

## Enhanced Online Multiple Registration Tool

The Online Registration Tool now allows you to register into multiple positions within the same council where you are already registered. If your registration is paid in your Scout Unit (and you are already registered at the district or council level) you can now register in another position (e.g., Unit Commissioner, Assistant Scoutmaster, Merit Badge Counselor) as a multiple in that district or council using the Online Line Registration system.

### **Before you Begin**

Before you begin, communicate with the person who accepts applications for the group you are submitting a multiple registration for to let them know the application is coming. This person will want to be aware of application you are submitting so that they can watch for it. Once they receive the application, they will need to assign the correct position code for your new position. You will want to make sure that the person accepting your application knows the position you are registering for.

### **Who to Contact about a new Application Status**

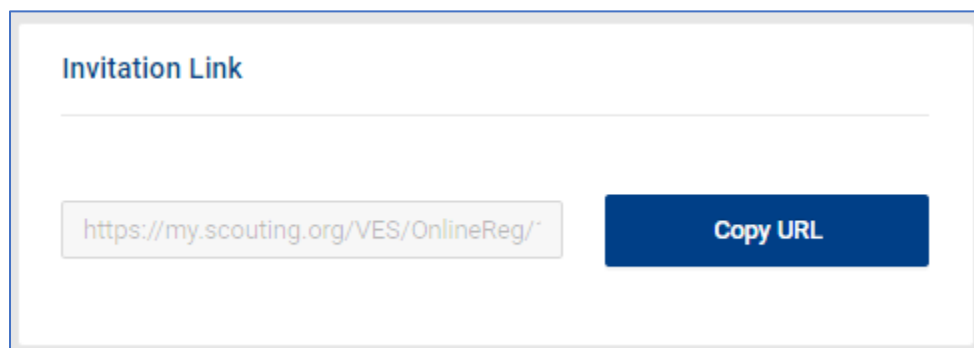
- For unit positions – this is the Unit Key Three
- For district or council positions – this is the council registrar. Be sure to copy your district volunteer contact.

### **Accessing the Online Registration Tool**

The online registration tool is available from one of the following locations:

1. <https://beascout.scouting.org> –units have the option to make their registration page publicly available on the Be A Scout webpage. This is a unit level choice.
2. Key 3 Members – members of the unit, district, or council Key 3 can email a link which can be used to register online. This link is available to the Key 3 members in Invitation Manager in <https://my.scouting.org>.

### **Example of how a Key Three Member finds the invitation link**



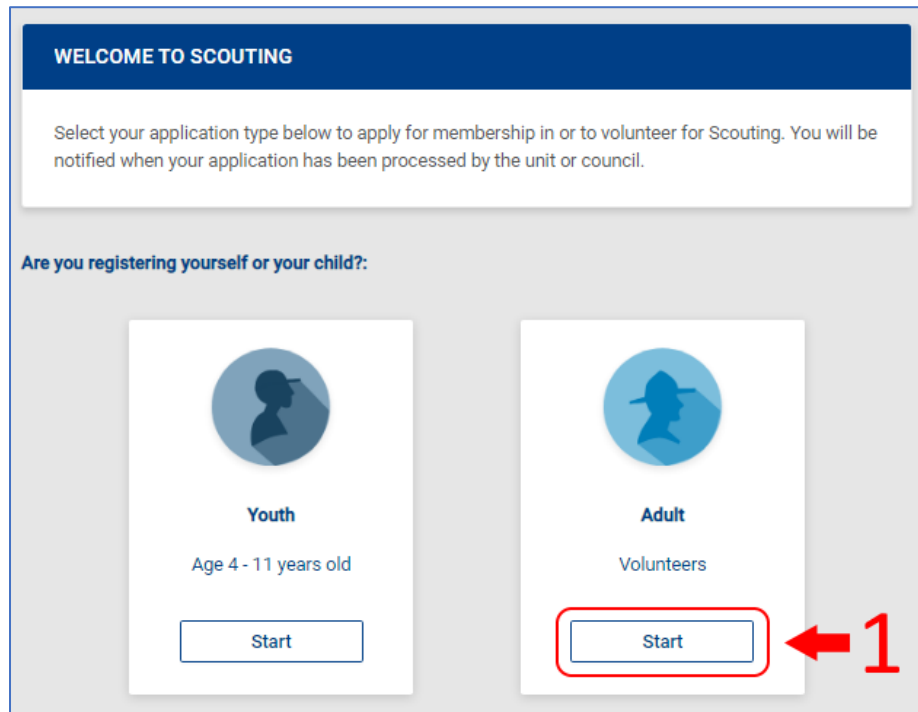
### Process to Obtain the Invitation Link

1. Every Scouting unit, district, and council has a unique invitation link in Invitation Manager tool in My.Scouting.
2. On the Invitation Manager page is a box containing the invitation link.

