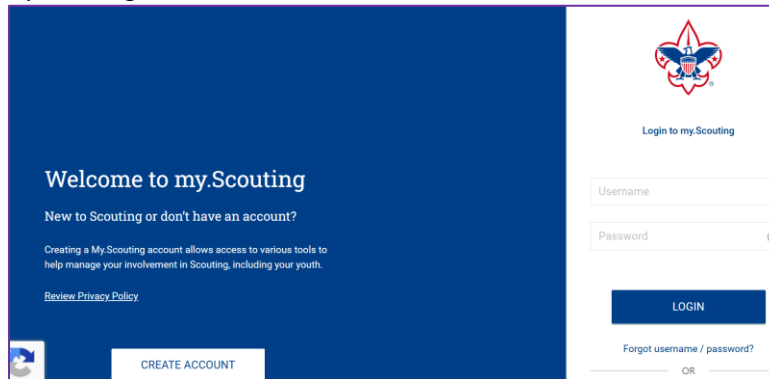


## Setting up Your Units BeAScout Pin

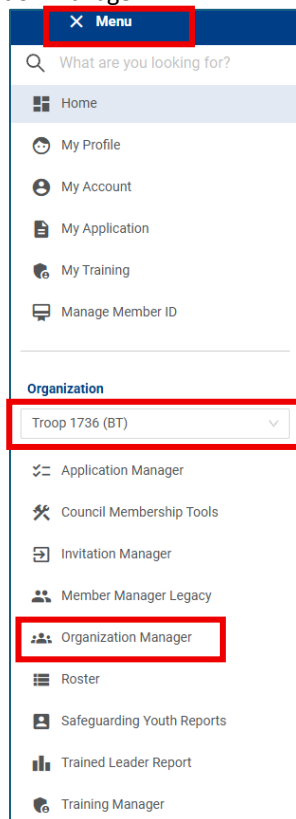
BeAScout is an online tool that helps prospective members find a Scouting unit in their area. As you review your pin information, please verify that your pin is turned on and that your unit's contact information is accurate and up to date. Be sure to review the information that will be displayed to prospective members, including the new fields that are now available for you to customize.

We will start by reviewing the Unit Settings.

Log in to your my.Scouting account.

The image shows the my.Scouting login page. On the left, a blue banner contains the text "Welcome to my.Scouting", "New to Scouting or don't have an account?", and a link to "Review Privacy Policy". Below the banner is a "CREATE ACCOUNT" button. On the right, there is a login form with a "Login to my.Scouting" header, a Scouting logo, and fields for "Username" and "Password". A "LOGIN" button is below the password field. At the bottom of the login form, there is a link "Forgot username / password?" and an "OR" separator.

Go to Menu>Select your unit>Organization Manager

The image shows the my.Scouting menu. The "Menu" header is highlighted with a red box. Below it is a search bar "What are you looking for?". A list of menu items follows: "Home", "My Profile", "My Account", "My Application", "My Training", and "Manage Member ID". A section titled "Organization" contains a dropdown menu showing "Troop 1736 (BT)", which is also highlighted with a red box. Below the dropdown are several other menu items: "Application Manager", "Council Membership Tools", "Invitation Manager", "Member Manager Legacy", "Organization Manager" (highlighted with a red box), "Roster", "Safeguarding Youth Reports", "Trained Leader Report", and "Training Manager".

Click on Settings.

Review all of the available settings for accuracy and current information.

While all the settings are important, two to make sure you review are:

1. Who can approve adult applications.
2. “Automatically Accept Youth Application to this Unit” – *Strongly encourage this*

Update Unit Credit Card

**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 Recommendation and Chartered Org Representative Approval Required

**Youth Applications**

☒ Automatically Accept Youth Applications to this Unit.

**Renewal Applications**

☐ Automatically Accept Renewal Applications to this Unit.

**Adult Applications**

\* This option was set by the council. It may not be changed for this unit.

☒ Allow Adult Applications

**Types of Youth Applicants This Pack Accepts**

☐ Girl Only ☐ Boys Only ☒ Both Boys and Girls

**Email Settings**

**Adult Applications**

\* This option was set by the council. It may not be changed for this unit.

☒ Allow Adult Applications

**Types of Youth Applicants This Pack Accepts**

☐ Girl Only ☐ Boys Only ☒ Both Boys and Girls

**Email Settings**

**Fee Emails**

☐ Include Fees/Fee Explanations

**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](#)

We meet every Thursday from 7-8 pm at the First Congregational Church of Christ (6494 W. Belsay Rd. Grand Blanc, MI 48439) during the school year. One Thursday a month is our Pack Meeting with Den Meetings are held on the other weeks. We may also hold an event on a Thursday or meet on a different day to accommodate special events. We also have an active summer program that works well with busy family schedules. We also have Zoom available for online meetings when needed.

