



Updating your BeAScout Pin

Informational videos can be found at this link:

<https://www.scouting.org/resources/online-registration/>

How to Set up (or update) your BeAScout Unit Pin

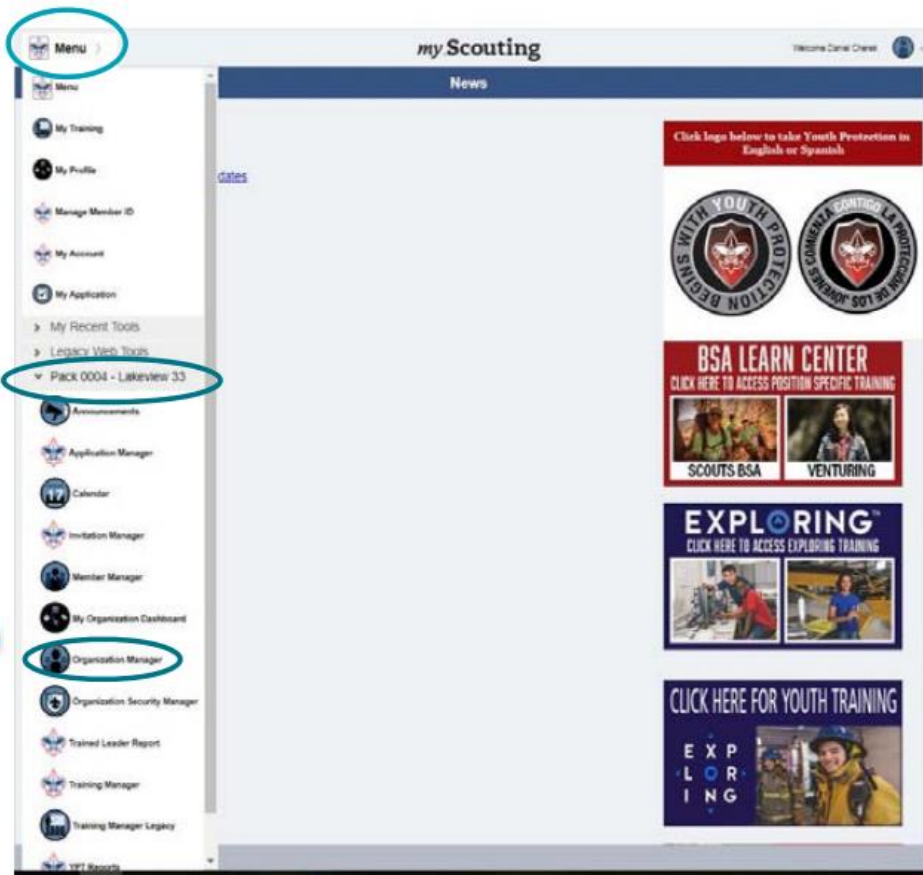
This action needs to be taken by the Committee Chair, the Chartered Organization Representative, or the unit leader.

The BeAScout unit pin allows prospective members to find you online and apply to your unit.

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

Step 2: Go to Organization Manager

- Select **Menu**
- Select your unit
- Select **Organization Manager**



Step 3: Update your Unit Information

- A. Select **Unit Pin** on the left-hand side of the screen you will now see the fields available for setting up your BeAScout Pin.
- B. In the **Unit Information** section of the screen, set the **Appear on BeAScout** to the on position. If the check mark is visible then the setting is in the on position. Turning this on allows the unit pin to show on the map.
- C. Set **Allow People to Apply Online** so it is in the on position with the check mark showing.

The screenshot displays the 'my.Scouting | Organization Manager' interface for 'Pack 0004 First United Methodist Church of Grapevine'. On the left sidebar, the 'Unit Pin' option is selected and circled in red. The main content area is divided into two columns. The left column, titled 'Unit Information', is highlighted with a red box and contains two toggle switches: 'Appear on BeAScout' (checked) and 'Allow People to Apply Online' (checked). Below these are fields for 'Contact Information' (Phone: 6825590000), 'Unit Website', and 'Additional Unit Information'. The right column, titled 'Unit Pin Preview', shows the unit name 'Pack 0004 First United Methodist Church of Grapevine', a 'Buy Pack' button, and a green indicator for 'Online Registration available for this unit.' Below this is a 'Request More Information' button and an 'Apply Now' button. At the bottom of the right column, there is a section 'Fields to Display on Unit Pin:' with toggle switches for 'Unit Meeting Address', 'Contact Person's Name', 'Phone Number', 'Contact Email', 'Unit Website', and 'Additional Unit Information'. A 'Unit Meeting Address' field is also visible at the bottom of the page.

my.Scouting | Organization Manager

Pack 0004 First United Methodist Church of Grapevine

Unit Information

Appear on BioAdout:

Allow People to Apply Online:

Contact Information

Contact Person: Daniel Cherk
 Phone: (825)90079
 Email: djcherk@gmail.com

Unit Website

www.scouting.org

Additional Unit Information

Unit Meeting Address

Unit Pin Preview

Pack 0004 First United Methodist Church of Grapevine

Boy Pack

Online Registration available for this unit.

Request More Information

Apply Now

Fields to Display on Unit Pin:

Unit Meeting Address:

Contact Person's Name:

Phone Number:

Contact Email:

Unit Website:

Additional Unit Information:

- D. **Add your units Primary Contact information** – this will be the person whose 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. Use the edit button to change the contact information.
- E. **Enter your unit’s web address** in the Unit Web Site box.

F. 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.

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.

For Troops, Crews, or Ships – you may want to list any specialty areas of interest your unit does that might help people decide if it is the right unit for them.

G. **Check your unit meeting address** and correct if needed. It will default to your Chartered Organization address. If this is not where your unit meets edit the address so that your meeting location will show on the pin.

If you change the unit meeting address, be sure to click the Locate button so that the latitude and longitude for the address you entered are mapped.

The screenshot shows the 'Unit Meeting Address' section of the MySocall.org Organization Manager interface. The section is highlighted with a red box. The fields are as follows:

- Address Line 1: 422 Church St
- Address Line 2: (empty)
- City: Grapevine
- State/Region: TX
- ZIP Code: 76049

The 'Locate' button is circled in red. The interface also shows 'Unit Information' and 'Unit Pin Preview' sections.

BeAScouting | Organization Manager

Pack 0004 First United Methodist Church of Grapevine

Unit Information

Appear on BeAScout:

Allow People to Copy Online:

Contact Information

Contact Person: Darrel Crank
Phone: 8178950072
Email: dcrank@gmail.com

IC: 5011

Unit Website

www.4000.org

Additional Unit Information

Additional Unit Information

Unit Pin Preview

Pack 0004 First United Methodist Church of Grapevine

Key Pin:

Online Registration available for this unit:

Request More Information

Fields to Display on Unit Pin:

Unit Meeting Address:

Contact Person Name:

Phone Number:

Contact Email:

Unit Website:

Additional Unit Information:

Unit Meeting Address

Address Line 1:
433 Church St

Address Line 2:
Address Line 3:

City:
Grapevine

State/Region:
TX

ZIP Code:
76041

Step 4: Select the fields to display on the unit pin.

The fields you can choose from are displayed in the Unit Pin Preview. The unit type you configured in Settings will automatically show and the apply now online will show if you enabled it in the previous steps.

The fields you select will display in the Unit Pin Preview as you enable them so that you can see what will be displayed on your BeAScout pin.

Only those fields that have the check mark next to them will display in BeAScout

F. **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.

- 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.