

INVITATION MANAGER – APPLICATION MANAGER

BeAScout

BeAScout is an online site that prospective members can use to find a unit near them.

Please verify that your BeAScout pin is turned on and up to date!

Check that your contact information is current and displays the information you want shown for your unit.

Invitation Manager:

Collects information from potential new Scouts for your unit from BeAScout;

Helps you manage leads from joining nights and from individual referrals; and

Allows you to send application invitations directly to interested families.

Application invitations contain a specific to your unit's online registration.

Application Manager:

Collects completed applications from new youth and adults;

Allows the unit leader/Key 3 to review the youth application and either accept the application with an electronic signature or send the application to the district so that they can place the youth in a different unit;

Allows the Committee Chair to review the adult application and make recommendations for adult positions;

Allows the Chartered Organization Representative (CR) to review and accept or reject the application with their electronic signature or refer the application to the district for placement in a different unit.

Both the Invitation Manager and Application Manager are accessed through your My.Scouting account.

The tools contained in My.Scouting are role based. Therefore, your unit needs to have the Unit Key 3 registered correctly so that they can take action in the system.

Paper applications are required for out of Council Transfers & Adults who are trying to register as one of the Unit Key3 leaders. Unit Key3 = Scoutmaster/Cubmaster, Committee Chairman and Chartered Org representative.


You can now transfer and multiple between units using your My.Scouting account

National 11/16/2020

Now users are able to transfer from one Scout unit to another without having to take a new application into the Scout office. On the "My Application" tab you can transfer yourself as an adult volunteer or your youth member from unit to unit. Unit leaders will be able to transfer youth by going to the new "Roster" feature in "Member Manager" and "Organization Manager" and select the youth who need to be transferred, then click the "Transfer" icon. This will create a transfer application which will be sent to the new unit with the ability to be approved in "Application Manager". Transfers will take 48 hours to sync with the new unit.

The "Roster tool" also allows unit leaders to email other leaders in the unit directly from the tool. Editing youth/adult profiles, and printing rosters/membership cards is also available in the updated tool.

Tell us about yourself

 **Warning**

Our records indicate that you already have an active registration with Pack 0209, St Peters United Methodist Church. If your intention is to transfer from Pack 0209, St Peters United Methodist Church 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.

[Back to previous Page](#) [Transfer](#) [Continue](#)

SETTING UP YOUR BEASCOUT PIN

BeAScout is an online site that prospective members can use to find a unit near them. Please verify that your BeAScout pin is turned on and up to date!

Check that your contact information is current and displays the information you want shown for your unit.

Step 1: Log in to your My.Scouting account. - my.scouting.org



Step 2: Go to BeAScout tools

- Select Menu



Step 3: Select Your Unit

Step 4: Select Organization Manager

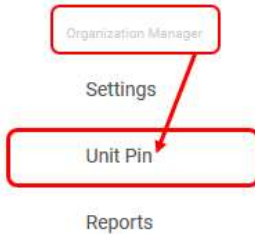


BeAScout UNIT PIN

Step 5: Select Unit Pin



Sam Houston Area
Council 576



Step 4: Review and Update your Unit Pin



Here you will be able to manage the following:

Remember this information will be displayed for prospective Scouting Families to see when they select your unit pin on the BeAScout map.

Pin Mode Settings:

[Appear on BeAScout](#)
[Allow People to Apply Online](#)

Update and Review the following:

[Contact Information](#)
[Unit Website](#)
[Additional Unit Information](#)
[Unit Pin Preview](#)
[Fields to Display on Unit Pin](#)
[Unit Meeting Address](#)

Update your Unit Information

- Select the **Unit Pin Management** tab to enter information you want a prospective Scouting family to see when they select your unit's pin on the BeAScout map.
- If your unit is not listed in the **Unit Description** box, use the drop-down menu to select your unit.
- Change your **Unit Pin Mode** to **Unit** so that applications or requests for information will come directly to your unit Invitation Manager or Application Manager.

