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/