3. The Key 3 member needs to scroll to the Invitation Link box, and click Copy URL. They can email you this link.

### **Using The Registration Link**

Using your internet browser, the invitation link will redirect you to the unit, district, or council you plan to join. You will see the screen below:



The screenshot shows a registration interface with a dark blue header that reads "WELCOME TO SCOUTING". Below the header is a white box containing the text: "Select your application type below to apply for membership in or to volunteer for Scouting. You will be notified when your application has been processed by the unit or council." Underneath this is the question "Are you registering yourself or your child?". There are two main registration cards. The left card is for "Youth" (Age 4 - 11 years old) and has a "Start" button. The right card is for "Adult" (Volunteers) and has a "Start" button. A red box highlights the "Start" button on the Adult card, with a red arrow pointing to it and a large red number "1" next to the arrow.

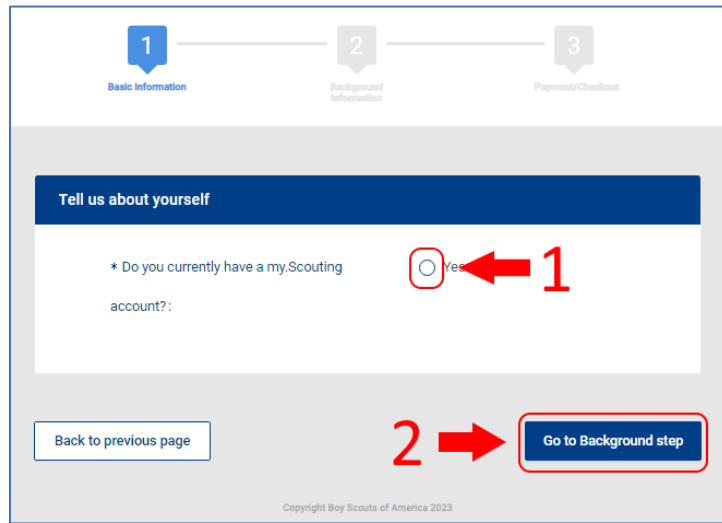
1. Select Start under Adult Volunteers.

NOTE - Districts and Councils will only have an adult registration menu option.

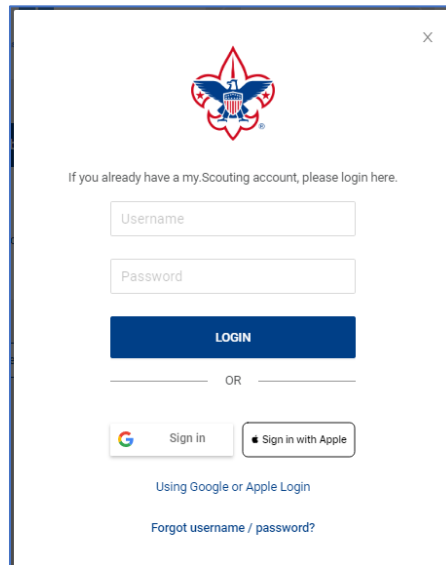
Once you have pressed Start, the next step will depend on whether you are logged into My.Scouting already.

**If you are not logged into My.Scouting**

You will see a screen prompting you to log in.



1. Select "Yes" to indicate that you are currently registered
2. Click on "Go to Background step" to proceed.

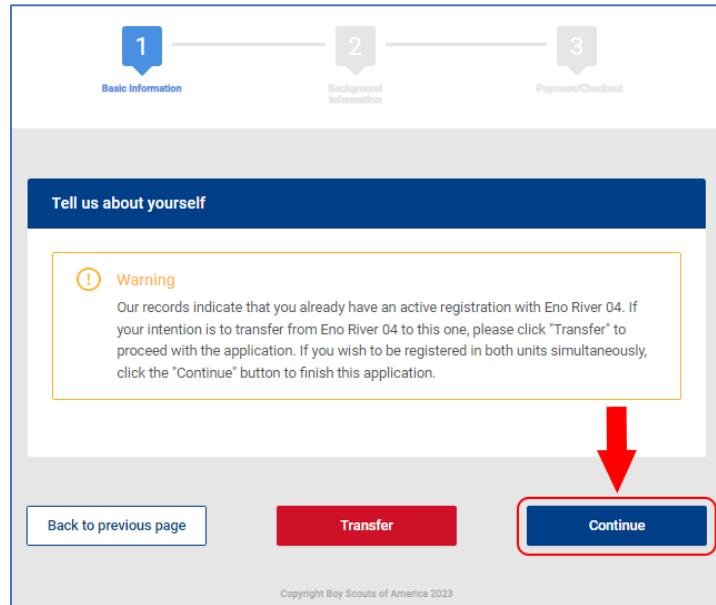


You will be prompted to login to your My.Scouting account (<https://my.scouting.org>). This will connect your existing registration with the new one you want to create.

