

ONLINE MEMBERSHIP TOOLS TRAINING

Great Lakes Bay Region | Michigan Crossroads Council



BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

HOUSEKEEPING

Are you a Key 3 Member or Key 3 Delegate?

Please type your questions in the chat.

At the end of each section, we will go through all questions.

We will take a group break halfway through the presentation.

These materials will be provided, with today's recording, after the presentation so you can reference the materials with questions.



1.

Introductions and Tools

YOUR PANELISTS



Jake Straub
District Director
Great Lakes Bay Region



Samantha Burke
Membership Chair
Shoreline District



Michael Lynch
Membership Chair
Heartland District



Brandon Kathman
Membership Chair
Ojibway District



AGENDA

Introduction and Overview of Tools

Get More Information About Us

Online Applications

Managing Your Unit 101

Other Tools and Resources



WHY ARE WE HERE?

- ▶ Our purpose here today is to go over several of the online membership tools that your unit can use to welcome new families to Scouting!
- ▶ We have organized the information in a way that focuses on how you, the unit leader, would interact with different interested people.



TOOLS TO REMEMBER

All of the following tools can be found in the **my.scouting.org** website

APPLICATION
MANAGER



INVITATION
MANAGER



ORGANIZATION
MANAGER



ROSTERS



HELPFUL TIPS AND TRICKS

1. Create a Scouting Email
2. Use Google Chrome when using my.scouting.org
3. If something fails to load...
 1. Which browser are you using?
 2. Try an “incognito” browser



Menu

1

What are you looking for?

Home

My Profile

My Account

My Application

My Training

Manage Member ID

Recent Tools

Roster
Shoreline 07

Invitation Manager
Shoreline 07

Organization

Pack 3113 (FP)

2

Trained Leader Report

YPT Reports



Jake Straub

Member ID



My Profile



My Account



My Application



My Training



Manage
Member ID



BSA Web Links

Unit Program Dashboard now in Organization Manager

National 06/01/2023

Attention Unit Leaders: A new dashboard has been added to your Organization Manager page in My.Scouting. This one-page report will show you all your program details from My.Scouting and Scoutbook, including who is listed as the key unit leaders, and your Unit Commissioner. Youth Protection and leader training details, the Youth Membership, Advancement, Camping, Hiking, and Service Hour overview are presented all on one page. In addition, the recharter status, and the district roundtable location and attendance is reported.

Unit Dashboard added to Commissioner Tools

National 05/22/2023

Attention Commissioners - A new unit dashboard is now available that consolidates valuable information about each unit into a single location. Information includes leader contacts, membership, advancement, roundtable attendance, and unit activities with hyperlinks to more detail as needed. Check out this overview video to learn more: Unit Dashboard Overview.

New Changes to My.Scouting

National 05/02/2023

The look of My.Scouting has changed. You will find the new landing page is redesigned offering a quicker connection to managing your account and profile. The menu is now displayed at all times and you can jump from tool to tool as needed.

Lion and Tiger Adult Partner Positions

National 02/17/2023



Click logo to take Youth Protection in English or Spanish



2.

GET MORE INFORMATION ABOUT US

How your Unit is presented to the public

| Invitation Manager | Organization Manager |



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MICHIGAN CROSSROADS COUNCIL

BE A SCOUT!

1.

Beascout.org is the first-place prospective families should go to get information about Scouting.

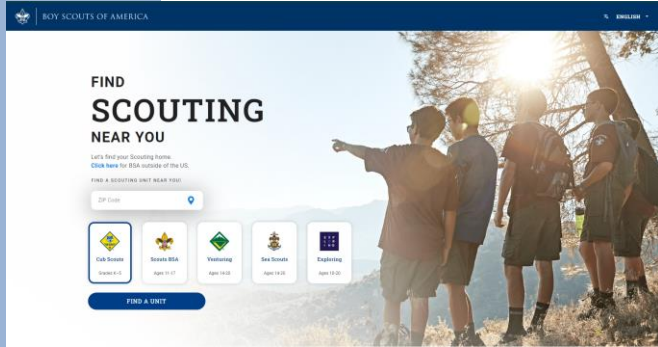
2.

Prospective families will put in their zip codes and any Units within a geographic area will pop up.

3.

Prospective families can communicate with you or even apply right away.





Girl Troop

Online Registration available for this unit.

JOIN US! We meet weekly on Monday nights. Our girls love a wide variety of activities from hiking and biking to skiing and skating. We have regular camping trips that are always a highlight for the scouts and summer camp as well

Request More Information

APPLY NOW

7



Troop 0798 Blessed Sacrament Catholic School

9.2 miles

3109 Swede Ave
Midland MI 48642

Contact: Richard Adam
Email: [REDACTED]

Boy Troop

Online Registration available for this unit.

Come join us! We meet on Monday nights. Our boys love a wide variety of activities from hiking and biking to skiing and skating. We have regular camping trips that are always a highlight for the scouts and summer camp as well.

Request More Information

APPLY NOW

8



Troop 0767 American Legion Post #165

9.7 miles

2808 Waldo Ave.
Midland MI 48642

Contact: Todd McQuiston
Phone: [REDACTED]

Boy Troop

Online Registration available for this unit.

Request More Information

APPLY NOW



BE SURE TO INCLUDE



1.

Contact Information



2.

Meeting Information



3.

Unit Information/Fact Sheet



4.

A link to a public unit Facebook page or website



5.

Anything descriptive!



Home - My Scouting x +

my.scouting.org/home

my.Scouting | Organization Manager

Welcome, Jake Straub

Menu

What are you looking for?

