

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](https://my.scouting.org/) 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