## Selecting How to Register

The Online Registration Tool will check your current registration status. If you are currently registered, you will be provided an option to:

- Transfer your membership to the new unit, district, or council
- Multiple in the new unit, district, or council



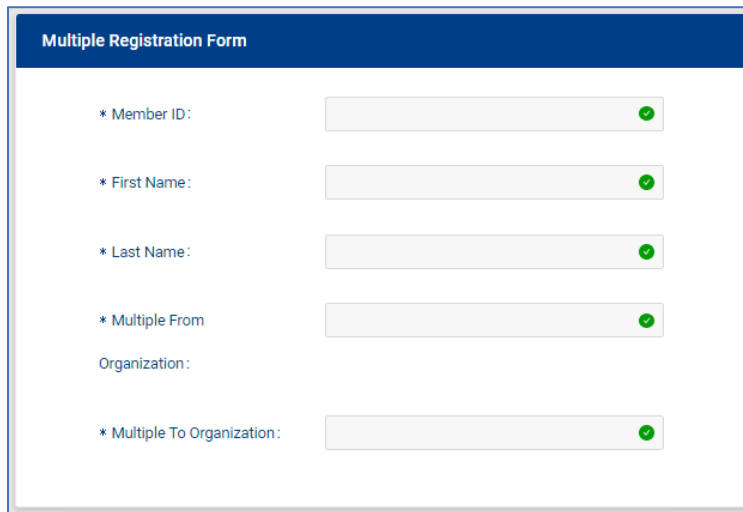
The screenshot displays a three-step registration process: 1. Basic Information, 2. Background Information, and 3. Payment/Checkout. The current step is 'Tell us about yourself'. A warning message states: 'Warning: Our records indicate that you already have an active registration with Eno River 04. If your intention is to transfer from Eno River 04 to this one, please click "Transfer" to proceed with the application. If you wish to be registered in both units simultaneously, click the "Continue" button to finish this application.' Below the warning are three buttons: 'Back to previous page', 'Transfer', and 'Continue'. A red arrow points to the 'Continue' button, which is highlighted with a red border. The footer reads 'Copyright Boy Scouts of America 2023'.

If you intend to multiple, please just click continue.

## Registration Information and Background Questions Screen

After clicking continue, you will be presented with a confirmation of your BSA ID, Name, primary registration location, and intended organization for the multiple registration.

NOTE – in the image below personal information has been removed, but this would normally contain your personal information.



**Multiple Registration Form**

\* Member ID:  ✓

\* First Name:  ✓

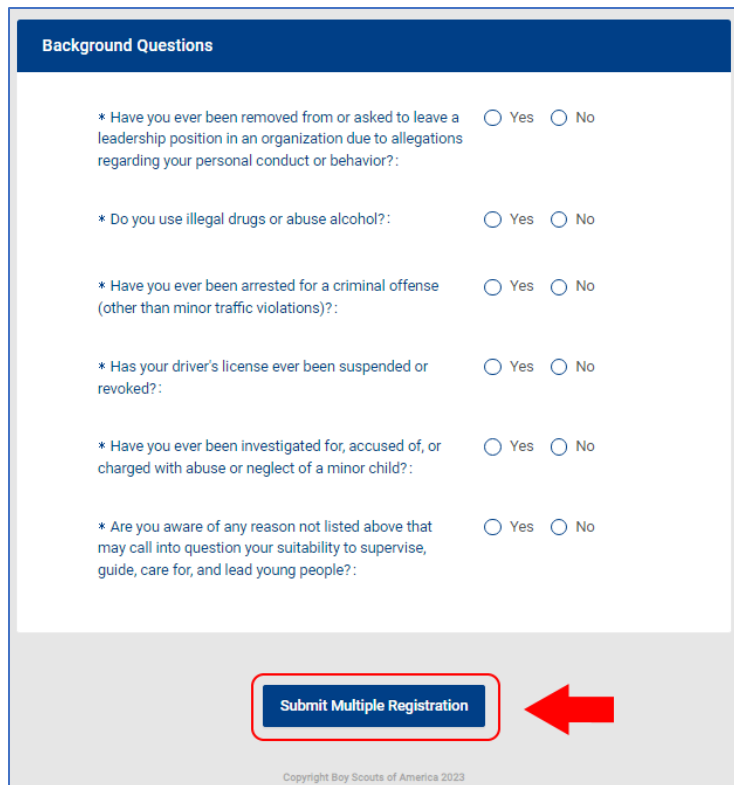
\* Last Name:  ✓

\* Multiple From Organization:  ✓

Organization:

