BeAScout Unit Pin Management

- Unit Leaders have access to be able to update their Unit Pin. This is not restricted to the unit Key 3.

Log into my.Scouting and navigate in the dropdown Menu to Legacy Web Tools, BeAScout

This will open a window which is called Unit Pin Management

If you are a leader in more than one unit then the unit description will have a drop down where you can see the different unit pin management pages. Select the unit whose pin you want to update.

1. Place pin in Unit Pin Mode
2. Set Pin Status to Active
3. If your unit is willing to accept online Applications set the Apply Status to Active
4. If you unit has a website include this information
5. Choose a Primary Contact
6. Update the unit meeting address if it differs from your chartering organization address
7. Check what fields you want to display on your pin
8. And enter Additional Information that will help market your unit like meeting day and time
There is an overnight process that will run and update your changes.

If you are updating Pin information for a Pack then be sure to go to also navigate within my.Scouting to your pack in the drop down menu and select Organization Manager as well where you will indicate if your pack is participating in Family Scouting.

Once in Organization Manager select the settings tab and scroll to the bottom of the page where you will see Family Scouting. Opt-in and enter an effective date, then choose the gender of your dens.

As with the unit pin management it may take overnight for the changes to be reflected on the pin.
Unit Pin Sample:

1. **Pack 0399 Saint Barnabas Methodist Church**
   5011 W Pleasant Ridge Rd
   Arlington, TX, 76016
   - Dens for Boys or Girls
   - Show Unit...