

On-line Applications That Are Defect Free And Easy To Do
Introduction

1

On-line Applications That Are Defect Free And Easy To Do



Hi my presentation is online applications that are defect free and easy to do

On-line Applications That Are Defect Free And Easy To Do

Introduction

2



Why use on-line applications:

- The applications are defect free.
- The person applying can quickly be added your roster.
- They don't get lost in the system.
- All persons who need to know can easily access and find the status of an application.

Online applications are a time saving tool that allows us to get back to doing the things we signed up to do in Scouting, like, planning and doing outdoor activities, and recruitment. Not sitting in traffic and driving applications around. Or insecurely e-mailing applications with personal information. Or chasing down a defect because of missing initials. So why do we use online applications? Well, the applications come in defect free, the person applying can quickly be added to the unit roster, the applications don't get lost in the system, and all persons who need to know can easily access and find the status of the application in invitation manager or application manager.

On-line Applications That Are Defect Free And Easy To Do **Introduction**

3

On-Line Applications

There are three parts to the on-line registration tool:

- **Invitation Manager**
- **Digital Application**
- **Application Manager**

Both the Invitation Manager and Application Manager are accessed through your My.Scouting account.

The Digital Applications are accessed through BeAScout.org or through QR Codes or URL's available in Invitation Manager or self generated QR codes and URL's from BeAScout.org

This system is not designed to be used for youth or adult renewals.

There are three distinct parts to the registration tool. The first one is invitation manager. The next is the actual digital application. And the final is the application manager. The application manager and the invitation manager can be easily accessed through your My.Scouting account. Digital applications can be accessed through BeAScout.org, through QR codes or URLs that are available in invitation manager or your My.Scouting account. The system is not designed to be used to handle youth or adult renewals, it is strictly for new youth and adults.

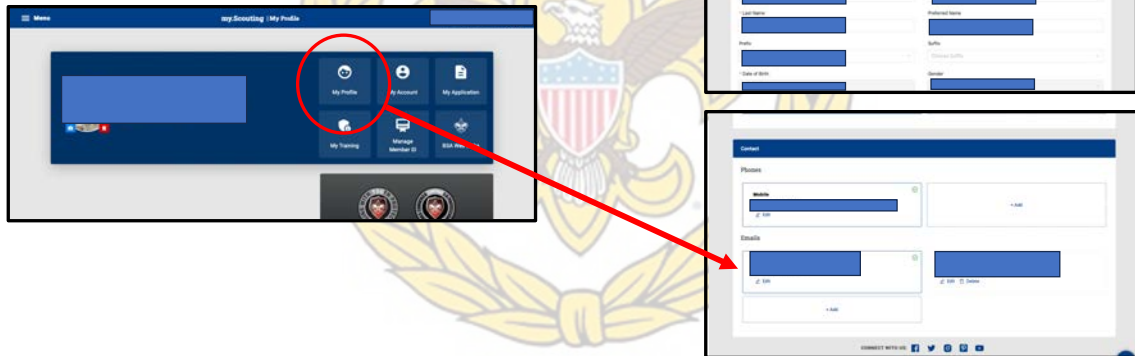
On-line Applications That Are Defect Free And Easy To Do

Introduction

4

But before starting with On-Line applications,

Make sure your profile is up-to-date with the correct e-mail address!



But before we get started on the use of online applications, one thing that we want to make sure is to check in your My.Scouting profile to make sure that you have a correct and active e-mail address. If you do not have a current e-mail address in your profile you may not receive notifications of online applications for approval.

On-line Applications That Are Defect Free And Easy To Do
Invitation Manager

5



Let's talk for a moment about invitation manager.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager

6

KEY UNIT ROLES AND ACTIONS IN INVITATION MANAGER

The following unit positions have full access to the Invitation Manager Dashboard on My.Scouting where they can add leads, manage inquiries from prospective Scouts, and send joining invitations:

- Chartered organization representative (COR)*
- Committee chair (CC)*
- Unit leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper, Coach)*
- Institutional Head/Chartered Organization Executive Officer (IH)
- New Unit Coordinator
- Key 3 Delegate

* = Members of the Unit Key 3

The Unit Key 3 can assign a "Registration Inquiry" functional role to other unit volunteers who need read only access to view lead status and submitted requests.

In addition to commissioners, there are several unit roles that have access to and can take action in invitation manager. They include the COR, the committee chair, the unit leader, the institutional head, the new Unit coordinator, and key 3 delegates. The unit key three can also assign the registration inquiry functional role to other unit volunteers who need read only access to invitation leads.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager

7

What is Invitation Manager and what is its purpose?

The Invitation Manager tool can help bring awareness to a unit.

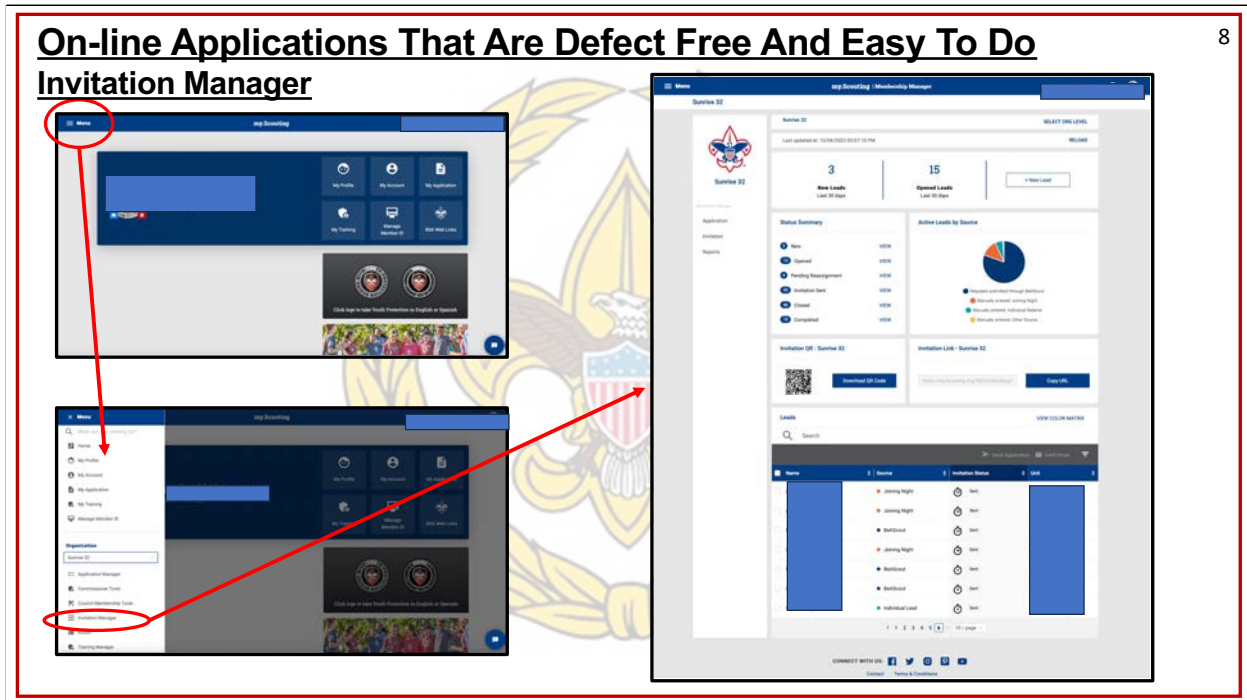
- **Ask parents and youth in your unit to talk with others** and hand out cards or flyers with your unit's QR code or URL to the online application
- **Have parents or youth give you the names and email addresses of friends that they think would be interested in Scouting, input them in the Invitation Manager and send them an invitation to join.** (Make sure that the invitation for anyone under 18 is sent to the parent's or guardian's email address as the parent or guardian is required to register youth under 18 years of age.)
- **Invitation Manager is also connected to BeAScout, an internet-based tool that parents can use to find a unit in their area.** So, families who want to join Scouting can also find your unit there to send in requests for more information or apply directly and complete an application and pay online so that it is ready for you to accept.

