

How to Input, View, and Respond to BeAScout Invitations/Leads on MyScouting App

The following individuals can see and respond to BeAScout Invitations and Leads. They must be registered in these positions to view inquiries from prospective families, send joining invitations, and add leads:

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

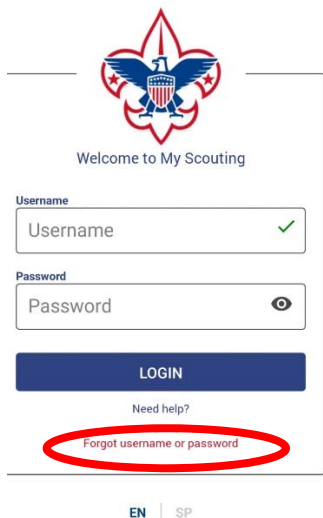
The Unit Key 3 above will get automated e-mails that come out on Tuesdays and Fridays if there are any invitations and leads available. You can check the Invitation Manger at any time to see any available. You input your own leads from e-mails, recruitment events, open houses, etc. to keep them all in one place and act upon them. They can be viewed 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

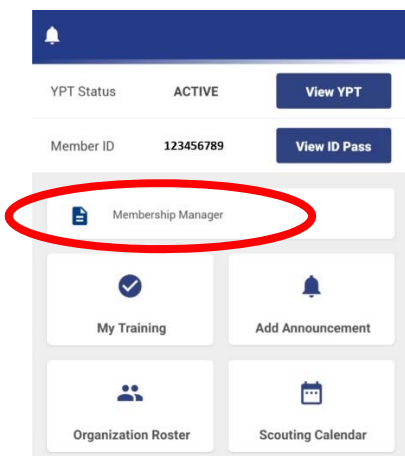
Apple – <https://apps.apple.com/us/app/myscouting/id1186037730>

1. Download the app and install it.

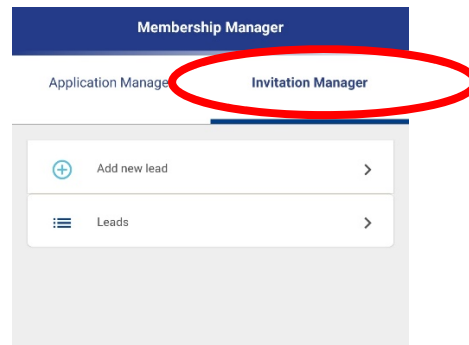
2. Sign-in to your account. If you have an account, but don't remember your username or password, click on “Forgot username/password?”



3. Click on “Membership Manager” and then click on the Pack, Troop, Crew, or Post to view leads.

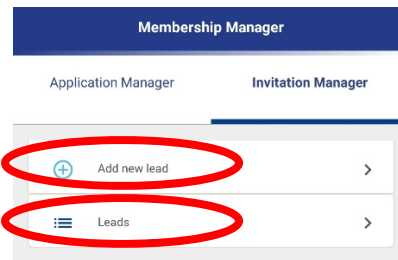


4. Click on “Invitation Manager.”

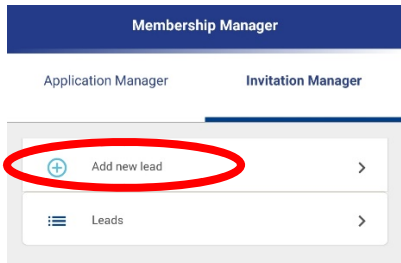


4. Here at this page you will see a number of things you can do:

- Manually input new leads (step 5).
- Obtain your unit's unique QR code and your unit's URL (step 6).
- Respond and follow-up with leads from families that have requested information about Scouting (step 10).