- Home
- My Profile
- My Account
- My Application
- My Training
- Manage Member ID

Recent Tools

- Roster Shoreline 07
- Invitation Manager Shoreline 07

Organization

- Pack 3113 (FP)
- Trained Leader Report
- YPT Reports

Jake Straub

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Program Dashboard now in Organization Manager

06/01/2023

Unit Leaders: A new dashboard has been added to your Organization Manager page in My.Scouting. This one-page report will show you all your program details from My.Scouting and My.Scouting.com, including who is listed as the key unit leaders, and your Unit Commissioner. Youth Protection training details, the Youth Membership, Advancement, Camping, Hiking, and Service Hour reports are presented all on one page. In addition, the recharter status, and the district roundtable and attendance is reported.

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Unit Dashboards - A new unit dashboard is now available that consolidates valuable information for each unit into a single location. Information includes leader contacts, membership, advancement, attendance, and unit activities with hyperlinks to more detail as needed. Check out this video to learn more: Unit Dashboard Overview.

Changes to My.Scouting

05/02/2023

My.Scouting has changed. You will find the new landing page is redesigned offering a quicker and easier way to manage your account and profile. The menu is now displayed at all times and you can now use the menu tool as needed.

Find Tiger Adult Partner Positions

02/17/2023

Click logo to take Youth Protection in English or Spanish

#ADVENTUREON!
2023 RECRUITMENT RESOURCES




Unit Pin - My Scouting

my.scouting.org/1CCB15A-EF72-488D-8093-F7601DDCF337/organization-manager/unit-pin?orgNavPath=FE128DBE-1845-4771-8088-5DD8081A546D

my.Scouting | Organization Manager

Welcome, Jake Straub

Troop 0798 Blessed Sacrament Catholic School



Troop 0798

Organization Manager

- Settings
- Unit Pin
- Unit Dashboard
- Roster
- Position Manager
- Reports

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:

Contact Information

Contact Person: Tami Adam

Phone: [REDACTED]

Email: [REDACTED].com

[Edit](#)


Unit Website

www.scouting.org

Additional Unit Information

JOIN US!
We meet weekly on Monday nights. Our girls love a wide variety of activities from hiking and biking to skiing and skating. We have regular camping trips that are always a highlight for the scouts and summer camp as well.


Unit Pin Preview


 Troop 0798 Blessed Sacrament Catholic School

Contact: Tami Adam

Phone: [REDACTED]

Email: [REDACTED].com

 Girl Troop

 Online Registration available for this unit.

JOIN US! We meet weekly on Monday nights. Our girls love a wide variety of activities from hiking and biking to skiing and skating. We have regular camping trips that are always a highlight for the scouts and summer camp as well.

[Request More Information](#) [Apply Now](#)

Fields to Display on Unit Pin:

Unit Meeting Address:

Contact Person's Name:

Phone Number:


Contact Email:

Unit Website:

Additional Unit Information:

Unit Meeting Address

Address





INVITATION MANAGER



WHAT IS IT

You can display more or less information to new families.

Families can “send” an invitation to you directly about Scouting.



WHO HAS ACCESS

Unit Key 3 or Key 3 Delegates have the most access.

An assigned Registration Inquiry person will also have access.



INVITATIONS AND WHAT TO DO WITH THEM

You must respond to invitations within seven (7) days.

Most units will use the email feature to communicate.



Home - My Scouting x +

my.scouting.org/home

my.scouting | Organization Manager

Welcome, Jake Straub

Menu

- Home
- My Profile
- My Account
- My Application
- My Training
- Manage Member ID

Recent Tools

- Home
- Roster Ojibway 15
- Invitation Manager Ojibway 15
- Roster Heartland 19

Organization

- Ojibway 15
- Application Manager
- Commissioner Tools
- Council Membership Tools
- Invitation Manager
- Organization Manager
- Roster
- Training Manager

Jake Straub
Member ID: 9840979

- My Profile
- My Account
- My Application
- My Training
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- BSA Web Links

Unit Program Dashboard now in Organization Manager
National 06/01/2023

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Lion and Tiger Adult Partner Positions
National 02/17/2023

Click logo to take Youth Protection in English or Spanish

#ADVENTURE ON!
2023 RECRUITMENT RESOURCES



Regional YPN Luncheon at the D... x MYPros (Midland Young Professi... x Invitation - My Scouting x SSIE RUSSIE RUSSIE

my.scouting.org/D70587BB-25B7-421F-A97F-D953178C3B2/membership-manager/invitation?selectedOrg=5DF3E4D6-5477-4DCF-8D19-879D9FE41Df8&orgNavPath=D70587... Update

Menu my.Scouting | Membership Manager Welcome, Jake Straub

Troop 0108 St Jude Thaddeus Parish B

Troop 0108 St Jude Thaddeus Parish B SELECT ORG LEVEL

Last updated at: 07/05/2023 01:49:46 PM RELOAD

0 New Leads Last 30 days + New Lead

Membership Manager Application Manager

Status Summary

0	New	VIEW
1	Opened	VIEW
0	Pending Reassignment	
0	Invitation Sent	VIEW
2	Closed	VIEW
0	Completed	VIEW

Manually entered: Joining Night
Manually entered: Individual Referral
Other Source

Invitation QR - Troop 0108

Download QR Code Copy URL

Leads VIEW COLOR MATRIX

When an invitation is less than 7 days old & not been opened

When an invitation has been opened, you may have communicated

When you've sent an invitation to a person or application

If the person decides not to join or stops responding, you must click Closed

If the person joins, you must click Completed

When an invitation is over 7 days, or you have contacted via email



The screenshot shows the my.Scouting Membership Manager interface for Michigan Crossroads 780. The lead information for Allison Davis is displayed, including her current status (Opened) and youth information (Corbin Steik, Age 16, Grade Ninth). The interface includes a sidebar with navigation options (Membership Manager, Application, Invitation, Reports) and a main content area with sections for Lead Information and Lead Notes. The Lead Notes section shows three entries: 'Status updated to Opened' (Thu, Jun 29, 2023 4:55 PM by Suzanne Parks), 'Status updated to Pending Reassignment.' (Wed, Jul 5, 2023 1:03 AM), and 'Status updated to Opened' (Wed, Jul 5, 2023 12:49 PM by Jake Straub). Below the lead information, there are buttons for 'Respond to Lead', 'Email Assigned Organization', 'Reassign', 'Close Lead', 'Complete', 'Send YPT Email', and 'Send Application'. A text input field with a 'POST' button is also visible. Five callout boxes provide instructions for each of the bottom buttons.