Pin Mode

- Only Allow the Council to Update Pin Information
- Allow Units to Update Pin Information

Appear on BeAScout:



[Allow People to Apply Online](#):



BeAScout UNIT PIN

H. Check your unit meeting address and correct if needed. It will default to your Chartered Organization address.

- We recommend listing the address where the unit meetings take place.

I. Add additional information – frequently asked questions can be addressed here such as what day and time the unit usually meets. This field is optional but can help parents determine if your unit meets their needs before they apply.

- For Packs you may list your den meeting info, such as days and times – remember new parents who have never been in Scouting may be unfamiliar with our program. So, including things like “Tigers meet on Monday” will not be helpful, instead say “1st graders meet Monday”.
- For Troops, Teams, Crews, or Ships – you may want to list any specialty areas of interest your unit does such as a Troop that focuses on hiking, or a Crew that focuses on scuba, or a Ship that focuses on sailing small crafts, things that will help people decide if it is the right unit for them.

BOY SCOUTS OF AMERICA

Unit Pin Management Unit Lead Management Membership Application Management

UNIT Management

Unit Description (Open PDF) (Remove) (Clear) (Save)

Unit Pin Admin (Add) (Edit) (Delete) (Apply) (Reset) (Cancel)

Address Unit Description Unit Pin Site (www.beascout.org)

Contact Information

Primary Contact (Person)

First Name: Last Name: Email: Phone Number: (Country Code) (Area Code) (Number)

Unit Meeting Address

Address 1: Address 2: City: State: ZIP Code: Latitude: Longitude:

Additional Unit Information

(Give 225 words or less on the interest and South Thursday of each month of 10 pins. Check out our website for a calendar of upcoming activities)

Character ID:

Save Cancel

J. Select the fields to display on the unit pin. Click on the boxes next to the fields that you wish to display. The fields will show in the Unit Pin Preview to the right. Once you have the pin showing the information you want save your work.

BOY SCOUTS OF AMERICA

Fields to Display on Unit Pin:

Unit Meeting Address:

Contact Person's Name:

Phone Number:

Contact Email:

Unit Website:

Additional Unit Information:

SAVE ALL CHANGES – you should get a message showing that your changes were successfully saved.



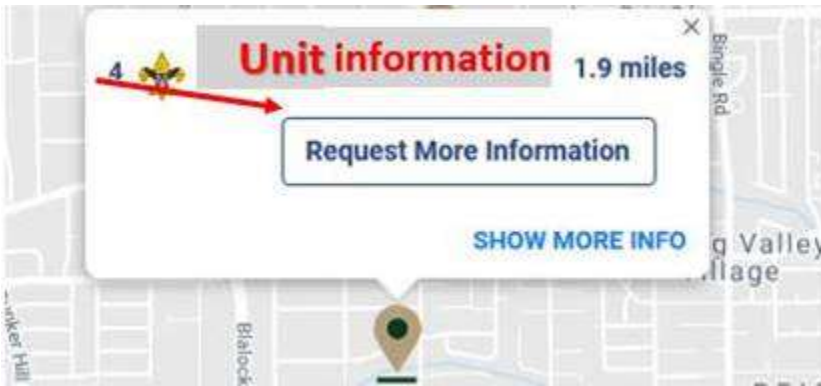
INVITATION MANAGER

Invitation Manager:

Collects information from potential new Scouts for your unit from BeAScout;
Helps you manage leads from joining nights and from individual referrals; and
Allows you to send application invitations directly to interested families.

BeAScout Leads are generated by families who visit the BeAScout.org website and have clicked on the “Request More Information” button linked to your unit pin.

*These are individuals who really want to get involved,
they are just waiting for you to contact them and let them know more about your unit.*



To access Unit Leads: Log into your my.scouting.org account – Select Menu – Select (the unit) – select Invitation Manager.

BeAScout Leads can be viewed & managed by the registered Unit Key3 Leaders & (NM) New Member Coordinator.

Unit Key3 = Scoutmaster/Cubmaster, Committee Chairman, Chartered Org. Representative

The tools contained within My.Scouting are role based. Therefore, units need to have the Unit Key3 registered correctly so that they can take action in the system.

BeAScout Lead Actions:

Unit leaders may clear leads by contacting family - sending an application, closing or reassigning the lead.

