

# ONLINE REGISTRATION

## GET READY TO GO LIVE

### Before August 1

1. Set up or update your My.Scouting account
  - Ensure your email address is correct
  - Check that the Charter Representative, Unit Leader, and Committee Chair are registered correctly in their positions and have access to My.Scouting
2. Download the Online Registration Unit Guidebook – [www.Scouting.org/onlineregistration](http://www.Scouting.org/onlineregistration)
3. View the unit online training at [www.Scouting.org/onlineregistration](http://www.Scouting.org/onlineregistration):
  - Application Manager Overview
  - Reviewing an Application
  - Processing youth Applications for Units
  - Processing Adult Applications for Units

### On August 1

1. Set up or update your unit's BeAScout pin – instructions can be found in the Online Registration Unit Guidebook
2. Set up your Online Registration Unit configurations using the instructions on page 8 of the Online Registration Unit Guidebook.
  - Payments
  - Committee chair recommendation for adult positions
  - Adult application availability
  - Unit fee message
  - Automated Welcome Email
3. Start using the URL's and QR codes on your joining invitations

