



### DISTRICT ONLINE REGISTRATION CHECKLIST

#### Key District Employee and Volunteer Roles/Actions in Online Registration

#### INVITATION MANAGER ROLES

Invitation Manager is a tool on [my.scouting.org](http://my.scouting.org) allowing the following positions the ability to perform certain actions on leads:

Positions	Responsibility
District Key 3 (district executive, district committee chairman, district commissioner) Senior district executive District director District membership committee chair	Manage leads and send joining invitations with an active link to the application form.

The following positions have **read only** access to view leads or submitted requests to ensure units are following up on leads and invitations in a timely manner:

- Assistant district commissioner
- District membership committee member
- Registration inquiry (a functional role assigned by the district Key 3 on [my.scouting.org](http://my.scouting.org))
- Roundtable commissioner
- Unit commissioner

#### APPLICATION MANAGER ROLES

Application Manager is a tool on [my.scouting.org](http://my.scouting.org) allowing the following positions the ability to perform certain actions on youth and adult applications:

Positions	Responsibility
District Key 3 District membership committee chair *Sr. district executive *District director *Field director *Director field service *Director support service *Assistant Scout executive *Borough Scout executive	<ul style="list-style-type: none"> <li>• Acts on application reassignments from units to the district to ensure youth <i>and adults</i> are placed in another unit in a timely manner.</li> <li>• Reassigns an application to the council for actions to be taken at that level.</li> <li>• Views unit activity to ensure units are responding to their applications in a timely manner.</li> </ul>

\*Registered at council level

The following positions have **read only** access to view application status to ensure units are taking action on applications in a timely manner:

- Assistant district commissioner
- Roundtable commissioner
- Assistant roundtable commissioner
- Unit commissioner
- Sr. district executive\*\*
- District director\*\*
- District membership committee member
- Registration inquiry

\*\* Registered at district level

**BE PREPARED® – Before accepting registration through the online system**

- Review the online registration overview at [www.scouting.org/onlineregistration](http://www.scouting.org/onlineregistration).
- If you don't have a login account, create one at: <https://my.scouting.org/>.
- Add [myscoutingtools@scouting.org](mailto:myscoutingtools@scouting.org) to email's safe senders list.
- Update your my.Scouting Tools profile (click [here](#) for instructions) and do the following:
  1. Ensure the proper council and/or district 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.*

**TAKE ACTION – Once online registration is active for units\***

- 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 reassignment.
- Take action within 24 hours of receiving application reassignments. Keep in mind that families who are excited about joining are waiting for a unit response.
- Log in to your dashboard and view unit activity. Be proactive in helping units if you see leads or applications staying in the "new" or "pending" status too long.

\* Based on your role (see previous page)

*If you need assistance with any of the above steps, please contact Member Care at [myscouting@scouting.org](mailto:myscouting@scouting.org) or call (972)580-2489, Monday – Friday between 7:00 AM – 7:00 PM Central time.*