



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 allowing the following positions to take action on council and district leads and view unit 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 (Staff position having council Key 3 access assigned in PAS) Registration support (a functional role assigned by the council Key 3 on my.scouting.org) Council membership committee chair Council membership committee member	Add leads, manage leads and send joining invitations with an active link to the application form for council level positions. Can also view and respond to leads in the district and unit levels.

The following position has **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:

- Registration inquiry (a functional role assigned by the council 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 take action on council and district adult applications and acknowledge certain applications that have been accepted by the unit:

Positions	Responsibility
Scout executive Registration support	<ul style="list-style-type: none"> • Accepts or rejects adult applications for council and district level positions • Returns application for more information • Reassigns an application down to a district • Acknowledges unit's acceptance of an adult application that answered "Yes" to a screening question
Council admin	<ul style="list-style-type: none"> • Reassigns an application down to a district • Returns applications for more information

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
- Asst./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 Council & District Guidebook and training at: www.Scouting.org/onlineregistration.
- If you don't 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 and do the following:
 1. Ensure the proper region, area, council, and position(s) are listed in your profile.
If not, please call your council registrar.
 2. 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.

(It is important that people are correctly assigned to each of these positions. 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 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.

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