



BeAScout.org "Coming Soon" Unit Display Instructions for Council Registrars

This new "Coming Soon" unit functionality allows councils to display unposted units as "Coming Soon" units in BeAScout.org.

This new feature is available for Cub Scout packs, Boy Scout troops and Scouts BSA troops. It will assist families in finding forming units that are coming soon to their area.

Families will be able to refine or expand their search for a unit near them by selecting "current" units and/or "Coming Soon" units. If no results are found for a "Coming Soon" Scouts BSA troop, the family will receive the message below, which directs them to enter their contact information at [Scouting.org/ScoutsBSA](https://www.scouting.org/ScoutsBSA) so they can be connected to their council, and then to a unit.



No Results Found

Troops are popping up every day. Enter your contact information at [Scouting.org/ScoutsBSA](https://www.scouting.org/ScoutsBSA) and we'll connect you with a Troop forming in your area

If no results are found for a "Coming Soon" Cub Scout pack or Boy Scout troop, families will receive the following message and a list of active units in their area will be displayed.



No results found

We didn't find any units for the selected programs. Here are all of our units within the specified distance.

The image below depicts a sample "Coming Soon" unit. All "Coming Soon" BeAScout unit pins will be in council mode. This means all "Coming Soon" unit information must be entered by the council registrar. Once the unit is active and posted in the BSA membership system, the pin can be changed to unit mode and should then be maintained by the unit leaders. Councils should enter the effective date for each forming unit along with contact information for the unit leader or a local staff member, so families can obtain more information.

An additional benefit of this feature is the new reporting capabilities. Councils will be able to run a Unit Special Interest Code Report for the new special interest code assigned to each type of "Coming Soon" unit (i.e. girl pack, boy troop, etc.)

The "Coming Soon" functionality will be enhanced at a future date to include the ability for adults and parents of youth to submit an application and pay registration fees online, and to allow forming units to send joining invitations to families through my.Scouting.

4.9 miles

COMING SOON

Troop 0046 Mount Sequoyah Conference Retreat...
150 N Skyline Dr Fayetteville AR 72701

Contact: Chilly Willy
Email: chilly.willy@scouting.org
Website: <https://www.scouting.org/scoutsbsa/>

Troop for Girls


This troop will welcome girls beginning February, 2019. Visit the website to sign up for updates, or contact us to learn more!

BeAScout.org

Coming soon options have been added to the program filters on BeAScout.org so families will be able to refine or expand their search to include “Coming Soon” units.

