

How to Update Your BeAScout.org Unit Pin

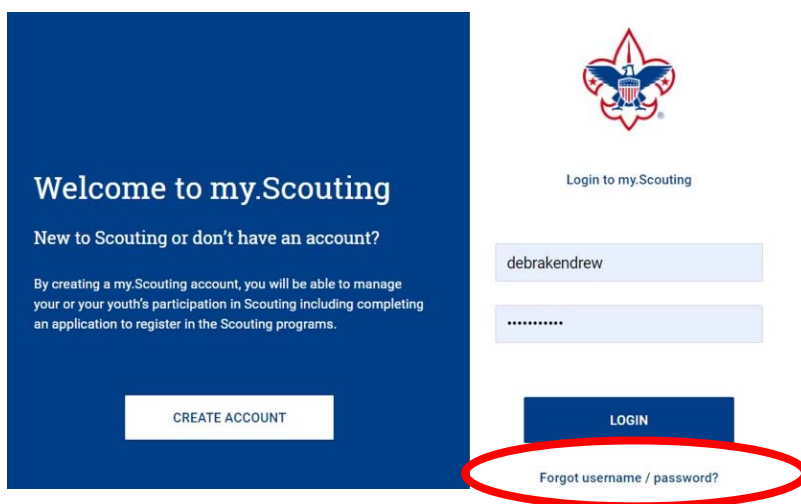
The following individuals can update a BeAScout.org Unit Pin by default.

- Chartered Organization Representative
- Committee Chair
- Cubmaster/Scoutmaster/Crew Advisor/Post Advisor
 - o Posts currently do not have a pin. Those with the National Exploring Division are currently working on adding posts. When it is up and running, posts should be able to follow the same steps to update.

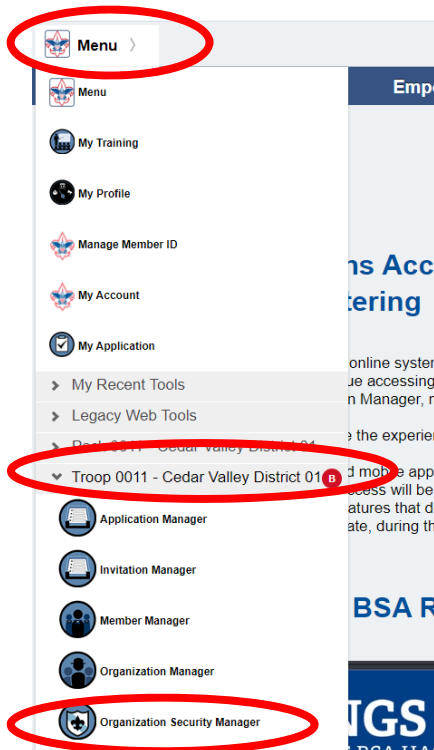
Organization Security Manager

If you wish to give one or more individuals the ability to update this information in addition to the Key 3 who already have access to everything, please follow these steps. Otherwise, you can skip to the “Organization Manager” section.

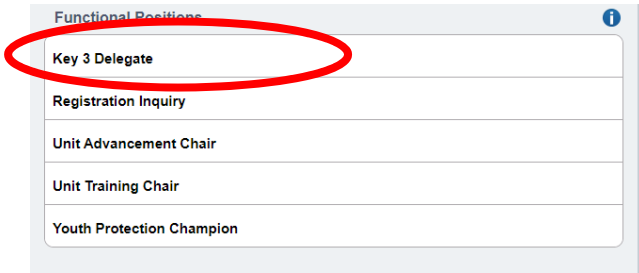
1. Visit <https://my.scouting.org> and sign-in if you have an account or create an account if you don't have one. If you have an account, but don't remember your username or password, click on **“Forgot username/password?”**