Michigan Crossroads 780

Lead Information

Allison Davis
Current Status: **Opened**

Youth Information:
Corbin Steik
Age: 16 Grade: Ninth Grade
Michigan Crossroads 780 > Troop Line 07 > Troop 07

Contacted Organization: Troop 07
Currently Assigned to Organization: Troop 07

Lead Notes

Status updated to Opened
Thu, Jun 29, 2023 4:55 PM
Suzanne Parks

Status updated to Pending Reassignment.
Wed, Jul 5, 2023 1:03 AM

Status updated to Opened
Wed, Jul 5, 2023 12:49 PM
Jake Straub

Buttons: Respond to Lead, Email Assigned Organization, Reassign, Close Lead, Complete, Send YPT Email, Send Application

Callout Boxes:

- To Email the person directly (points to Send YPT Email)
- If the person stops responding, click Close (points to Close Lead)
- If someone is interested in the wrong unit (should be in a pack) (points to Reassign)
- If the person signs up, click Complete (points to Complete)
- If they want to join send them an application (points to Send Application)



INVITING SOMEONE TO LEARN MORE

- ▶ This is the simplest way to invite people to join or learn more about your Unit
- ▶ You can invite someone three (3) different ways: (1) send them an email, (2) send or print a QR code, (3) send someone a direct link
- ▶ The invitations are specific to your Unit
- ▶ The next slides will show you how you can invite a “Crossover” to your Troop




Invitation - My Scouting

my.scouting.org/9C11E178-58BF-4D4C-B225-6A8D39FCB350/membership-manager/invitation?selectedOrg=5E279803-C736-49B9-BD69-5CA31F45E129&orgNavPath=9C11E178-58BF-4D4C-B225-6A8D39FCB350

my.Scouting | Membership Manager

Welcome, Jake Straub

Troop 0335 Chesaning Rotary Club



Troop 0335

Membership Manager

- Application
- Invitation
- Reports
- Bulk Upload

Troop 0335 Chesaning Rotary Club

SELECT ORG LEVEL

Last updated at: 06/20/2023 05:53:50 PM

RELOAD

0 New Leads Last 30 days

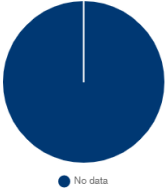
0 Opened Leads Last 30 days

+ New Lead

Status Summary


New	VIEW
Opened	VIEW
Pending Reassignment	VIEW
Invitation Sent	VIEW
Closed	VIEW
Completed	VIEW

Active Leads by Source



No data

Invitation QR - Troop 0335



Download QR Code

Invitation Link - Troop 0335

<https://my.scouting.org/VES/OnlineReg/>

Copy URL

Leads

VIEW COLOR MATRIX



Invitation - My Scouting x Applicant Type - My Scouting x +


my.scouting.org/online-registration/5e279b03-c736-49b9-bd69-5ca31f45e129/applicant-type

my.Scouting | Troop 0335 Chesaning Rotary Club B Help

WELCOME TO SCOUTING


Select your application type below to apply for membership in or to volunteer for Scouting. You will be notified when your application has been processed by the unit or council.


Are you registering yourself or your child?:



Youth
Age 10 - 17 years old

Start





Adult
Volunteers

Start

Copyright Boy Scouts of America 2023




Invitation - My Scouting x Youth Info - My Scouting x +


my.scouting.org/online-registration/v2/5e279b03-c736-49b9-bd69-5ca31f45e129/new/youth/youth-info

my.Scouting | Troop 0335 Chesaning Rotary Club B Help

1 Youth Information 2 Parent/Guardian Information 3 Payment/Checkout

TELL US ABOUT YOUR CHILD

* Is the youth a current/former Scout?: Yes 

* Youth member ID :

* Youth First Name:

* Youth Last Name:

* Youth Date of Birth:

Copyright Boy Scouts of America 2023



ADDING A FEE AND WELCOME EMAIL TO INVITATION MANAGER



You can set up an automatic welcome email to people who join your Unit



We recommend you set up a welcome email including your meeting location/time, leader contacts, Facebook page, and anything a prospective family may need to know.



You can include unit dues amount and explanation



You will need to collect those fees (currently) through another means



Settings - My Scouting

my.scouting.org/DBCE7B2C-4151-4E18-85BC-B4112041804C/organization-manager/settings?orgNavPath=D70587B8-2587-421F-A97F-D953178CB382,46C60621-BB20-4A8F-A118-5977F785...

RSBS
Pack 3768

Organization Manager

Settings

Unit P... is set by the council. It may not be changed for this unit.

Unit D... Adult Applications

Roste... Applicants This Pack Accepts

Posit... Boys Only Both Boys and Girls

Reports

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.

Adult Applications

Email Settings

Fee Emails

- Include Fees/Fee Explanations

Online Registration Emails

- Welcome Emails

SAVE

You can select your fees email and write out what they cover

You can set up an automatic welcome email

Always be sure to save



HELPFUL TRICKS AND TIPS

You will get a daily email if someone is interested in your Unit. Each email will include a link. If you click the link, it will take you directly to that invitation.

Respond to leads quickly! At seven (7) days, the system will automatically send the invitation to the District.

Links and QR codes are specific to your Unit and can not be shared with another Unit, even when the Charter partner is the same, or when registering Merit Badge Counselors

Understand the difference between “New”, “Multiple”, and “Transfer”





Questions?



BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

3.