So what is invitation manager and what is its purpose? The invitation manager is a tool that can be used to:

- Bring awareness to the unit, so parents and youth and unit leaders can put a URL or a QR code on a flyer or a card and give that out, and spread information about that particular unit.
- Invitation manager has the ability that if youth or parents or friends of the unit know of friends that may be interested in Scouting, they can give unit leaders the names and addresses of those friends so and invitation can be sent, and,
- Finally, invitation manager is connected to BeAScout.org, which parents can use to seek out scouting programs local to them for their children. It provides parents with a direct access to the unit to ask for more information or to apply membership, all online.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager

8



Invitation Manager is easily accessed by a unit leader's or commissioner's My.Scouting account simply by entering their account then clicking on menu. They would select either the unit or district from the drop down menu and then click on invitation manager. Then the screen that is shown on the right side of the page will appear, showing the front page of invitation manager.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager

9

The image shows two screenshots of the Invitation Manager interface. The left screenshot shows a dashboard with a sidebar and a main content area. A red oval highlights the top bar of the dashboard. The right screenshot is a zoomed-in view of the top bar, showing three columns of information: 'New Leads' (3), 'Opened Leads' (15), and a '+ New Lead' button. Red arrows point from the callout boxes to these elements.

Leads generated by BeAScout that have not been looked at yet

Shows leads that have been opened but not yet followed-up on

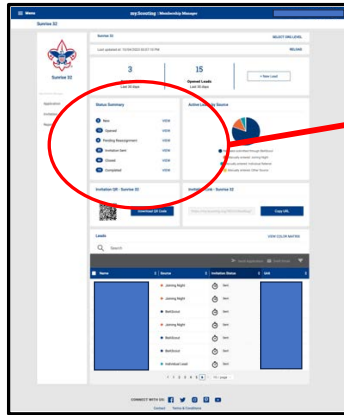
Gives the ability to enter a new lead and send an application

The top bar of invitation manager shows key information, especially for commissioners. On that top bar the first thing that is shown are leads that are generated by BeAScout but that have not yet been looked at. It is an opportunity for a commissioner to follow up if those leads that are generated have not been looked at for a short period of time, a commissioner can contact a unit leader to find out why that unit lead has not yet been followed up on. The next column shows the leads that have been opened but not yet followed up on, again that also provides an opportunity for a commissioner to follow up with the unit leaders to see what is happening on that particular lead. The final column in that top bar gives the ability to enter a new lead and send an invitation and application to a prospective member. That would be primarily used by a unit leader but a commissioner should be aware that that tool is available.

On-Line Applications / Individual Membership Renewal

INVITATION MANAGER

9A



Status Summary		Active Leads
1	New	VIEW
13	Opened	VIEW
4	Pending Reassignment	VIEW
10	Invitation Sent	VIEW
40	Closed	VIEW
15	Completed	VIEW

Below the table, there are sections for 'Invitation QR - Sunrise' and 'Invitation L'.

Pending Reassignment

Leads that have been sent to the District so the applicant can be placed in a unit that better serves their needs

Invitation Sent

Leads that have been sent an application

Closed

Requests that have been:
- timed out after 60 days of inaction by the unit,
- requests closed by the unit or
- a paper application has been sent

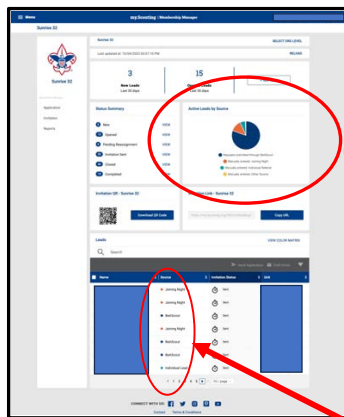
Completed

Requests that have resulted in an on-line application being sent by the unit

On-Line Applications / Individual Membership Renewal

INVITATION MANAGER

9B



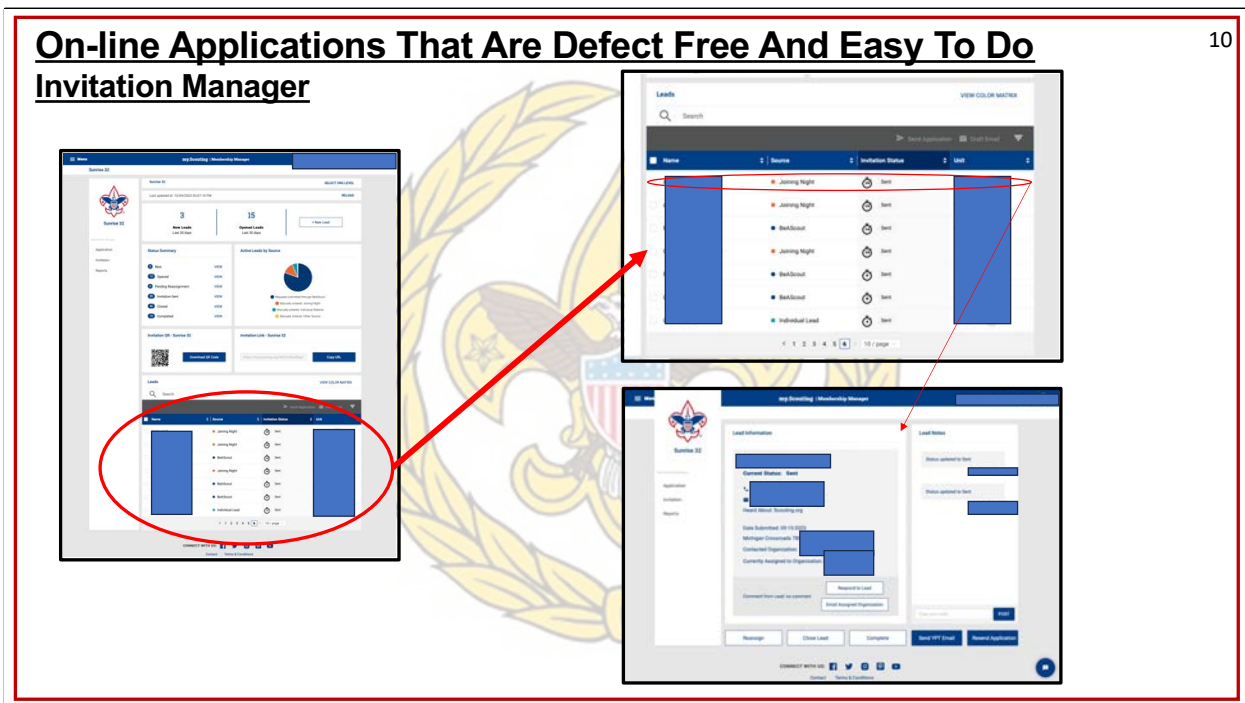
The colors in the pie chart correspond to the colored circle next to the person's name in the Leads section at the bottom of screen.

The pie chart gives you a visual representation of the source of active requests in the system. Hovering over each color in the pie chart displays the number of active requests in that category.

