



How to Approve an Adult Application on My.Scouting Website



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How to Approve an Adult Application on My.Scouting Website

- The following individuals can approve adult applications. They must be registered in these positions to approve them:
 - Chartered Organization Representative
- Adult applications are available for approval after an adult completes youth protection training and their training is recorded. You will not be able to approve an adult application without the individual completing youth protection training. They can be approved from your my.scouting.org account or from the MyScouting app. Search for the for “MyScouting” in the Google Play Store Apple app store.





Step 1:

- Visit <https://my.scouting.org> and sign-in if you have an account or create an account if you don't have one. If you have an account, but don't remember your username or password, click on "Forgot username/password?"

Welcome to my.Scouting

New to Scouting or don't have an account?

By creating a my.Scouting account, you will be able to manage your or your youth's participation in Scouting including completing an application to register in the Scouting programs.

CREATE ACCOUNT

debrakendrew

.....

LOGIN

[Forgot username / password?](#)





Step 2:

- Click on “Menu” and then click on the Pack, Troop, Crew, or Post that you are wanting to approve an application for.

my.Scouting

Welcome Elizabeth Prechel

Empowering you to deliver the Scouting program.

Click logo below to take Youth Protection in English or Spanish

YOUTH PROTECTION BEGINS WITH YOUTH PROTECTION

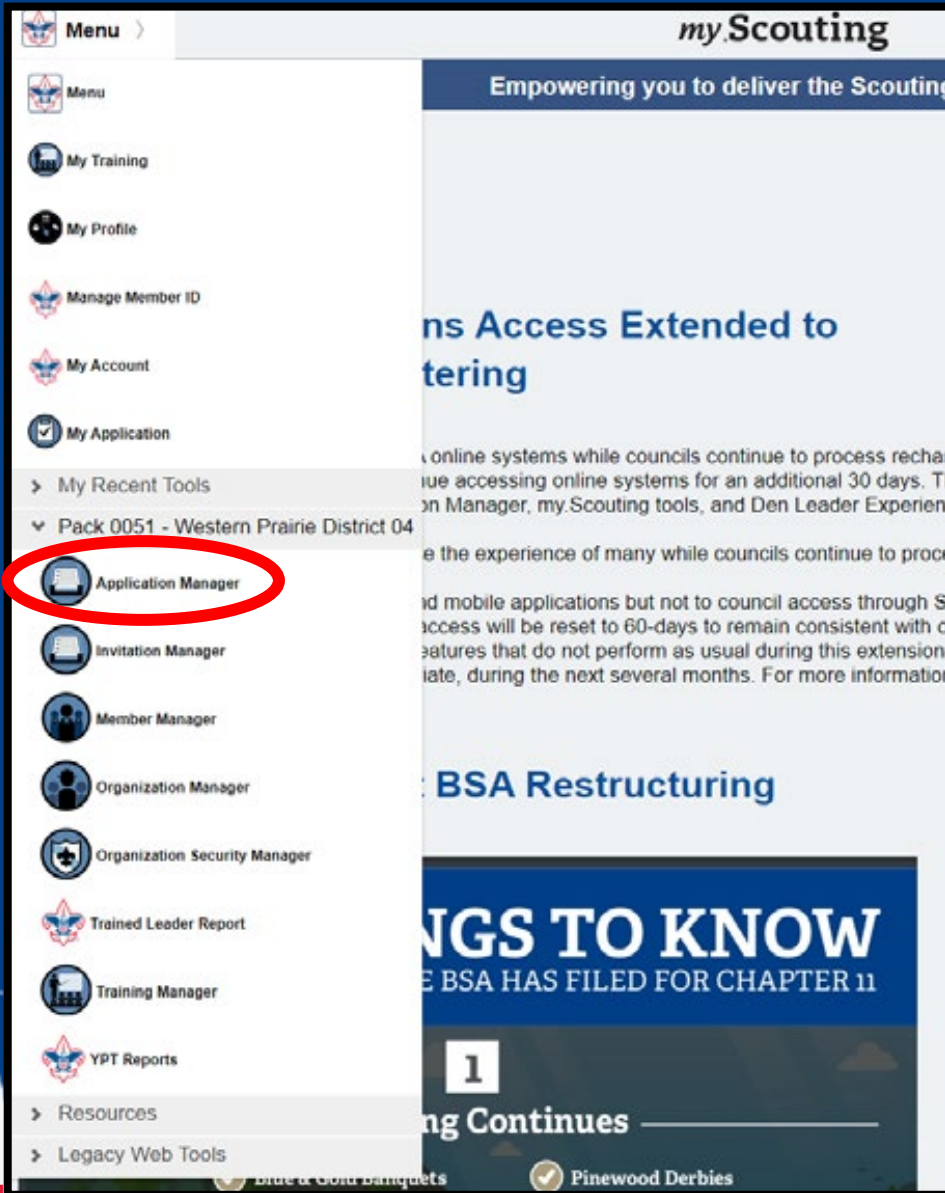
COMIENZA CONTIGO LA PROTECCION DE LOS JOVENES

BSA LEARN CENTER
CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING



Step 3:

- Click on “Application Manager.”