If the unit is currently not meeting, they may choose to reassign the lead back to the District for follow up and unit re-assignment. (The system will mark the lead as “Completed” if the scout registers online)

Please keep in mind that if no action is taken by the unit within the first 5 days, the system will automatically reassign Leads back to the District for review, at that point the District may assign the lead back to the same unit or reassign to a different unit.

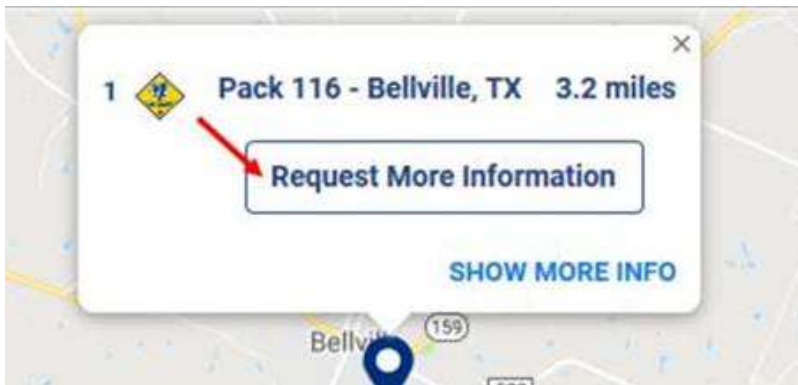
<input type="checkbox"/>	Youth Name	● BeAScout	🕒 Pending Reassignment	Mustang 34	Pack 0598
<input type="checkbox"/>	Youth Name	● BeAScout	🕒 Sent	Mustang 34	Troop 0642

ONLINE REGISTRATIONS

There are 3 ways to register online!

- 1- By sending an **Application Invite** from your my.scouting account (Invitation Manager) to someone who has submitted a BeAScout Lead. Each application invite has a specific URL that will allow families to register online.

BeAScout Leads are generated by families who visit the BeAScout.org website and have clicked on the “Request More Information” button linked to your unit pin. These are individuals who really want to get involved, they are just waiting for you to contact them and let them know more about your unit.



- 2 - Your unit may choose to share your *unique* URL or QR code with families who would like to register online. The QR code is scannable – simply hold a phone’s camera up to the QR Code & it will take applicants to your unit’s online registration link. *These links are specific and unique for each unit.*
QR CODE and URL Link can be found in your Invitation Manager tool. (Just Copy, Paste and Share!)
- 3- Another way to register online is through the **Apply Now** button located in your BeAScout Unit Pin!
Registered Unit Key3 Leaders can activate or deactivate the “Apply Now” button from their my.scouting account.

My.Scouting – select Menu – Organization Manager – Unit Pin – Select **Allow People to Apply Online** – Save Changes



ONLINE REGISTRATION FEES – PAYMENT

As listed under Terms and Conditions “The annual National registration fee is nonrefundable”

BSA Membership fees are automatically calculated by the Online Registration System.

A 12-month term = \$72.00 and the Boys Life Subscription Fee is Optional

An additional One-Time New Member Joining Fee = \$25 will be applied to new program participants.

The Council Program Fee is pro-rated for the year.