2. Click on “Menu” and then on the appropriate unit, and then on “Organization Security Manager”



3. Click on “Key 3 Delegate”

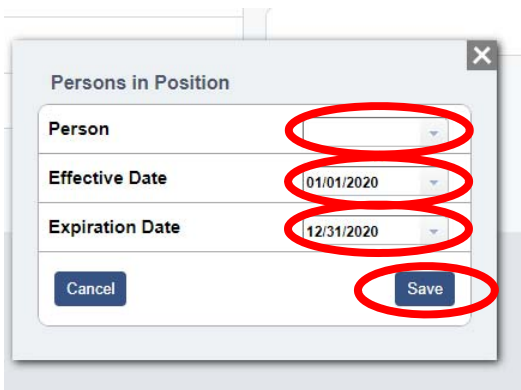


4. Click on the green “+” sign



5. Click on the dropdown arrow next to person and select the person you want to give Key 3 access to as a Key 3 Delegate. Keep in mind that the members of your Key 3, your Chartered Organization Representative, Committee Chair, and Unit Leader already have access to everything, so they won't appear on this list.

Please also note that you will only be able to give access to registered leaders. If you want to give access to someone who isn't currently registered in the unit, you will need to have them register first before you can grant them access. Then click on “Effective Date” on which you wish to grant them access and an “Expiration Date” of when you want to end their access. No person can be granted access indefinitely. Once their expiration date has passed, you will need to give them access again if you wish for them to continue to have access. Then click on “Save.” The person you just added now has immediate access. This does not grant them permission to approve applications.

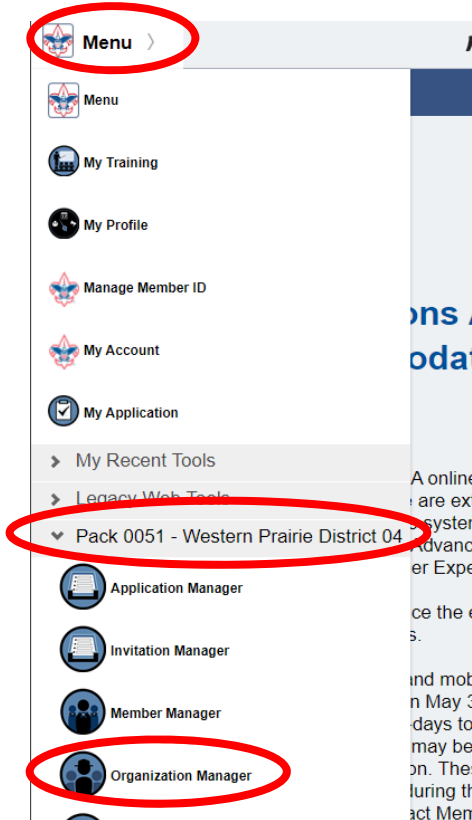


Organization Manager

This process is optional, but it will allow you to do three things:

- Update if you pack serves girls only, boys only, or both boys and girls (packs only)
- Include a note about any local fees that will be collected for items like a unit t-shirt, for example
- Include a welcome letter to families after they sign up

1. Click on “Menu,” then on your unit, then on “Organization Manager.”



2. Membership Application Approval – It is highly recommended that you **DO NOT** change this. By default, only Chartered Organization Representatives are required to approve adult applications. Committee Chairs still have view access to all adult applications. If you switch this to both “Committee Chair” and “Chartered Organization Representatives,” then you will be requiring that both must go in and approve them, adding one extra step that must be done. Less steps are better. Again, it is recommended that you not change this.

Membership Application Approval

Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications

- Chartered Org Representative Approval Required
- Committee Chair and Chartered Org Representative Approval Required

2. Types of Youth Applicants This Pack Accepts – This is for packs only. All other units will not see this step. You will be able to select the gender of the youth your pack is open to accepting, “Girl Only,” “Boy Only,” or “Boy Boys and Girls.”

