



## UNIT ONLINE REGISTRATION CHECKLIST

### Institutional Head/Chartered Organization Representative Role in Online Registration

#### INVITATION MANAGER

Invitation Manager is a tool on [my.Scouting.org](http://my.Scouting.org) providing you the ability to add new leads, manage leads, and send joining invitations with an active link to your unit's application form.

#### APPLICATION MANAGER

Application Manager is a tool on [my.Scouting.org](http://my.Scouting.org) providing you the ability to:

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

#### Before the unit begins accepting registration through the online system

- Review the Online Registration Council Guidebook and training at: [www.scouting.org/onlineregistration](http://www.scouting.org/onlineregistration).
- If you don't already have a login account, create one at: [my.Scouting.org](http://my.Scouting.org).
- Assign a COR designee who can accept adult applications when you are unable to at: [my.Scouting.org](http://my.Scouting.org) in the Security Manager tool.
- Add [myscoutingtools@scouting.org](mailto:myscoutingtools@scouting.org) to email's safe senders list.
- Update your my.Scouting Tools profile 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 "Contact Us" info is correct in your unit's pin in the Be A Scout system. To edit pin information, please follow the instructions and training available at: [www.Scouting.org/onlineregistration](http://www.Scouting.org/onlineregistration)

#### Once online registration is active for the unit

- Check your emails for a 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.*