

BeAScout Unit Leader Pin Update Instructions

A Step-by-Step Guide

BeAScout “Recruiting on the Web”

Put Scouting on the map with the BeAScout.org application. BeAScout.org uses the Web and Google Maps to recruit members. Packs, troops, and crews will appear as “pins” on Google maps nationwide. The web site is very easy to use & remember.

Prospective Scout families using this site are **looking for YOU**, so it is critical that each unit keeps its pin updated & follows up quickly so these folks have a great start with Scouting!

BeAScout is easy as 1-2-3

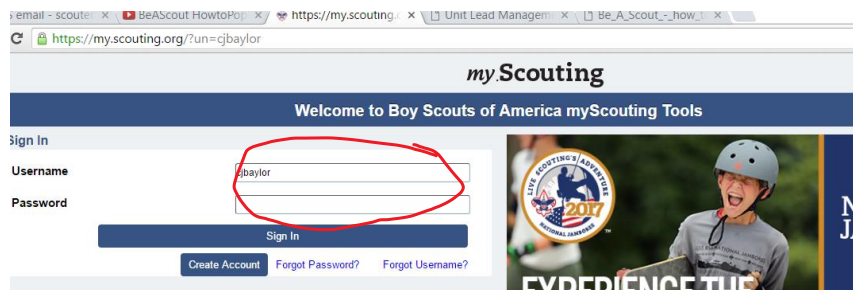
1. Unit leaders publish information about their unit to a “pin” icon on a Google map through www.my.scouting.org and the site’s “Legacy Tools / BeAScout” section.
2. Parents go to www.BeAScout.org, choose a program (Cub Scouts, Boy Scouts, Venturing), submit their zip code, and find units in their area. The parents have the opportunity to email the leader in the pin (via a BSA standard form), call them (if you’ve posted your number) or go to the unit’s website (if you have one & link it to the pin) **or** the www.scouting.org website is linked as the default unit website.
3. Up to three unit leaders (depending on what you set up) will receive emails with information submitted by visitors to their “pins.”
4. One leader should log in to BeAScout.org (via my.scouting.org), review the detailed info from the prospective family, and call &/or email prospective families to invite them to a meeting & answer any questions. We encourage you to use your unit or personal email account when emailing a new family so you will receive any reply emails they send.
5. Leaders should then enter notes into BeAScout.org regarding their contact and change the family’s status to “Contacted,” or “Follow-up Needed.” Other leaders can then view these notes if they need to do additional follow up.
6. District Executives will be able to view lead activity and status on MyBSA.

Setting up your “BeAScout.org” pin

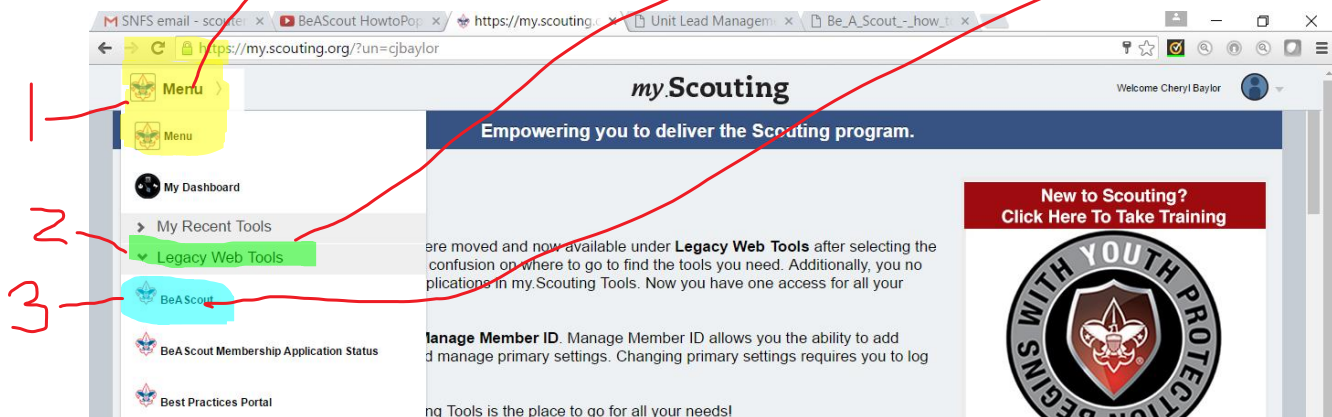
Unit leaders have a very important task. The unit leaders who can access BeAScout.org to set up the pin are the Cubmaster, Scoutmaster, or Crew Advisor along with the unit Committee Chairperson and the Chartered Organization Representative. Contact your District Executive if you have any issues accessing your unit’s pin.

