

How to Approve a Youth Application on My.Scouting Website

The following individuals can approve youth applications. They must be registered in these positions to approve them:

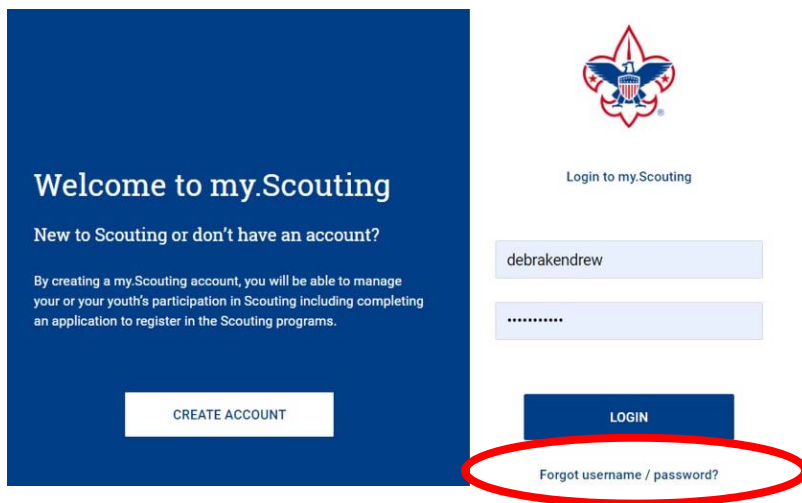
- Chartered Organization Representative
- Committee Chair
- Cubmaster/Scoutmaster/Crew Advisor/Post Advisor

Youth applications are available for approval immediately. They can be approved from your my.scouting.org account or from the MyScouting app. Search for the for “MyScouting” in the Google Play Store Apple app store or click here :

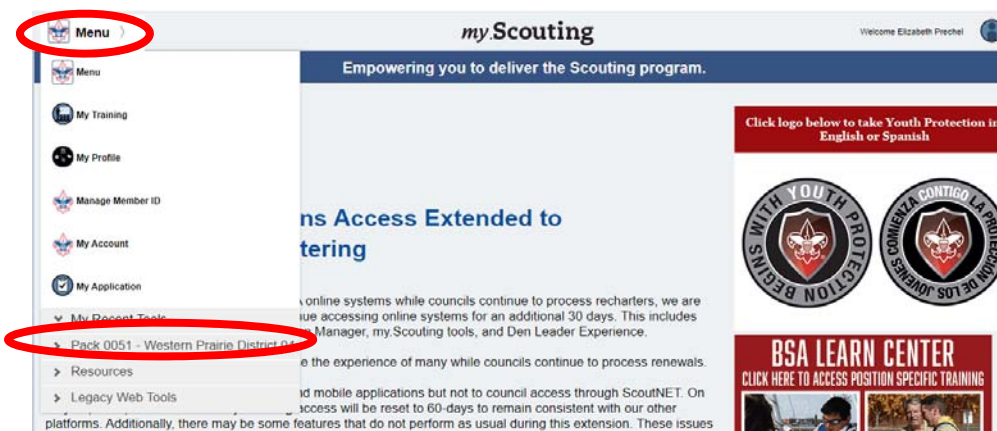
Android – https://play.google.com/store/apps/details?id=com.myscouting&hl=en_US

Apple – <https://apps.apple.com/us/app/myscouting/id1186037730>

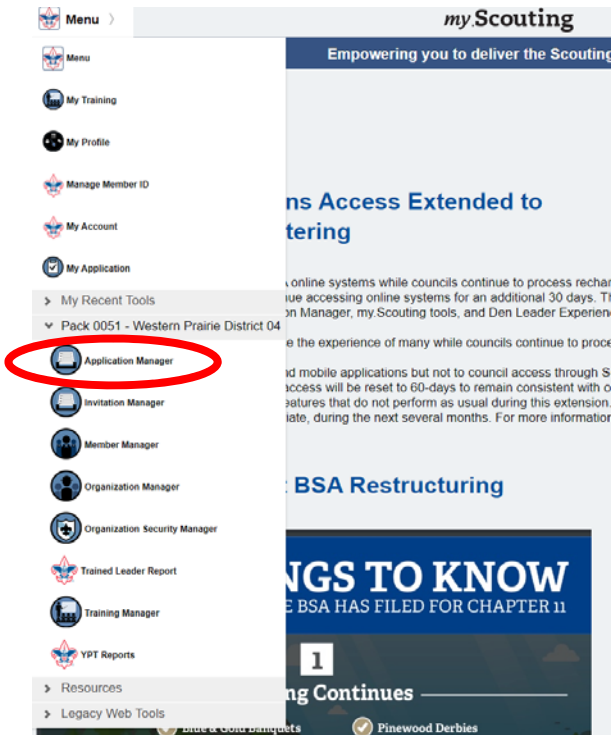
1. Visit <https://my.scouting.org> and sign-in if you have an account or create an account if you don't have one. If you have an account, but don't remember your username or password, click on **“Forgot username/password?”**