Here units can add custom text that will be added to the generic welcome email that goes out when an applicant is processed. It's a great way to share more helpful detail about your unit.

Now let's look at the Unit Pin. Select Unit Pin on the lefthand side. All fields need to be reviewed and set to yes or no. The highlights on the following screenshots are intended to showcase the new fields that have been added, and not an indication of every field to be reviewed and updated.

It is encouraged to set the option to Appear on BeAScout and to allow People to Apply Online. The exception would be if there are special circumstances such as a ScoutReach Unit or a Chartered Org with specific restrictions.

Special Interest Type is typically set by the unit charter when the unit is created, but it can be changed here if needed.

The fields you select will display in the Unit Pin Preview as you enable them so that you can see what will be displayed on BeAScout. Only fields with a checkmark will display on BeAScout.

Additional Information can be used to address “FAQs”.

--For Packs you may list your den meeting info, such as days and times – remember new parents who have never been in Scouting may be unfamiliar with our program. So, including things like “Tigers meet on Monday” will not be helpful, instead say “1st graders meet Monday”.

--For Troops, Teams, Crews, or Ships – you may want to list any specialty areas of interest your unit does such as a Troop that focuses on hiking, or a Crew that focuses on scuba, or a Ship that focuses on sailing small crafts, things that will help people decide if it is the right unit for them.

**Unit Information**

Pin Mode

☐ Only Allow the Council to Update Pin Information

☒ Allow Units to Update Pin Information

Appear on BeAScout: ☒

Allow People to Apply Online: ☒

Fundraising Helps Cover Costs: ☒

Trial Visit Encouraged: ☒

**Contact Information**

Contact Person: [Redacted]

Phone: [Redacted]

Email: [Redacted]

[Edit](#)

**Special Interest Type**

TRADITIONAL PROGRAM

Unit Fee

50

Unit Website

www.scouting.org

**Additional Unit Information**

Our unit focuses on Cook/Mason and Brendel Elementary Schools but has families from many other Grand Blanc Area schools. Open to any K-5 girls or boys who wish to enjoy Cub Scouts, meetings occur Thursdays at 6:30pm. Call or email one of our

**Unit Pin Preview**

**Pack 0175**

Meets every Thursday from 6:30 PM – 7:30 PM

**Unit Dues:** \$60

**Fundraising Helps Cover Costs**

**Contact:** [Redacted]

**Email:** n [Redacted]

Dens for Boys or Girls

**Online Registration** available for this unit.

**Trial Visits Encouraged**

Our unit focuses on Cook/Mason and Brendel Elementary Schools but has families from many other Grand Blanc Area schools. Open to any K-5 girls or boys who wish to enjoy Cub Scouts, meetings occur Thursdays at 6:30pm. Call or email one of our contacts for more information.

[Request More Information](#) [Apply Now](#)

**Fields to Display on Unit Pin:**

Unit Meeting Address: ☐

Contact Person's Name: ☒

Phone Number: ☐

Contact Email: ☒

Unit Website: ☐

Additional Unit Information: ☒

**Unit Meeting Information**

Address

[SAVE](#)

Pack 0175

### Unit Meeting Information

**Address**

First Congregational Church of Christ  
6494 S. Belsay Road  
Grand Blanc, MI 48439

Edit

**Meeting Schedule**

Frequency

Weekly

Day

Thursday

Start Time

6:30 PM

End Time

7:30 PM

Save Meeting Schedule

Confirm your meeting address is correct. It will default to your Chartered Org address. Edit as needed.

Unit Pin

Unit Dashboard

Unit Data Metric Entry

Roster

Transfer in

Position Manager

Reports

If your pin is ever wrong, it can be refreshed by changing a piece of data, save, change the data back, and save again. The pin will be correct the next day.

Be sure to select "Save Meeting Schedule" if any changes are made.

There is a report for Unit Pin in Organization Manager>Reports. This report is available at the Unit level, the District level and at the Council level.

Organization Manager

Settings

Unit Pin

Roster

Discounts

Members Without Unit

Position Manager

Reports

This report is a summary report by district, showing total advancement in Sea Scout Ships reflected Month to Date totals and Year to Date totals. Advancement reports have a date range selection option in the filter setting of the report. Detailed report of all units by district can be found in this report using the hyperlinks on the left hand side.

**SERVICE ACTIVITY REPORT**

Unit community service hours by category and Eagle project count and hours.

Run

**UNIT CHARTER STATUS REPORT**

This report shows the status of all units in the Recharter Process and any New or Dropped Units. It reports total youth members and recharter date.

Run

**UNIT PIN**

This report lists unit pin data that will be displayed on BeAScout.org.

Run

**UNIT SPECIAL INTEREST TYPE REPORT**

This report will return all active units with their special interest type. You can filter the report by special interest type.

Run