The following pages provide a step-by-step instructional aide on how the process works.

Step 1: Go to MyScouting.org and Log In



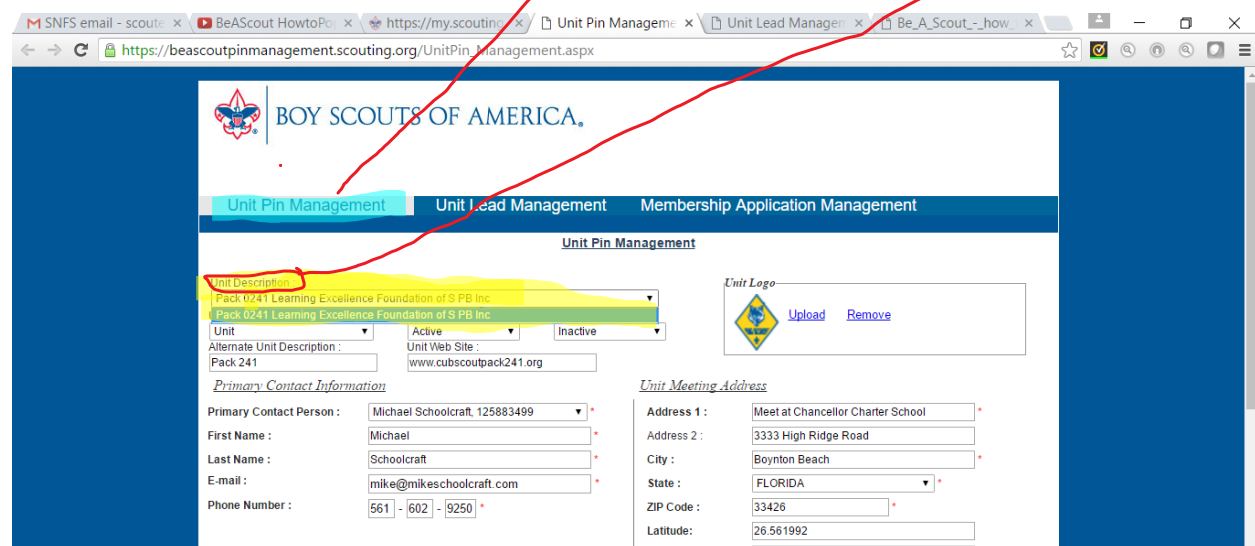
Step 2: Click on **Menu** in top left corner, then "**Legacy Web Tools**", then "**BeAScout.**"



Step 3: Review Information

A new window will pop up with tabs along the top for "**Unit Pin Management**" (where you'll update your info), "**Unit Lead Management**" (to pull up inquiry info) & "**Membership Application Management**" (we're not using that at this time).

Your unit number and Chartering Organization should be listed at the top under "**Unit Description.**" Only one unit should pop up unless you're registered with two separate units (i.e., a pack & a troop). Choose the correct unit to update.



Step 4: Change and Update Information

Scroll down to where it says “Fields Displayed on Unit Pin”.

