

How to Approve an Adult Application on My.Scouting Website

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

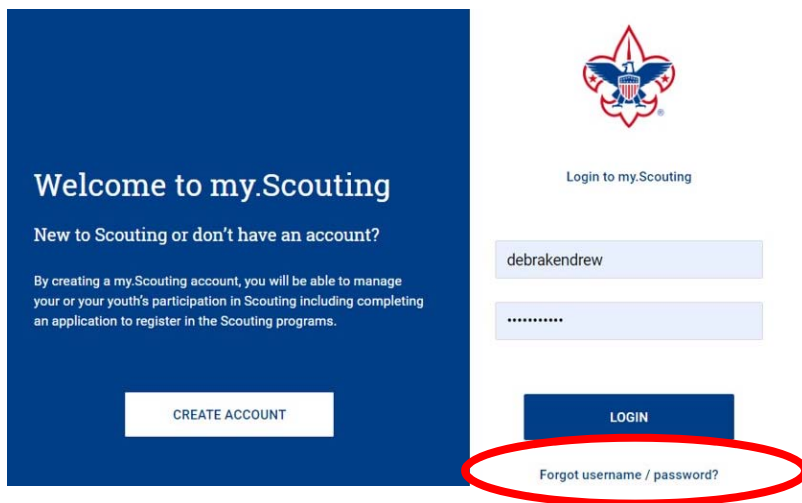
- Chartered Organization Representative

Adult applications are available for approval after an adult completes youth protection training and their training is recorded. You will not be able to approve an adult application without the individual completing youth protection training. 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:

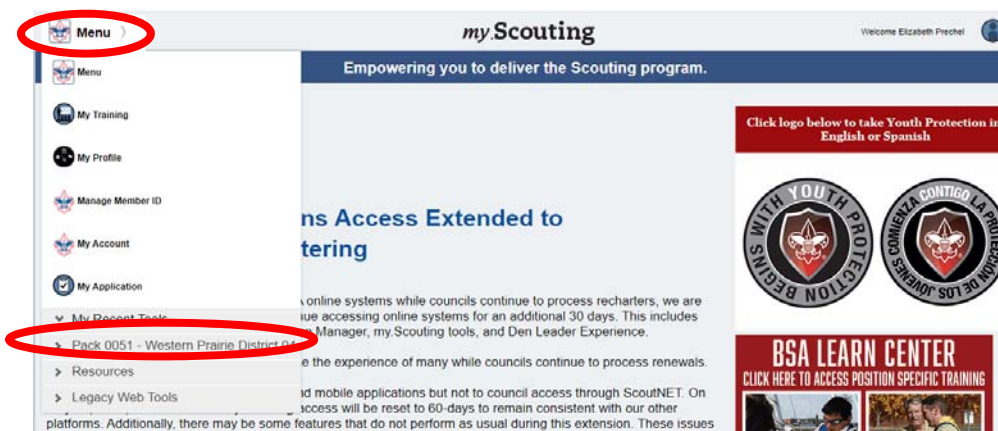
Android – https://play.google.com/store/apps/details?id=com.myscouting&hl=en_US

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

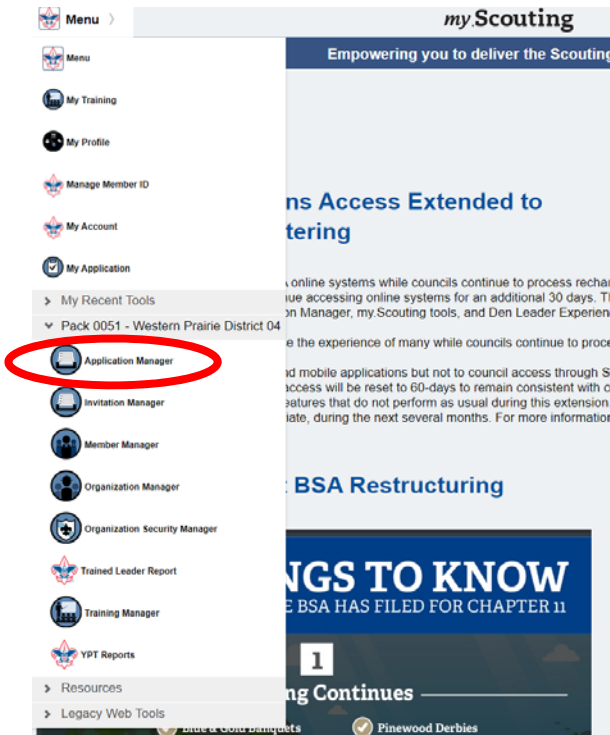
1. Visit <https://my.scouting.org> and sign-in if you have an account or create an account if you don't have one. If you have an account, but don't remember your username or password, click on **“Forgot username/password?”**