- **Blue** = requests submitted through BeAScout.
- **Orange** = manually entered from joining night.
- **Teal** = manually entered from an individual referral.
- **Yellow** = manually entered from a source other than those listed above.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager

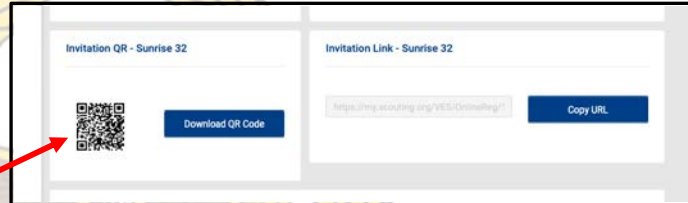
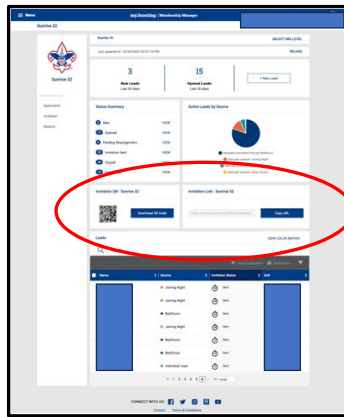
10



Once an invitation has been sent out, each individual invitation will be listed at the bottom of the invitation manager page. From there, a unit leader or Commissioner can look and see that individual invitation and also see its current status. This is a good opportunity for Commissioner follow-up if an invitation has been lingering for an extended period of time.

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11



QR Code and URL that takes you directly to the on-line application

- Specific to Unit or district
- The district QR code or URL code can be used for district applications, including merit badge counselors.

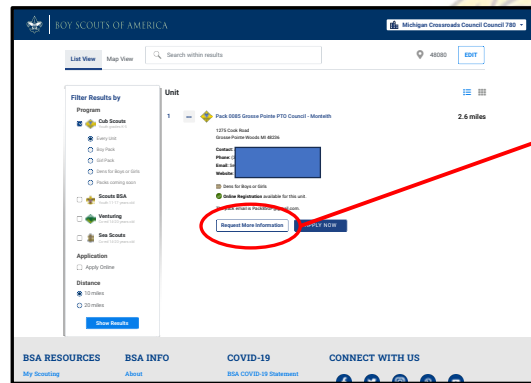
Note: Merit Badge counselors require the Merit Badge Counselor Information form to be filed with the District professional.

The next section on invitation manager that we want to take a look at is about halfway down the page in the middle. You will notice that there's a QR code and a URL code. That QR code and URL will take you directly to an online application. Those QR codes and URLs are specific to a particular unit or district. The district QR code and URL code can be used for district role applications including merit badge counselors. Merit badge counselors will also require the merit badge counselor information form to be filled out and given to the district professional for processing.

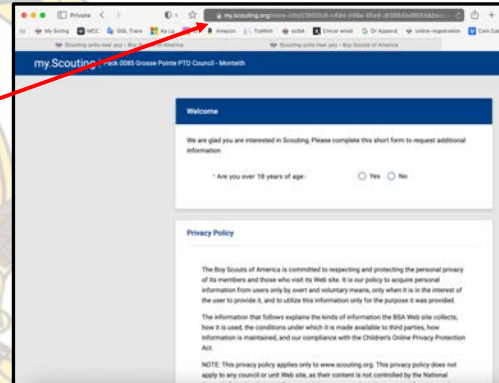
On-line Applications That Are Defect Free And Easy To Do

Invitation Manager

12



Other QR codes and URL's helpful for Joining



Press "Request More Information" which will send you to the invitation page. From there, you can obtain the URL for the invitation page.

<https://my.scouting.org/more-info/01855fc8-c49d-499a-85e9-df3864bd9654&beascout=true>

You can then use that URL to generate a QR code to send interested potential members to the unit Invitation page.

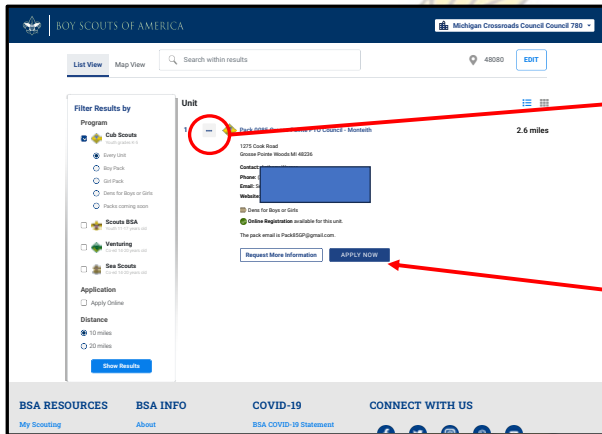
Another great way to get information out about a unit is to develop a URL or QR code to distribute to potential members is by using the BeAScout.org page. By clicking on the *request more information* button, a web page will open up, shown on the right side of the screen. At the top of the page, in your browser bar, will be a URL. You can take that URL and make a QR code of the URL. And you can send that URL or QR code to potential members, giving them the opportunity to learn more about the unit by sending them directly to the unit's invitation page.

On-line Applications That Are Defect Free And Easy To Do

Invitation Manager

13

Other QR codes and URL's helpful for Joining



By clicking on the three dots, a URL will be downloaded to your computer for the BeAScout page for that unit:

<https://beascout.scouting.org/list/?zip=48080&program%5B%5D=pack&unitID=42405>

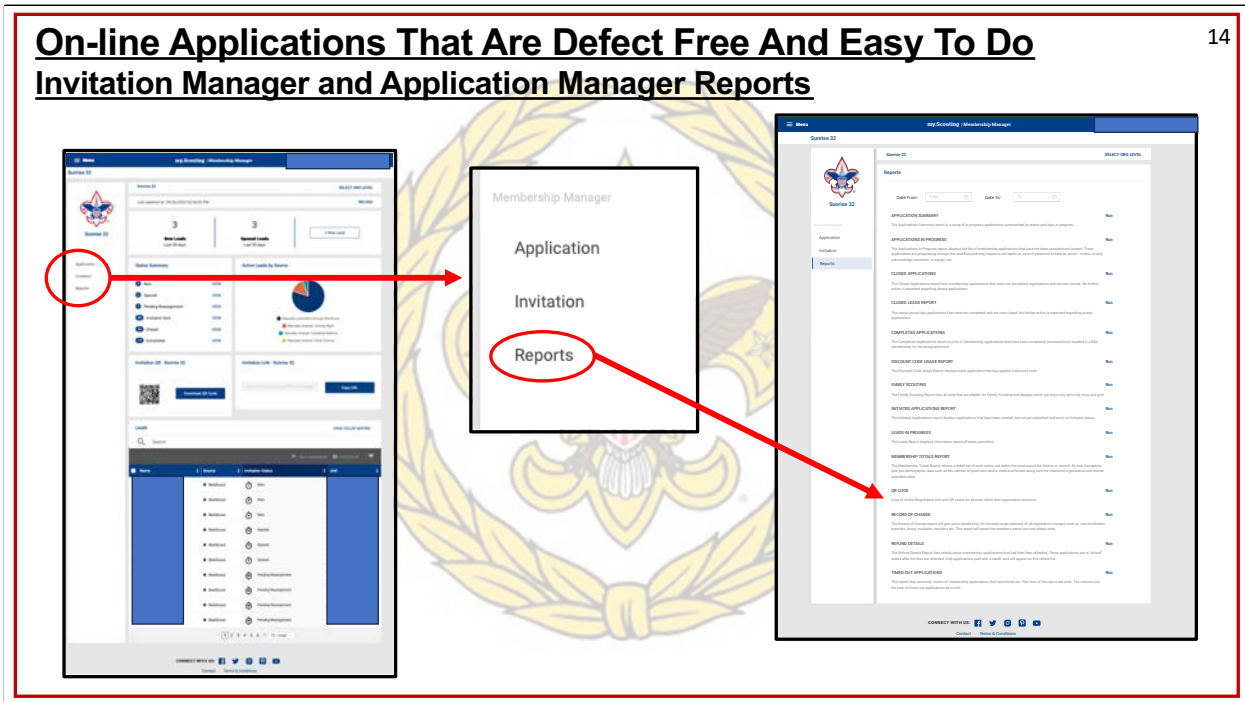
That URL can then be converted to a QR code, which can be taken to Join Scouting Nights, giving new potential members the option of:

- Request More Information
- APPLY NOW

Another great source of a helpful URL that can be made into a QR code also comes from BeAScout.org. You will notice on the upper left corner of the BeAScout.org unit entry there are three dots. When you click on the three dots, a URL for the units BeAScout.org page will be downloaded to your computer. You can then use that URL, or make a QR code, which will take the potential recruit directly to the BeAScout.org page for that unit. This will give potential new members the option of either *requesting more information* or clicking on *apply now* and applying directly to the unit.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

14



In invitation manager and application manager, in the left column you will notice a listing that shows reports. In the reports column one of the reports that is available is a QR code report.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

15

QR CODE

A list of Online Registration URL's and QR codes for all units within this organization structure.

