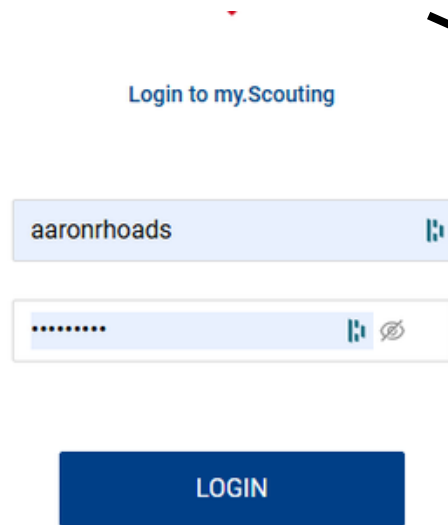


New Fields for Your Unit Pin!

To update your unit pin for BeAScout.org, follow these steps:

1. Log in to My.Scouting.org



Login to my.Scouting

aaronrhoads

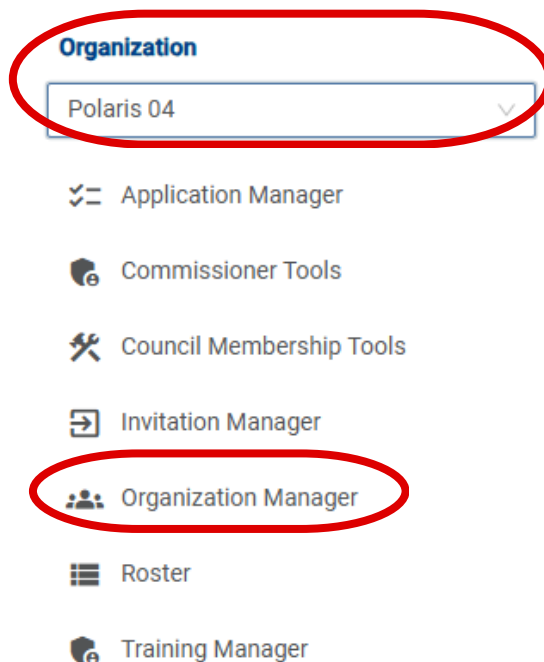
.....

LOGIN

2. Open the Menu on the main page



3. Select your unit in the Organization drop-down



Organization

Polaris 04

Application Manager

Commissioner Tools

Council Membership Tools

Invitation Manager

Organization Manager

Roster

Training Manager

4. Select Organization Manager

5. Check your unit's Settings

- a. *Recommend*-- Do Not Automatically accept youth applications
- b. Have Adult Applications selected

6. Check and Update Email Settings

- a. Create a welcome email for any new application to your unit!

The screenshot shows the BSA Unit Settings interface. On the left is a sidebar with a yellow header containing a BSA logo and a black redaction box. Below the header is a list of navigation items: Organization Manager, Settings (circled in red), Unit Pin, Unit Dashboard, Unit Data Metric Entry, Roster, Position Manager, and Reports. The main content area is titled 'Settings' and contains several sections. A blue-bordered box at the top states: 'Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.' The 'Membership Application Approval' section has a note: 'Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications' and two radio button options: 'Chartered Org Representative Approval Required' (selected) and 'Committee Chair Recommendation and Chartered Org Representative Approval Required'. The 'Youth Applications' section has a checkbox 'Automatically Accept Youth Applications to this Unit.' which is circled in red and currently unchecked. The 'Renewal Applications' section has a checkbox 'Automatically Accept Renewal Applications to this Unit.' which is unchecked. The 'Adult Applications' section has a checkbox 'Allow Adult Applications' which is checked and circled in red. Below these is the 'Email Settings' section. It has a 'Fee Emails' section with an unchecked checkbox 'Include Fees/Fee Explanations'. Below that is the 'Online Registration Emails' section with a checked checkbox 'Welcome Emails'. A large red circle highlights the 'Welcome Emails' section, which includes a text prompt: 'Please create a welcome email with information about your unit that will be sent to new parents and volunteers who are accepted to your unit. Suggested types of information you should include are: meeting information (location/time/frequency), leader contact info, any website/social media pages for your unit, cost/dues, etc. (Keep it brief as not to overwhelm them right after they join.)' and a link 'See Sample Email'. At the bottom of this section is a large black redaction box.

Settings

Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.

Membership Application Approval

Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications

☒ Chartered Org Representative Approval Required

☐ Committee Chair Recommendation and Chartered Org Representative Approval Required

Youth Applications

☐ Automatically Accept Youth Applications to this Unit.

