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](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](https://my.scouting.org).

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

![Invitation Link](https://my.scouting.org/VES/OnlineReg/"

**Copy URL**

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:

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

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.

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.

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.