APPLY ONLINE

How prospective families can apply to join your Unit

| Application Manager | Organization Manager |



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MICHIGAN CROSSROADS COUNCIL

APPLICATION MANAGER

The application manager is where you as a Unit leader can accept, deny, or interact with families who want to or have applied to join your Unit

Key 3 Members and Key 3 Delegates have the ability to approve youth applications. Registration Inquiry can see applications but cannot approve them

When someone applies you can accept, reject, or reassign their application to the district



Troop 0611 Masonic Pathways | SELECT ORG LEVEL

Last updated at: 07/05/2023 03:47:32 PM | RELOAD

1 Total Applications Last 90 days | 1 Application in Progress Last 90 days | 0 Pending Applications Last 90 days

Pending Summary

1	Pending Acceptance	VIEW
0	Pending Acknowledgement	VIEW
0	Pending Applicant Agreement	VIEW
0	Pending Applicant Response	VIEW
0	Pending Reassignment	VIEW
0	Pending Review	VIEW

Application Status

Search

VIEW COLOR MATRIX

Draft Email

Name	Application Status	YPT Status	Gender	Transfer / Multiple	Organization
Allisandra Snook	Pending Acceptance	06-05-2025	Female		Troop 0611

Someone has applied and you must take action

*Adults only, the applicant has answered "Yes" to a screening question. The Scout Executive must take action

If you select "Do Not Accept" the council must review, why the unit did not accept the person

If the person is reassigned to another unit, they must agree

If you have not approved right away and have asked them a clarifying question


If you reassign or autoreassign happens

Regional YPN Luncheon at the D... MYPros (Midland Young Profess... Detail - My Scouting

my.scouting.org/D7058788-2587-421F-A97F-D953178CB382/membership-manager/application/200874826/detail

my.Scouting | Membership Manager Welcome, Jake Straub

Michigan Crossroads 780



Michigan Crossroads
780

Membership Manager

- Application
- Invitation
- Reports
- Bulk Upload

Application Summary

Application Notes

Current Status: Pending Acceptance
YPT Status Active, Expires: 06-05-2025

YPT Status

Gender: Female
Date of Birth: Mar 2
Membership Term: Jul 1, 2023 - Dec 31, 2023

Contact info

Phone: [Redacted]
Email: [Redacted]

Notes and status

Applied to Organization: Troop 0611
Currently Assigned to Organization: Troop 0611

APPLICATION ID: 200874826 VIEW INVOICE

Type your note... POST

Review Application

Pending Acceptance

- 1 Basic Information COMPLETED
- 2 Background Information COMPLETED
- 3 Payment/Checkout COMPLETED

Payment can only be made online with a credit card

DOWNLOAD APPLICATION

REASSIGN DO NOT ACCEPT Send YPT Email

YPT must be done before they are registered



WHAT TO DO WITH AN APPLICATION

ACCEPT

Welcome an individual into your Unit.

For youth applications, many leaders have the ability to accept the application.

For adults only, the COR or COR delegate can approve applications (a CC can recommend).

They will **show up instantly on your roster** but takes **24 hours to show on Scoutbook**.

DO NOT ACCEPT

This person is not a good fit and should not be a member of our Unit.

REASSIGN

This person has applied for the wrong Unit (should apply to a female troop, or a Pack).



AUTO ACCEPTING YOUTH APPLICATIONS

PROS

- No leader needs to log in to approve applications
- Youth immediately show on your roster
- Confirmation is given immediately
- You are going to approve them anyways

CONS

- Prospective families can't use registration assistance
- The Unit can't easily pay for the Scout
- Can only be done for youth
- Can't charge Unit dues



HOW TO AUTO ACCEPT YOUTH APPLICATIONS

1. UNDER ORGANIZATION MANAGER

2. SETTINGS SUB MENU

3. AUTOMATICALLY ACCEPT YOUTH APPLICATIONS

The screenshot displays the 'Organization Manager' interface for Pack 3785. The left sidebar lists navigation options: Organization Manager, Settings, Unit Pin, Unit Dashboard, Roster, Position Manager, and Reports. The main content area is titled 'Key Three Information' and includes a 'Download Charter Certificate' link. Below this, roles are assigned to Curt Gordon (Chartered Organization Rep.), Tiffany Hendricks (Committee Chair), and Janet Haggart (Cubmaster). The 'Settings' section contains a warning about online applications and options for 'Membership Application Approval' and 'Youth Applications'. A red arrow points to the 'Automatically Accept Youth Applications to this Unit.' checkbox, which is currently unchecked. Other settings include 'Allow Adult Applications' (checked) and 'Types of Youth Applicants This Pack Accepts' (set to 'Both Boys and Girls').



HELPFUL TRICKS AND TIPS

You will get a daily email if someone has applied to your Unit. Each email will include a link. If you click the link, it will take you directly to that application.

Respond to applications quickly! At seven (7) days, the system will automatically send the application to the District.

Make sure your COR is comfortable enough with computers to accept adults or have them assign a COR delegate. Only COR's or COR Delegates can approve adults – your DE or Registrar can't approve





Questions?



BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

5 MINUTE BREAK



BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

4.

MANAGING YOUR UNIT

How to utilize these tools to positively affect membership and communication in your unit

| Roster | Organization Manager |



BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

ROSTER

The roster on my.scouting.org is the official registration record for all of your youth and adults

If someone is **not** on your my.scouting.org roster, they are **not registered** in your Unit

Scoutbook links to my.scouting.org and takes 24 hours to sync.
Changes in Scoutbook do not correlate to changes in my.scouting.org

Your roster includes personal and contact information for all of your Scouts and Leaders – keep it confidential!