Filter Results by

Program

 **Cub Scouts**
Youth grades K-5


Every Unit

Boy Pack

Girl Pack


Dens for Boys or Girls


Packs coming soon


 **Boy Scouts**
Boys 11-17 years old

Every Unit

Troops Coming Soon

 **Scouts BSA**
Youth 11-17 years old
Coming February 2019

 **Venturing**
Co-ed 14-20 years old

 **Sea Scouts**
Co-ed 14-20 years old

Special Interest Code

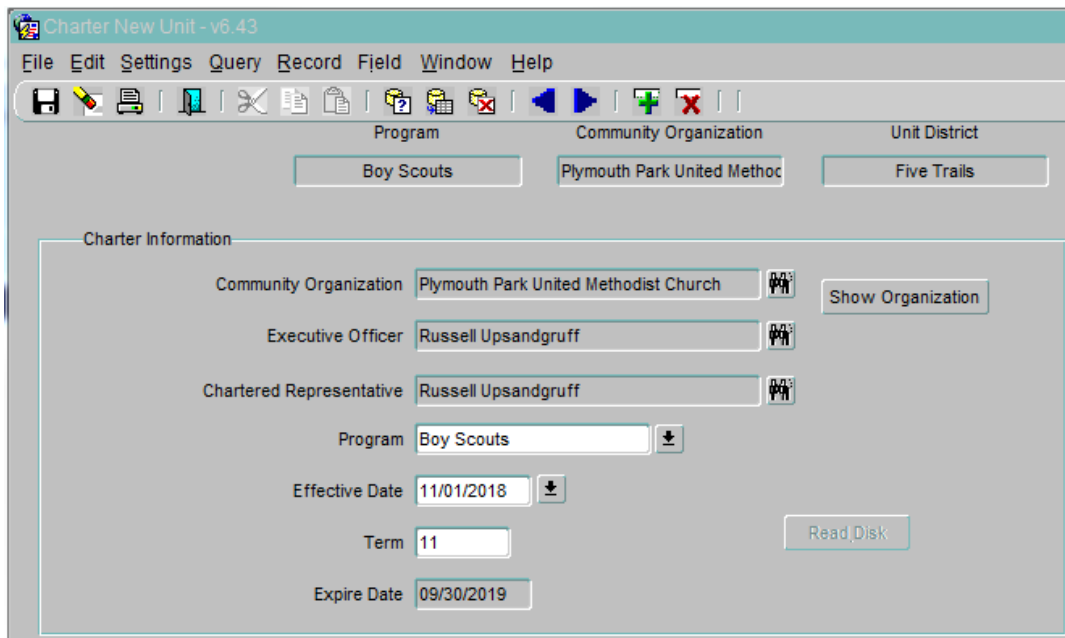
Assign one of the following new special interest codes to a new unposted unit so it will be displayed on BeAScout.org.

Description	Code
PENDING UNIT-BOY PACK	0424
PENDING UNIT-BOY AND GIRL DEN-PACK	0425
PENDING UNIT-GIRL PACK	0426
PENDING UNIT-BOY TROOP	0422
SCOUTS BSA-GIRL TROOP	0423

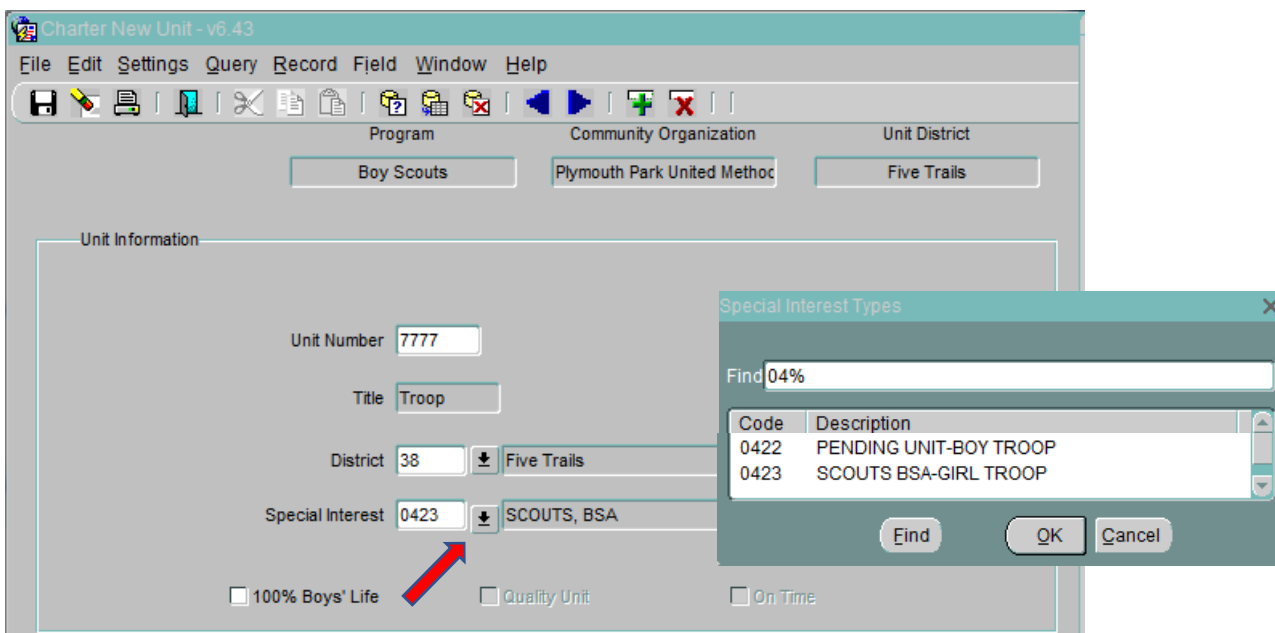
Step

Action

- 1 When entering a new unit, choose the appropriate program and then enter the current month in the Effective Date field (In a future enhancement, the system will be changed so that a future date will be able to be entered for an unposted new unit.) and then enter the correct unit term. For example, if the unit will be effective February 1, 2019 with a December 31, 2019 expiration date, enter 11 months in the Term field. Note that the expire date will not be correct until you change the effective date before posting the unit.



