



MDSC Online Registration Training





Online Registration Introduction

- **The New Online System is available on June 5th, 2017 through my.Scouting**
- **This presentation is supplemental training material to be used in conjunction with the**
 - [Online Unit Registration Guide Book](#)





Agenda

- What is Online Registration?
- What are the benefits?
- What does this mean to my unit?
- Checklist for Units
- Demo
- Q&A





What is Online Registration?

- Today, we register members into the Boy Scouts of America using a paper registration form:

**BOY SCOUTS OF AMERICA
YOUTH APPLICATION**

This application is also available in Spanish. Esta solicitud también está disponible en español.

Cub Scouting
Tiger Cub Scout
Webelos Scout

Boy Scouting

Varsity Scouting

Venturing/Sea Scouting

Scout Oath or Promise
On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law
A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

524-406 BOY SCOUTS OF AMERICA 115

This form is read by machine. Please print the numbers and letters as shown on the sample application.

YOUTH MEMBERSHIP

Unit type: (fill in the circle) Pack Cub Scout Troop Boy Scout Troop Varsity Scout Team Venturing Crew Sea Scout Ship Lone Cub Scout Lone Boy Scout

For pack registration select one: Tiger Cub Scout Webelos Scout Arrow of Light earned

Mark here if new to Scouting: Former Scout Former Venturer Former Sea Scout

If applicant has an unexpired membership certificate, registration may be accomplished at no charge by transferring the registration. Mark and attach a copy of the certificate.

Transfer application Transfer from council number: _____ Unit type: Pack Troop Team Crew Ship Unit No.: _____

Enter membership number from unexpired certificate: _____

Name and address information (Please print one letter in each space—press hard, you are making a copy.)
First name (No initials or nicknames) _____ Middle name _____ Last name _____ Suffix _____

Country _____ Mailing address _____ City _____ State _____ Zip code _____
U.S.

Home phone _____ Date of birth (mm/dd/yyyy) _____ Grade _____ Ethnic background: Black/African American Native American Alaska Native Asian Caucasian/White Hispanic/Latino Pacific Islander Other _____

School _____ Gender: Male Female Boy's Life subscription

Parent/guardian information Mark here if address is same as above: _____ Mark here if you are the Tiger adult partner: _____
 Mark here if the Tiger adult partner is not living at the same address; complete and attach an adult application.
Select relationship: Parent Guardian Grandparent Other (specify) _____

First name (No initials or nicknames) _____ Middle name _____ Last name _____ Suffix _____

Country _____ Mailing address _____ City _____ State _____ Zip code _____
U.S.

Home phone _____ Date of birth (mm/dd/yyyy) _____ Occupation _____ Employer _____ Gender: M F

Business phone _____ Ext. _____ Previous Scouting experience _____ Cell phone _____

Parent/guardian email address _____

I have read the attached information for parents and approve the application. I affirm that I have or will review "How to Protect Your Children From Child Abuse: A Parent's Guide."

Signature of unit leader (or designee) _____ Date _____ Signature of parent/guardian _____

2002 Registration fee \$ _____ Boys' Life fee \$ _____

LOCAL COUNCIL COPY
Return on file for three years.





What is Online Registration?

- Starting on June 5th **Youth Members** can now be registered using an Online Registration System via my.Scouting:

The screenshot shows the my.Scouting website interface. At the top, it says "my.Scouting" with a "Sign In" link and a user icon. Below that is a blue banner that reads "Welcome to Boy Scouts of America myScouting Tools". The main content area is divided into two sections. On the left is a "Sign In" form with fields for "Username" and "Password", a "Sign In" button, and links for "Create Account", "Forgot Password?", and "Forgot Username?". On the right is a promotional banner for the "2017 NATIONAL JAMBOREE" held from "JULY 19-28". The banner features a photo of a boy in a helmet and a "2017 NATIONAL JAMBOREE" logo. Text on the banner includes "EXPERIENCE THE BEST OF SCOUTING!" and "REGISTER NOW AT BSAJAMBOREE.ORG". Below the sign-in form, there is a red warning message: "This site will not work properly if you don't have the latest version of Google Chrome, Mozilla Firefox, Safari and Internet Explorer (v11)." and an "IMPORTANT" notice: "IMPORTANT - During the rechartering process, unit roster data may not reflect updated information until councils post and update unit's rechartering information in ScoutNET."



What is Online Registration?

- **Online Registration via my.Scouting is made up of THREE parts:**

Feature	Purpose
Invitation Manager	Collects information from potential new scouts, manage leads, send invitations to join scouting
Digital Application	Electronic application that collects all data needed, includes payments and Background Check Authorization
Application Manager	Review collected applications and allow units to “process” the application onto Council





What is Online Registration?

- Please **NOTE**: Online Registration is to be used to **register NEW scouts into a Unit or register scouts to different units**. The system is **NOT** designed for non paying adult positions, position changes in the same unit, or youth or adult renewals (e.g. rechartering time).





