

Online Registration Info

UNIT KEY 3's: Instructions 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
- Select the unit that you want to accept online applications for.
- Select APPLICATION MANAGER
- Select YOUTH (in the middle of the screen)
- Select PENDING ACCEPTANCE
- Click on one of the youth's names
- Select ACCEPT (this will move it to Pending payment for the council to process)
- Repeat steps 7 and 8 for each youth that you want to accept.
They will show up on the roster in My.Scouting.org in 24 hours. The change will appear in Scoutbook in an additional 24-48 hours.

In order to accept girls, the pack must "Opt-In." To do so:

- One of the Key 3 must login into My.Scouting.org
- From MENU select the UNIT you want to update
- Select ORGANIZATION MANAGER
- Once in organization manager select the SETTINGS tab scroll all the way down
- Types of youth applicants this pack accepts
- Unit Can Accept – your choices are Boys Only, Girls Only or Both Boys and Girls
- After making your choice you must click on SAVE

As a reminder, before opting-in, your Pack members must have had a conversation with your Charter Organization and you must agree that the Pack indeed is a Family Pack.