BeAScout HowtoPo x https://my.scouting.org Unit Pin Manage Unit Lead Manage Be_A_Scout_-_how

scoutpinmanagement.scouting.org/UnitPin_Management.aspx

Unit Pin Management Unit Lead Management Membership Application Management

Unit Pin Management

Unit Description : Pack 0241 Learning Excellence Foundation of S PB Inc

Unit Pin Mode : Unit Pin Status : Active Apply Status : Inactive

Alternate Unit Description : Pack 241 Unit Web Site : www.cubscoutpack241.org

Unit Logo Upload Remove

Primary Contact Information

Primary Contact Person : Michael Schoolcraft, 125883499

First Name : Michael

Last Name : Schoolcraft

E-mail : mike@mikeschoolcraft.com

Phone Number : 561 - 602 - 9250

Unit Meeting Address

Address 1 : Meet at Chancellor Charter School

Address 2 : 3333 High Ridge Road

City : Boynton Beach

State : FLORIDA

ZIP Code : 33426

Latitude : 26.561992

Longitude : -80.075811

Alternate Contact Information

Alternate Contact #1 : Kimberly Schoolcraft, 125629297

Alternate Contact #1 E-mail : kkschoolcraft@gmail.com

Alternate Contact #2 : Lee Hodge, 128282668

Alternate Contact #2 E-mail : bhodge@yahoo.com

Additional Unit Information

Join the FUN in Action Pack 2-4-1 every Tuesday at 7 pm starting 8/30/16!
Visit our website to see ALL the great activities we have planned!

0 Characters left

Fields Displayed On Unit Pin

☒ Unit Description ☐ Unit Meeting Address

☐ Alternate Unit Description ☐ Phone Number

☒ Unit Web Site ☐ Additional Unit Information

☒ Unit Logo ☐ Show Unit Information in Lead E-Mail

Unit Pin Preview

Pack 241

Scroll to this section

Everyone's pin is defaulted to be checked “Unit Description,” which is the very generic recharter description. Unless you change it and click the “Alternate Unit Description” box, the generic description will appear in the Preview box & on BeAScout.org.

BeAScout HowtoPo x https://my.scouting.org Unit Pin Manage Unit Lead Manage Be_A_Scout_-_how

scoutpinmanagement.scouting.org/UnitPin_Management.aspx

Pack 0241 Learning Excellence Foundation of S PB Inc

Unit Pin Mode : Unit Pin Status : Inactive Apply Status : Inactive

Alternate Unit Description : Unit Web Site : www.scouting.org

Unit Logo Upload Remove

Primary Contact Information

Primary Contact Person : --Select--

First Name :

Last Name :

E-mail : Please enter E-mail address

Phone Number : - - -

Unit Meeting Address

Address 1 :

Address 2 :

City :

State : --Select--

ZIP Code :

Latitude : 26.561992

Longitude : -80.075811

Alternate Contact Information

Alternate Contact #1 : --Select--

Alternate Contact #1 E-mail : Please enter E-mail address

Alternate Contact #2 : --Select--

Alternate Contact #2 E-mail : Please enter E-mail address

Additional Unit Information

Brief Description : Limit of 140 Characters only.

0 Characters left

Fields Displayed On Unit Pin

☒ Unit Description ☐ Unit Meeting Address

☐ Alternate Unit Description ☐ Phone Number

☒ Unit Web Site ☐ Additional Unit Information

☒ Unit Logo ☐ Show Unit Information in Lead E-Mail

Unit Pin Preview

Pack 0241 Learning Excellence Foundation of S PB Inc

www.scouting.org

Contact: for more information...

Also, unless you add your own unit's website address, the system defaults to www.scouting.org.

To customize your pin:

- 1) Enter an “Alternate Unit Description” that is more descriptive & friendly.
- 2) Be sure your Pin Status is clicked as “Active.” Do NOT change “Apply Status” from its preset “Inactive” setting.
- 3) Enter your unit’s website address.

