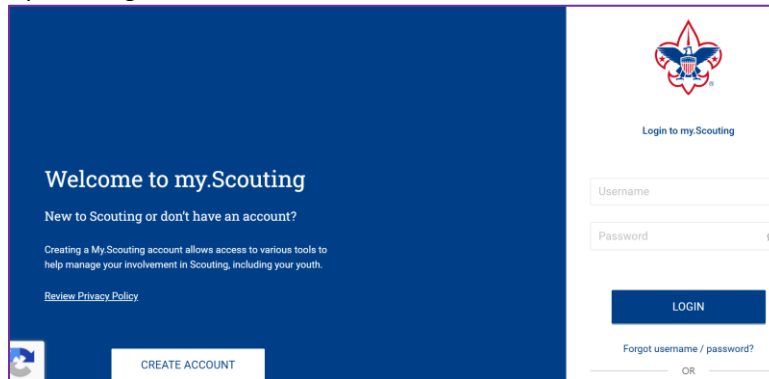


Setting up Your Units BeAScout Pin

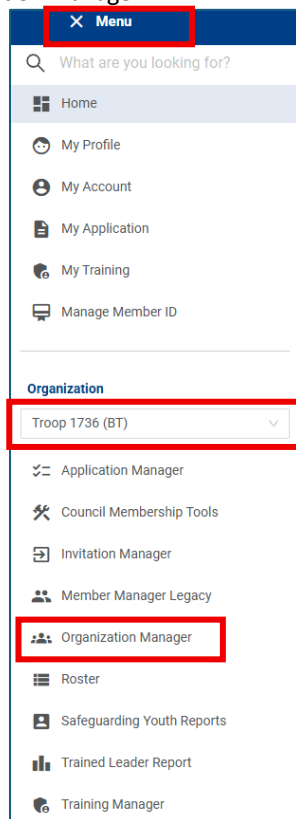
BeAScout is an online tool that helps prospective members find a Scouting unit in their area. As you review your pin information, please verify that your pin is turned on and that your unit's contact information is accurate and up to date. Be sure to review the information that will be displayed to prospective members, including the new fields that are now available for you to customize.

We will start by reviewing the Unit Settings.

Log in to your my.Scouting account.

The image shows the my.Scouting login page. On the left, a blue banner contains the text "Welcome to my.Scouting", "New to Scouting or don't have an account?", and a link to "Review Privacy Policy". Below the banner is a "CREATE ACCOUNT" button. On the right, there is a login form with fields for "Username" and "Password", a "LOGIN" button, and a link for "Forgot username / password?". The Scouting logo is at the top right.

Go to Menu>Select your unit>Organization Manager

The image shows the my.Scouting menu. The "Menu" header is highlighted with a red box. Below it is a search bar "What are you looking for?". A list of menu items follows: Home, My Profile, My Account, My Application, My Training, and Manage Member ID. A section titled "Organization" contains a dropdown menu showing "Troop 1736 (BT)", which is also highlighted with a red box. Below this are several other menu items: Application Manager, Council Membership Tools, Invitation Manager, Member Manager Legacy, Organization Manager (highlighted with a red box), Roster, Safeguarding Youth Reports, Trained Leader Report, and Training Manager.

Click on Settings.

Review all of the available settings for accuracy and current information.

While all the settings are important, two to make sure you review are:

1. Who can approve adult applications.
2. “Automatically Accept Youth Application to this Unit” – *Strongly encourage this*

Update Unit 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

* This option was set by the council. It may not be changed for this unit.

☒ Allow Adult Applications

Types of Youth Applicants This Pack Accepts

☐ Girl Only ☐ Boys Only ☒ Both Boys and Girls

Email Settings

Adult Applications

* This option was set by the council. It may not be changed for this unit.

☒ Allow Adult Applications

Types of Youth Applicants This Pack Accepts

☐ Girl Only ☐ Boys Only ☒ Both Boys and Girls

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](#)

We meet every Thursday from 7-8 pm at the First Congregational Church of Christ (6494 W. Belsay Rd. Grand Blanc, MI 48439) during the school year. One Thursday a month is our Pack Meeting with Den Meetings are held on the other weeks. We may also hold an event on a Thursday or meet on a different day to accommodate special events. We also have an active summer program that works well with busy family schedules. We also have Zoom available for online meetings when needed.

Here units can add custom text that will be added to the generic welcome email that goes out when an applicant is processed. It's a great way to share more helpful detail about your unit.

