- Select **MENU**
- Select your **UNIT**
- Select **Organization Manager**

UPDATE UNIT INFORMATION

- Select **UNIT PIN** (left-hand side of the screen)

Unit information section of the screen

- Set **Appear on BeAScout** to the on position
  - On if check mark is visible
  - If on this allows unit pin to show on map
- Allow People to **Apply online** from BeAScout Pin
  - On if check mark is visible

PRIMARY CONTACT INFORMATION

- Person whose information
- Will be visible when someone clicks on your unit's pin
  - Email recommended
  - Phone number optional
    - Will only display if you select to display
  - Unit's web address if you have one