\* Multiple To Organization:  ✓

The same page will also contain background questions that need to be answered. Though you are currently registered, it's important to reaffirm these answers.



**Background Questions**

\* Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior?:  Yes  No

\* Do you use illegal drugs or abuse alcohol?:  Yes  No

\* Have you ever been arrested for a criminal offense (other than minor traffic violations)?:  Yes  No

\* Has your driver's license ever been suspended or revoked?:  Yes  No

\* Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child?:  Yes  No

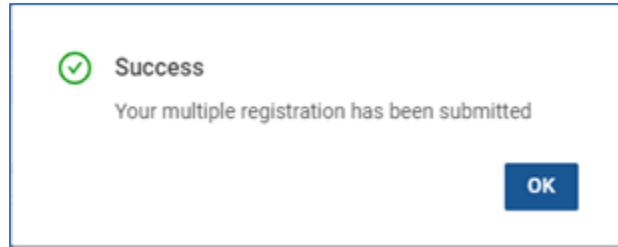
\* Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and lead young people?:  Yes  No

**Submit Multiple Registration** ←

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When done, please click Submit Multiple Registration.

A pop-up window will appear indicating your multiple registration has been successfully submitted.



Now that your application has been submitted, it can be accepted by the Key 3 (unit, district, or council) you are applying to.

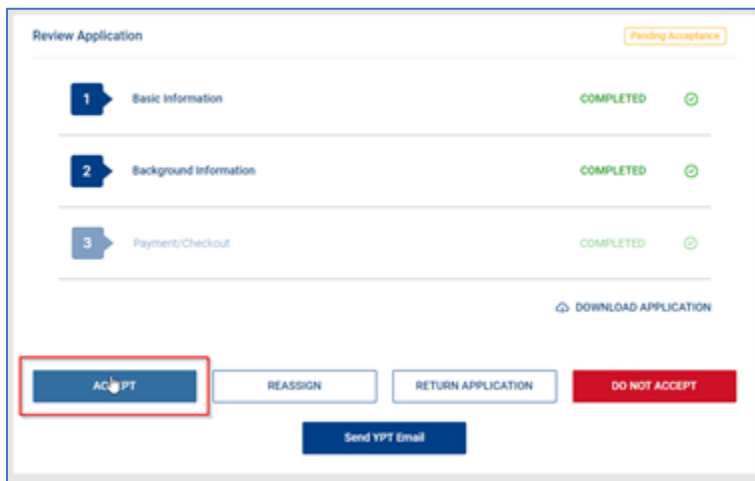
## Application Manager

**NOTE: This final step is completed by a unit's Key 3 or the council registrar.** The person submitting the application does not have to do anything further at this point. Details on this final step are included for awareness only.

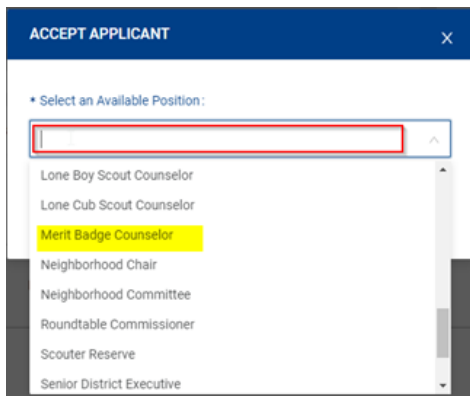
The person who accepts registrations for the group you are registering with can now go into Application Manager and select your application to accept it.

- Unit Applications – For unit positions this will be the unit's Key 3.
- District/Council Applications – For district and council positions this will be the council registrar.

The person approving the application will navigate to Application Manager in My.Scouting. They will see your submitted application.



In Application Manager, the person who accepts the registrations will now assign the correct position to your application.



Once the application is accepted, it will be processed. Your new position will become active the following day. At that time you will have access to the new group in My.Scouting. At that time your position will show up in My.Scouting reports for that group as well.