Types of Youth Applicants This Pack Accepts

- Girl Only Boys Only Both Boys and Girls

3. Fee Emails – This will not change the fees families pay when they sign up. By default, a family will pay the prorated fee when they sign up based on the month they join. So, if they join in August, for example, they will pay for August through December. This is a setting set at a National level and cannot be changed. Units are encouraged not to add any additional fees onto what parents pay upon joining. If you do, this is a good place to tell parents what additional unit dues they will pay, how much, and what it will go for. You can click on the “See Sample Email” to see an example. These fees they will pay directly to the unit. The information you put here will be included in the welcome e-mail that gets sent to parents upon signing up.

Fee Emails

Include Fees/Fee Explanations

Fee Amount

Explanations for additional fees that your unit charges. This information will be emailed to applicants.

[See Sample Email](#)

4. Online Registration Emails – Your unit is encouraged to include a welcome e-mail to parents once they register. This is a great place to include meeting information, leader contact information, social media pages, etc. Keep it brief. There is a link to “See a Sample” e-mail that you can click on. Just be sure to update it periodically.

Online Registration Emails

Welcome Emails

Please create a welcome email with information about your unit that will be sent to new parents and volunteers who are accepted to your unit. Suggested types of information you should include are: meeting information (location/time/frequency), leader contact info, any website/social media pages for your unit, cost/dues, etc. (Keep it brief as not to overwhelm them right after they join.)

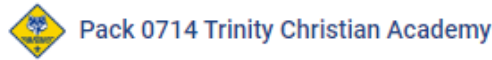
[See Sample Email](#)

4. Click “Save” when done.

SAVE

BeAScout Pin

This process will ensure that your units BeAScout Pin is updated with correct information. See below for two examples of where one unit’s pin is updated and the other has not been updated.



Pack 0714 Trinity Christian Academy

Contact: Bryan Crawford

Website: <http://www.circle10.org>

Boy Pack

[Request More Information](#)



Pack 0693 Holy Covenant Methodist Church

3443 Briargrove Ln
Dallas TX 75287

Contact: John Ezell

Phone: (318) 208 - 7849

Email: committeechair@pack693.org

Website: <http://www.pack693.org>

Dens for Boys or Girls

Online Registration available for this unit.

Pack 693 has been serving Carrollton youth for nearly 20 years! Check us out on Facebook at www.facebook.com/pack693

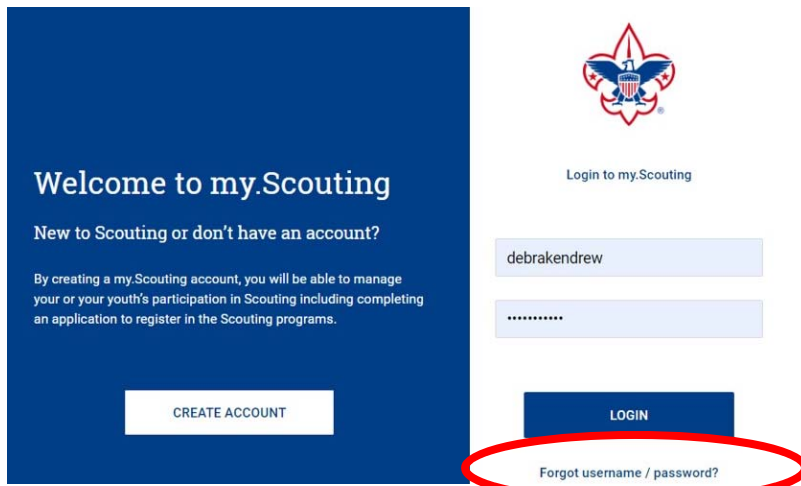
[Request More Information](#)

[APPLY NOW](#)

