

Quick Steps Guide for Online Registration and Related Functions

Key steps to register your child

1. Visit your unit's unique URL or scan their unique QR code to register You can alternatively visit www.beascout.org and search for your local unit and click on "Apply Now" to register.
2. Indicate if they are current/former Scout. If current or former, you will be asked for some additional information to pull in the data already on file
3. Provide the youth information
4. Provide the parent/guardian information
5. Agree to terms and conditions
6. Select if you want Boys Life or not
7. Pay fees. Those who are currently registered and transferring from one unit to another will not pay an additional fee Your child's application is complete. Your leader will need to approve your child's application at which point your child is registered for Scouting.

Key steps to register as an adult volunteer

1. Visit your units unique URL or scan their unique QR code to register You can alternatively visit www.beascout.org and search for your local unit and click on "Apply Now" to register.
2. You will be asked to provide some basic information including your social security number. Your SSN will not be visible to other approving your application
3. Agree to the background check
4. Provide some background information
5. Agree to the terms and conditions
6. Provide payment information (in some units, the unit will reimburse these fees; check with your local leadership). At this point your application is filled out, but cannot be processed without youth protection training.
7. Take youth protection online
8. Notify your unit's Chartered Organization Representative so they know to go in and approve your application.

Key steps to take youth protection training online

All adult registering as leaders will need to completed youth protection training before they can be approved to be leaders in the program. Youth protection training takes about 90 minutes to complete. To complete the training online, do the following:

1. Visit <https://my.scouting.org>
2. Login (same login used for completing the adult application)
3. Once in, you will see the logo for Youth Protection. It is titled "Youth Protection Begins with You." Click it
4. Scroll down to where it shows the training titled, "Youth Protection Training – Mandatory v2". Click the "+Add Plan" to add the training. Then click the title of the training.
5. Then you should see four modules. Click "Launch Course" on the first one. Then do the same with the others as you take each module
6. When finished, contact the Chartered Organization Representative for your unit to notify them that you are finished with your training so they can approve your adult application. Be sure to remind them of what Scouting position you are going to be serving in so they can put you in the right position.

Youth Application Approval Steps

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

Approval on MyScouting app

1. Sign in with your My.Scouting account
2. Click on "Membership Manager,"
3. Click on "Application Manager" and then the unit that you want to approve applications.
3. Click on the name of the youth you want to approve.
4. Click "Accept" to approve the application. See bottom of this page for other options.*

Approval online at <https://my.scouting.org>

1. Visit <https://my.scouting.org> and sign in
2. Click on "Menu," then the appropriate unit, and then on "Application Manager."
3. Click on the "Application Status" for each application needing approving.
4. Scroll to the bottom and click "Accept." See bottom of this page for other options.*

Adult Application Approval Steps

The following individual can approve adult applications. They must be registered in this position to approve them:

- Chartered Organization Representative

Approval on MyScouting app

1. Sign in with your My.Scouting account
2. Click on "Membership Manager,"
3. Click on "Application Manager" and then the unit that you want to approve applications.
3. Click on the name of the adult you want to approve.
4. If the applicant answered "Yes" to any of the screening questions, you will need to review their responses, acknowledge your review, and include a note after speaking with the applicant. If they answered "No" to all questions, you will not see this and can proceed to step 5.
5. You now can now click "Accept" on the application. See bottom of this page for other options.*
6. The last step is 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 and click "Save."

Approval online at <https://my.scouting.org>

1. Visit <https://my.scouting.org> and sign in
2. Click on "Menu," then the appropriate unit, and then on "Application Manager."
3. Click on the "Application Status" for each application needing approved.
4. If the applicant answered "Yes" to any of the screening questions, you will need to review their responses, acknowledge your review, and include a note after speaking with the applicant. If they answered "No" to all questions, you will not see this and can proceed to step 5
5. You now can now click "Accept" on the application. See bottom of this page for other options.*

*Special notes on the other options available when it comes to approving an application:

Reassign – Available for both youth and adult applications. This option allows you to let the district and council Key 3 know that the application needs to be sent to another unit. You will be asked why. Click a response.

Return Application – Available for adult applications. This option allows you to send an application back to an adult along with a note so they can provide additional information that you feel you need.

Do Not Accept – Available for both youth and adult applications. This option cancels and rejects an application completely. Please contact the Twin Valley Council Scout Service Center to discuss why the application was rejected.