



DISTRICT ONLINE REGISTRATION CHECKLIST

Key District Employee and Volunteer Roles/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 district and unit leads:

Positions	Responsibility
District Key 3 (district executive/Exploring executive, district committee chairman, district commissioner) Senior district executive/Senior Exploring executive District director Key 3 Delegate (assigned by the Key 3) Unit Commissioner District membership committee chair District membership committee member	<ul style="list-style-type: none"> • Manage leads and send joining invitations with an active link to the application form for the district. • Has read only privileges at the unit level.

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

- Assistant district commissioner
- Registration inquiry (a functional role assigned by the district Key 3 on my.scouting.org)
- Roundtable commissioner
- Assistant Roundtable commissioner

APPLICATION MANAGER ROLES

Application Manager is a tool on my.Scouting.org allowing the following positions the ability to perform certain actions on unit level applications for youth and adult:

Positions	Responsibility
District Key 3 District membership committee chair	<ul style="list-style-type: none"> • Acts on application reassignments from units to the district to ensure youth <i>and adults</i> are placed in another unit in a timely manner. • Reassigns an application to the council for actions to be taken at that level. • Views unit activity to ensure units are responding to their applications in a timely manner.

The following positions have **read only** access to view application status to ensure units are taking action on applications in a timely manner:

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| <ul style="list-style-type: none"> • Assistant district commissioner • Roundtable commissioner • Assistant roundtable commissioner • Unit commissioner | <ul style="list-style-type: none"> • Sr. district executive** • District director** • District membership committee member • Registration inquiry |
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** Registered at district level

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 council, district, and positions 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.*

TAKE ACTION – Once online registration is active for units*

- 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 reassignment.
- Take action within 24 hours of receiving application reassignments. Keep in mind that families who are excited about joining are waiting for a unit response.
- Log in to your dashboard and view unit activity. Be proactive in helping units if you see leads or applications staying in the "new" or "pending" status too long.