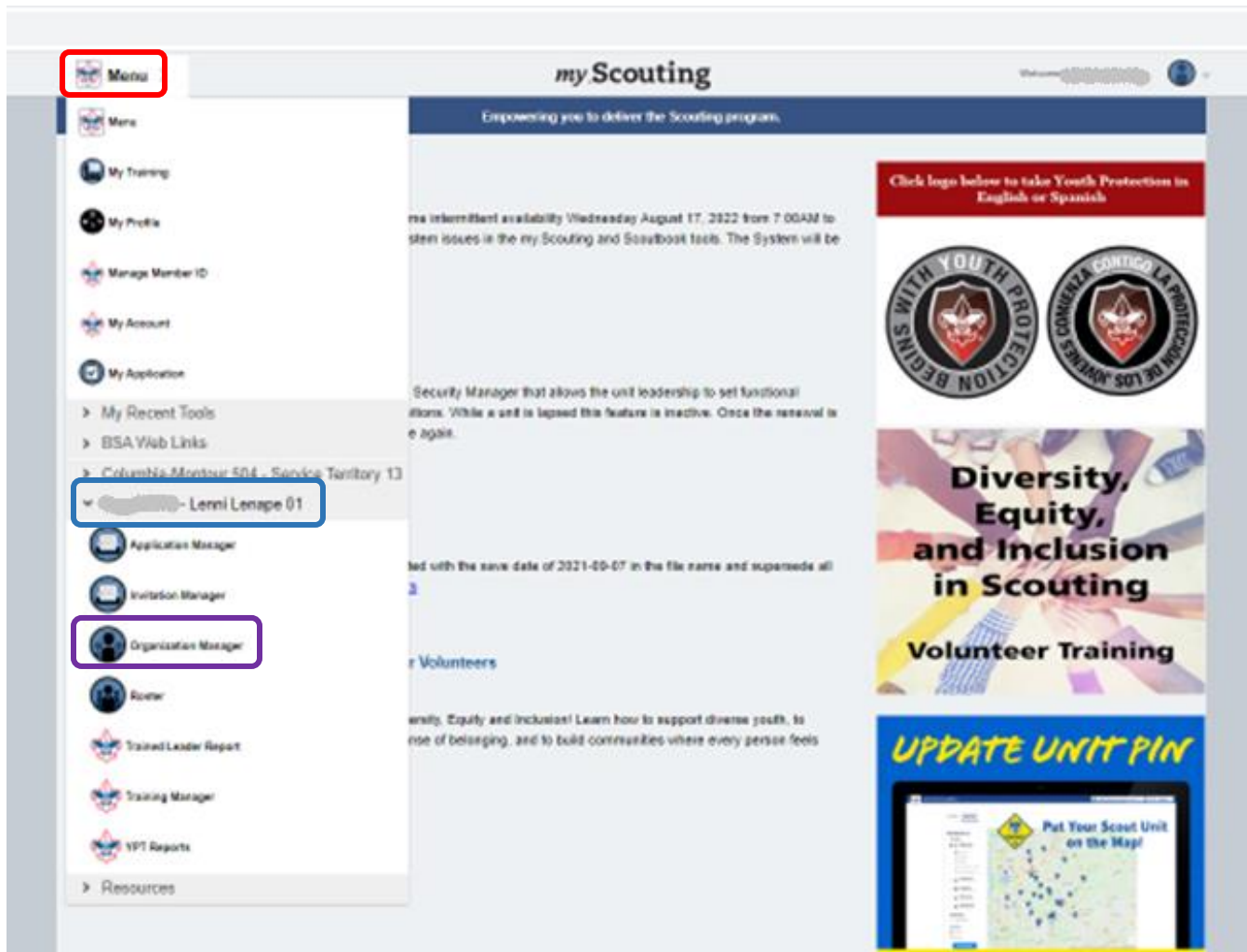


BSA – How to Update Unit Pin

- On the Internet, go to my.scouting.org website



- Log in
 - If you have forgotten your log in, use the *Forgot username / password?* link
- Click on Menu
- Click on your unit
- Click on Organization Manager



BSA – How to Update Unit Pin

- Review settings, such as Email Settings and update if desired, then Click Save
- Click on Unit Pin

my.Scouting | Organization Manager

Program
Logo &
Unit #

Organization Manager

Settings

Unit Pin

Roster

Transfer in

Position Manager

Reports

Key Three Information

Download Charter Certificate

Chartered Organization Rep.

Committee Chairman

Venturing Crew Advisor

Settings

Please be aware that as of July 1, 2020, online applications may only be paid by debit or 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.

Adult Applications

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

☐ Allow Adult Applications

Email Settings

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

<p>An additional fee of \$000.00 is required for insurance. This is payable after the application is completed but prior to being finalized.</p>

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

<p>Welcome to </p>

SAVE

BSA – How to Update Unit Pin

- Make sure Appear on BeAScout switch is on
- Edit Contact information – Contact Person will be selectable from the adults on the unit's charter
- Enter Unit Website if your unit has a public website – Can be a public Facebook page
- Enter Additional Unit Information
- Under Fields to Display on Unit Pin, turn on the desired switches
- Edit Unit Meeting Address – Google Map will update based on address entered
- Click Save

The screenshot displays the 'my.Scouting | Organization Manager' interface. On the left is a sidebar with 'Program Logo & Unit #' and a menu including 'Organization Manager', 'Settings', 'Unit Pin' (highlighted), 'Roster', 'Transfer in', 'Position Manager', and 'Reports'. The main content area is divided into several sections:

- Unit Information:** Contains a red-bordered box around the 'Appear on BeAScout' toggle (which is turned on), a blue-bordered box around the 'Contact Information' section (with an 'Edit' link), a green-bordered box around the 'Unit Website' field (containing 'www.scouting.org'), and a purple-bordered box around the 'Additional Unit Information' text area.
- Unit Pin Preview:** Shows a preview of the unit pin with contact details and a 'Request More Information' button.
- Fields to Display on Unit Pin:** A section with an orange border containing five toggle switches, all of which are turned on: 'Unit Meeting Address', 'Contact Person's Name', 'Phone Number', 'Contact Email', and 'Additional Unit Information'. The 'Unit Website' toggle is turned off.
- Unit Meeting Address:** A section with a grey border containing an 'Address' field and an 'Edit' link.
- Google Map:** A large grey rectangular area with the text 'Google Map based on address entered'.

At the bottom of the interface is a blue 'SAVE' button.

- Congratulations – Your unit pin has been updated