- 2 In the Special Interest code field, click the drop down and select one of the new Special Interest Codes. These codes are only available for Packs and Troops.



- 3 The IH and CR positions will default based on your entry on the previous screen. If you have new adult and youth applications, you can enter them at this time. Otherwise, click Next to place the new unit on hold.

The screenshot shows the 'Recharter Unit' software interface. At the top, there is a menu bar with 'File', 'Edit', 'Settings', 'Query', 'Record', 'Field', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains several fields for 'Unit' (Troop 7777), 'Program' (Boy Scouts), 'Community Organization' (Plymouth Park United Method), and 'Unit District' (Five Trails). Below these fields is a table with columns for 'Name', 'Program', 'Position', 'Phone', 'Grade', 'Date of Birth', 'SSN', 'Sub', 'YPT', and 'Bulk'. The first two rows of the table are highlighted in blue, with the first row having 'IH' in the 'Position' column and the second row having 'CR'. Below the table are several buttons: 'New Registrant', 'Duplicate Registrant', 'Transfer Registrant', 'Update Person', 'Maintain Person', 'Print Edit List', and 'List New'. At the bottom of the window, there are buttons for 'Send YPT E-mail', 'Cancel', 'Previous', and 'Next'. A red arrow points to the 'Next' button.

- 4 Click the "Hold, do not post" button to place the batch on hold. The system will generate a BeAScout pin, but it could take up to 24 hours for the unit to be displayed on BeAScout.org.

The screenshot shows the 'Recharter Unit' software interface with a fee breakdown table. The table is divided into 'Youth Fee Breakdown' and 'Adult Fee Breakdown'. The 'Youth Fee Breakdown' table has columns for 'Item' and 'Fee Subtotal'. The 'Adult Fee Breakdown' table has columns for 'Item' and 'Fee Subtotal'. To the right of these tables is a summary section with 'Youth Total', 'Adult Total', 'Boys' Life Total', 'Charter Fee', and 'Total'. Below the tables are several checkboxes: '100% Boys' Life', 'Quality Unit', 'On Time', and 'Bulk Delivery'. At the bottom of the window, there are buttons for 'Hold, do not post', 'Show Errors', 'Cancel', 'Previous', and 'Post'. A red arrow points to the 'Hold, do not post' button.

Youth Fee Breakdown		Adult Fee Breakdown					
Item	Fee Subtotal	Item	Fee Subtotal				
Registration	0	0.00	Registration	1	30.25	Youth Total	0.00
Transfer	0	0.00	Transfer	0	0.00	Adult Total	30.25
Multiple	0		Multiple	0		Boys' Life Total	0.00
Functional	0		Functional	0		Charter Fee	40.00
No Fee Position	0		No Fee Position	1		Total	70.25
Total	0		Total	2			
Boys' Life	0	0.00	Boys' Life	0	0.00		

