

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 various training and unit management options. 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, including the effective and expiration dates, and lists the Executive Officer and Chartered Organization Representative, both identified as Dick N Bishop.

myScouting Empowering you to deliver the Scouting program.

Menu

- My Dashboard
- My Inbox
- My Application (0)
- My Recent Tools
- Legacy Web Tools
- Troop 0144 - West District 08
- Announcements
- Application Manager
- Calendar
- Invitation Manager
- JTE Reports
- Member Manager
- My Organization Dashboard
- Organization Manager
- Organization Security Manager
- Training Manager

Tools and Exploring Units

Recently serving traditional and exploring units. In early 2017, Commissioner Tools will be available to assign and enter contacts for traditional and exploring units. The national Commissioner Service Team is working with volunteers and professionals from across the country to develop tools that will help volunteers serve exploring units more effectively as well as all units. We will communicate to commissioners as new tools and resources are developed.

Specific Training Released

Training content they need when they need it is the purpose of the new BSA Learning Center. It has been added to the learn center consisting of 14 e-learning modules. It is designed to help you as selecting youth officers, building a crew budget and annual program planning, and preparing leaders to complete position specific training online.

Training is divided in three parts, or learning plans. Each learning plan is designed for the specific position taken before the first meeting, within the first 30 days, and within 90 days. The wing volunteers to complete their training at their own pace.

Click on the Position Specific Training image on the right side of the dashboard, My Training, or, click the Position Specific Training image on the right side of the dashboard.

New to Scouting? Click Here To Take Training

BSA LEARN CENTER
CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING

EXPLORING
CLICK HERE TO ACCESS EXPLORING TRAINING

Organization Manager

myScouting Welcome Dick Bishop

Details Settings

0144 (Flora Rotary International)

FLORA ROTARY INTERNATIONAL Chartered Organization

Effective Date 01/01/2016

Expiration Date 12/31/2016

Executive Officer (IH) Dick N Bishop

Chartered Organization Rep. (CR) Dick N Bishop

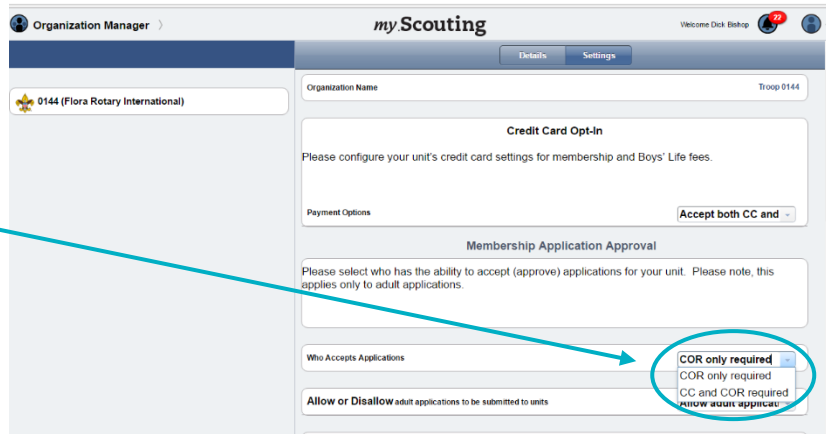
clhanks@scouting.org

Twitter

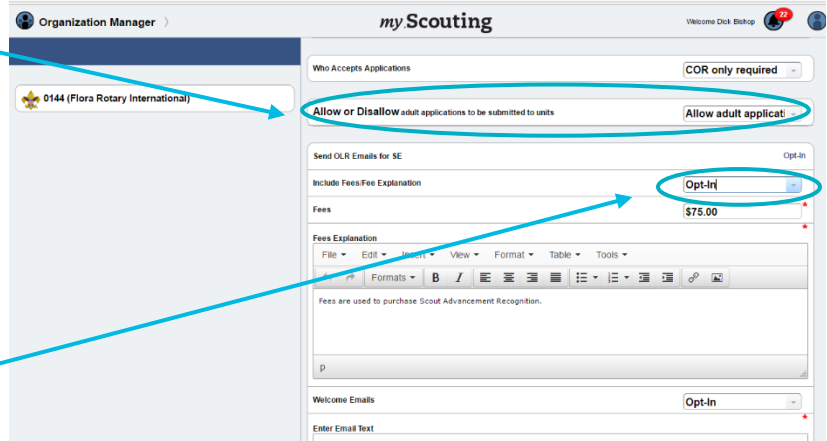
Social Media Guidelines

Step 5: Set configurations:

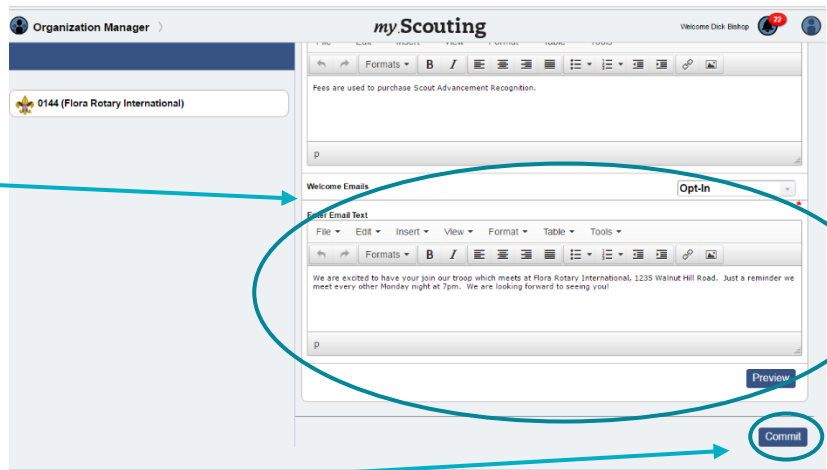
- **CC Recommendation:** Select whether you want the CC to recommend adult positions. Default is CR only.



- **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.



- **Automated Welcome Email:** If you would like an automated welcome email from your unit to be sent upon acceptance of an application **select opt-in** and type your message in the space provided. Opt-out is the default.

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