

How to Approve a Youth Application on MyScouting App

The following individuals can approve youth applications:

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

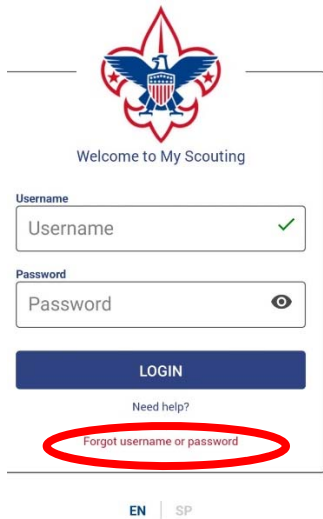
Youth applications are available for approval immediately. They can be approved from your my.scouting.org account or from the MyScouting app. Search for the for “MyScouting” in the Google Play Store Apple app store or click here :

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

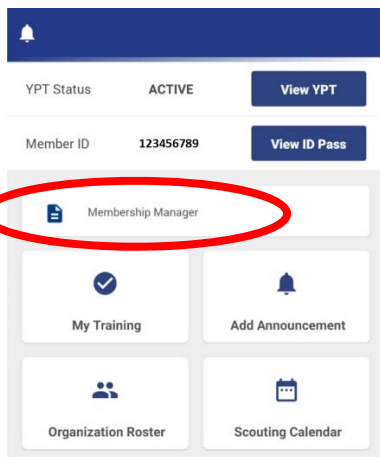
Apple – <https://apps.apple.com/us/app/myscouting/id1186037730>

1. Download the app and install it.

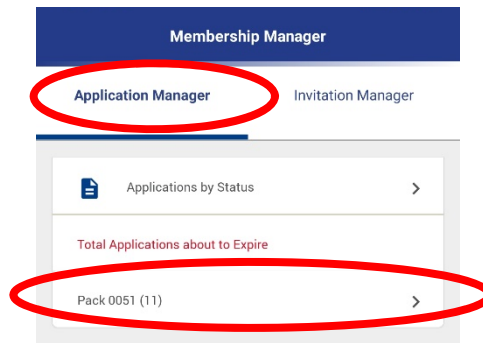
2. Sign-in to your account. If you have an account, but don't remember your username or password, click on “Forgot username/password?”



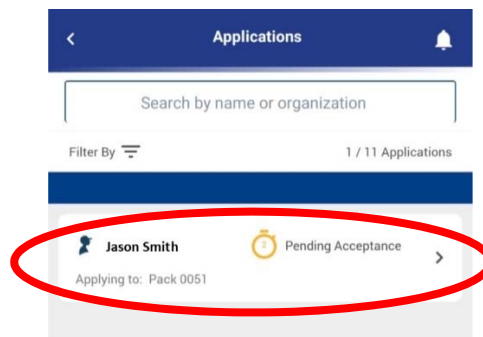
3. Click on “Membership Manager” and then click on the Pack, Troop, Crew, or Post that you are wanting to approve an application for.



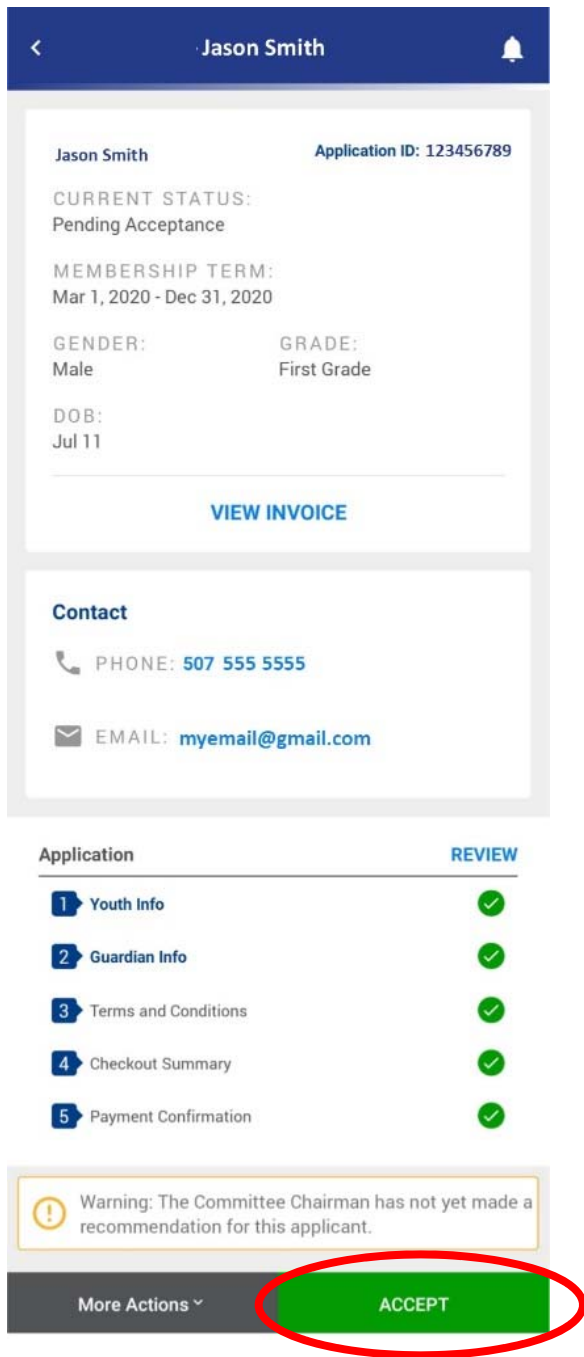
4. Click on “Application Manager” and then click on the unit you want to approve an application for.



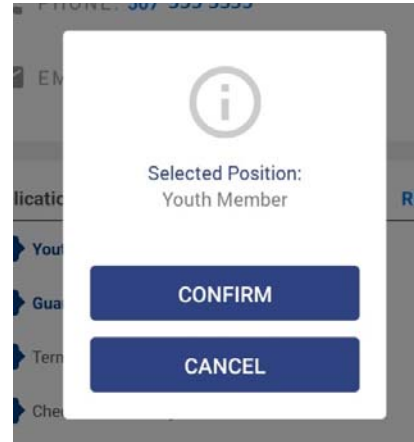
5. Click on the name of the youth you want to approve their application.



6. You will see two options, **“More Actions”** or **“Accept.”** To approve the application and to register the child, click on **“Accept.”**

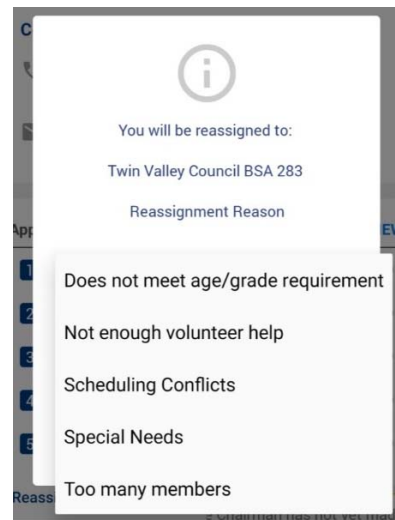


7. A popup will open. Hit **“Confirm”** to accept the application.



Special notes on the “More Actions” which are “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.



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.