



UNIT ONLINE REGISTRATION CHECKLIST

Chartered Organization Representative Role in Online Registration

INVITATION MANAGER

Invitation Manager is a tool on my.scouting.org providing you the ability to add new leads, manage leads, and send joining invitations with an active link to the application form. Instructions are on page 12 of the [Online Registration Unit Guidebook](#).

APPLICATION MANAGER

Application Manager is a tool on my.scouting.org providing you the ability to:

- Review and accept or reject unit’s adult leader applications
- Review and accept or reject unit’s Venturing adult participant applications
- Review and accept or reject unit’s youth applications. This capability is shared with your other unit Key 3 leaders.

Instructions are on page 21 of the [Online Registration Unit Guidebook](#).

Before the unit begins accepting registration through the online system

- Review the online registration overview at www.scouting.org/onlineregistration.
- If you don’t already have a login account, create one at: my.scouting.org.
- Add myscoutingtools@scouting.org to email’s safe senders list.
- Update your my.Scouting Tools profile (instructions in the [Online Registration Unit Guidebook](#), page 4) and do the following:
 1. Ensure the proper Unit is listed in your profile.
If not, please call your council registrar.
 2. Ensure your “positions” are listed correctly for each position you hold within Scouting.
If not, please call your council registrar.
 3. Verify that your email address is listed correctly.
If not, please make the appropriate edits to your profile.
- Ensure the Be A Scout “Contact Us” info is correct in your unit’s pin. To edit pin information, please follow the instructions available on page 5 of the [Online Registration Unit Guidebook](#).

Once online registration is active for the unit

- Check your emails for a daily summary of actions to take. If you receive an email it means a lead or applicant on your dashboard needs a response.
- Take action within 24 hours of receiving new leads or new applications. Keep in mind that families who are excited about joining are waiting for your response.

If you need assistance with any of the steps above, please call the Member Care Center at (972)580-2489.