



UNIT ONLINE REGISTRATION CHECKLIST

Institutional Head/Chartered Organization Representative Role in Online Registration

INVITATION MANAGER

Invitation Manager is a tool on my.Scouting.org providing you the ability to add new leads, manage leads, and send joining invitations with an active link to your unit's application form.

APPLICATION MANAGER

Application Manager is a tool on my.Scouting.org providing you the ability to:

- Review and accept or reject your unit's adult leader applications
- Review and accept or reject your unit's Venturing adult participant applications
- Review and accept or reject your unit's youth applications. This capability is shared with your other unit Key 3 leaders.

Before the unit begins accepting registration through the online system

- Review the Online Registration Council Guidebook and training at: www.scouting.org/onlineregistration.
- If you don't already have a login account, create one at: my.Scouting.org.
- Assign a COR designee who can accept adult applications when you are unable to at: my.Scouting.org in the Security Manager tool.
- Add myscoutingtools@scouting.org to email's safe senders list.
- Update your my.Scouting Tools profile and do the following:
 1. Ensure the proper Unit 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 to your profile.*
- Ensure the "Contact Us" info is correct in your unit's pin in the Be A Scout system. To edit pin information, please follow the instructions and training available at: www.Scouting.org/onlineregistration

Once online registration is active for the unit

- Check your emails for a 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.