Regional YPN Luncheon at the D... x MyPros (Midland Young Professi... x Roster - My Scouting x

my.scouting.org/96B7D600-BB47-4E14-B8A9-7B194BF5FE0F/organization-manager/roster?orgNamePath=C705078B-3EB7-421E-A07E-D953178CB3B2,46C... Update

Menu my.Scouting Welcome, Jake Straub

Pack 3785 Lions Club of Coleman

Pack 3785 Lions Club of Coleman SELECT ORG LEVEL

Roster

Q Search

Compose Print Edit Profile Export Roster

Name Member ID Role Gender

<input type="checkbox"/>	Luke Clarkson		Youth Member	M
<input type="checkbox"/>	Maria Curtis		Youth Member	F
<input type="checkbox"/>	Korrine Ashley Dice		Committee Member	F
<input type="checkbox"/>	Weston Dice		Youth Member	M
<input type="checkbox"/>	Charles Eugene Dinsmore		Executive Officer	M
<input type="checkbox"/>	Curt Gordon		Chartered Organization Rep. Committee Member	M
<input type="checkbox"/>	Jacob Guillen		Youth Member	M
<input type="checkbox"/>	Janet Jave Haggart		Cubmaster +Trained	F
<input type="checkbox"/>	Kaitlynn Hansen		Den Leader	F
<input type="checkbox"/>	Tifany Hendricks		Committee Chair	F

< 1 2 >

Settings
Unit Pin
Unit Dashboard
Roster
Position Manager
Reports

Organization Manager

1st select all then you can send a mass email to everyone

You can select all members by checking this box

You can export this and more information to an excel or sheets file



What is included in the Roster?

- ▷ Membership ID numbers
- ▷ Contact Information
- ▷ Birthdays
- ▷ YPT status
- ▷ Grade/Age



ASSIGNING ADULTS IN MY.Scouting.org

A Charter Org Rep or COR Delegate has the ability to change adult positions in my.scouting.org

Key 3 also have access to assign “Functional Roles” in the Unit – so can your DE


This feature is incredibly helpful when people change positions as an application is not needed

This can help speed the rechartering process along



Regional YPN Luncheon at the D x MYPros (Midland Young Professi x Position Manager - My Scouting x

my.scouting.org/96B7D600-BB47-4E14-B8A9-7B194BF5FE0F/organization-manager/position-manager?orgNavPath=D70587BB-25B7-421F-A97F-D953178CB3... Update



Pack 3785

Organization Manager

- Settings
- Unit Pin
- Unit Dashboard
- Roster
- Position Manager
- Reports

Registered Positions Functional Roles

KEY 3:

Committee Chair (1/1*)	Cubmaster (1/1*)	Chartered Organization Rep. (1/1*)
<input type="text" value="+ Tiffany Hendricks"/>	<input type="text" value="+ Janet Haggart"/>	<input type="text" value="+ Curt Gordon"/>

Council Unit Representative (0)

Committee Member (2)	Den Leader (1)	Assistant Cubmaster (0)
<input type="text" value="+ Curt Gordon"/>	<input type="text" value="+ Kaitlynn Hansen"/>	<input type="text" value=""/>
<input type="text" value="+ Korrine Dice"/>	<input type="text" value=""/>	<input type="text" value=""/>

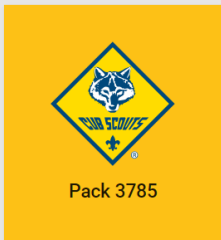
Assistant Webelos Leader (0)	Asst. Den Leader (0)	Executive Officer (1*)
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="+ Charles Dinsmore"/>

Lion Guide (0)	New Member Coordinator (0)	Pack Trainer (0)
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Tiger Den Leader (0)	Unit Chaplain (0/1)	Unit College Scouter Reserve (0)
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>



Pack 3785 Lions Club of Coleman



Organization Manager

Settings

Unit Pin

Unit Dashboard

Roster

Position Manager

Reports

Pack 3785 Lions Club of Coleman

SELECT ORG LEVEL

Registered Positions Functional Roles

COR Delegate (0/1)

ADD +

Key 3 Delegate (0/3)

ADD +

Registration Inquiry (0)

ADD +



Unit Advancement Chair (0/1)

ADD +

Unit Training Chair (0/1)

ADD +

Unit Treasurer (0/1)

ADD +

Youth Protection Champion (0/1)

ADD +

CONNECT WITH US:



Contact

Terms & Conditions



ADDITIONAL TOOLS

There are more tools to manage your Unit like the brand new “Unit Dashboard”

There are numerous reports you can run so you know every detail about your Unit

You can explore the training manager to help remind your leaders to stay up to date on YPT and complete training for their position



HELPFUL TRICKS AND TIPS

Only the COR and COR delegate have access to move positions – even your DE and Registrar can not move or approve adults without a COR

You must always have **one** and only one Unit Leader, Committee Chair, and COR – if you are unsure, please check with your DE

If you are already a Key 3 member you do not need Key 3 delegate access





Questions?



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5.

OTHER TOOLS

Additional tools in my.scouting.org, innovative ways to use them, and resources outside of my.scouting.org

| Google Drive | Invitation Manager |



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HOW TO USE THE INVITATION MANAGER FOR A JSN

1.

You can use the invitation manager to digitally sign in for your Join Scouts Night or Troop Open House

2.

From the invitation manager, you can send your new prospective families an application

3.

Your Unit should assign a membership chair to manage the invitation leads

4.

