STEM ONLINE REGISTRATION CHECKLIST

STEM Leader 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.

APPLICATION MANAGER

Application Manager is a tool on my.scouting.org providing you the ability to review and accept or reject youth and adult applications for your lab.

Before a lab 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. Please keep your my.scouting account in a safe place as it will be used as the single sign-on access to both the my.scouting tool and the STEM Scout portal.
☐ Add myscoutingtools@scouting.org to email’s safe senders list.
☐ Update your my.Scouting Tools profile and do the following:
   1. Ensure the proper Lab 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 Lab’s pin in the BeAScout system. To edit pin information, please follow the instructions available here.

Once online registration is active for your Lab

☐ 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 when 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.