Now let's look at the Unit Pin. Select Unit Pin on the lefthand side. All fields need to be reviewed and set to yes or no. The highlights on the following screenshots are intended to showcase the new fields that have been added, and not an indication of every field to be reviewed and updated.

It is encouraged to set the option to Appear on BeAScout and to allow People to Apply Online. The exception would be if there are special circumstances such as a ScoutReach Unit or a Chartered Org with specific restrictions.

Preview of your selected settings.

Special Interest Type is typically set by the unit charter when the unit is created, but it can be changed here if needed.

The fields you select will display in the Unit Pin Preview as you enable them so that you can see what will be displayed on BeAScout. Only fields with a checkmark will display on BeAScout.

Additional Information can be used to address "FAQs".

--For Packs you may list your den meeting info, such as days and times – remember new parents who have never been in Scouting may be unfamiliar with our program. So, including things like "Tigers meet on Monday" will not be helpful, instead say "1st graders meet Monday".

--For Troops, Teams, Crews, or Ships – you may want to list any specialty areas of interest your unit does such as a Troop that focuses on hiking, or a Crew that focuses on scuba, or a Ship that focuses on sailing small crafts, things that will help people decide if it is the right unit for them.

The top screenshot displays the 'Unit Information' section on the left, which includes options for 'Pin Mode' (radio buttons), 'Appear on BeAScout' (toggle), 'Allow People to Apply Online' (toggle), 'Fundraising Helps Cover Costs' (toggle), and 'Trial Visit Encouraged' (toggle). Below these are 'Contact Information' fields for 'Contact Person', 'Phone', and 'Email', followed by a 'Special Interest Type' dropdown menu. The right side shows a 'Unit Pin Preview' for 'Pack 0175', listing meeting times, dues, fundraising status, contact info, and a list of enabled features like 'Online Registration' and 'Trial Visits Encouraged'. A 'Request More Information' button is at the bottom.

The bottom screenshot shows the 'Special Interest Type' dropdown set to 'TRADITIONAL PROGRAM'. Below it is the 'Unit Fee' field with a value of '50'. The 'Unit Website' field contains 'www.scouting.org'. The 'Additional Unit Information' text area contains a paragraph about the unit's focus on Cook/Mason and Brendel Elementary Schools. To the right, the 'Fields to Display on Unit Pin' section has a list of fields with checkboxes: 'Unit Meeting Address' (unchecked), 'Contact Person's Name' (checked), 'Phone Number' (unchecked), 'Contact Email' (checked), 'Unit Website' (unchecked), and 'Additional Unit Information' (checked). A large blue 'SAVE' button is highlighted at the bottom right.

Pack 0175

Unit Meeting Information

Address
First Congregational Church of Christ
6494 S. Belsay Road
Grand Blanc, MI 48439
[Edit](#)

Meeting Schedule

Frequency
Weekly

Day
Thursday

Start Time
6:30 PM

End Time
7:30 PM

[Save Meeting Schedule](#)

Unit Pin

Unit Dashboard
Unit Data Metric Entry
Roster
Transfer in
Position Manager
Reports

Confirm your meeting address is correct. It will default to your Chartered Org address. Edit as needed.

If your pin is ever wrong, it can be refreshed by changing a piece of data, save, change the data back, and save again. The pin will be correct the next day.

Be sure to select "Save Meeting Schedule" if any changes are made.

There is a report for Unit Pin in Organization Manager>Reports. This report is available at the Unit level, the District level and at the Council level.

Organization Manager

Settings
Unit Pin
Roster
Discounts
Members Without Unit
Position Manager
Reports

This report is a summary report by district, showing total advancement in Sea Scout Ships reflected Month to Date totals and Year to Date totals. Advancement reports have a date range selection option in the filter setting of the report. Detailed report of all units by district can be found in this report using the hyperlinks on the left hand side.

SERVICE ACTIVITY REPORT [Run](#)
Unit community service hours by category and Eagle project count and hours.

UNIT CHARTER STATUS REPORT [Run](#)
This report shows the status of all units in the Recharter Process and any New or Dropped Units. It reports total youth members and recharter date.

UNIT PIN [Run](#)
This report lists unit pin data that will be displayed on BeAScout.org.

UNIT SPECIAL INTEREST TYPE REPORT [Run](#)
This report will return all active units with their special interest type. You can filter the report by special interest type.