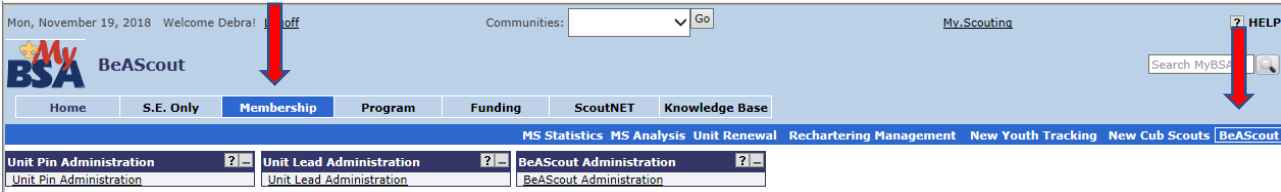
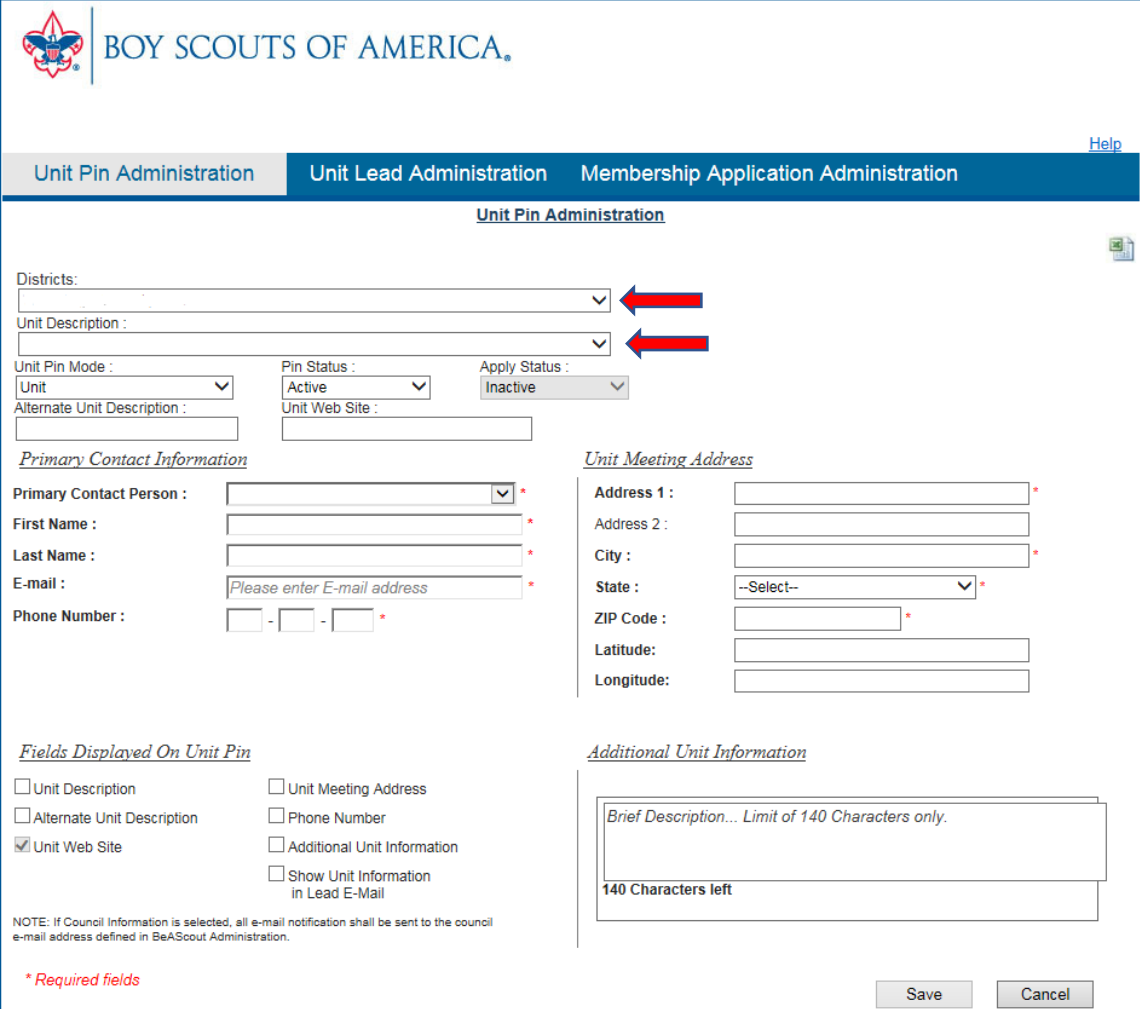
- 5 The unit can be posted once we are in the business month of the new unit's actual effective date and the required adult leaders and youth members have been entered. Be sure to change the Effective Date field and confirm the Term and Expire Date fields are correct.