BeAScout HowtoPo x https://my.scouting x Unit Pin Manage x Unit Lead Manager x Be_A_Scout_-_how x

scoutpinmanagement.scouting.org/UnitPin_Management.aspx

Pack 0241 Learning Excellence Foundation of S PB Inc

Unit Pin Mode : Unit Pin Status : Active Apply Status : Inactive

Alternate Unit Description : Cub Scout Pack 241 Unit Web Site : www.cubscoutpack241.org

Primary Contact Information

Primary Contact Person : Michael Schoolcraft, 125883499 *

First Name : Michael *

Last Name : Schoolcraft *

E-mail : mike@mikeschoolcraft.com *

Phone Number : 561 - 602 - 9250 *

Unit Meeting Address

Address 1 : Meet at Chancellor Charter School *

Address 2 : 3333 High Ridge Road *

City : Boynton Beach *

State : FLORIDA *

ZIP Code : 33426 *

Latitude : 26.561992

- 4) In the section titled “Primary Contact Information,” enter the name of the person who will be fielding all the calls and emails. This can be a Key 3 Leader or another volunteer. If The names of all registered leaders in your unit should be available in a drop-down box. Once a Primary Contact Person is chosen, the First/Last Name, E-mail and Phone Number fields will auto populate with BSA application info (but can be changed).

BeAScout HowtoPo x https://my.scouting x Unit Pin Manage x Unit Lead Manager x Be_A_Scout_-_how x

scoutpinmanagement.scouting.org/UnitPin_Management.aspx

Unit Pin Mode : Unit Pin Status : Active Apply Status : Inactive

Alternate Unit Description : Cub Scout Pack 241 Unit Web Site : www.cubscoutpack241.org

Primary Contact Information

Primary Contact Person : Michael Schoolcraft, 125883499 *

First Name : --Select-- *

Last Name : --Select-- *

E-mail : --Select-- *

Phone Number : --Select-- *

Unit Meeting Address

Address 1 : Meet at Chancellor Charter School *

Address 2 : 3333 High Ridge Road *

City : Boynton Beach *

State : FLORIDA *

ZIP Code : 33426 *

Latitude : 26.561992

Alternate Contact Information

Alternate Contact #1 : --Select-- *

Alternate Contact #1 E-mail : --Select-- *

Alternate Contact #2 : --Select-- *

Alternate Contact #2 E-mail : --Select-- *

Unit Information

FUN in Action Pack 2-4-1 every Tuesday at 7 pm starting

website to see ALL the great activities we have planned!

sters left

5) Choose **Alternate Contacts #1 & #2** from the drop-down boxes. Emails will auto populate.

Alternate Contact Information

Alternate Contact #1 : Kimberly Schoolcraft, 126629297 *

Alternate Contact #1 E-mail : kkschoolcraft@gmail.com *

Alternate Contact #2 : Lee Hodge , 128282868 *

Alternate Contact #2 E-mail : --Select--

Fields Displayed On Unit

☐ Unit Description

☒ Alternate Unit Description

☒ Unit Web Site

☒ Unit Logo

NOTE: If Council Information is selected, e-mail address defined in BeAScout A

Additional Unit Information

Join the FUN in Action Pack 8/30!

Visit our website to see ALL 2 Characters left

Preview

Pack 241

www.cubscout.org

Contact: Michael Scho

561-602-9250

Meet at Chanc

3333 High Rid

Boynton Beac

Join the FUN

7 pm starting

Visit our webs

* Required fields

6) You should also enter your correct MEETING location (NOT the address of the charter organization if it is different) and check the "Unit Meeting Address" box in the "Fields Displayed on Unit Pin" section. As shown below, you can type "Meet at" in the address field to make this clear. ☺

Unit Meeting Address

Address 1 : Meet at Chancellor Charter School *

Address 2 : 3333 High Ridge Road

City : Boynton Beach *

State : FLORIDA *

ZIP Code : 33426 *

Latitude : 26.561992

Longitude : -80.075811

Additional Unit Information

Join the FUN in Action Pack 2-4-1 every Tuesday at 7 pm starting 8/30!

Visit our website to see ALL the great activities we have planned!

2 Characters left

Unit Pin Preview



Pack 241

www.cubscoutpack241.org

Contact: Michael Schoolcraft for more information...

561-602-9250

Meet at Chancellor Charter School

3333 High Ridge Road

Boynton Beach, FL 33426

Join the FUN in Action Pack 2-4-1 every Tuesday at

Additional Unit Information

Join the FUN in Action Pack 2-4-1 every Tuesday at 7 pm starting 8/30!

