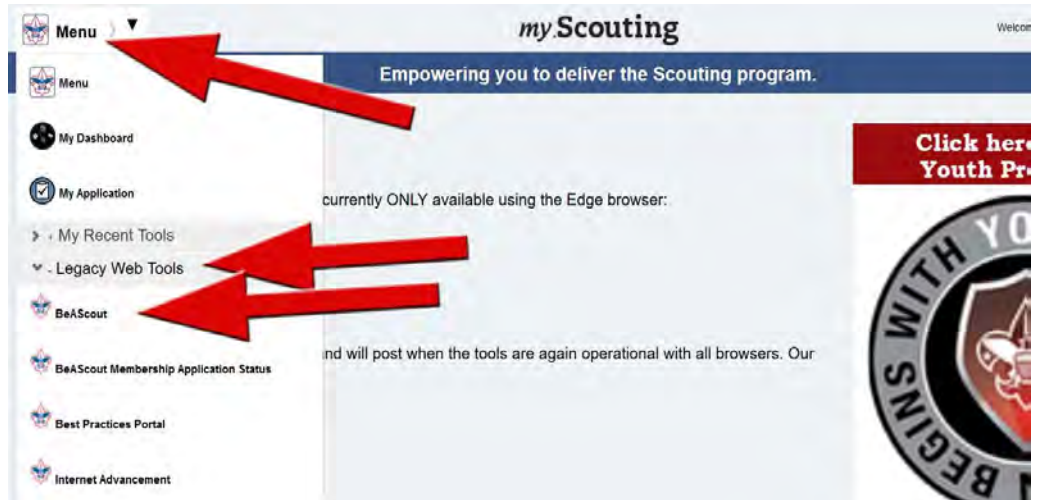


Your Unit's Be-A-Scout Account

BSA maintains the [Be-A-Scout website](#) as a portal for the public to find your Pack, Troop, or Crew ...and to join. It is a map-based system allowing a prospective scout's family to get contact information for any BSA units near their home. Your unit's input into this system is critical to make it easy for prospective scouts to find and join your unit. Your Unit Key 3 should coordinate to decide on their Be-a-Scout "Pin" content (Unit contact and other information). This information can be entered through the [My.Scouting](#) site.

To access and update your unit's Be-A-Scout account, a Key 3, Key 3 Delegate, or Unit Membership manager should log into [My.Scouting](#), select the "Menu" dropdown, then select "BeAScout" from the "Legacy Web Tools" dropdown.



The "Unit Pin Management" page will open. If you have access to more than one unit's account, you will need to select the unit for which you want to edit information.

You have options to edit your unit's meeting location, contact information for your unit's leadership, a "welcome" statement to be displayed with your meeting times, and which specific information you would like displayed on the Be-A-Scout site. Remember to "Save" your selections before leaving the page.



From this page, selecting the “Unit Lead Management” tab will allow you to review information about prospective scouts that have made contact through the Be-A-Scout site.

Unit Lead Management

Unit: --Select--

Volunteer

Date From: [] Search
Date To: [] Clear
Lead Status: All Leads [v] Display 10 Leads

View	Unit	Lead Name	Initial Request	Status	Action
[magnifying glass]	Pack 00	F	9/1/2016 9:13:44 PM	Contacted	
[magnifying glass]	Pack 00	L	3/9/2016 11:50:38 AM	Contacted	
[magnifying glass]	Pack 00	T	9/2/2015 7:43:20 PM	Contacted	
[magnifying glass]	Pack 00	C	8/24/2015 3:01:40 PM	Contacted	
[magnifying glass]	Pack 00	L	7/7/2014 8:49:52 PM	Contacted	
[magnifying glass]	Pack 00	E	9/22/2013 7:00:30 PM	Contacted	
[magnifying glass]	Pack 00	M	9/22/2013 5:08:31 PM	Contacted	

Also, selecting the “Membership Application Manager” tab will allow you to review electronic applications turned in by prospective scouts.

You may also log into the [My.Scouting](#) site to access information about prospective scouts that are trying to contact your unit through the Be-A-Scout site. At the “Menu” dropdown, select “Application Manager” under your unit’s dropdown to view new and current online applications that need your attention. Select “Invitation Manager” to review applications of individuals you have invited to join. Links on the left sidebar of each page allow you to toggle between these two pages.

Membership Application Manager

Unit: Pack 0053 [v] Methodist Church

Volunteer

Application Tracking ID: [] Search
Date From: [] Clear
Date To: [] Clear
Application Status: All [v]

View	District Number	Application Tracking ID	Lead Name	Application Date	Application Status
[checkbox]					Approve
					Disapprove
					More Info Needed
					Print Payment Voucher

Youth

Application Tracking ID: [] Search
Date From: [] Clear
Date To: [] Clear
Application Status: [v]

View	District Number	Application Tracking ID	Lead Name	Application Date	Application Status
[checkbox]					Approve
					Disapprove
					More Info Needed
					Print Payment Voucher