The screenshot shows the 'Invitation QR Code' report for the Michigan Crossroads 780 Council. The report is generated for the Sunrise 32 organization. It includes a table with columns for Service Area Name, District Name, Organization, Micro URL Link, and QR Code. The table lists four units: Pack 0019 (F), Pack 0034 (F), Pack 0051 (B), and Pack 0074 (F). Each unit has a corresponding QR code and a micro URL link. The interface also features a search bar, a refresh button, and a page indicator showing 'Page 1 of 5'.

Service Area Name	District Name	Organization	Micro URL Link	QR Code
Great Lakes Service Area SAGL	Sunrise 32	Pack 0019 (F)	https://my.bsa.us/780paa0019mb	
Great Lakes Service Area SAGL	Sunrise 32	Pack 0034 (F)	https://my.bsa.us/780paa0034mb	
Great Lakes Service Area SAGL	Sunrise 32	Pack 0051 (B)	https://my.bsa.us/780paa0051mb	
Great Lakes Service Area SAGL	Sunrise 32	Pack 0074 (F)	https://my.bsa.us/780paa0074mb	

In the QR code report you will see a listing for all the application QR codes for the entire district. There is also a micro URL link that can also be used as a URL to link to applications for that particular unit. The report also shows QR codes and URL's for district applications.

On-line Applications That Are Defect Free And Easy To Do
Invitation Manager

16

Creating a QR (Quick Response) Code is simple and straight forward:

There is a QR code generator in:

- Google Chrome
- In the Shortcuts app in the Mac operating system
- Microsoft Edge

Also:

- There are apps that are available for phones.
- There is software that can be purchased.

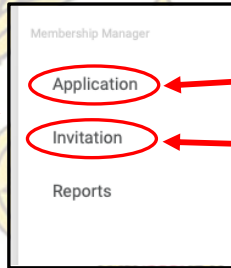
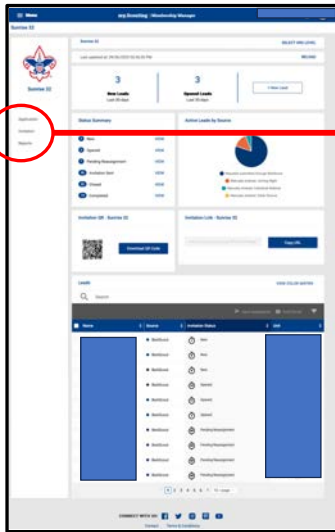
<https://michiganscouting.org> →



We have talked a lot about QR codes and setting them up based on a URL, I wanted to briefly go over how to create a QR or Quick Response code. It is fairly simple and straightforward. There is a QR code generator in Google Chrome and in Microsoft Edge. In a Mac operating system, it's a little less straightforward but it can be found in the Shortcuts app. The Shortcuts app is included in the Mac operating system. There are also numerous apps that are available for your phone. Just to demonstrate a QR code that was developed from a URL, if you look at the bottom of the page, there is a QR code shown and that QR code will take you directly to the michiganscouting.org web page.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager

16A

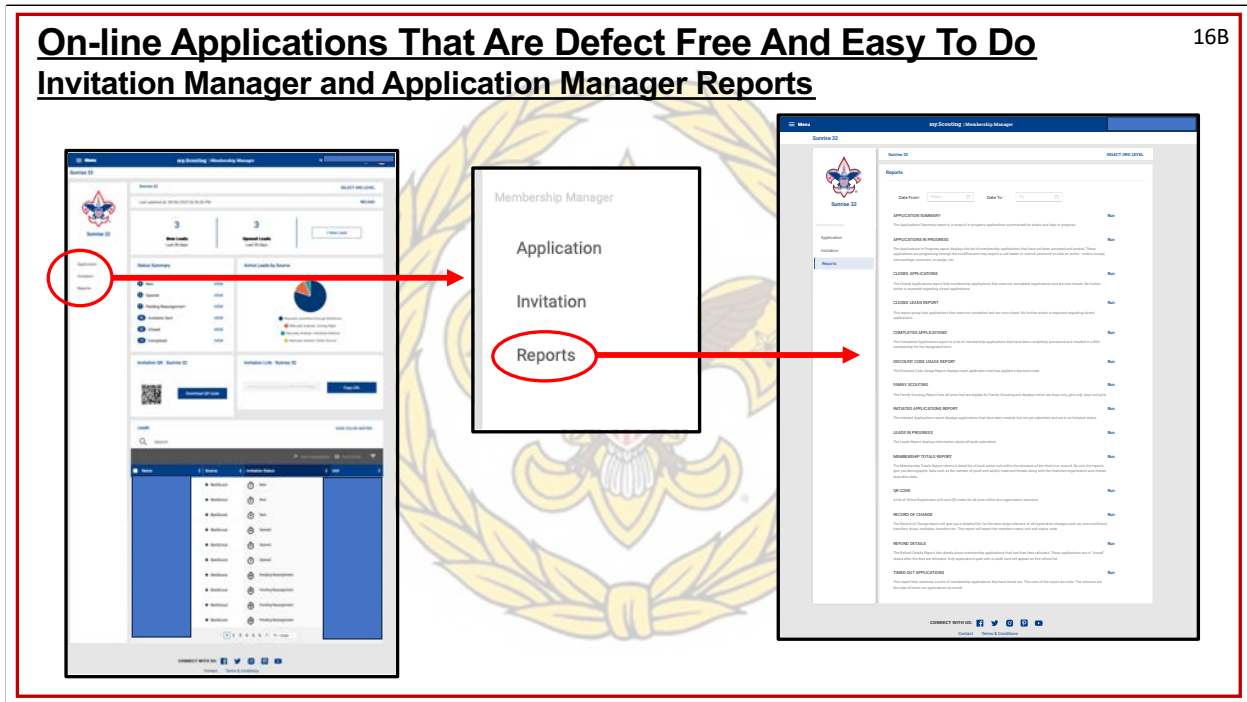


Takes you to Application Manager

Takes you to Invitation Manager

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16B



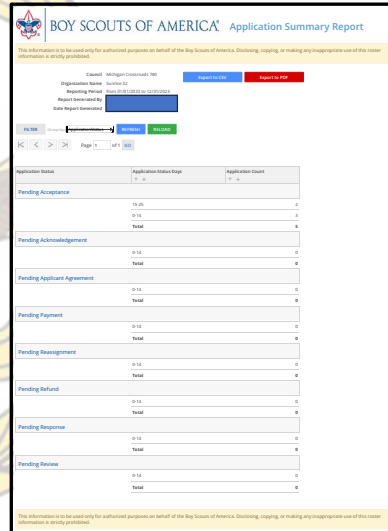
The Reports in Invitation Manager are the same as the reports in Application Manager.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16C

APPLICATION SUMMARY

The Applications Summary report is a recap of in-progress applications summarized by status and days in progress.