Their invitation leads will show up in the invitation manager like normal




Regional YPN Luncheon at the D... x MYPros (Midland Young Profess... x Invitation - My Scouting x BOE MUSSE MUSSE

my.scouting.org/D70587BB-2587-421F-A97F-D953178CB3B2/membership-manager/invitation?selectedOrg=96B7D600-BB47-4E14-B8A9-7B194BF5FE0F&org... Update

Menu my.Scouting | Membership Manager Welcome, Jake Straub

Pack 3785 Lions Club of Coleman F



Pack 3785

Membership Manager

- Application
- Invitation
- Reports
- Bulk Upload

Pack 3785 Lions Club of Coleman F SELECT ORG LEVEL

Last updated at: 07/05/2023 07:10:15 PM RELOAD


0

New Leads
Last 30 days

0

Opened Leads
Last 30 days


[+ New Lead](#)



Status Summary

0	New	VIEW
0	Opened	VIEW
1	Pending Reassignment	VIEW
0	Invitation Sent	VIEW
0	Closed	VIEW
0	Completed	VIEW

Active Leads by Source



- Requests submitted through BeAScout
- Manually entered: Joining Night
- Manually entered: Individual Referral
- Manually entered: Other Source

Invitation QR - Pack 3785

Invitation Link - Pack 3785



Regional YPN Luncheon at the D... x MYPros (Midland Young Profess... x Invitation - My Scouting x BOEYSCOUTS

my.scouting.org/D70587BB-25B7-421F-A97F-D953178CB3B2/membership-manager/invitation?selectedOrg=96B7D600-BB47-4E14-B8A9-7B194BF5FE0F... Update

Menu Pack 3785 Lions Club of C

Pack 3785

Membership Manager

Application

Invitation

Reports

Bulk Upload

Welcome, Jake Straub

Lead Source

Lead Source:

Parent / Guardian / Volunteer Information

First Name:

Last Name:

Suffix:

Email Address:

Phone Number:

Country:

Address Line 1:

Address Line 2:

City:

State/Region:

ZIP Code:

SELECT ORG LEVEL

RELOAD

Copy URL

VIEW COLOR MATRIX

Draft Email

SAVE AND ADD ANOTHER SAVE SEND APPLICATION

1

2

3



INVITATION MANAGER FOR THE JSN

PROS

Efficient

Can send applications
immediately

Names are easily legible

Mistakes are minimal

CONS

Must have a computer

Must have the ability to access
the internet

Not the fastest way to sign
people in



USING GOOGLE FORMS FOR JSN

If you are unable to use the invitation manager, or are more comfortable using Google's tools, you can do similar tasks in Google Forms

STEPS:

1. Create a form with basic contact information
2. That form exports into a google sheet for further manipulation
3. You can also take that link and turn it easily into a QR code for people to scan with their phone upon entering



Scout Pack Interest Form

New Cub Scout Pack Interest Form

Please fill out the info below to help us start Cub Scouts in your town. Your information is only being used to start the Cub Scout Pack. We will not use it any other way. We ask all parents/guardians/adults be involved in some way in the leadership of the Pack.

jacobstraub@gmail.com [Switch account](#)

Not shared

* Indicates required question

What is your Childs Name

Your answer

What grade is your child in *

- Pre- K
- Kindergarden
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th +

What is your Name (Adult) *

Your answer

New Cub Scout Pack Interest Form (Responses)

