



### COUNCIL ONLINE REGISTRATION CHECKLIST

#### Key Council Employee and Volunteer Roles/Actions in Online Registration

#### INVITATION MANAGER ROLES

Invitation Manager is a tool on [my.scouting.org](http://my.scouting.org) allowing the following positions the ability to perform certain actions on leads:

Positions	Responsibility
Council Key 3 (Scout executive, council president, council commissioner) Assistant/borough Scout executive District director Sr. district executive Director and assistant director of field service Field director Director support services Council admin (employee staff position having equivalent council Key 3 access assigned in PAS) Registration support (a functional role assigned by the council Key 3 on <a href="http://my.scouting.org">my.scouting.org</a> )	Add leads, manage leads and send joining invitations with an active link to the application form.

The following positions have **read only** rights to view leads or submitted requests to ensure districts and units are following up on leads and invitations in a timely manner:

- Council membership committee chair
- Council membership committee member
- Registration inquiry (a functional role assigned by the council Key 3 on [my.scouting.org](http://my.scouting.org))

#### APPLICATION MANAGER ROLES

Application Manager is a tool on [my.scouting.org](http://my.scouting.org) allowing the following positions the ability to perform certain actions on adult applications:

Positions	Responsibility
Scout executive Registration support	<ul style="list-style-type: none"> <li>• Accepts or rejects adult applications for council and district level volunteer positions</li> <li>• Returns application for more information</li> <li>• Reassigns an application down to a district</li> <li>• Marks an application as paid</li> <li>• Processes refund(s)</li> <li>• Acknowledges unit’s acceptance of an adult application that answered “Yes” to a screening question</li> <li>• Processes online applications that are paid manually (not by credit card) in a timely manner</li> </ul>

Council admin	<ul style="list-style-type: none"> <li>• Reassigns an application down to a district</li> <li>• Process payment(s)</li> <li>• Process refund(s)</li> <li>• Reopen applications to mark as paid</li> </ul>
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The following positions have **read only** rights to view application activity to ensure districts and units are taking action on applications in a timely manner:

- Council president
- Council commissioner
- Assistant/borough Scout executive
- District director
- Sr. district executive
- Director of field service
- Assistant director of field service
- Field director
- Director of support services
- Council membership committee chair
- Council membership committee member
- Key 3 delegate
- Registration inquiry

**BE PREPARED® – Before accepting registration through the online system**

- Review the online registration overview at [www.scouting.org/onlineregistration](http://www.scouting.org/onlineregistration).
- If you don't have a login account, create one at: <https://my.scouting.org/>.
- Add [myscoutingtools@scouting.org](mailto:myscoutingtools@scouting.org) to email's safe senders list.
- Update your my.Scouting Tools profile (click [here](#) for instructions) and do the following:
  1. Ensure the proper region, area and/or council 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.*
- Council registrars - conduct an audit **in PAS** to ensure that the roles in the grid below are correctly assigned for each council, district and unit **before** sending notifications to units about online registration availability.

***(It is important that people are correctly assigned to each of these positions. For example, people cannot be entered simply as unit volunteers. The system is role-based and in order to have proper access, each person in these roles must be registered for the role in the correct council, district or unit.)***

	Council	District	Unit
Scout executive	E10		
Assistant Scout executive	E21		
Assistant/borough Scout executive	E23		
Council president	11		
Council commissioner	15		
Council membership chair	21		
Council admin	66		
District director	E45		
Sr. district executive	E48		
District executive		E41	
Director of field service	E20		
Assistant director of field service	E24		
Field director	E30		
Director of support service	E50		

District chairman		61	
District commissioner		81	
Unit commissioner		80	
Chartered organization representative			CR
Institutional Head			IH
Committee chair			CC
Cubmaster			CM
Scoutmaster			SM
Varsity Scout Coach			VC
Venturing crew advisor			NL
Skipper			SK

**TAKE ACTION – Once online registration is active for the council and units\***

- Check your emails for a daily summary of actions to take. If you receive an email it means a lead or applicant 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 pages)

*If you need assistance with any of the above steps, please contact Member Care at [myscouting@scouting.org](mailto:myscouting@scouting.org) or call (972)580-2489, Monday – Friday between 7 AM – 7 PM Central time.*