Application Status	Application Status Days	Application Count
Pending Acceptance	11.26	0
	01.14	0
Total		0
Pending Acknowledgements	01.14	0
Total		0
Pending Applicant Agreement	01.14	0
Total		0
Pending Payment	01.14	0
Total		0
Pending Reassignment	01.14	0
Total		0
Pending Refund	01.14	0
Total		0
Pending Response	01.14	0
Total		0
Pending Review	01.14	0
Total		0

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16D

APPLICATIONS IN PROGRESS

The Applications In-Progress report displays the list of membership applications that have not been accepted and posted. These applications are progressing through the workflow and may require a unit leader or council personnel to take an action - review, accept, acknowledge, comment, re-assign, etc.

BOY SCOUTS OF AMERICA' Applications in Progress Report

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disabling, copying, or making any inappropriate use of this report constitutes a breach of confidentiality.

Organization Name: **Scout 02** [Filter] [Refresh] [Print]

Reporting Period: **From 01/01/2020 to 12/31/2021**

Date Report Generated: **12/31/2021 10:10:11 AM**

Page 1 of 1

Application ID	Application Name	Applicant Name	Position	Assigned Position	Parent/Child/Youth	Phone Number	Unit	Application Type	Applied to Org	Applied to Org	Current Status	Submitted Date	Unit Send Date	Current Status	Created By	Page	Sign On Terminal	Send URL
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Traditional Adult	Peak	[Redacted]	Pending	01/01/2020 12:00 AM	01/01/2020 12:00 AM	Pending	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Traditional Adult	Peak	[Redacted]	Pending	01/01/2020 12:00 AM	01/01/2020 12:00 AM	Pending	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Traditional Adult	Peak	[Redacted]	Pending	01/01/2020 12:00 AM	01/01/2020 12:00 AM	Pending	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Traditional Adult	Peak	[Redacted]	Pending	01/01/2020 12:00 AM	01/01/2020 12:00 AM	Pending	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Traditional Adult	Peak	[Redacted]	Pending	01/01/2020 12:00 AM	01/01/2020 12:00 AM	Pending	[Redacted]	[Redacted]	[Redacted]	[Redacted]

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disabling, copying, or making any inappropriate use of this report constitutes a breach of confidentiality.

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

CLOSED APPLICATIONS

The Closed Applications report lists membership applications that were not completed registrations and are now closed. No further action is expected regarding closed applications.



BOY SCOUTS OF AMERICA [®] Closed Applications Report											
This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.											
Council: Michigan Crossroads 780		District: Sunrise 32		Organization Name: Sunrise 32		Reporting Period: from 01/01/2023 to 12/31/2023		Report Generated By: [Redacted]		Date Report Generated: [Redacted]	
Download CSV		Export to PDF									
Web.CMS										Page 1 of 3 50	
Application ID	Applicant Full Name	Parent / Guardian Full Name	Phone	Email Address	Applied to	Applied to Org Type	Date Submitted	Date Closed	Reason	Records: 50	
						Troop	07/06/2023 09:20 PM	09/05/2023 01:03 AM	Timeout		
						Troop	07/06/2023 09:21 PM	09/05/2023 01:03 AM	Timeout		
						Pack	06/19/2023 12:00 AM	09/12/2023 01:11 AM	Timeout		
						Pack	05/11/2023 12:00 AM	08/10/2023 01:07 AM	Timeout		
						Pack	06/20/2023 12:00 AM	06/20/2023 01:10 PM	Withdrawn		
						Pack	03/19/2023 12:00 AM	06/18/2023 01:06 AM	Timeout		
						Pack	01/17/2023 12:00 AM	06/20/2023 01:06 AM	Timeout		
						Pack	06/30/2023 12:00 AM	07/26/2023 01:06 AM	Timeout		
						Pack	03/09/2023 12:00 AM	03/20/2023 01:19 AM	NotAccepted		
						Pack	06/20/2023 12:00 AM	09/19/2023 01:12 AM	Timeout		

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

CLOSED LEADS REPORT

This report group lists applications that were not completed and are now closed. No further action is expected regarding closed applications.

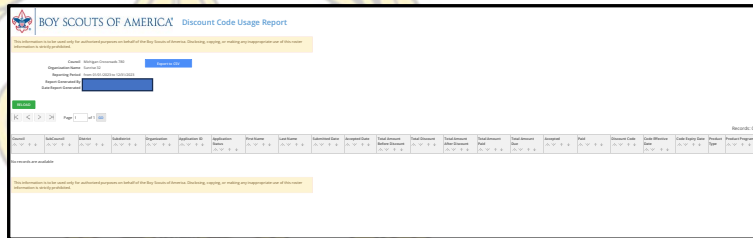
Request Closed	User Closed The Lead	Closed Date/Time	Organization Name	Organization Type	Council	District	Sub-District	Service Area	Source	Submitted Date	Current Status	Lead Full Name	Responder Full Name	Email Address	Address	Phone	How did you hear	Questions & Comments
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							
			Boy Scouts of America	Scout	100			General Services	Scout	01/15/2019	Closed							

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16H

DISCOUNT CODE USAGE REPORT

The Discount Code Usage Report displays each application that has applied a discount code.



BOY SCOUTS OF AMERICA Discount Code Usage Report

Application ID: [Redacted] | Name: [Redacted] | Address: [Redacted] | City: [Redacted] | State: [Redacted] | Zip: [Redacted]

Application ID	Name	Address	City	State	Zip	Total Amount	Total Discount	Total Amount Paid	Total Amount Due	Total Amount Received	Total Amount Applied	Total Amount Remaining	Total Amount Applied	Total Amount Remaining	Total Amount Applied	Total Amount Remaining	Total Amount Applied	Total Amount Remaining

On-line Applications That Are Defect Free And Easy To Do

Invitation Manager and Application Manager Reports

161

FAMILY SCOUTING

The Family Scouting Report lists all units that are eligible for Family Scouting and displays which are boys only, girls only, boys and girls.

BOY SCOUTS OF AMERICA® Family Scouting Units Report

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Council: Michigan Crossroads 780
 Organization Name: Sunrise 32
 Report Generated By: [Redacted]
 Date Report Generated: [Redacted]

Export to CSV Export to PDF

FILTER RELOAD

Page 1 of 1 GO

Records: 28

Council	Service Area	District	Unit	Chartered Organization	Unit Can Accept	Family Scouting Effective Date (Unit)	Unit Expiry Date	Charter Status
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0019	Grosse Pointe PTD Council - Maire	Both Boys and Girls	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0034	Grosse Pointe PTD Council - Defer	Both Boys and Girls	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0061	St Paul On The Lake	Boys Only	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0074	Grosse Pointe PTD Council-Richard	Both Boys and Girls	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0085	Grosse Pointe PTD Council - Monteeh	Both Boys and girls	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0147	Grosse Pointe PTD Council - Defer	Both Boys and Girls	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0206	Fraser Lions Club	Both Boys and Girls	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0260	Grosse Pointe PTD Council - Mason School	Both Boys and Girls	01/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 0481	Grosse Pointe PTD Council - Kerby	Both Boys and Girls	04/01/2023	12/31/2023	CURRENT
Michigan Crossroads 780	Great Lakes Service Area SAGL	Sunrise 32	Pack 1323	Clinton Valley Assembly of God	Both Boys and girls	01/01/2023	12/31/2023	CURRENT

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16J

INITIATED APPLICATIONS REPORT

The Initiated Applications report displays applications that have been created, but not yet submitted and are in an Initiated status.