2021/2022 NATIONAL YOUTH - NEW SCOUT FEE			
New Scout Fee	\$25.00	One-time fee	
<i>Note: there is no New Scout Fee for former scouts, or any adult leaders</i>			
2021/2022 NATIONAL YOUTH REGISTRATION PRO-RATED FEE			
JANUARY	\$72.00	JULY	\$36.00
FEBRUARY	\$66.00	AUGUST	\$30.00
MARCH	\$60.00	SEPTEMBER	\$24.00
APRIL	\$54.00	OCTOBER	\$18.00
MAY	\$48.00	NOVEMBER	\$12.00
JUNE	\$42.00	DECEMBER	\$6.00
<i>If applying online, after Oct.1, the following year is also charged.</i>			
2021/2022 NATIONAL ADULT REGISTRATION PRO-RATED FEE			
JANUARY	\$45.00	JULY	\$22.50
FEBRUARY	\$41.25	AUGUST	\$18.75
MARCH	\$37.50	SEPTEMBER	\$15.00
APRIL	\$33.75	OCTOBER	\$11.25
MAY	\$30.00	NOVEMBER	\$7.50
JUNE	\$26.25	DECEMBER	\$3.75
<i>If applying online, after Oct.1, the following year is also charged.</i>			
2021/2022 SCOUT LIFE MAGAZINE FEE			
Magazine Fee	\$12.00	Or \$1.00 per month (2 mo. minimum)	
<i>Note: For boys and girls. This magazine is optional but highly recommended!</i>			
2021/2022 GGAC YOUTH COUNCIL PROGRAM FEE (CPF)			
FULL YEAR	\$66.00	MONTHLY PRO-RATING: \$5.50 per month	
<i>Note: The CPF is now prorated for the current year. If applying online, after Oct.1, the following year is also charged.</i>			
2021/2022 GGAC ADULT COUNCIL PROGRAM FEE (CPF)			
FULL YEAR	\$42.00	MONTHLY PRO-RATING: \$3.50 per month	
<i>Note: The CPF is now prorated for the current year. If applying online, after Oct.1, the following year is also charged.</i>			
<i>Note: The yearly fees are highlighted in light green.</i>			
<i>Effective Aug. 1, 2021. Doc.update 03.22.22</i>		More info at: https://ggacbsa.org/cpf/	

*Note BSA Registration Fees and Subscription Fees are subject to change
[Paper applications](#) must be submitted for Unit Key3 Leadership Changes.

The following message is displayed before the applicant submits his/her payment:

Uniform costs and other resources are not included.

There may be additional fees for dues, activity fees and insurance payable to your Council and/or unit.

Please contact your unit to learn more.

ACCEPTING ONLINE APPLICATIONS - ACTIONS

Online **Youth** applications can be approved by Cubmaster, Committee Chair or Charter Org. Representative.

Online **Adult** applications may be approved by the Charter Organization Representative or COR's Designee.

The tools contained within My.Scouting are role based.

Therefore, units need to have the Unit Key3 registered correctly so that they can take action in the system.

Opening Application Manager

Log in to your My.Scouting account, select "Menu" - select your "Unit" & then "Application Manager".

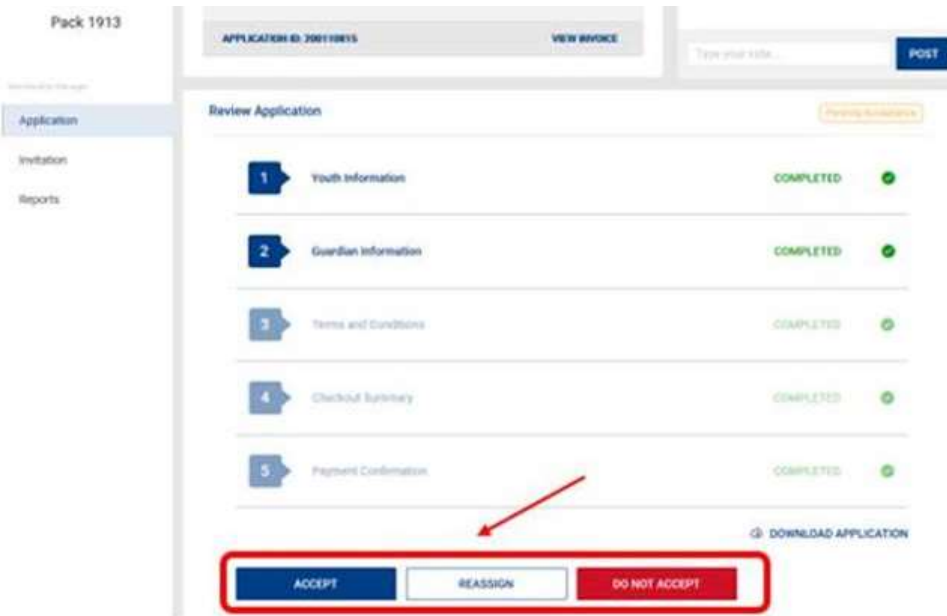


Once an application is submitted unit leaders can:

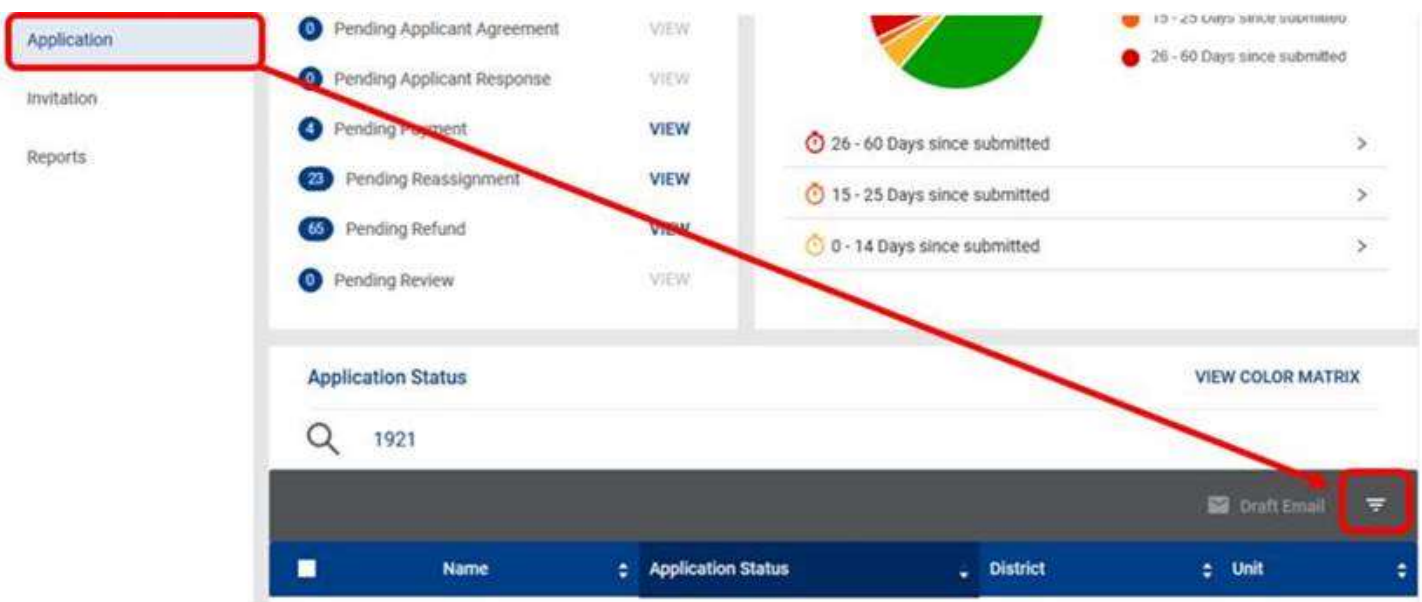
Accept the applicant,

Reassign the applicant to the district so the district can find another unit for the applicant, or

Reject – “Do not Accept” Please contact Family before reassigning or rejecting an application.



Approved/Closed Online applications or invitations can be viewed from your my.scouting.org account at any time. Simply - Log into your **My.scouting** account – Select **Menu** – Select **Your Unit** – Select **Application Manager** - Select the **≡** icon on the right side of your screen (next to Draft Email).



Then filter your search by selecting ADULT or YOUTH & Completed. Select Show Results to view a list of completed online applications.

TYPE **APPLICATION STATUS** ✕

Adult Youth

From Date:

To Date:

Pending Acceptance Pending Applicant Response Pending Reassignment Pending Applicant Agreement Pending Review Pending Payment Pending Refund Pending Acknowledgement Closed Completed

CREATING YOUR ONLINE APPLICATION QR CODE

In the “Invitation Manager” setting for your unit on My.Scouting.Org, a Unit “Key 3” leader (or Key 3 Delegate, or anyone registered as a “New Member Coordinator”) can do the following:

Create a URL Link for Applications and a QR Code for Applications –

- it’s right there when you log in to “Invitation Manager”.
- (just copy and share – QR Codes on flyers, URL Links for Websites, emails, and more)