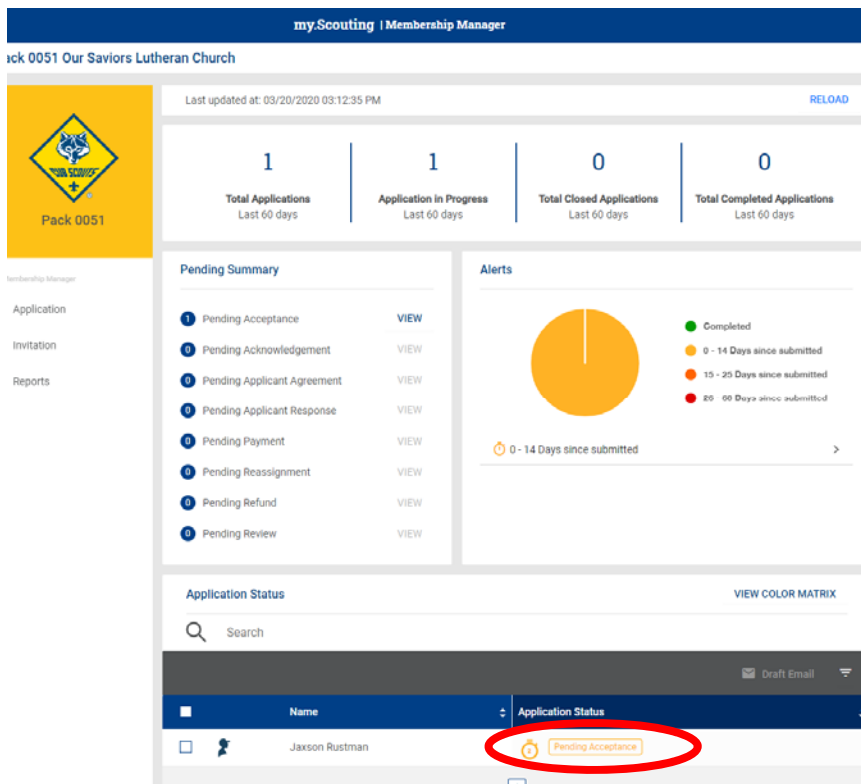
2. Click on **“Menu”** and then click on the Pack, Troop, Crew, or Post that you are wanting to approve an application for.



3. Click on "Application Manager."



4. Here you will see any applications that need approved. Click on the application status for each application to open it to be able to approve it or do other things with it.



5. You will see three options at the bottom, accept, reassign, or do not accept. To approve the application and to register the child, click on **“Accept”** and you are finished. You will then be able to go back and approve other applications.

The screenshot shows a web interface for reviewing a Scout application. On the left is a sidebar with navigation options: Membership Manager, Application, Invitation, and Reports. The main content area is titled 'Application Summary' and features a profile for Jason Smith, with a current status of 'Pending Acceptance'. Personal details include Gender: Male, Date of Birth: Jul 11, and Grade: First Grade. Membership information shows a term from Mar 1, 2020, to Dec 31, 2020, with contact details for phone and email. The application ID is 123456789, and there is a 'VIEW INVOICE' link. To the right is an 'Application Notes' section with a text input field and a 'POST' button. Below this is a 'Review Application' section with a progress indicator showing five steps: Youth Information, Guardian Information, Terms and Conditions, Checkout Summary, and Payment Confirmation, all marked as 'COMPLETED'. A 'DOWNLOAD APPLICATION' link is also present. At the bottom, three buttons are visible: 'ACCEPT' (highlighted with a red circle), 'REASSIGN', and 'DO NOT ACCEPT'.

Special notes on the two other options, “Reassign” and “Do Not Accept.”

Reassign – By selecting this option, you will not be accepting their application. They will be forwarded up to the District and Council Key 3 so they can be reassigned to another unit. If you select this option, you will need to provide a reason for reassigning them. You can also post additional notes in the “Application Notes” section at the top of the page.

The screenshot shows a modal dialog box titled 'REASSIGN APPLICANT'. It contains a section for '* Reassign Reason:' with a dropdown menu. The dropdown is open, showing the following options: 'Select a reason for reassignment', 'Not enough volunteer help', 'Scheduling Conflicts', 'Special Needs', 'Too many members', and 'Other'.

Do Not Accept – This will effectively reject their application. If you are rejecting an application for some reason, please contact the Council Scout Service Center to discuss the reason for the rejection of the application.