

## Online Registration

Spirit of Adventure Council will be starting Online Registrations in early June

### How to set up:

- A. Ensure your BeAScout Pin is up-to-date
  1. Go to <https://beascout.scouting.org/>
  2. Select your program (Cub Scout, Boy Scout, Venturing/Sea Scouting) and enter your zip code
  3. Click on your unit
  4. Make sure the information is correct and up-to-date including the contact person listed
  
- B. If you need to change the information or set up a pin for your unit
  1. Go to <https://my.scouting.org/>
  2. Login with your Username and Password (If you do not have these, simply click on the Create Account button and complete the information)
  3. Select Menu, Legacy Web Tools and then BeAScout
  4. Select Pin Management to update and/or activate the pin. NOTE: It is here that you can add others to receive and act on requests.

C. [My.Scouting](#) is where you will soon be able to access the online registration. Here you can also access rosters, update your BeAScout pin and view training status. So, if you have not been on My.Scouting, explore.

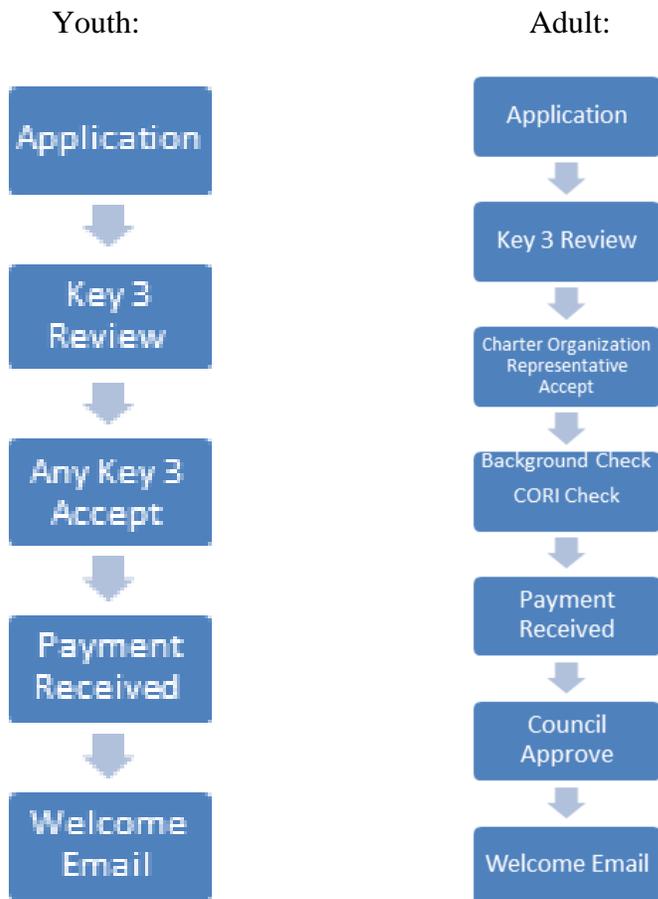
### How Online Registration Will Work:

- A. New Members
  1. Parents with prospective scouts will approach a unit (Pack, Troop, Crew, Ship, etc.) either through BeAScout.org or through a membership signup event
  2. The Unit will provide the parent with a URL weblink or QR code unique to that unit (issued by the BSA)
  3. The parent, using a smartphone, tablet or laptop, will click on the link and be connected to a screen which will collect brief information from them
  4. This information will then be submitted to the unit and a member of the Key 3
  5. Through My.Scouting.org the unit (Key 3 member) will then send an invitation along with a link to the complete application
  6. Once that is completed, it is sent back to the unit for review and approval
  
- B. Fees
  1. Units will have the opportunity to talk to parents about the fees that are associated with joining Scouting, the Council and the unit
    - i. Registration fee (\$24/year)
    - ii. Boy's Life fee (\$12/year- optional)
    - iii. Council fee (Adventure Card) (\$30/year- all Cubs, Boy Scouts optional)
    - iv. Unit fees (?)
  2. The application will go into a Pending Payment status and the online registration system will generate an invoice which will be paid to the unit

3. Note: Online Registration will automatically compute Registration and Boy's Life partial fees based on the month the applicant is completing the application
4. The unit collects all fees - cash or check - and sends a check to the Council for everything but the unit fees
5. The Pending Payment status will be updated
6. If the applicant is a youth member, the unit (Key 3) will then approve and a welcome packet and ID are issued

C. Adult Applications

1. Can only be approved by the Chartered Organization Representative (COR)
2. The COR can ask questions of the adult applicant if there are concerns regarding the information provided, and can only delegate this responsibility to the Institutional Head
3. Once the COR approves, the application is sent to the Council
4. The applicant must fill out and submit a Massachusetts Criminal Offender Record Identification (CORI) to the Council along with a copy of their driver's license
5. The Council will submit the application and run the national background CORI check
6. If approved by the Council, a notification will be sent to the unit and a welcome packet and membership ID are issued



For videos, documents and frequently asked questions about Online Registration, [click here](#).