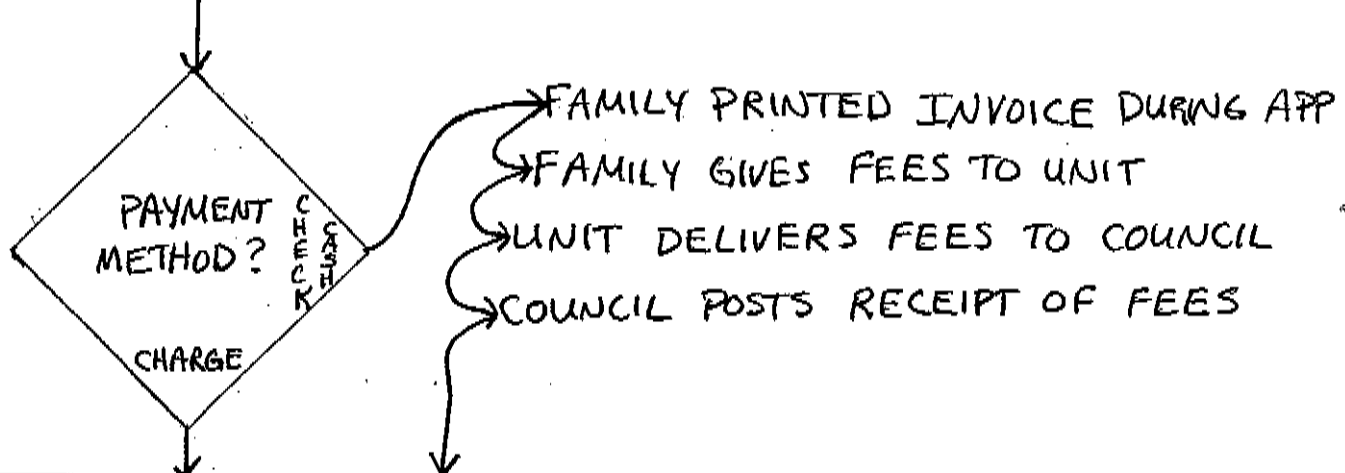
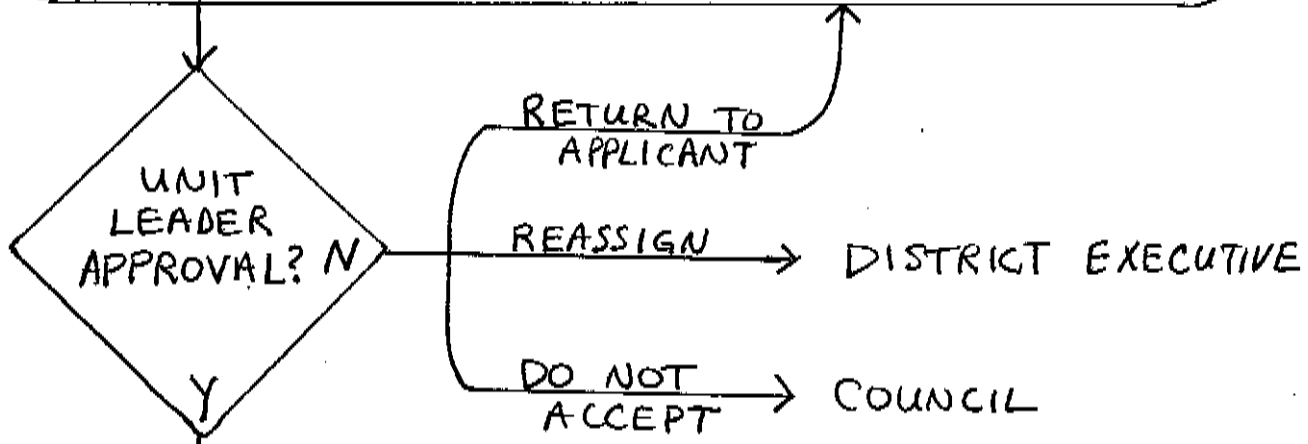


ONLINE DIGITAL YOUTH APPLICATION  
(CONTACT INFO? BOY'S LIFE? CASH, CHECK or CHARGE?)



YOUTH IS REGISTERED & ADDED TO BSA DATABASE

NATIONAL WELCOME EMAIL IS SENT

UNIT WELCOME EMAIL IS SENT



# Quick Start Checklist for Units...



This checklist is a supplemental guide and should be used in conjunction with the Online Unit Registration Guide Book [www.scouting.org/filestore/pdf/Online\\_Reg\\_UnitGuidebook.pdf](http://www.scouting.org/filestore/pdf/Online_Reg_UnitGuidebook.pdf)  
Pages noted on this checklist are referring to the Unit Guide book.

**Page: 4** MY DASHBOARD

- ✓ Unit Key Three Leaders should update their my.Scouting Tools Profile and make sure their contact information is CORRECT + UNIT + POSITION

**Page: 5-7** LEGACY WEB TOOLS > BE A SCOUT

- ✓ Please verify that your BeAScout pin is turned on and that the contact information is current and displays the information you want shown for your unit. NOTE: "Apply Status" is the key indicator for activating Online Registration via BeAScout.