Visit our website to see ALL the great activities we have planned!

2 Characters left

7) Next, enter any "Additional Unit Information" that you want to appear to GRAB visitors' attention. This is the perfect place to add your meeting day and time so parents know if your meetings will conflict with sports or other commitments.

Unit Pin Preview

 Pack 241
www.cubscoutpack241.org

Contact:
[Michael Schoolcraft](#) for more information...
561-602-9250

Meet at Chancellor Charter School
3333 High Ridge Road
Boynton Beach, FL 33426

Join the FUN in Action Pack 2-4-1 every Tuesday at 7 pm starting 8/30!

Visit our website to see ALL the great activities we have planned!

You can also change this pin info when you have special activities going on like your SNFS, or during the summer when most units have fewer meetings.

You only have 140 characters here, so be brief!

Save Cancel

8) Make sure that you've checked all the fields you want to appear on your pin, and confirm that everything appears as you want it in the "Unit Pin Preview" section.

Fields Displayed On Unit Pin

☐ Unit Description	☒ Unit Meeting Address
☒ Alternate Unit Description	☒ Phone Number
☒ Unit Web Site	☒ Additional Unit Information
☒ Unit Logo	☒ Show Unit Information in Lead E-Mail

NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.

* Required fields

Unit Pin Preview

 Pack 241
www.cubscoutpack241.org

Contact:
[Michael Schoolcraft](#) for more information...
561-602-9250

Meet at Chancellor Charter School
3333 High Ridge Road
Boynton Beach, FL 33426

Join the FUN in Action Pack 2-4-1 every Tuesday at 7 pm starting 8/30!

Visit our website to see ALL the great activities we have planned!

Save Cancel

9) Don't Forget to click the "SAVE" button in bottom right hand corner!! You will receive a confirmation pop-up note on screen.

with more info: 33436



Cub Scout Pack 241
Unit Web Site

Contact:
[Michael Schoolcraft](#) for more information...
561-602-9250

Meet at Chancellor Charter School
3333 High Ridge Road
Boynton Beach, FL, 33426

Join the FUN at Action Pack 2-4-1
every Tuesday at 7 pm starting
8/30/1

Visit our website to see ALL the great activities we have planned!

Request More Information

Local Units

Unit Number	Unit Name	Address	Distance
5	7685 S Military Trl	Lake Worth, FL, 33463	3.5 miles
	Show Unit...		
6	Pack 0311 Trinity Lutheran Church & School	400 N Swinton Ave Delray Beach, FL, 33444	3.6 miles
	Show Unit...		
7	Pack 0241 Learning Excellence Foundation of S PB Inc	Meet at Chancellor Charter School 3333 High Ridge Road Boynton Beach, FL, 33426	4.06 miles
	Show Unit...		
8	Pack 0224 Manatee Elementary PTA	7001 Charleston Shores Blvd Lake Worth, FL, 33467	4.95 miles
	Show Unit...		
9	Pack 0212 American Legion Post 269	4696 Davis Road Lake Worth, FL, 33461	6.68 miles
	Show Unit...		
	Pack 0324 Parent Teachers Assoc. Calusa Elementary School 2051 Clint		7.32 miles

Local Council

Council Number	Council Name	Address	Distance
1	Gulf Stream Council	8335 N Military Trl Palm Beach Gardens, FL, 33410 561-694-8585	19.96 miles

Show More Pins

The Finished Product! As you can see, all the changes appear along with a "Request More Information" Button. Visitors can also click on the "Show Unit" link on the right side of the screen.

BeAScout.org Unit Lead Management

To review your unit's leads, after logging in to My.Scouting.org, choosing Menu and Legacy Tools and BeAScout, you'll go to the "Unit Lead Management" tab along the top of the screen. You'll then choose your unit from the drop-down box (there should only be one unless you're registered to multiple units).

Check the range of dates you would like to see for your unit in the calendar and click "Refresh".

