

Overview for accepting online youth applications

- Logon to your my.scouting.org account (*this is the same site that you take youth protection training*)
- Click on MENU (*top left hand-side of screen*)
- From the drop-down menu select the unit for which you want to accept applications for.
- Select APPLICATION MANAGER
- Scroll to bottom of dashboard to see pending applications
- 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
 - 2) Prorated Scout's Life (aka Boy's Life) fees (*optional, family will only be charged if they choose to receive*)
 - 3) Joining fee
 - 4) Prorated council fee (aka Adventure Card)
 - 5) Future year registration fee
 - 6) Future year Scout's Life (aka Boy's Life) fees (*optional, family will only be charged if they choose to receive*)
 - 7) Future year council fee (aka Adventure Card)

For more detailed information watch the videos for Application manager at <https://www.scouting.org/resources/online-registration/>