- ✓ Unit Configuration can start on June 6th, 2017. For MDSC, Adult Applications will continue to be "paper only"

**Page: 8-10** (YOUR UNIT) > ORGANIZATION MANAGER

- ✓ Please decide on what payment option your unit is willing to accept. Credit Card Only, Cash/Check Only, or Credit Card/Cash/Check
- ✓ Please decide on whether you will show a "fee message" that breaks down the fee. National Registration fee and Boy's Life are the only fees charged in the online system.
- ✓ If units want a custom welcome message, please draft a Welcome Message that will be sent once your applicants has been accepted and approved by the National Service Center.

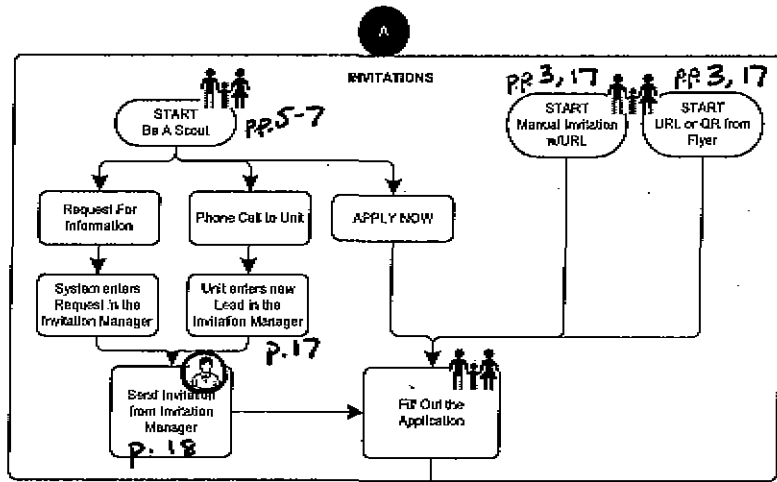
**Page: 12** (YOUR UNIT) > ORGANIZATION SECURITY MANAGER

- ✓ Units need to decide if registered unit volunteers should be assigned a "Registration Inquiry" role to view status or review requests.

**Page: 17** (YOUR UNIT) > INVITATION MANAGER

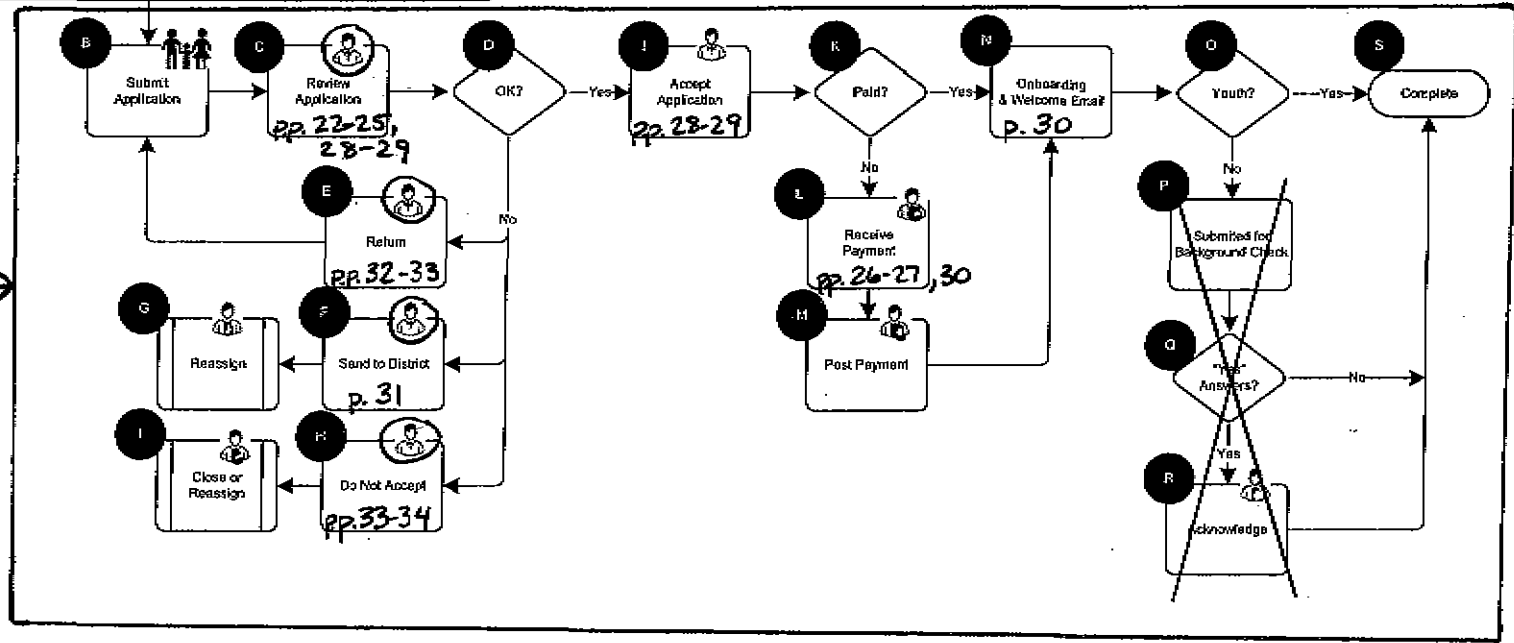
- ✓ For Invitation Manager, you can imbed a URL Link or QR code for your unit (these are provided by BSA National).

# ONLINE REGISTRATION – HIGH-LEVEL FLOW



INVITATION MANAGER  
PP 12-20

APPLICATION  
MANAGER  
PP 22-34



UNIT LEADER