BOY SCOUTS OF AMERICA Initiated Applications Report

Organization Name: [Redacted]
Report Generated By: [Redacted]
Date Report Generated: [Redacted]

Records: 10

Application ID	Applicant Name	Application Date	BSA Member ID	Application Type	Gender	Birthdate	Parent / Guardian Full Name	Parent / Guardian Last Name	Parent / Guardian Member ID	Phone	Email Address	Current Status	Date Submitted	School	BSA Council Name	Applied to Org	Applied to Org Name
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

On-line Applications That Are Defect Free And Easy To Do

Invitation Manager and Application Manager Reports

16K

LEADS IN PROGRESS

The Leads Report displays information about all leads submitted.

BOY SCOUTS OF AMERICA Leads Report

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

Council: Michigan Crossroads 780 [Report to CSV](#)

Organization Name: Sunrise 32

Reporting Period: From 01/01/2023 to 12/31/2023

Report Generated By: [Redacted]

Date Report Generated: [Redacted]

Records: 60

Organization Name	Organization Type	Council	District	Sub-District	Service Area	Source	Submitted Date	Current Status	Current Status Date	Lead Full Name	Requester Full Name	Email Address	Address	Phone	How did you hear	Questions & Comments
Pack 1412	Unit	Michigan Crossroads 780	Sunrise - 32		Great Lakes Service Area - SAGL	BSA Scout		Submitted								
Pack 1412	Unit	Michigan Crossroads 780	Sunrise - 32		Great Lakes Service Area - SAGL	BSA Scout		Submitted								
Pack 1412	Unit	Michigan Crossroads 780	Sunrise - 32		Great Lakes Service Area - SAGL	BSA Scout		Submitted								

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16L

MEMBERSHIP TOTALS REPORT

The Membership Totals Report returns a detail list of each active unit within the structure of the district or council. By unit, the reports give you demographic data such as the number of youth and adults, male and female along with the chartered organization and charter expiration date.

Service Territory	Council Name	District Name	Unit	Gender	Chartered Org	Male Youth Today	Female Youth Today	Total Youth Today	Total Youth in Oct, 2022	Male Adults Today	Female Adults Today	Total Adults Today	Total Adults in Oct, 2022	Expire Date
Service Territory 09	Michigan Crossroads 780	Sunrise 32	Pack 19	F	Grosse Pointe PTO Council - Maire									
Service Territory 09	Michigan Crossroads 780	Sunrise 32	Pack 34	F	Grosse Pointe PTO Council - Defer									
Service Territory 09	Michigan Crossroads 780	Sunrise 32	Pack 61	B	St Paul On The Lake									
Service Territory 09	Michigan Crossroads 780	Sunrise 32	Pack 74	F	Grosse Pointe PTO Council-Richard									
Service Territory 09	Michigan Crossroads 780	Sunrise 32	Pack 85	F	Grosse Pointe PTO Council - Monteith									
Service Territory 09	Michigan Crossroads 780	Sunrise 32	Pack 85	F	Grosse Pointe PTO Council - Monteith									

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16M

QR CODE

A list of Online Registration URL's and QR codes for all units within this organization structure.

The screenshot shows the 'Invitation QR Code' report interface for the Boy Scouts of America. At the top, it displays the BSA logo and the title 'BOY SCOUTS OF AMERICA® Invitation QR Code'. Below this, a disclaimer states: 'This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.' The report is for Council Michigan Crossroads 780, Organization Name Sunrise 32. It includes buttons for 'Export to CSV' and 'Export to PDF'. The report is generated by [redacted] on [redacted]. The interface includes a search bar with 'Org Structure' selected, and buttons for 'REFRESH' and 'RELOAD'. Navigation controls show 'Page 1 of 5' records. The main data table has 41 records and includes columns for Service Area Name, District Name, Organization, Micro URL Link, and QR Code. The visible records are:

Service Area Name	District Name	Organization	Micro URL Link	QR Code
Great Lakes Service Area SAGL	Sunrise 32	Pack 0019 (F)	https://my.bsa.us/780paa0019mb	
Great Lakes Service Area SAGL	Sunrise 32	Pack 0034 (F)	https://my.bsa.us/780paa0034mb	
Great Lakes Service Area SAGL	Sunrise 32	Pack 0061 (B)	https://my.bsa.us/780paa0061mb	
Great Lakes Service Area SAGL	Sunrise 32	Pack 0074 (F)	https://my.bsa.us/780paa0074mb	

On-line Applications That Are Defect Free And Easy To Do

Invitation Manager and Application Manager Reports

16N

RECORD OF CHANGE

The Record of Change report will give you a detailed list, for the date range selected, of all registration changes such as, new enrollment, transfers, drops, multiples, transfers etc. This report will report the members name, unit and status code.

BOY SCOUTS OF AMERICA Record of Changes Report

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Council: Michigan Crossroads 780 [Export to CSV](#)

Organization Name: Sunrise 32

Reporting Period: from 01/01/2023 to 12/31/2023

Report Generated By: [Redacted]

Date Report Generated: [Redacted]

[FILTER](#) [RELOAD](#)

Page 7 of 11 [GO](#)

Records: 206

Territory	Council	District	Unit or Organization	Member ID	First Name	Last Name	Gender	Date joined	Date Dropped	Status Name	Primary Email	Primary Phone
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Service Territory 09	Michigan Crossroads 780	Sunrise 32	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

REFUND DETAILS

The Refund Details Report lists details about membership applications that had their fees refunded. These applications are in "closed" status after the fees are refunded. Only applications paid with a credit card will appear on this refund list.

BOY SCOUTS OF AMERICA Refund Details Report

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Council: Michigan Crossroads 790 [Export to CSV](#) [Export to PDF](#)

Organization Name: Sunnise 32

Reporting Period: from 01/01/2023 to 12/31/2023

Report Generated By: [Redacted]

Date Report Generated: [Redacted]

[RELOAD](#)

Page 1 of 1 [GO](#)

Records: 6

Applicant Full Name	Parent/Guardian Full Name	Phone	Email	District	Program	Unit	Record Locator	Refund Amount	Refund Date	Refund Reason	Payment Status
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Sunnise 32			[Redacted]	[Redacted]	[Redacted]	[Redacted]	Refunded
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Sunnise 32			[Redacted]	[Redacted]	[Redacted]	[Redacted]	Refunded
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Sunnise 32	Scouts BSA		[Redacted]	[Redacted]	[Redacted]	[Redacted]	Refunded
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Sunnise 32			[Redacted]	[Redacted]	[Redacted]	[Redacted]	Refunded
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Sunnise 32			[Redacted]	[Redacted]	[Redacted]	[Redacted]	Refunded
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Sunnise 32			[Redacted]	[Redacted]	[Redacted]	[Redacted]	Refunded

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On-line Applications That Are Defect Free And Easy To Do Invitation Manager and Application Manager Reports

16Q

TIMED OUT APPLICATIONS

This report lists summary counts of membership applications that have timed out. The rows of the report are units. The columns are the total of timed out applications by month.

Applicant Full Name	Application ID	Parent/Guardian Full Name	Phone	Email	Applied to	Org Type	Date Submitted	Timeout Date	Timeout Reason
							12/29/2022	02/28/2023	Timeout
							01/04/2023	04/05/2023	Timeout
							01/09/2023	04/10/2023	Timeout
							01/16/2023	04/17/2023	Timeout
							02/11/2023	05/13/2023	Timeout
							04/30/2023	07/29/2023	Timeout
							10/17/2022	01/16/2023	Timeout
							10/06/2022	01/05/2023	Timeout
							10/10/2022	01/09/2023	Timeout
							10/18/2022	01/17/2023	Timeout

On-line Applications That Are Defect Free And Easy To Do
Invitation Manager and Application Manager Reports

16R

APPLICATION SUMMARY

CLOSED APPLICATIONS

COMPLETED APPLICATIONS

FAMILY SCOUTING

LEADS IN PROGRESS

QR CODE

REFUND DETAILS



APPLICATIONS IN PROGRESS

CLOSED LEADS REPORT

DISCOUNT CODE USAGE REPORT

INITIATED APPLICATIONS REPORT

MEMBERSHIP TOTALS REPORT

RECORD OF CHANGE

TIMED OUT APPLICATIONS

On-line Applications That Are Defect Free And Easy To Do
The Application

17



The next step in the process is the application itself.