- 6 In addition, you must change the Special Interest from Pending or Scouts BSA to Traditional Program or another appropriate special interest before posting. Once the new unit has been posted, it will display as a current unit on BeAScout.org within 24 hours.

Code	Description
0413	TRADITIONAL PROGRAM
0414	SCOUTING THROUGH SOCCER
0416	PHYSICALLY DISABLED
0417	MENTALLY DISABLED
0418	SCOUTREACH
0420	NEW UNIT PILOT

Updating Unit BeAScout pins for pending units

The unit pin for pending units will be in council mode. Councils should update the unit pin to include the unit effective date and contact information that will be displayed on BeAScout.org.

Step	Action
1	<p>Log in to MyBSA and select the Membership tab. On the Membership tab, select BeAScout and then Unit Pin Administration.</p> 
2	<p>Click the drop-down arrow to choose the district and then the unit.</p> 

- 3 Since the unit pin is in Council Mode, Primary Contact Information section cannot be updated. It is recommended that the unit meeting address (if known) be listed and chosen to be displayed on the unit pin as well as entering the effective date of the unit and contact information in the Additional Unit Information field which will also be displayed in BeAScout.

Unit Pin Administration

Districts:

Unit Description :

Unit Pin Mode : Pin Status : Apply Status :

Alternate Unit Description : Unit Web Site :

Primary Contact Information

Primary Contact Person :

First Name :

Last Name :

E-mail :

Phone Number : - -

Unit Meeting Address

Address 1 : *

Address 2 :

City : *

State : *

ZIP Code : *

Latitude :

Longitude :

Fields Displayed On Unit Pin

Unit Description Unit Meeting Address

Alternate Unit Description Phone Number

Unit Web Site Additional Unit Information

Show Unit Information in Lead E-Mail

NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.

* Required fields

Additional Unit Information

3 Characters left

- 4 After the unit has been posted, Unit Pin Mode can be changed to Unit so the unit can begin maintaining the pin and information displayed on BeAScout.

Unit Pin Administration

Districts:

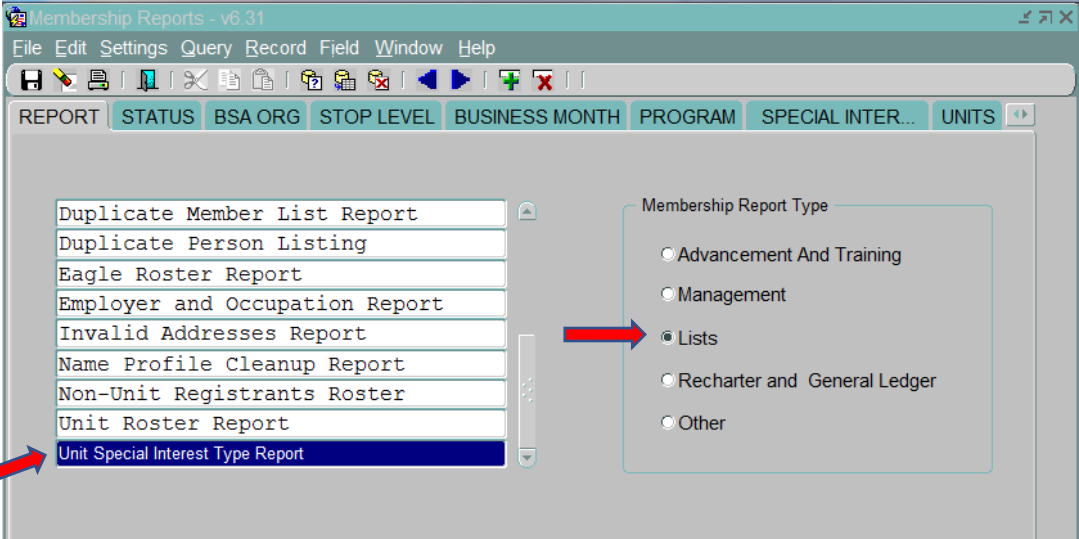
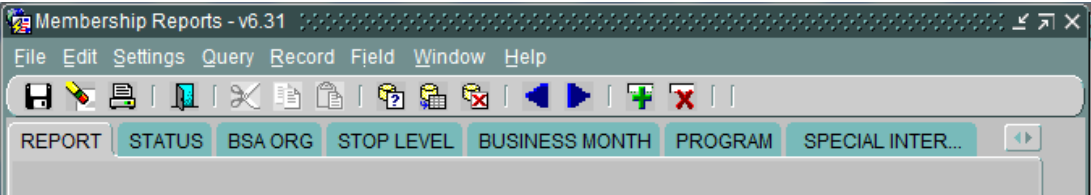
Unit Description :