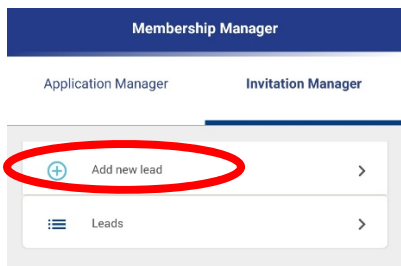
5. You can also manually add leads you get at recruitment events, open houses, phone calls and e-mails received, etc. This keeps all names and contact information in one place so various folks can follow-up and applications can be sent. To start a new lead, click on **“Add new lead.”**



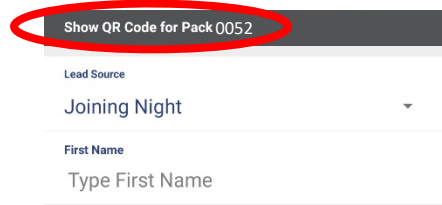
6. Here you can input contact information (name, address, e-mail, phone, etc.) that is important to keep track of and even send an application to a lead. To save without sending an application, click **“ADD.”** To send an application and then save, click on **“SEND APPLICATION.”**

The screenshot shows a form titled 'Show QR Code for Pack 0052'. It has several input fields: 'Lead Source' (dropdown), 'Joining Night' (dropdown), 'First Name' (text), 'Last Name' (text), 'Email' (text), 'Phone Number' (text), and 'Unit Name' (dropdown). At the bottom, there are two buttons: 'ADD' and 'SEND APPLICATION'.

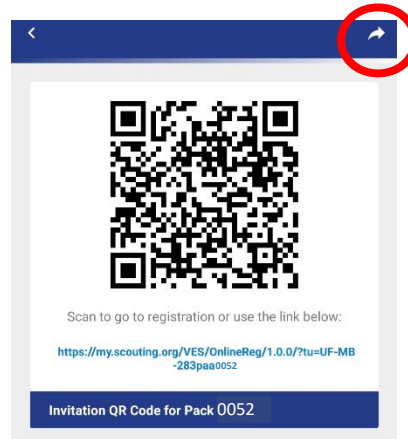
7. To obtain the unique QR or website link to your units online registration page click on **“Add new lead.”**



8. Click on **“Show QR Code”** for your unit.



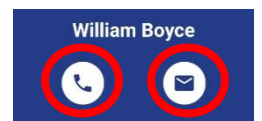
9. Here you can have others scan the QR code using your phone. You can also text the registration link using the **“share”** arrow in the upper right-hand corner.



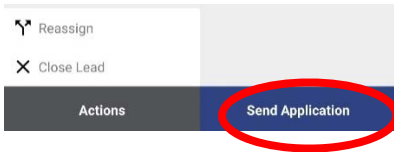
10. Here you will be able to view their contact information. You will also see any comments or notes they left and respond to them over the phone, e-mail, or directly through the page. You have several options (see 10a-10d below)

The screenshot shows the contact information for 'William Boyce'. It includes icons for phone and email, and the following text: 'Phone: (555) 555-1910', 'Email: bpowell@myemail.com', 'Current Status: New', 'Source: BeAScout', and 'Address: 315 N Broadway St, New Ulm MN, 56073'. At the bottom, there are buttons for 'Reassign', 'Close Lead', and 'Send Application'.

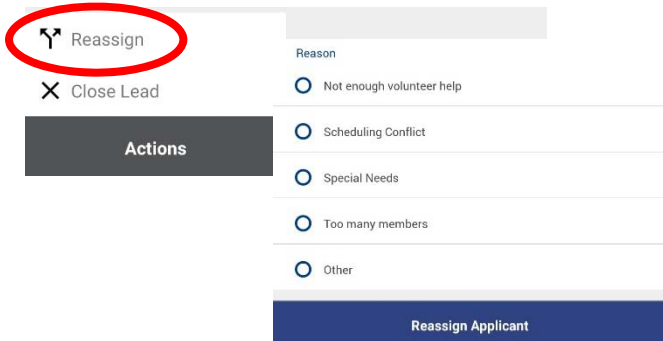
10a. **Call or E-mail** – You can call or e-mail the parents of the by click on the **“telephone”** or the **“e-mail”** icons at the top of the page.



10b. **Send Application** - After communicating with the parent and they are ready to sign up, click on “**Send Application**” and it will send the parent a link to sign up for your pack to the e-mail they provided.



10c. **Reassign** – By selecting this option, you will forward the lead to district and council key 3 to be assigned to another unit. You could select this option for many reasons, maybe they picked the wrong unit in the wrong town or perhaps your unit meets on the wrong night for them.



10d. **Close Lead** – You should use this options for two reasons, you talked to the parent and they decided to join and completed an application or because you talked to them and they didn't decide to join for some reason.

