pending Applicant Agreement** 0

Clicking Search All...



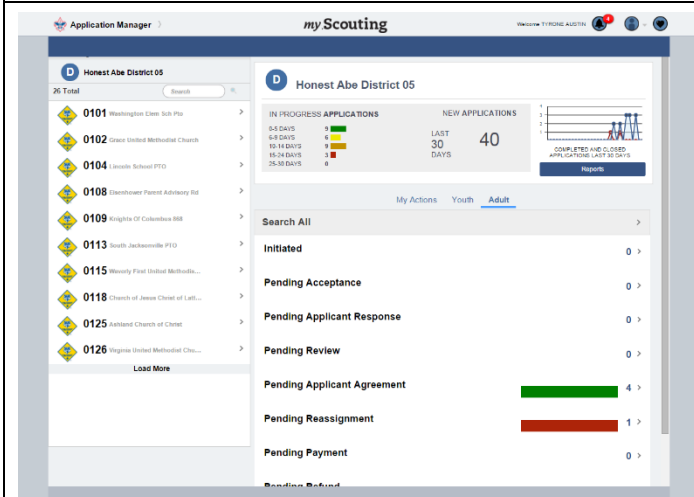
Will bring up a list of all records, regardless of status.

Enter your search criteria in the “Search” field to filter the results.

Again, if you have a record that you can act upon, you’ll see the action buttons when you open it.

If it is not one of your actionable items, you can still review the application and leave notes.

Click the x in the upper right hand corner of the record to close it and bring you back to the Application Manager Dashboard.



Clicking the Adult tab, will bring up the same type of information you saw under Youth and it will work the same way as the Youth listing.

Using the tools provided on your dashboard will help you to keep an eye on all applications and make sure that all potential members have the opportunity to get involved in Scouting.