

CONFIGURING THE ONLINE REGISTRATION SYSTEM

Before your unit starts using the online registration system, there are some configuration decisions that the unit must make. The Chartered Organization Representative, or the Committee Chair or their designee has access to make changes through the Organization Manager tool in My.Scouting.

CONFIGURATION OPTIONS

Configurations that your unit can make include:

- **Committee Chair recommendation for adult positions** – the Chartered Organization Representative (CR) is the only person in the unit who is authorized to assign positions and accept adults in accordance with the BSA Bylaws. This configuration allows the Committee Chair to recommend the adult positions to the CR for approval. If this option is set to “CC and COR Required” the CC will need to assign the adult positions before the application is available for the COR to accept.
- **Adult application availability** – this configuration allows the unit to turn on or off the availability of the adult application online. The youth application will always be available through the system.
- **Unit Fee Message** – only the national registration fee and Boys’ Life subscription fee is collected through the online payment system. This configuration allows units to inform applicants that the unit has an activity fee, the amount of the fee, and a message about what the fee covers. This message will be sent on the invitation when sent through Invitation Manager.
- **Automated Welcome Email** – the system is configured to send out a welcome email from the BSA National Service Center with a message from the Chief Scout Executive when a youth or adult is accepted by the unit. This configuration sends an automated welcome message from the unit the day after the Chief’s welcome message is sent. There is a place for you to add the message that you would like to send to the new families.

SETTING YOUR UNIT'S CONFIGURATIONS

Step 1: While logged in to your My.Scouting account, select **Menu** at the top left hand side of your screen.

Step 2: From the drop down menu select the **unit** you will be configuring.

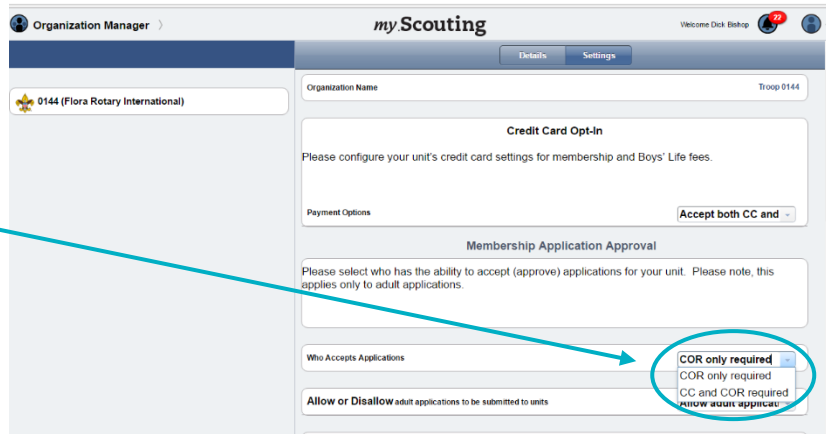
Step 3: Select **Organization Manager**

Step 4: Select the **Settings** tab.

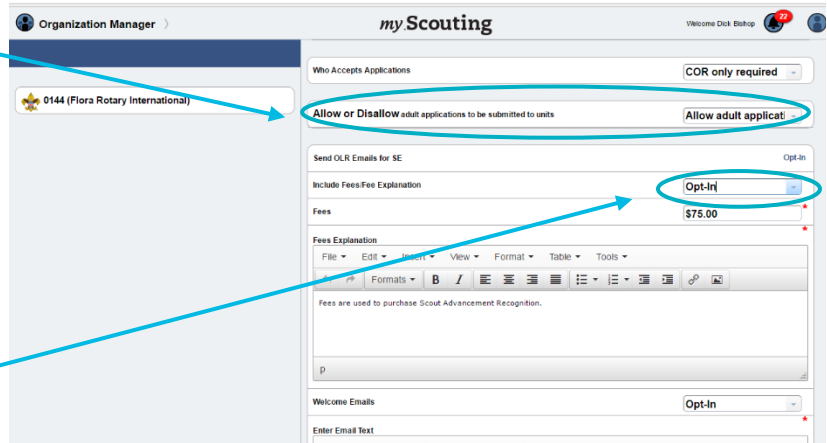
The image shows two screenshots of the My.Scouting web application. The top screenshot displays the main dashboard with a left-hand navigation menu. The 'Menu' button at the top left is circled in blue. Below it, the 'Troop 0144 - West District 08' option is also circled in blue. Further down, the 'Organization Manager' option is circled in blue. The main content area shows a 'Tools and Exploring Units' section with text about Commissioner Tools and a 'Specific Training Released' section with text about BSA learning plans. On the right, there are promotional banners for 'New to Scouting?', 'BSA LEARN CENTER', and 'EXPLORING'. The bottom screenshot shows the 'Organization Manager' page for '0144 (Flora Rotary International)'. The 'Settings' tab is circled in blue. The page displays 'Organization Details' for 'FLORA ROTARY INTERNATIONAL', including 'Effective Date' (01/01/2016), 'Expiration Date' (12/31/2016), and 'Executive Officer (IH)' (Dick N Bishop). It also lists 'Chartered Organization Rep. (CR)' (Dick N Bishop) and a contact email 'clhanks@scouting.org'. There are also social media icons for YouTube, Facebook, and Twitter, each with a green checkmark, and a 'Social Media Guidelines' link.

Step 5: Set configurations:

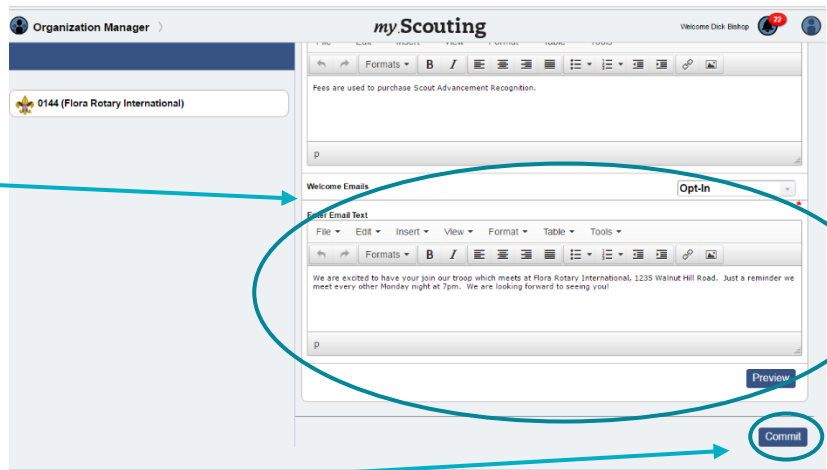
- **CC Recommendation:** Select whether you want the CC to recommend adult positions. Default is CR only.



- **Adult Application Availability:** If you want to turn off adult application availability change that setting. Default is to accept adult applications.



- **Unit Fee Message:** If you would like to display a message about additional unit fees, select opt in and type in the fee amount and a message about what the fee covers. Default is opt-out.



Step 6: Select Commit to save all of your settings.