

- Click on one of the youth's names
- You will now see a summary screen of the application.
- Scroll down to review the application or to complete an action (i.e. accept, reassign or do not accept (***this should only be for youth that should not be in the scouting program – if they are not a good fit for your unit, choose to reassign the application to the district***))
- Select ACCEPT (*after completing this action it will take 24 hours for the applicant to show on your roster in my.scouting.org* (***this is your official roster and should be used to confirm who is registered in the unit***))
- Repeat steps 7 and 8 for each youth that you want to accept.

Only the unit leader, committee chair or chartered organization representative can accept online youth applications.

IMPORTANT NOTES

- ❖ At this time all transfers must complete PAPER applications
- ❖ Applicants will be required to pay registration fees when applying online
Fees will include:

- 1) Prorated registration fees