Step 4:

- Here you will see any applications that need approved. Click on the application status for each application to open it to be able to approve it or do other things with it.

The screenshot displays the 'my.Scouting | Membership Manager' interface for Twin Valley Council BSA 283. The dashboard includes the following elements:

- Header:** 'my.Scouting | Membership Manager' and 'Welcome, Janelle Ceder'.
- Statistics:** Four cards showing application counts for the last 60 days: 7 Total Applications, 1 Application in Progress, 4 Total Closed Applications, and 2 Total Completed Applications.
- Pending Summary:** A list of pending application statuses with 'VIEW' links: Pending Acceptance (1), Pending Acknowledgement (0), Pending Applicant Agreement (0), Pending Applicant Response (0), Pending Payment (0), Pending Reassignment (0), Pending Refund (0), and Pending Review (0).
- Alerts:** A pie chart and a list of alerts. The pie chart shows the distribution of application statuses. The alerts list includes '15 - 25 Days since submitted' and '0 - 14 Days since submitted'.
- Application Status:** A section with a search bar and a 'VIEW COLOR MATRIX' link.
- Table:** A table with columns for 'Name' and 'Application Status'. The first row shows 'Jaxson Rustman' with a status of 'Pending Acceptance'.



Step 5:

- If you'd like to review the details of the individual's application, you may click on any of the areas, "Basic Information" or "Background Information." To view the entire application in one document, click "Download Application."

Review Application Pending Acceptance

1	Basic Information	COMPLETED	✓
2	Background Information	COMPLETED	✓
3	Terms and Conditions	COMPLETED	✓
4	Checkout Summary	COMPLETED	✓
5	Payment Confirmation	COMPLETED	✓

[DOWNLOAD APPLICATION](#)

You are required to add a response to this applicant's background question explanations before proceeding.

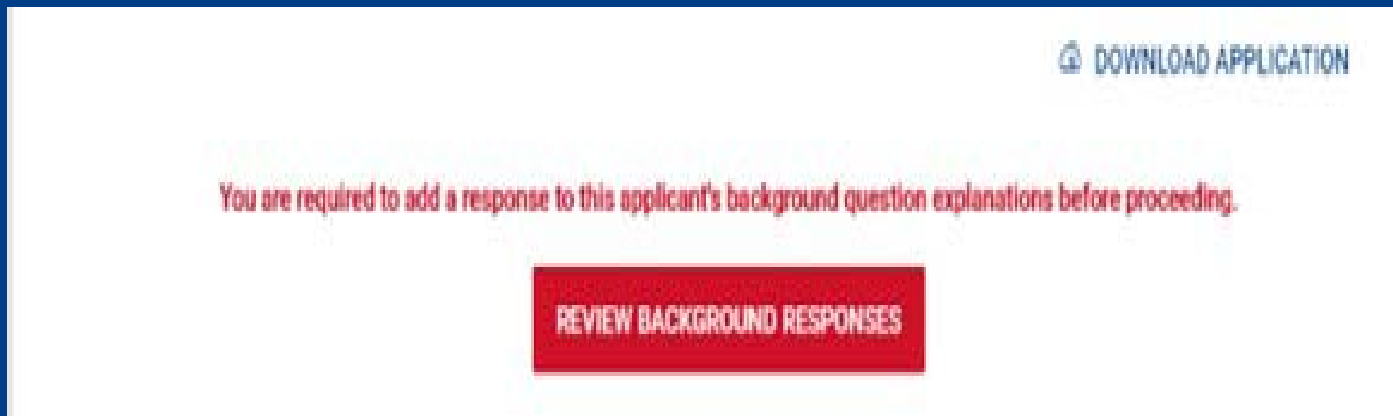
[REVIEW BACKGROUND RESPONSES](#)





Step 6:

- Otherwise, when you are ready to move to the next step, you will see one of two possible options at the bottom to proceed. The first is if they answered “Yes” to any of the screening questions. Click “Review Background Responses” and then proceed to step 7.





- If they answered “No” to all of the screening questions, then you will see the options below. Skip to step 8.