Renewal Applications

☐ Automatically Accept Renewal Applications to this Unit.

Adult Applications

☒ Allow Adult Applications

Email Settings

Fee Emails

☐ Include Fees/Fee Explanations

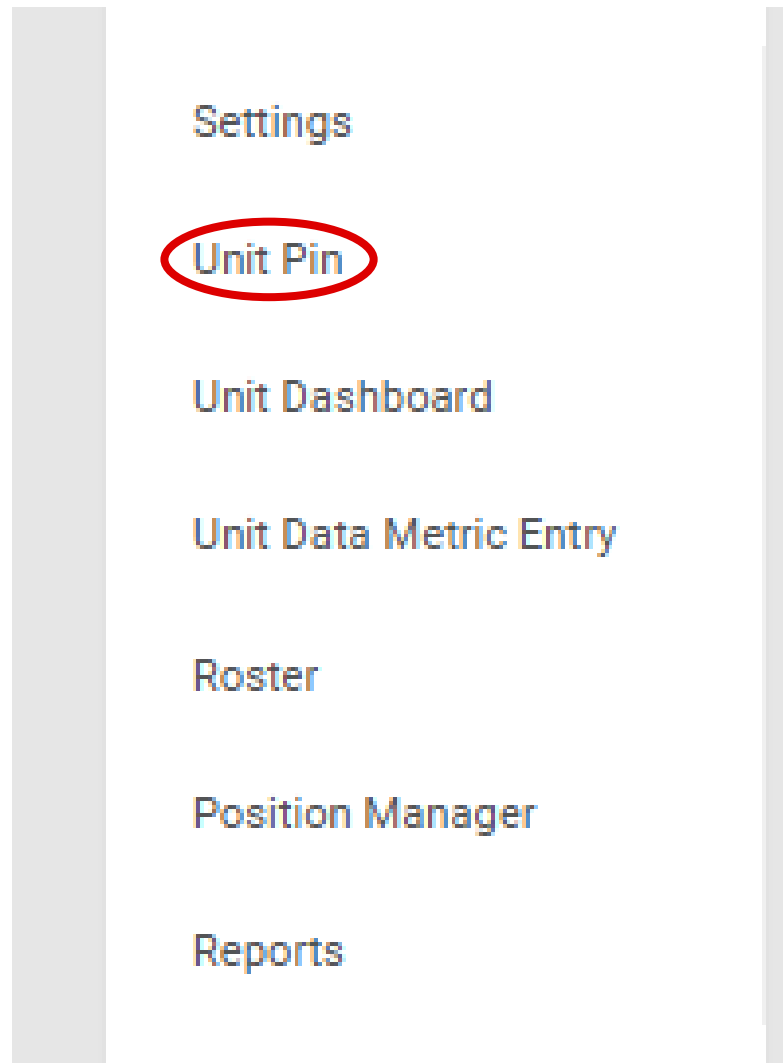
Online Registration Emails

☒ Welcome Emails

Please create a welcome email with information about your unit that will be sent to new parents and volunteers who are accepted to your unit. Suggested types of information you should include are: meeting information (location/time/frequency), leader contact info, any website/social media pages for your unit, cost/dues, etc. (Keep it brief as not to overwhelm them right after they join.)

[See Sample Email](#)

Once you have checked your settings, select UNIT PIN on the left side



Now update the highlighted areas on this page and the next page!

What family wouldn't like to have a trial visit?

Unit Information

Pin Mode

- ☐ Only Allow the Council to Update Pin Information
☒ Allow Units to Update Pin Information

Appear on BeAScout:



Allow People to Apply Online:



Fundraising Helps Cover Costs:



Trial Visit Encouraged:



Contact Information

Contact Person:

Phone:

Email:

[Edit](#)

Special Interest Type

GENERAL INTEREST

Unit Fee

0

Unit Website

www.scouting.org

Additional Unit Information

Unit Pin Preview



Crew

Unit Dues: \$0

Email:

[Request More Information](#)

Fields to Display on Unit Pin:

Unit Meeting Address:



Contact Person's Name:



Phone Number:



Contact Email:



Unit Website:



Additional Unit Information:



When you're updating your PIN, make sure to turn on the toggles, and include your unit dues, website, and additional information!

Unit Meeting Information

Address

[Redacted Address]

[Edit](#)

Meeting Schedule

Frequency

Select frequency

Day

[Redacted Day]

Start Time

Select time



End Time

Select time



Save Meeting Schedule

Now you can include your Meeting Schedule!

Frequency options include: Weekly, Bi-weekly, and Monthly

This information WILL be helpful for new families looking to Join Us!