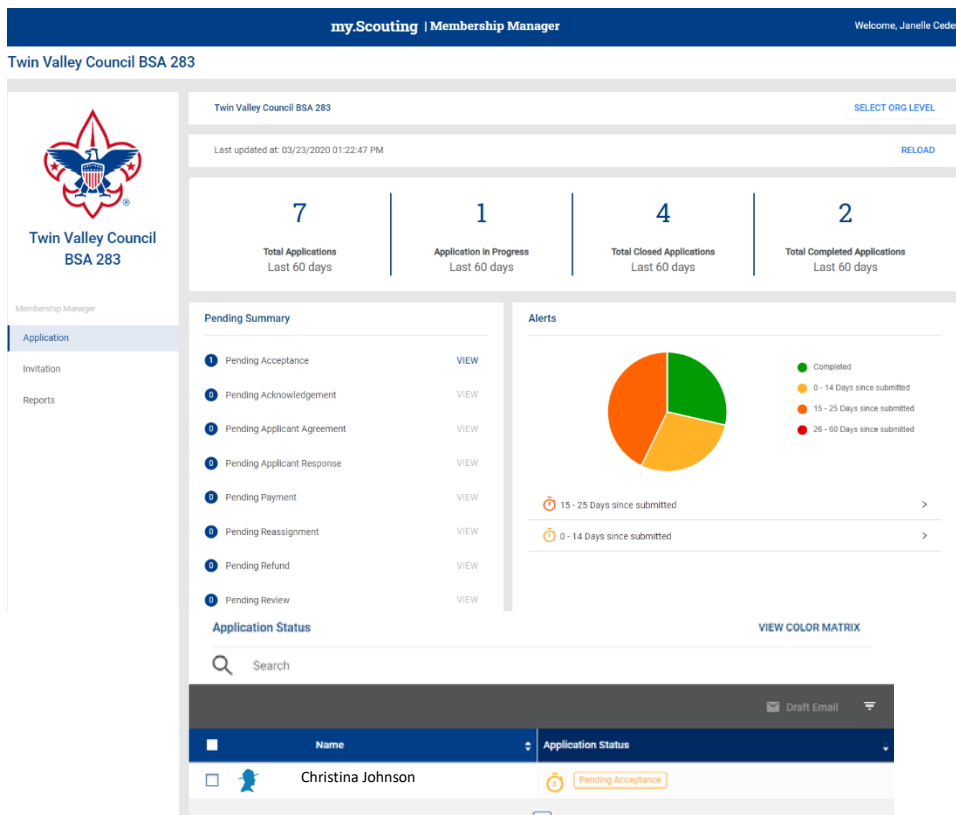
2. Click on **“Menu”** and then click on the Pack, Troop, Crew, or Post that you are wanting to approve an application for.



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. If you'd like to review the details of the individual's application, you may click on any of the areas, "Basic Information" or "Background Information." To view the entire application in one document, click "**Download Application.**"

Review Application Pending Acceptance

1	Basic Information	COMPLETED	✓
2	Background Information	COMPLETED	✓
3	Terms and Conditions	COMPLETED	✓
4	Checkout Summary	COMPLETED	✓
5	Payment Confirmation	COMPLETED	✓

[DOWNLOAD APPLICATION](#)

You are required to add a response to this applicant's background question explanations before proceeding.

[REVIEW BACKGROUND RESPONSES](#)

6. Otherwise, when you are ready to move to the next step, you will see one of two possible options at the bottom to proceed. The first is if they answered "**Yes**" to any of the screening questions. Click "**Review Background Responses**" and then proceed to step 7.

[DOWNLOAD APPLICATION](#)

You are required to add a response to this applicant's background question explanations before proceeding.