Unit Pin Mode : Pin Status : Apply Status :

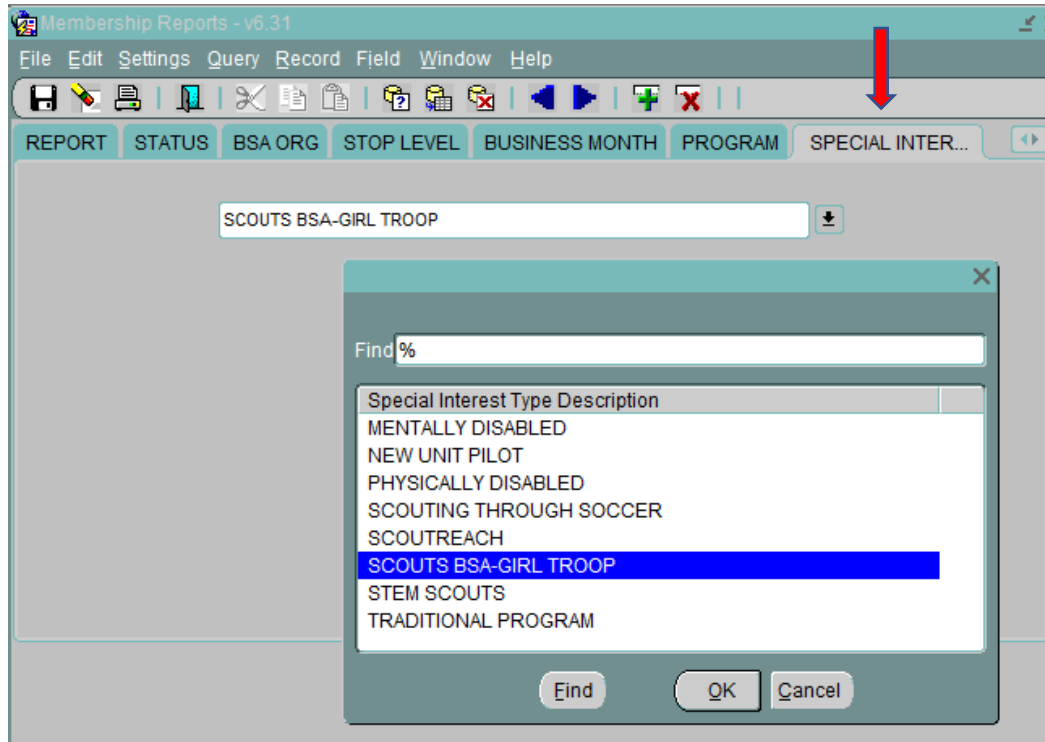
Alternate Unit Description : Unit Web Site :