Weekday	What is your Childs Name	What grade is your child	What is your Name (Adult)	What is your (Adult) phone	What is your (Adult) email	What School/City do you have you (Adult) ever be	Would you be interested	What day of the week is best for your family to have Den
9/9/2023 17:20:14	Brady Kingergarten	Kindergarten	Kalle	8898893308	Kalleymh0271@gmail.com	Resourl Englehart	Yes	I would like to help but in Wednesday
9/9/2023 17:20:26	Leahs Kingergarten	Kindergarten	Madeline	8888888175	Kathalynm01@gmail.com	Resourl Englehart	No	I would like to help but in Wednesday
9/9/2023 17:30:42	Nathan Kiedis	1st Grade	Lynn Kiedis	882217375	Lynnkiedis12@gmail.com	Resourl Englehart	Resourl No	I would like to help but in Wednesday
9/9/2023 17:50:23	Luken Kingergarten	Kindergarten	Meghan	888292914	Meghanm05@gmail.com	Resourl Catholic Central	Yes	Den Leader 3 each a den of grade based weeks each week
9/9/2023 17:51:03	Charlie and Elliot Gavett	6th Grade	Kelly Gavett	8183487328	Kellygavett03@gmail.com	Resourl Englehart	Yes	Den Leader 3 each a den of grade based weeks each week
9/9/2023 12:46:38	Isaac Moore	1st Grade	Eric Gordon	8892291732	egordon01@gmail.com	Oshtemo	Yes	I would like to help but don't want a formal leadership role
9/9/2023 13:21:56	Blake	6th Grade	Myrtle	888228479	KS66416@gmail.com	Autumn	Resourl Res	Den Leader (Photo on Pack Facebook page and takes notes during committee Mt
9/9/2023 16:46:23	Andrew Shuchhaber	2nd Grade	Kyle Haver	7883388571	Kathleen017@gmail.com	East Tawas	No	I would like to help but in Tuesday
9/9/2023 16:50:32	Roscoe Cameron	Kindergarten	Rob Cameron	888321188	Robcameron217@gmail.com	East Tawas	No	I would like to help but in Tuesday
9/9/2023 16:51:41	Alexander	Pre-K	Joe	888-788-6332	Joseph_Joe@hotmail.com	East Tawas	Yes	I would like to help but in Tuesday
9/9/2023 16:52:08	Blake	6th Grade	Myrtle	8884294479	KS66416@gmail.com	Autumn	No	I would like to help but in Wednesday
9/9/2023 16:52:39	Hudson Johnson	Kindergarten	Eric Johnson	8884294479	Eric.johnson@gmail.com	Autumn	No	Den Leader (Photo on Pack Facebook page and takes notes during committee Mt
9/9/2023 16:56:48	Frankie Johnson	1st Grade	Eric Johnson	8884294479	Eric.johnson@gmail.com	Autumn	No	Den Leader (Photo on Pack Facebook page and takes notes during committee Mt
9/9/2023 16:51:48	Gabe Leahy	2nd Grade	Jacy Leahy	888211546	Jacy.leahy@gmail.com	Autumn	No	I would like to help but in Friday
9/9/2023 16:52:28	Emerson Lighty	Kindergarten	Jacy Leahy	888-621-1546	Jacy.leahy@gmail.com	Autumn	No	I would like to help but in Friday
9/9/2023 16:52:38	Ellian Miller	6th Grade	Den Miller	616-463-4276	Ganesh12@hotmail.com	Autumn	Yes	Co-leader (Runs Pack meetings and leads the Den Leaders)
9/9/2023 16:52:38	McEly Swanson	1st Grade	Malissa Swanson	888-430-9164	Phanem@gmail.com	Autumn	No	Den Leader 3 each a den of grade based weeks each week
9/9/2023 16:52:38	Ellian Miller	6th Grade	Den Miller	616-463-4276	Ganesh12@hotmail.com	Autumn	Yes	Co-leader 3 each a den of grade based weeks each week
9/9/2023 16:52:38	David and Cameron Kingergarten	Kindergarten	Dr. Leahy	888-621-1546	Jacy.leahy@gmail.com	Autumn	Yes	Den Leader 3 each a den of grade based weeks each week
9/9/2023 12:46:38	Amanda Anderson	Kindergarten	David Anderson	888129321	danderson@hotmail.com	Resourl Englehart	Yes	I would like to help but in Sunday
9/9/2023 17:35:16	Angeline W Elman	2nd Grade	Nicholas J Elman	8882191602	Elmannicholas10@gmail.com	Englehart	No	I would like to help but in Wednesday
9/9/2023 17:40:38	Mia Milano	2nd Grade	Paul Milano	888-661-2847	Paulmilio@gmail.com	Resourl Catholic Central of No	Yes	I would like to help but in Wednesday
9/9/2023 17:31:38	Samuel Fletcher	2nd Grade	Erin Powers	8883384386	Rafaelm01@gmail.com	Ay Glen	Yes	I would like to help but in Friday
9/9/2023 16:46:38	Lizanne Summersfeld	2nd Grade	Isabella	861-673-6862	Isabellam02@gmail.com	Autumn	Yes	I would like to help but in Sunday
9/9/2023 7:29:54	Carson	2nd Grade	Isabella	8889622548	Isabellam02@gmail.com	Autumn	No	I would like to help but in Wednesday
9/9/2023 16:52:08	Owen	1st Grade	Jacob Charler	888-641-7123	jacob_charler@yahoo.com	Autumn	No	I would like to help but don't want a formal leadership role
9/9/2023 16:52:08	Carter Braun	2nd Grade	Jason Braun	8882331788	Jason23177@yahoo.com	Autumn	No	I would like to help but in Wednesday
9/9/2023 16:52:16	Jaxi Austin	1st Grade	Nancy Austin	8884294488	Nancyaustin01@hotmail.com	Autumn Elementary	Yes	I would like to help but in Saturday
9/9/2023 16:52:16	John	6th Grade	Nancy	8884294488	Nancyaustin01@hotmail.com	Autumn	Yes	I would like to help but in Saturday
9/9/2023 16:46:12	Alexander Tucker	2nd Grade	Luella Tucker	8884293232	luella01@gmail.com	Autumn	Yes	I would like to help but don't want a formal leadership role
9/9/2023 16:47:03	Lydia	6th Grade	Amanda Tucker	8884391348	jacobmason16@gmail.com	Autumn	No	I would like to help but don't want a formal leadership role
9/9/2023 16:42:08	Abander	2nd Grade	April Houston	8884293485	ahouston01@gmail.com	State Street Academics/By	Yes	I would like to help but in Wednesday
9/9/2023 16:52:38	Reese Hoffmann	2nd Grade	April Hoffmann	888-871-8131	aprilhoffmann0119@gmail.com	Autumn elementary, Ayden No	No	I would like to help but don't want a formal leadership role

MERGING ID NUMBERS/ACCOUNTS

- ▷ Each person has a unique BSA ID number that is tied to a my.scouting.org account
- ▷ Sometime more than one ID for a person is created, either by accident or through normal processes
- ▷ If you have even been a member of another council, you will have two ID numbers
- ▷ You may have created multiple ID numbers if you:
 - Forgot your my.scouting.org password
 - Apply to join another Unit as a “new” person rather than multiple or transfer
 - Have left and rejoined Scouting



Regional YPN Luncheon at the D... MYPros (Midland Young Profess... Invitation - My Scouting 780-MCCBSA - MCC - Marketing

my.scouting.org/D70587BB-25B7-421F-A97F-D953178CB3B2/membership-manager/invitation?selectedOrg=96B7D600-BB47-4E14-B8A9-7B194BF5FE0F&org... Update

my.Scouting | Membership Manager Welcome, Jake Straub

Menu

What are you looking for?

- Home
- My Profile
- My Account
- My Application
- My Training
- Manage Member ID

Recent Tools

- Invitation Manager Michigan Crossroads 780
- Roster Michigan Crossroads 780
- Application Manager Michigan Crossroads 780
- Application Manager Shoreline 07
- Organization Manager Michigan Crossroads 780

Organization

National Council, BSA 000

Coleman F

Pack 3785 Lions Club of Coleman F SELECT ORG LEVEL

Last updated at: 07/05/2023 07:10:15 PM RELOAD

0 New Leads Last 30 days

0 Opened Leads Last 30 days

+ New Lead

Status Summary

0 New	VIEW
0 Opened	VIEW
1 Pending Reassignment	VIEW
0 Invitation Sent	VIEW
0 Closed	VIEW
0 Completed	VIEW

Active Leads by Source

- Requests submitted through BeAScout
- Manually entered: Joining Night
- Manually entered: Individual Referral
- Manually entered: Other Source

Invitation QR - Pack 3785

Invitation Link - Pack 3785

1



Regional YPN Luncheon at the D... x MYPros (Midland Young Professi... x Manage Member Id - My Scouti... x 780-MCCBSA - MCC - Marketing x

my.scouting.org/tools/manage-member-id

my.Scouting | Membership Manager

Welcome, Jake Straub

Please enter or select the council name in the drop down field. Then enter the Member ID associated to the council to add the Member ID. Setting or changing a Member ID to primary changes your role/permissions in my.Scouting requiring you to log out and log back in.