[REVIEW BACKGROUND RESPONSES](#)

If they answered "**No**" to all of the screening questions, then you will see the options below. Skip to step 8.

[ADDITIONAL INFORMATION](#) [DOWNLOAD APPLICATION](#)

[ACCEPT](#) [REASSIGN](#) [RETURN APPLICATION](#) [DO NOT ACCEPT](#)

7. If the applicant answered “Yes” to any of the screening questions, when you click on “**Review Background Responses,**” you will then see a popup. You will need to acknowledge that you have read the explanations given for each of the screening questions to which they affirmatively clicking the checks next to each question. You will also be asked to type in the comments that you have discussed these questions with the applicant. After you type your comments, the “I Acknowledge” button will become active and you can submit your comment.

ADDITIONAL INFORMATION [X]

Have you ever been arrested for a criminal offense (other than minor traffic violations)?
See above.

Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior?
Sometimes you have to fight for your right to party.

Type comment with reason

Type comment with reason

0/250

I ACKNOWLEDGE

8. You have several options at this point. “**Accept,**” “**Reassign,**” “**Return Application,**” and “**Do Not Accept.**” To approve the application and to register the adult, click on “**Accept.**”

ADDITIONAL INFORMATION **DOWNLOAD APPLICATION**

ACCEPT **REASSIGN** **RETURN APPLICATION** **DO NOT ACCEPT**

Special notes on the three other options, “Reassign,” “Return Application,” and “Do Not Accept.”

Reassign – By selecting this option, you will not be accepting their application. The application 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.

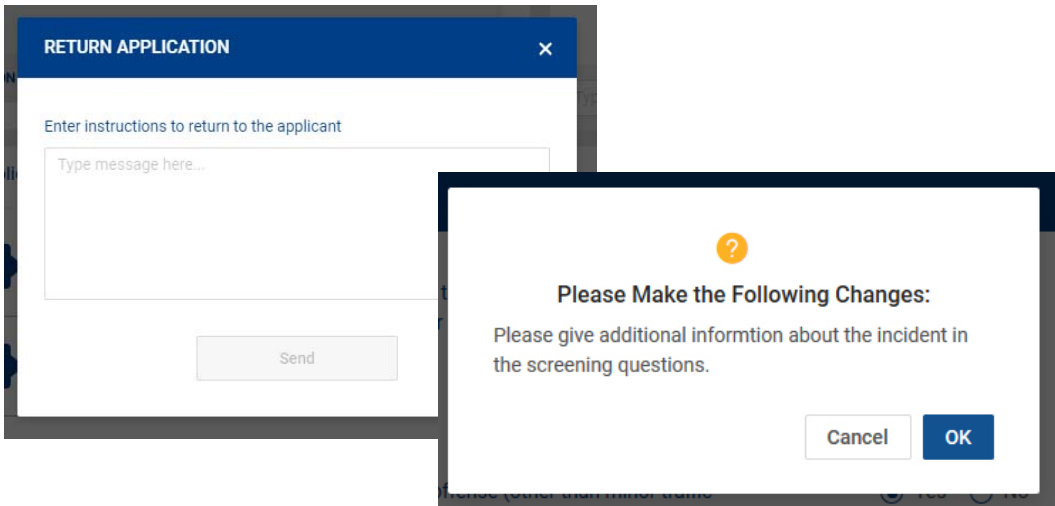
REASSIGN APPLICANT [X]

* Reassign Reason:

Select a reason for reassignment

- Not enough volunteer help
- Scheduling Conflicts
- Special Needs
- Too many members
- Other

Return Application – After reviewing the application, if you still need more information you are encouraged to call the applicant directly to get the information you need or questions you have answered. If after that, you feel you need to return the application to have them provide additional information, click on “Return Application.” When you select Return to Applicant, a message box will appear. Type your request in the space provided and an e-mail will be sent to the applicant asking them to log into their My.Scouting account and navigate to their application to supply the additional information you need. Your message must be typed in a single paragraph.



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.

9. A window will popup and you will need to select the position for which you are approving the individual for. If you are unsure, be sure to talk to the individual and/or unit leadership before picking one. Select the appropriate position and click “**Save.**”