Unit: Pack 0241 Learning Excellence Foundation of S P

Volunteer

Date From: 1/1/2009 Search
Date To: 8/5/2016 Clear
Lead Status: All Leads Display 10 Leads per page

View	Unit	Lead Name	Initial Request	Status	Actions
------	------	-----------	-----------------	--------	---------

Youth

Date From: 1/1/2009 Search
Date To: 8/5/2016 Clear
Lead Status: All Leads Display 10 Leads per page

View	Unit	Lead Name	Initial Request	Status	Actions
	Pack 0241	Mikendji	9/10/2014 9:07:28 PM	Not Contacted	
	Pack 0241	Matthew	8/20/2014 3:43:27 PM	Contacted	

All information for the parent and child will be listed.

BeAScout HowtoPop x https://my.scouting.org Unit Lead Management x Be_A_Scout_-_how_t...

scoutpinmanagement.scouting.org/Unit_Lead_Management.aspx

Date From Search

Date To

Lead Status All Leads

Display 10 Leads per page

View	Unit
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241

View Lead

First Name: Cheryl
Last Name: Baylor-Ramich
E-mail Address: cjbaylor@aol.com
Phone Number: 9546108343
Address: 16 Meadows Park Lane
City: Boynton Beach
State: FL
ZIP Code: 33436
How did you hear about us? Online Search
Lead Status: Contacted
Questions and Comments:
Justin will be going into 1st grade in August. He attends Freedom Shores Elementary. I am a stay-at-home mom & would be happy to help out with pack events too. Thx!

Actions

2 Of 3 Next Last Page

NO

Contact Lead Close

Please call (best!!) and/or email **them (from your OWN email system vs. clicking on "Contact Lead")** as soon as possible and invite them to a meeting & answer any questions.

BeAScout HowtoPop x https://my.scouting.org Unit Lead Management x Be_A_Scout_-_how_t...

courtpinmanagement.scouting.org/Unit_Lead_Management.aspx

Youth

Date From Search

Date To

Lead Status All Leads

Display 10 Leads per page

View	Unit
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241
	Pack 0241

Contact Lead

To: cjbaylor@aol.com
From: BeAScoutAdmin@scouting.org
Subject: The Scouting information you requested

Black Hole – if this person responds to your "Contact Lead" email, YOU won't get that reply – it goes to somewhere (!) at National!

Recco that you cut & paste the prospective parent's email into your **OWN** email system and send a note to them from your own system. This way the parent can reply directly back to your initial email.

Once contacted, please click on the pencil icon & change their status to "Contacted" or "Needs Follow-up."

Also write a note (click on the notepad icon) and save it so that you can keep a record of when, how, and who contacted the family, and the outcome. Other leaders can then review this to help with future contact.

Thank you for all of your help with this process!

If you have any questions, please do not hesitate to contact your District Executive or District Membership Chair.

Great example of a response email to an inquiry on BeAScout.org:

Good Evening Cheryl,

Thank you very much for contacting us regarding your son, _____. We would be more than happy to have your son join our Pack!

A little about Pack 100: During the school year, we meet every Tuesday night at 7pm, at Faith United Methodist Church off of Boynton Beach Blvd, east of the Post Office. Meetings usually last about an hour. Most of our members are not affiliated with the church, so membership is open to everyone. We have a really great Pack, with dedicated leaders, enthusiastic boys, and plenty of fun activities!

Each Den (boys in the same grade level) meets weekly and has activities together. All the Dens also unite and have fun together. Since your son is going into the 4th grade, he would be grouped with the Webelos Den. I've included our Webelos Den Leader, Jean-Francois Audette, on this email, so he can provide you with all the latest details and plans for his Den. Our next event, a Bike Rodeo, is coming up on August 13 at 9am at the church. If you can't make it to that, we are having an "open house" to kick off the school year on August 23, at the church, starting at 7pm. We would be thrilled if you could join us!

If you have any further questions, feel free to contact me at pack100newsletter@gmail.com or 561-xxx-xxxx.

Thank you,

Brian Boyle
Cubmaster, Pack 100
pack100newsletter@gmail.com

Faith United Methodist Church
6340 Boynton Beach Blvd
Boynton Beach, FL 33437