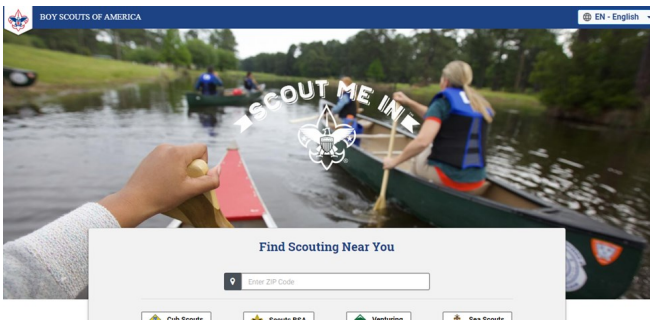
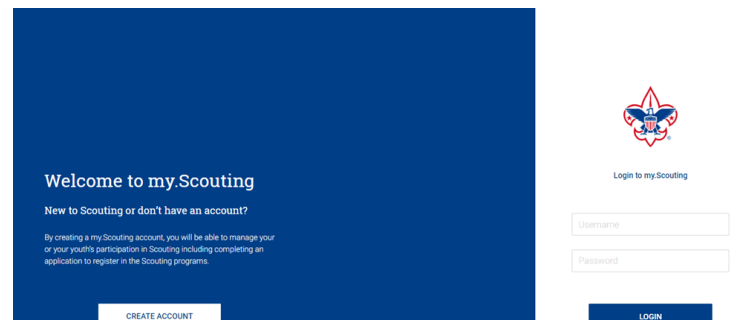


Click below to go to beascout.org



Click below to go to my.scouting.org



Update your Unit Pin (general)

This video is short and to the point. It shows you how to update most of the information associated with your unit pin.



[YouTube](#)

Update your Unit Pin (family)

This video is even shorter and shows you the steps to adjust your membership type:

- All Boy Cub Scout Pack
- All Girl Cub Scout Pack
- Boys and Girls Pack
- All Boy Troop
- All Girl Troop



[YouTube](#)

Update your Unit Pin (detailed)

This video is longer than the others, but shows you everything you can do to make your pin as successful and complete as possible:

- Adjust the fees for online applications.
- Allow/Disallow Adult Applications.
- Set up a welcome email that goes as soon as they submit their application.
- How to follow up with online applications.



[YouTube](#)

Not interested in watching videos? Here are step-by-step instructions on how to update your Unit Pin on beascout.org:

To update Pin, you must be a Key 3 of your unit (Committee Chair, Charter Org Rep, Cubmaster/Scoutmaster/Crew Advisor).

Login to my.Scouting.org —> Click Menu (top left) —> Click Legacy Web Tools —> Click BeAScout

The screenshot shows the 'Unit Pin' update form on BeAScout.org. Red arrows and text provide instructions for various fields:

- Unit Pin Mode:** Set to 'Active'.
- Pin Status:** Set to 'Active'.
- Apply Status:** Set to 'Active'.
- Unit Web Site:** Set to 'www.scouting.org'.
- Primary Contact Information:** Fields for First Name, Last Name, E-mail, and Phone Number are present.
- Unit Meeting Address:** Fields for Address 1, Address 2, City, State (ILLINOIS), ZIP Code (61761), Latitude (40.5388543), and Longitude (-88.9633288) are present.
- Fields Displayed On Unit Pin:** A list of checkboxes for Unit Description, Alternate Unit Description, Unit Meeting Address, Phone Number, Unit Web Site, Additional Unit Information, and Show Unit Information in Lead E-Mail.
- Additional Unit Information:** A text area containing the text: "Pack meetings are held on the third or fourth Monday of the month from 6:30 - 7:45 PM. Den meetings are held on Mondays from 6:30 - 7:30 PM."

Annotations include:

- "Put person you want as contact to show up on Pin" pointing to the Primary Contact Person dropdown.
- "Keep active to show up on beascout.org" pointing to the Pin Status dropdown.
- "Put your website or Facebook Page link" pointing to the Unit Web Site dropdown.
- "Have active to receive online applications" pointing to the Apply Status dropdown.
- "I wouldn't change unless you know to Latitude and Longitude for your location. It will default to your Charter Organization." pointing to the Latitude and Longitude fields.
- "Click on all the boxes you want to show up when someone finds your Pin on my.Scouting.org" pointing to the 'Fields Displayed On Unit Pin' checkboxes.
- "This is the perfect type of information to put into additional information." pointing to the text in the 'Additional Unit Information' field.

To update type of unit (Girl Pack, Boy Pack, Boy & Girl Pack, Boy Troop, and Girl Troop) and adjust details of your online registration:

Login to my.Scouting.org —> Click Menu (top left) —> Click Organizational Manager —> Click Settings

Here you can:

- Opt-in for online credit card payments (preferred).
- Change who accepts adult applications (use COR only required for easiest approval).
- Allow/Disallow adult applications (You may have a Charter Org Rep that will not go online and accept applications. This allows you to still accept youth applications.).
- Add additional fees for your unit in addition to the normal registration fees.
- Add an explanation of the fees.
- Send out welcome email to those that submit online application.

To accept application and reply to questions from parents:

Login to my.Scouting.org —> Click Menu (top left) —> Click Application or Invitation Manager

You can view all submissions to your unit and there is even a QR Code for you to use on recruitment material.