

Setting Up Your Units BeAScout Pin

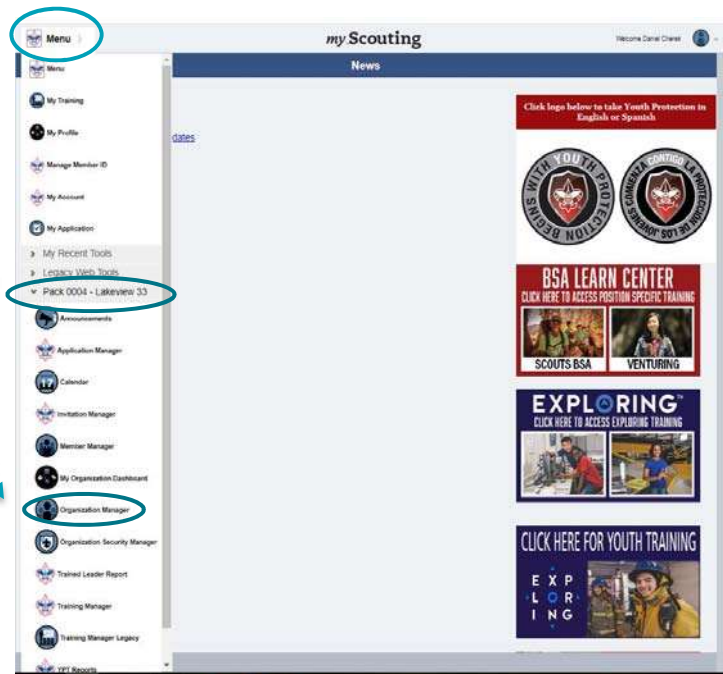
BeAScout is an online site that prospective members can use to find a unit near them. To prepare for your **My.Scouting Tools Online Registration** go-live, please verify that your BeAScout pin is turned on and that the contact information is current and displays the information you want shown for your unit.

Step 1: Log in to your My.Scouting account. - my.scouting.org



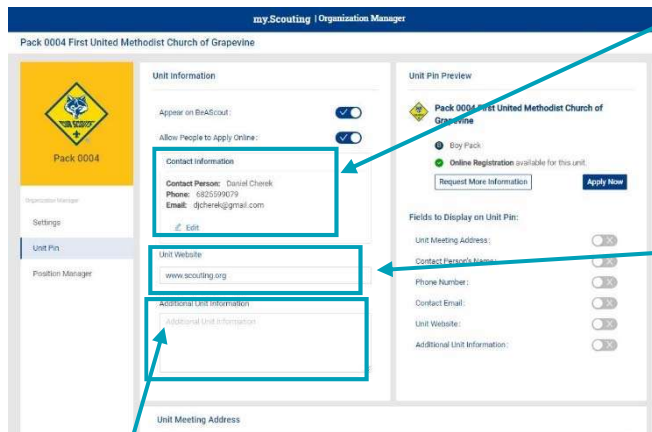
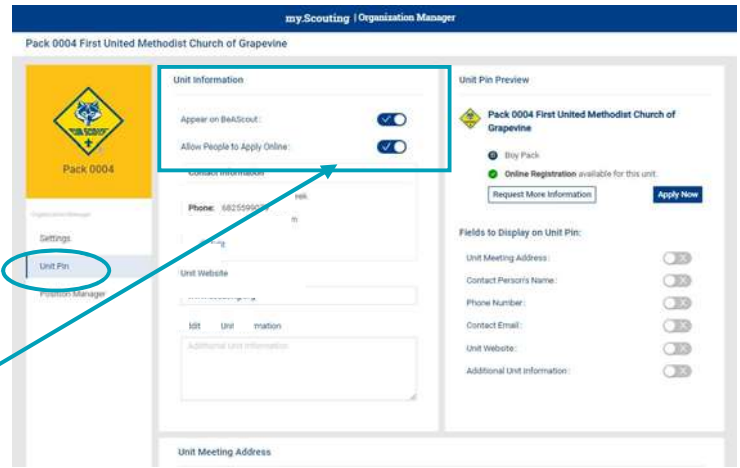
Step 2: Go to Organization Manager

- Select **Menu**
- Select your unit
- Select **Organization Manager**



Step 3: Update your Unit Information

- A. Select **Unit Pin** on the left-hand side of the screen you will now see the fields available for setting up your BeAScout Pin.
- B. In the **Unit Information** section of the screen, set the **Appear on BeAScout** to the on position. If the check mark is visible then the setting is in the on position. Turning this on allows the unit pin to show on the map.
- C. **Set Allow People to Apply Online** so it is in the on position with the check mark showing.



- D. **Add your units Primary Contact information** – this will be the person whose information will be visible when someone clicks on your unit’s pin. It is recommended that you include an email address. The telephone number is optional and will only show if you select to display it. Use the edit button to change the contact information.
- E. **Enter your unit’s web address** in the Unit Web Site box.

- F. **Add additional information** – frequently asked questions can be addressed here such as what day and time the unit usually meets. This field is optional but can help parents determine if your unit meets their needs before they apply.
 - For Packs you may list your den meeting info, such as days and times –remember new parents who have never been in Scouting may be unfamiliar with our program. So, including things like “Tigers meet on Monday” will not be helpful, instead say “1st graders meet Monday”
 - For Troops, Teams, Crews, or Ships – you may want to list any specialty areas of interest your unit does such as a Troop that focuses on hiking, or a Crew that focuses on scuba, or a Ship that focuses on sailing small crafts, things that will help people decide if it is the right unit for them.

- G. **Check your unit meeting address** and correct if needed. It will default to your Chartered Organization address. If this is not where your unit meets edit the address so that your meeting location will show on the pin.

If you change the unit meeting address, be sure to click the Locate button so that the latitude and longitude for the address you entered are mapped.

The screenshot shows the 'myScouting | Organization Manager' interface for Pack 0004. The 'Unit Meeting Address' section is highlighted with a blue box and contains the following fields: Address Line 1 (422 Church St), Address Line 2, Address Line 3, City (Spartan), State/Region (TN), and ZIP Code (38181). A 'LOCATE' button is circled in blue below these fields. The 'Unit Pin Preview' section on the right shows a preview of the unit information and a list of fields to display on the unit pin, including Unit Meeting Address, Contact Person Name, Phone Number, Contact Email, Unit Website, and Additional Unit Information. Each field has a corresponding checkbox.

Step 4: Select the fields to display on the unit pin.

The fields you can choose from are displayed in the Unit Pin Preview. The unit type you configured in Settings will automatically show and the apply now online will show if you enabled it in the previous steps.

The fields you select will display in the Unit Pin Preview as you enable them so that you can see what will be displayed on your BeAScout pin.

Only those fields that have the check mark next to them will display in BeAScout

The screenshot shows the 'myScouting | Organization Manager' interface for Pack 0004. The 'Unit Pin Preview' section is highlighted with a blue box and shows a preview of the unit information and a list of fields to display on the unit pin. The fields are: Unit Meeting Address, Contact Person Name, Phone Number, Contact Email, Unit Website, and Additional Unit Information. Each field has a corresponding checkbox.