What is Online Registration?

- **Special Note on ADULT REGISTRATION – for MDSC.**
 - Since MDSC requires Youth Protect Training to be completed before adult applications are processed, MDSC will NOT be using the Online Registration system for Adults during this FIRST phase.
- **In the second phase roll out, National plans to incorporate Youth Protection Training as a prerequisite before allowing the Adult Registration to be processed.**
 - MDSC plans to roll out Adult Online Registration in phase two.





What are the benefits?

- A convenient way for parents and leaders to submit their applications and pay registration and Boy Life's subscriptions
- A more efficient way for units, districts, and councils to approve applications online

BENEFITS





What are the benefits – continue...

- An expedient way for units to email prospective families a link to directly register with their units
- Electronic storage of the application and CBC (Criminal Background Check) Disclosure and Authorization f





What are the benefits - continue...

- Units can **decline** applications because they are not accepting new members
- Units can **deny** an application because they feel this person is not right for their units
- The decline or denied applications are reassigned to the District Executive (DE) who can reassign the applications to another unit or issue a refund.





What is this mean to my Unit?

- As of June 5th 2017, Units can still accept Paper Registrations and start to use Online Registrations

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Venturing

Scout
A Scout is true, helpful, friendly, obedient, cheerful, clean, and...

524-006

BOY SCOUTS OF AMERICA

Yeah!

myScouting Sign In

Welcome to Boy Scouts of America myScouting Tools

Sign In

Username

Password

Sign In

Create Account Forgot Password? Forgot Username?

2017 NATIONAL JAMBOREE
JULY 19-28
REGISTER NOW AT
BSAJAMBOREE.ORG

EXPERIENCE THE BEST OF SCOUTING!

This site will not work properly if you don't have the latest version of Google Chrome, Mozilla Firefox, Safari and Internet Explorer (v11).

IMPORTANT - During the rechartering process, unit roster data may not reflect updated information until councils post and update unit's rechartering information in ScoutNET.





What is this mean to my Unit?

- **Before using Online Registration, Units should have the following key roles and people assigned to those roles:**

Roles	Description
Charter Organization Representative (CR)	Liaison to the chartering organization
Committee Chair (CC)	Head of the Unit
Unit Leader	Cubmaster, Scoutmaster, Crew Advisor, Skipper, Coach
Institutional Head/Chartered Organization Executive Officer	* Not all unit have this
Unit Membership Chair	Person(s) coordinating membership



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Checklist for Units

- For Units to use Online Registrations, the units need to follow the **Configuration checklist**:
 - Unit Key Three Leaders should update their my.Scouting Tools profile and make sure their contact information is CORRECT
 - Verify your Unit's **BeAScout** pin is turned on and the contact information is current and information about your Unit is correct





Checklist for Units – continue...

- **Configuration checklist:**
 - Units need to decide payment options (Credit Card Only, Cash/Check Only or Credit Card and Cash/Check)





Checklist for Units – continue...

- **Configuration checklist:**
 - Unit need to decide whether the Committee Chair can make recommendations for adult position for online registration otherwise the Charter Org Rep needs to login to the Online system to make position assignments before approving





Checklist for Units – continue...

- **Configuration checklist:**
 - Units need to decide the “fee message” informing applicants about the registration fee. **The online system will only collect national registration fee and Boy Life’s subscription fee.** Any additional fee collected by the units will need to be handled outside of the registration system and can be disclosed in the “fee message” section

**Registration
Fees**





Checklist for Units – continue...

- **Configuration checklist**

- Units need to draft a welcome message to the applicant. Once the registration is approved, a friendly email is sent welcoming the registrant into your unit





Checklist for Units – continue...

Example of Automated Welcome Email:

Welcome To Troop 0144 Flora Rotary Internatic

FILE MESSAGE ADOBE PDF

Thu 12/15/2016 8:00 AM
Membership@scouting.org
Welcome To Troop 0144 Flora Rotary International!

To: Pat Weller
Retention Policy: 3 Year Delete (3 years) Expire

Troop 0144 Flora Rotary International

Dear Peter Weller,

Thank you for joining Troop 0144 chartered by Flora Rotary International.

As the volunteer leaders of Troop 0144, we wanted to take a moment to welcome you to our Troop. If you need assistance or are unsure of what your next st

We are excited to have your join our troop which meets at Flora Rotary International, 1235 Walnut Hill Road. Just a reminder we meet every other Monday

We look forward to having you join us on the Scouting trail.

Yours in Scouting,

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Checklist for Units – continue...

- **Configuration checklist**

- Have a URL or QR Code for your unit handy – you can add these links when configuring your Invitation Manager





Demo...

- To see the Online Registration system with explanations, **please following the link below which will open up a zip file.** You will double click on the zip file to extract the presentation onto your computer:
 - [Online Unit Registration Unit Overview](#)





Thank you ...

