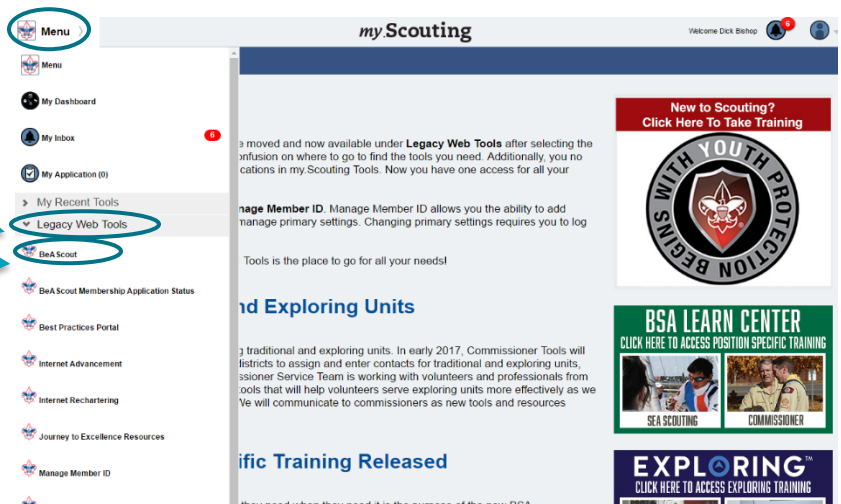## SETTING UP YOUR UNITS BEASCOUT PIN

BeAScout is an online site that prospective members can use to find a unit near them. To prepare for your **My.Scouting Tools Online Registration** go-live, please verify that your BeAScout pin is turned on and that the contact information is current and displays the information you want shown for your unit.

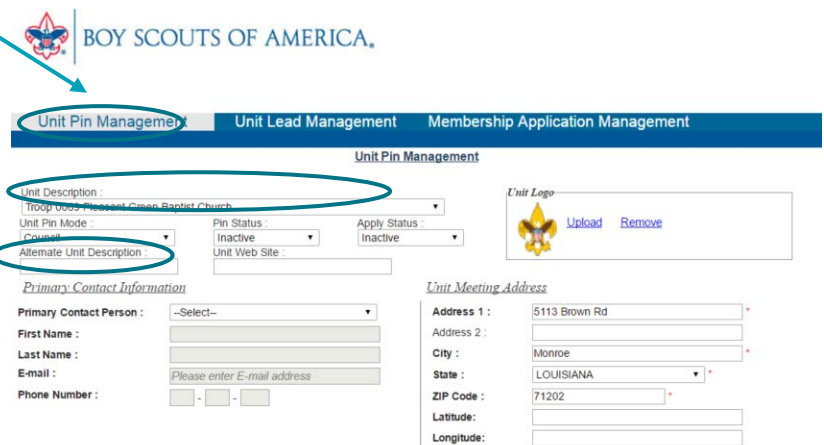**Step 1: Log in** to your My.Scouting account. - my.scouting.org

Step 2: Go to BeAScout tools

- Select **Menu**
- Select **Legacy Web Tools**
- Select **BeAScout**

Step 3: Update your Unit Information

A. Select the **Unit Pin Management** tab to enter information you want a prospective Scouting family to see when they select your unit's pin on the BeAScout map.

B. If your unit is not listed in the Unit Description box, use the drop down menu to select your unit.

C. **Change your Unit Pin Mode to Unit** so that applications or requests for information will come directly to your unit Invitation Manager or Application Manager.

D. **Change your Pin Status to Active** so that your unit location shows on BeAScout.

E. **Set your Apply Status to Active** so that the "Apply Now" button displays on your units BeAScout pin.

F. **Enter your unit's web address** in the Unit Web Site box.

G. **Add your units Primary Contact information** – this will be the person that interested families will contact if they need more information. Be aware that this information will be visible when someone clicks on your unit's pin. It is recommended that you include an email address. The telephone number is optional and will only show if you select to display it.

H. **Check your unit meeting address** and correct if needed. It will default to your Chartered Organization address.
  - We recommend listing the address where the unit meetings take place.

I. **Add additional information** – frequently asked questions can be addressed here such as what day and time the unit usually meets. This field is optional but can help parents determine if your unit meets their needs before they apply.
  - o 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.

J. **Select the fields to display on the unit pin**. Click on the boxes next to the fields that you wish to display. The fields will show in the Unit Pin Preview to the right. Once you have the pin showing the information you want save your work.

SAVE ALL CHANGES – you should get a message showing that your changes were successfully saved.