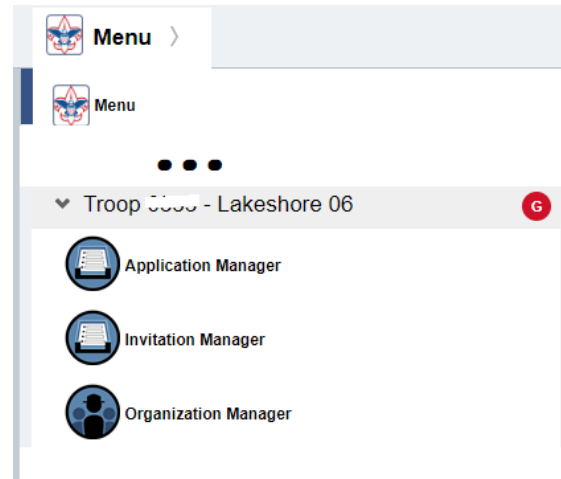


Be Prepared...For Unit Renewal

Before you even log into the Renewal system, there are many steps that should be taken and verified. Is your unit ready for rechartering? Log into [My.Scouting](#) and see!

Note: You will be accessing Application Manager, Invitation Manager, and Organization Manager, all which can be found under Menu → <Your Unit>



Set-up/Review your BeAScout pin

A BeAScout pin is what allows prospective Scouts to find your unit. They can go to [beascout.org](#), search for unit type and location, and get all of the area units in one list. You want to make sure your unit's pin stands out! Note:

Updates to the unit PIN can only be made by the unit Key 3 and Key 3 Delegates.

Choose **Organization Manager** from the main menu, and then choose **Unit Pin**. Make sure that prospective Scouts and adults can apply online by choosing "**Allow People to Apply Online**".

Appear on BeAScout :



Allow People to Apply Online :



Edit your Contact, Website, and Address information and then determine what shows up on the pin itself. (Preview is in the upper right corner!). Make sure you click "Save" when completed. Updates may take a few days – they are subject to review.

Choose a Charter Org Delegate and review adult positions

The Charter Org Rep is the only one by default that can approve Adult Applications and set certain adult leader positions. In order to help, a Charter Org Delegate can be established that can take on these duties. The Charter Org Rep must log into My.Scouting, go to **Organization Manager** → **Position Manager**, and then click on **Functional Roles**. Only he/she will have the "Add +" option to choose a person.

While in **Position Manager** on the **Registered Positions** tab, ensure that all Adult Leaders are assigned the proper position. The Charter Org Rep and his/her delegate can drag and drop the adult leaders into the appropriate role.



Registered Positions **Functional Roles**

COR Delegate (0/1) Key 3 Delegate (0/3) Registration Inquiry (0)

ADD + ADD + ADD +

Unit Advancement Chair (0/1) Unit Training Chair (0/1) Youth Protection Champion (0/1)

ADD + ADD + ADD +

Organization Manager

- Settings
- Unit Pin
- Roster
- Transfer in
- Position Manager**
- Reports

Ensure all Adult Leaders have a Criminal Background Check (CBC) on file

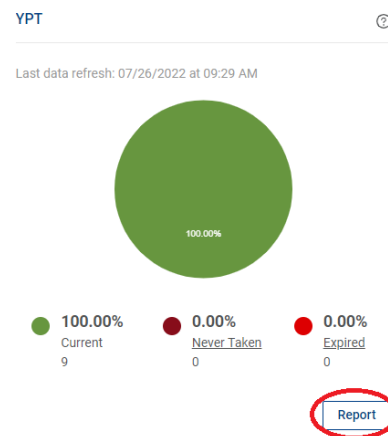
In My.Scouting, go to **Organization Manager** → **Position Manager**. Next to each adult should be a blue

✓ shield with a checkmark indicating a completed CBC. If not, make sure you have that adult complete the latest form. This can be found in the last pages of an Adult Application.

Check Adult Leader Youth Protection Status

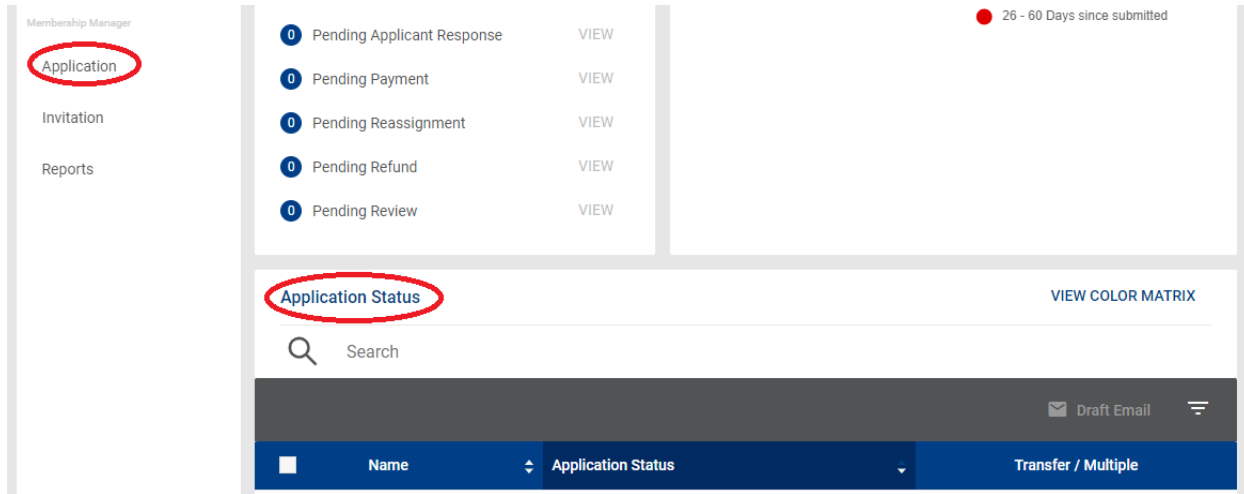
From the main menu of My.Scouting, choose **Training Manager** to verify YPT status of all of your adults. Once in **Training Manager**, on the main dashboard you will see a YPT pie chart. Click the “Report” button at the bottom to bring up the YPT aging report. On the report, you will see Status and Effective Through columns. “Yes” means the adult is up-to-date, and “Effective Through” shows when YPT expires. If the date is prior to March 1 of the next calendar year, the adult must take YPT again prior to rechartering.

Status	Effective Through
YES	10/09/2022
YES	03/19/2024



Approve Applications

In My.Scouting, choose **Application Manager** from the main menu to be taken to the Application section of **Membership manager**. From here you will see a list of all online applications and their statuses. Approving them here is the equivalent of providing a Unit Leader signature (youth apps) or a Charter Org Rep signature (adult apps).



Membership Manager

- Application
- Invitation
- Reports

0 Pending Applicant Response VIEW

0 Pending Payment VIEW

0 Pending Reassignment VIEW

0 Pending Refund VIEW

0 Pending Review VIEW

26 - 60 Days since submitted

Application Status VIEW COLOR MATRIX

Search

Draft Email

Name	Application Status	Transfer / Multiple
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