On-line Applications That Are Defect Free And Easy To Do

18

The Application

How to get to an on-line application



<https://my.scouting.org/VES/OnlineReg/1.0.0/?tuv=UF-MB-780paa0085>

<https://my.bsa.us/780paav0085mb>

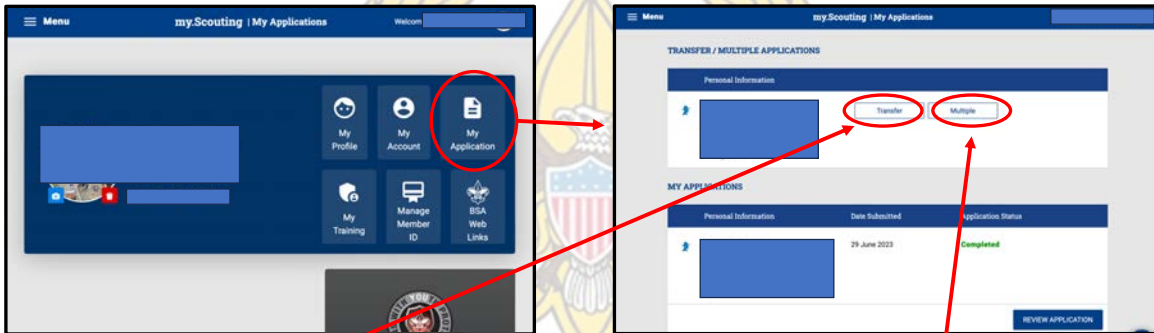


There are four different ways to access an online application. Through the units QR code. Or using the URL that is found in invitation manager. Or using the mini URL that can be found in the QR code report. Or by applying directly through the BeAScout.org listing. Once in the application process, youth applications are easily completed by filling-in youth and parent partner information. Adult applications are filled-out with contact and personal information, the on-line CBC form and completing Youth protection training.

On-line Applications That Are Defect Free And Easy To Do The Application

19

Other Forms of Online Applications



Transfer

Member can transfer their membership to another Scouting unit
For Adults – Adult must initiate transfer
For Youth – Parent or current unit must initiate the transfer

Multiple

Member can add another unit to their membership

Another form of paperless membership transactions are Transfer and Multiple registrations which are handled through the *my application* link found in your my.scouting.org account. By clicking on *my application*, you can either transfer your membership to another unit or you can become a multiple member in another unit.

**On-line Applications That Are Defect Free And Easy To Do
The Application**

20

Registrations That Still Require Paper Applications

Youth who turns 18 – Adult role or Participant Role

Changes to COR

Applications with Financial Aid

**Changes to the Executive Officer can be done by filling out the
*MCC Executive Officer Change Form***

There are still two types of registrations that require paper applications. The first one is a youth who turns 18 and is changing from a youth role to an adult role or a participant role. The other is changes to the charter organization Representative. Changes to an executive officer can be done by filling out the MCC executive officer change form.

On-line Applications That Are Defect Free And Easy To Do
Application Manager

21



Application Manager

Next we'll discuss the third piece of the puzzle, the application manager

On-line Applications That Are Defect Free And Easy To Do Application Manager

22

The image illustrates the navigation process to the Application Manager. The left side shows the 'Menu' dropdown in the My.Scouting interface, with 'Application Manager' highlighted. The right side shows the Application Manager dashboard for 'Summit 32', which includes a summary of application statistics and a table of pending applications.

Application	Status	Submitted	Gender	Unit
Pending Application	Pending Application	Never Taken	Female	
Pending Application	Pending Application	Never Taken	Male	
Pending Application	Pending Application	09-26-2025	Male	
Pending Application	Pending Application	09-29-2025	Male	
Pending Application	Pending Application	10-03-2025	Female	
Pending Application	Pending Application		Male	

Application manager can be easily found by going to your My.Scouting account and then in the upper left hand corner clicking on menu, then from the drop down menu, selecting your district and then application manager. The application manager screen will display, shown on right hand side of the slide.

On-line Applications That Are Defect Free And Easy To Do
Application Manager

23

KEY UNIT ROLES AND ACTIONS IN APPLICATION MANAGER

	Review and accept or reject adult leader applications.	Reviews and accepts or rejects Unit Participant applications.	Can review adult applications and make recommendations to approve to the COR.	Review and accept or reject youth applications
Chartered Organization Representative (COR) or COR Delegate				
Unit Committee Chair				
Unit Leader - Cubmaster, Scoutmaster, Crew Advisor, Skipper, Key 3 Delegate				

- If necessary, the institutional head/chartered organization executive officer (IH) can also perform the same duties as the CR.

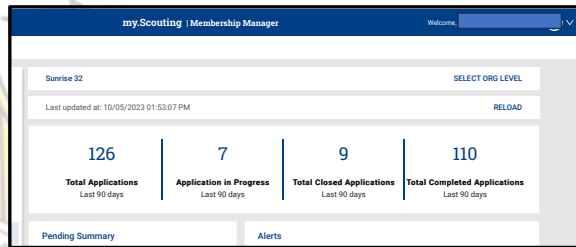
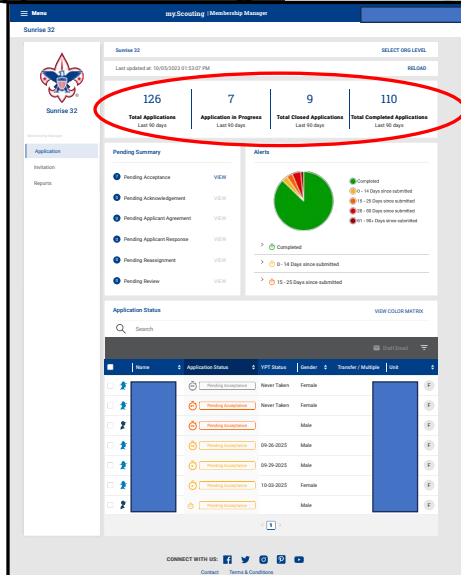
The following have read only access to view application status to ensure the unit is acting on applications in a timely manner:

- New Member Coordinator and
- Registration Inquiry

This slide shows the different actions different roles within a unit can take on different types of applications. It should be noted that the institutional head can also perform the same duties as a chartered org rep. The new member coordinator and the registration inquiry person also have read only access to the application status in application manager.

On-line Applications That Are Defect Free And Easy To Do Application Manager

24



Application Manager Dashboard Overview

The top section of the dashboard provides a quick overview of application processing statistics over the last 90 days.

The application is tracked through the system for 60 days, after which the application is timed out and removed from the list.

Similar to invitation manager, application manager has a top line toolbar dashboard overview which provides a quick overview of the application processing statistics over the last 90 days. You can see the total number of applications that have been processed, the applications that are in process, the total number of closed applications and then the total number of completed applications in the last 90 days. An application is tracked through the system for 60 days and if there's no movement on that application at that time the application is considered closed, timed out and removed from the system.

On-Line Applications / Individual Membership Renewal

APPLICATION MANAGER

24A

Pending Summary

- Pending Acceptance VIEW
- Pending Acknowledgement VIEW
- Pending Applicant Agreement VIEW
- Pending Applicant Response VIEW
- Pending Reassignment VIEW
- Pending Review VIEW

Application Status

Applications not processed yet. Also, Adult applications pending a YPT hold.