A screenshot of a web application interface. At the top left, there is a red icon of a person with a question mark and the text "ADDITIONAL INFORMATION". At the top right, there is a red icon of a document with a question mark and the text "DOWNLOAD APPLICATION". Below these are four buttons: "ACCEPT" (dark blue), "REASSIGN" (light blue), "RETURN APPLICATION" (light blue), and "DO NOT ACCEPT" (red).

① ADDITIONAL INFORMATION

② DOWNLOAD APPLICATION

ACCEPT REASSIGN RETURN APPLICATION DO NOT ACCEPT





Step 7:

- If the applicant answered “Yes” to any of the screening questions, when you click on “Review Background Responses,” you will then see a popup. You will need to acknowledge that you have read the explanations given for each of the screening questions to which they affirmatively clicking the checks next to each question. You will also be asked to type in the comments that you have discussed these questions with the applicant. After you type your comments, the “I Acknowledge” button will become active and you and submit your comment.

ADDITIONAL INFORMATION ✕

Have you ever been arrested for a criminal offense (other than minor traffic violations)?

See above.

Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior?

Sometimes you have to fight for your right to party.

Type comment with reason

Type comment with reason

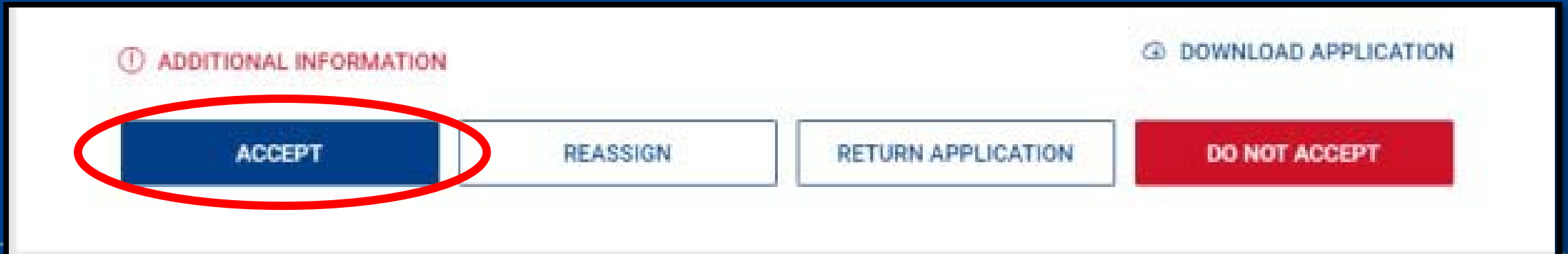
0/250

I ACKNOWLEDGE



Step 8:

- You have several options at this point. “Accept,” “Reassign,” “Return Application,” and “Do Not Accept.” To approve the application and to register the adult, click on “Accept.”





Special notes on the three other options, “Reassign,” “Return Application,” and “Do Not Accept.”

- Reassign – By selecting this option, you will not be accepting their application. The application will be forwarded up to the District and Council Key 3 so they can be reassigned to another unit. If you select this option, you will need to provide a reason for reassigning them. You can also post additional notes in the “Application Notes” section at the top of the page.

REASSIGN APPLICANT

* Reassign Reason:

Select a reason for reassignment

- Not enough volunteer help
- Scheduling Conflicts
- Special Needs
- Too many members
- Other





Return Application – After reviewing the application, if you still need more information you are encouraged to call the applicant directly to get the information you need or questions you have answered. If after that, you feel you need to return the application to have them provide additional information, click on “Return Application.” When you select Return to Applicant, a message box will appear. Type your request in the space provided and an e-mail will be sent to the applicant asking them to log into their My.Scouting account and navigate to their application to supply the additional information you need. Your message must be typed in a single paragraph.

The screenshot shows a web interface for returning an application. The main window is titled "RETURN APPLICATION" and contains a text input field with the placeholder "Type message here...". Below the input field is a "Send" button. A modal dialog box is overlaid on top, featuring a yellow question mark icon and the text: "Please Make the Following Changes: Please give additional information about the incident in the screening questions." At the bottom of the dialog are "Cancel" and "OK" buttons.



BOY SCOUTS OF AMERICA®
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Do Not Accept – This will effectively reject their application. If you are rejecting an application for some reason, please contact the Council Scout Service Center to discuss the reason for the rejection of the application.



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Step 9:

- A window will popup and you will need to select the position for which you are approving the individual for. If you are unsure, be sure to talk to the individual and/or unit leadership before picking one. Select the appropriate position and click “Save.”

ACCEPT APPLICANT

* Select an Available Position:

Assistant Scoutmaster

Committee Member

Leader of 11-Year-Old Scouts

New Member Coordinator

Unit Chaplain

Unit College Scouter Reserve

Unit Religious Emblems Coordinator

Unit Scouter Reserve