Unit Special Interest Type Report

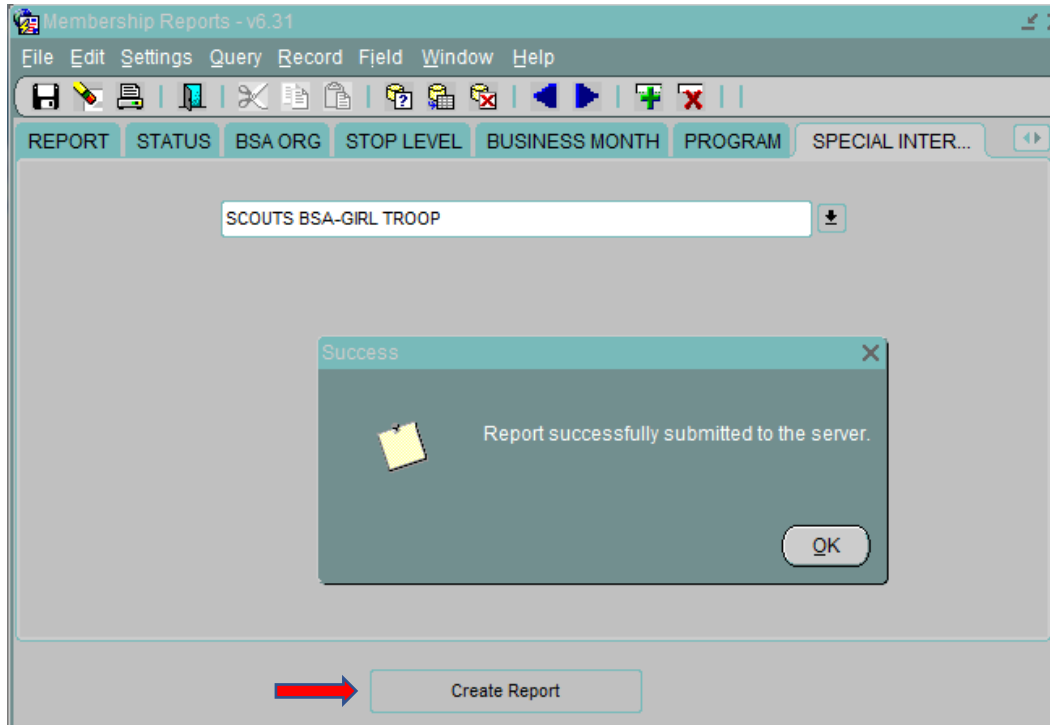
Run the Unit Special Interest Type Report to obtain a list of units that have been assigned a Pending or Scouts BSA special interest code.

Step	Action
1	On the main ScoutNET page, select Program.
2	On the Program menu, select Membership and then Membership Reports.
3	<p>On the report submitter screen, select Lists and then Unit Special Interest Type Report.</p> 
4	<p>Click each tab for various printing options.</p> <p>For example, select the BSA ORG tab to select and print the report for a specific district or the PROGRAM tab to select just Cub Scouting or Boy Scouting</p> 

- 5 Select the SPECIAL INTEREST TYPE tab and then click the down arrow for a list of values. Select the desired Special Interest Type Description and then click the OK button.



- 6 After selecting all the criteria from the available tabs, click the Create Report button. A message indicates that the report has been submitted to the server.



7

On the ScoutNET home page, select Printing to access the report. Click on the report name to view/print the report.

Sat, November 17, 2018 Welcome Sandi! [Logoff](#) Communities: [My.Scouting](#)

BSA ScoutNET

Home Membership Program Funding ScoutNET Knowledge Base

ScoutNET Menu

- ▶ ScoutNET Home
- ▶ Program
- ▶ Printing
- ▶ E-Forms
- ▶ Support
- ▶ Download
- ▶ PAS Find
- ▶ Web Admin
- ▶ Upload

Printing

Search Results

Report Name	Notes	Document Type	Generated
Special Interest Type National Summary		HTML	Nov-17 12:20 PM

Results

Unit Special Interest Type Report
Local BSA Council

Report ID: 10.0
Run Date: 11/2/2018
Run Time: 2:17:17PM

---Selected Options ---
BSA Organization: \Central Region\Area 1\Local BSA Council
Stop Level: Sub-District
Program: Boy Scouts
Special Interest Type: SCOUTS BSA
Report Business Month:12/31/2018
Units: *9xAll*9x
Summary Only: N
List by Zip Code:N
Create File:N

<u>BSA Organization</u>	Unit	Chartered Organization	Address	Telephone	Paid Adults	Paid Youth
Crow River						
	Troop 1515	America Legion Post 365	904 Main St Any Town, US 55555	(555) 580-1234	0	0
	Troop 2222	St Michael the Archangel	745 W Walnut Hill Ln Any Town, US 55555		0	0
	Troop 5671	St John's Church of Christ	380 Little Canada Rd E Any Town, US 55555	(555) 580-5678	0	0

Total for Crow River					3	0