2

1 Michigan Crossroads 780, Grand Rapids, MI **3**

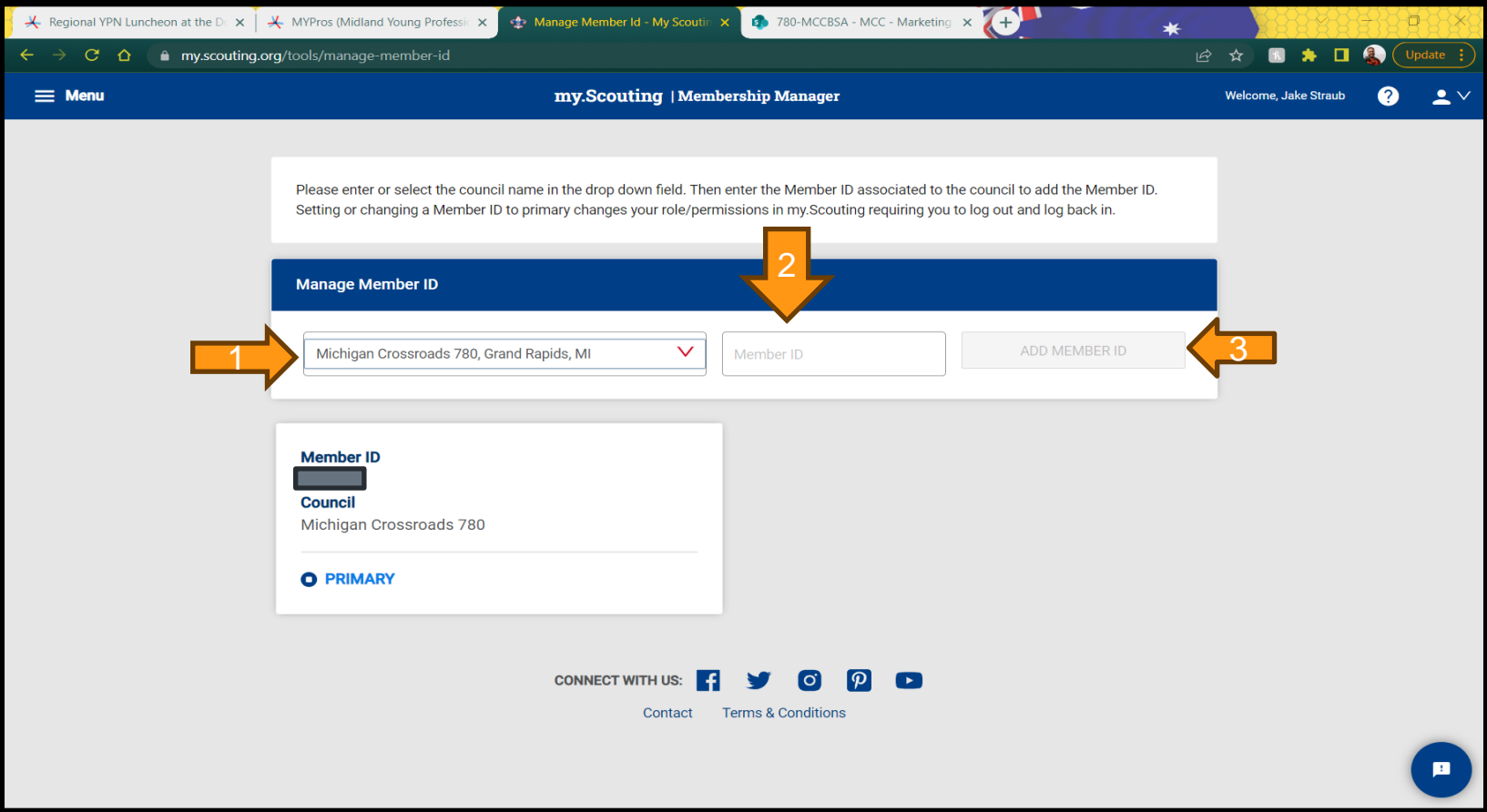
Member ID
[Redacted]

Council
Michigan Crossroads 780

PRIMARY

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Contact Terms & Conditions



HOW CAN THE COUNCIL HELP

Your District Executive and even some more volunteers can help you with my.scouting.org in many ways

- ▷ If you or another person forgets or is locked out of their account, we can reset passwords
- ▷ If you accidentally created another account and ID number, we can merge them (if you are having trouble)
- ▷ Guide you through different steps along the way – If you have questions about systems or process, please ask!
- ▷ Reassign leads and applications
- ▷ Turn BeAScout Pins on and off



HELPFUL TRICKS AND TIPS

If you need help or are unsure of something please reach out to your DE
– keep in mind not all professionals have the same level of access

When using a digital sign in sheet, it is important to send applications quickly

If you do a digital sign in please keep the following in mind:

- Do you need technology

- Do you have access to the internet or phone service

- Do you need to print a QR code before hand





Questions?



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AUGUST JSN TRAINING

The Great Lakes Bay Region will be hosting an August Join Scout Night Training at the Auburn Office, Topics to include:

- Sample JSN

- Do's and Don'ts of Fall Recruitment

- Pick up your Yard Signs and Flyers!

Your local District or Field Team will also have a Fall Membership Kickoff near you!



LAST MINUTE ITEMS

NYLT

Mac Rendezvous

Oscoda Camporee

Merit Madge College Presented by Dow Credit Union

Popcorn Kickoff

Scout Day in the Park – October 7



THANK YOU



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