For Adult Application where an applicant has answered yes to a screening question.

Applications that have been re-assigned by the district that are wait for the applicants agreement.

Applications that the unit has sent back to the applicant for more information.

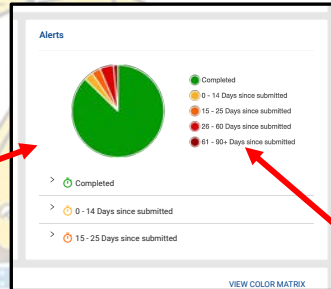
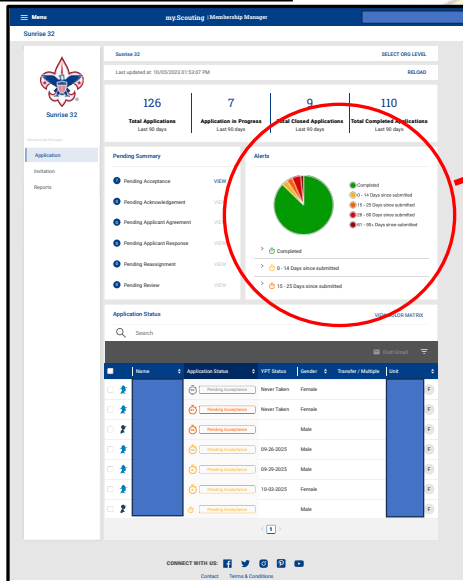
Applications that the unit has reassigned or applications that have been auto re-assigned to the district.

Applications that the unit has marked as do not accept. The council will review the application.

Select VIEW to see a detailed listing of the applications in that status.

On-Line Applications / Individual Membership Renewal APPLICATION MANAGER

24B



The Alerts section of the dashboard shows you how long applications have been pending since they were first submitted.

On-line Applications That Are Defect Free And Easy To Do Application Manager

25

The screenshot displays the Application Manager dashboard. At the top, there are four summary cards: Total Applications (126), Application in Progress (7), Total Closed Applications (9), and Total Completed Applications (110). Below these is a 'Pending Summary' section with a pie chart and a list of application statuses. A red circle highlights the 'Application Status' section, which contains a search bar and a table of pending applications. A red box labeled 'Search and Filter Feature' points to the search bar and a filter icon. The table has columns for Name, Application Status, YPT Status, Gender, Transfer / Multiple, and Unit. A red arrow points from the search bar to the table. A red box at the bottom of the dashboard contains text explaining the table's content and sorting options.

Search and Filter Feature

The Applicants List is at the bottom of the dashboard. This list contains the applications that have not completed processing. When you first open the dashboard, the list will display the applicants who have been in the queue to longest. Applications can be sorted by name and application status by using the arrows next to each column name.

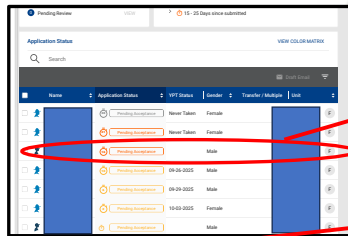
Similar to invitation manager, application manager has a top line toolbar dashboard overview which provides a quick overview of the application processing statistics over the last 90 days. You can see the total number of applications that have been processed, the applications that are in process, the total number of closed applications and then the total number of completed applications in the last 90 days. An application is tracked through the system for 60 days and if there's no movement on that application at that time the application is considered closed, timed out and removed from the system.

On-line Applications That Are Defect Free And Easy To Do

26

Application Manager

Youth And Adult Applications



An Application Actions window appears. The main sections are:

1. **Application Notes** – you can add notes here so that others in your unit who have access will know what you have done.
2. **Application Summary** – shows basic detail from application and displays the Invoice so you can see if payment has been made online.
3. **Review Application** – allows you to see the information on the application before you accept the applicant or move them to another status.
4. **Application Actions** – this is where you accept, reassign, or do not accept the applicant.

When you **accept** an applicant, the system will automatically assign them to your unit. For an adult application, the Scouting position will also have to be selected.

If you receive an application, and your unit is not a good fit for the applicant, you will click **Reassign**. The application will then be assigned to the district for a better fit.

If you need more information you can select **Return to Applicant** which will send the applicant a message that you need more information and will send them a link to return to their application.

If you select **Do Not Accept** you will send a notice to the council that this person should not be accepted into any Scouting unit. Do not place your reasons in the notes section, council will follow-up with you.

By clicking on the individual application within application manager, the unit leader has the opportunity to take action on the different applications whether it's to: accept it, to reassign it, or for adult applications return to the applicant, or do not accept. As you can see online applications are very simple and straightforward to approve or take other actions on an application. A unit may also set-up to have on-line youth applications automatically approved.

On-line Applications That Are Defect Free And Easy To Do References

27

On-Line Application Reference Materials

[Online Registration Unit Guidebook](https://www.scouting.org/wp-content/uploads/2021/04/Unit-Guidebook-for-Online-Registration-April-2021.pdf) - provides directions on how to set up and use the online registration system.

<https://www.scouting.org/wp-content/uploads/2021/04/Unit-Guidebook-for-Online-Registration-April-2021.pdf>

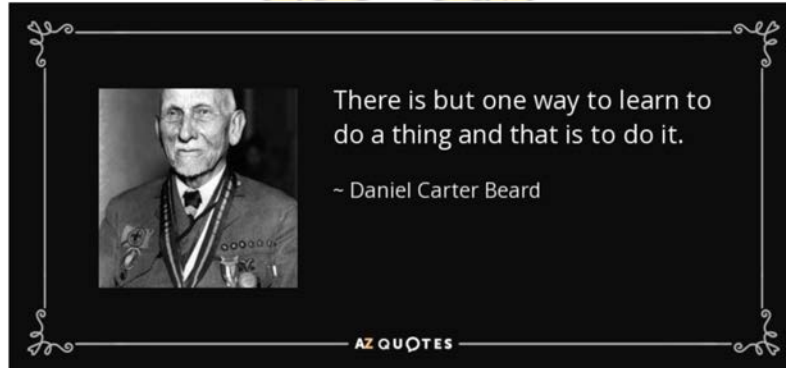
[Information About Online Registration for Councils and Unit Leaders](https://www.scouting.org/resources/online-registration/) - resources to help you manage online registration.

<https://www.scouting.org/resources/online-registration/>

There are some great reference materials available to help assist with online applications. The first one is the **online registration unit guidebook**. It provides a lot of information and directions on how to set up and use the online registration system. It is a very useful document that is in a printable PDF format. The next resource is **Information about online registration for councils and unit leaders**. This is a web page that has resources to help you manage online registrations. There are documents and videos that can guide you through every step of the on-line process.

On-line Applications That Are Defect Free And Easy To Do

28



Why use on-line applications:

- The applications are defect free.
- The person applying can quickly be added your roster.
- They don't get lost in the system.
- All persons who need to know can easily access and find the status of an application.

So when I started this presentation we mentioned for a moment as to why use online applications. Hopefully now you can see how much easier online applications are to handle. Once you learn the process, it is easy and straightforward and it is a whole lot easier than driving paper applications from one location to the next or trying to send them in an insecure way through emails. Plus the applications come through defect free so once they are approved by the unit, they aren't going to come bouncing back to you in a week or two with a missing initial or an incomplete section of the application. Hopefully you have a better appreciation of how online applications can make your life easier as a commissioner and also for unit leaders that you work with. The next step now is, to quote the First Commissioner of the BSA, Daniel Carter Beard, "There is but one way to learn to do a thing and that is to do it."



*Questions?
Comments?
Unique Situations to Share?*

Do you have any questions or comments or maybe any unique situations regarding online applications that you would like to share.