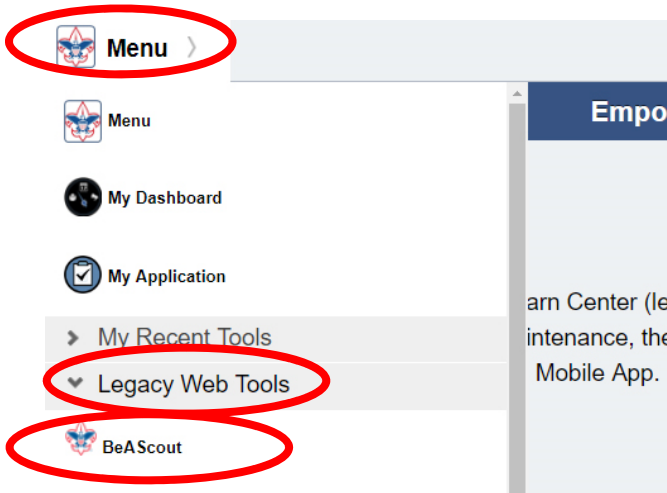
Pin Not Updated

Pin Updated

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,” “Legacy Web Tools,”** and then on **“BeAScout.”**



3. In the window that opens, click on the dropdown under “Unit Description” to select the unit you want to update. You will want to make sure all the information is set correctly and is up to date for each unit you are involved in including:

- A. **Unit Pin Mode** – Set to “Unit” and not to “Council”. This way your unit data displays.
- B. **Pin Status** – Should be set to “Active.” This makes sure your pin is displayed on the BeAScout.org map
- C. **Apply Status** – Set to “Active”. This puts an “Apply Now” button on your unit’s pin so parents can apply online.
- D. **Alternate Unit Description** – By default, each unit’s name is displayed as the unit number and chartered organization. For example, “Pack 123 First United Methodist Church.” By typing into the Alternate Unit Description, you could change it to something like, “Pack 123.” You are limited to 35 characters total.
- E. **Unit Web Site** – This could be your unit’s facebook page, group, or website if your unit has one. If you don’t have anything, it is suggested that you list the Twin Valley Council page at www.twinvalleybsa.org
- F. **Primary Contact Information** – Make sure the right person is listed as the primary contact for the unit and their contact information is correct. Only registered leaders can be listed.
- G. **Unit Meeting Address** – Make sure it is correct. The latitude and longitude will update when you click on “Save.”
- H. **Fields Displayed on Unit Pin** – You are encouraged to check them all. If you’ve included an “Alternate Unit Description” above, you will need to check the “Alternate Unit Description” box.
- I. **Additional Unit Information** – You are limited to 140 characters, but this is a great place to put things like, “Our Troop meets Monday at 7 pm in room 12 at the Methodist Church” or “Our pack serves both boys and girls in Smithfield and the surrounding areas as well as homeschool families” or “Venturing Crew meets monthly on the 1st and 3rd Thursdays at the school and goes on an outdoor adventure on the 2nd Saturday” or “Our Explorer post focuses on careers in Law Enforcement. See our facebook page for an updated meeting schedule as it changes each week or give us a call.”

Then click “Save.” It will take about 24 hours for the data changed to sync up and for your unit’s pin to display correctly.

Unit Pin Management

Unit Description :

Unit Pin Mode : **A**

Pin Status : **B**

Apply Status : **C**

Alternate Unit Description : **D**

Unit Web Site : **E**

Primary Contact Information **F**

 Primary Contact Person : *
 First Name : *
 Last Name : *
 E-mail : *
 Phone Number : *

Unit Meeting Address **G**

 Address 1 : *
 Address 2 : *
 City : *
 State : *
 ZIP Code : *
 Latitude :
 Longitude :

Fields Displayed On Unit Pin **H**

<input checked="" type="checkbox"/> Unit Description	<input checked="" type="checkbox"/> Unit Meeting Address
<input type="checkbox"/> Alternate Unit Description	<input checked="" type="checkbox"/> Phone Number
<input checked="" type="checkbox"/> Unit Web Site	<input checked="" type="checkbox"/> Additional Unit Information
	<input checked="" type="checkbox"/> Show Unit Information in Lead E-Mail

Additional Unit Information **I**

Crew 425 meets on the second and fourth Thursday of each month at 7:00 pm. Check out our website for a calendar of upcoming activities.

5 Characters left

NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.

* Required fields

Save

Cancel