

## Online Adult Application Tips

- Applications can only be processed if your charter has been posted.
- There are excellent tutorials walking through the approval process posted on the [Online Registration Information web page](#).
- Adult applications can only be approved by the COR or their delegate.
  - Appointing a delegate is intended to cover a temporary situation (e.g. COR is in the back country or caring for an elderly relative without internet), *not* for the long term.
  - Delegation does not relieve the COR of the responsibilities as described under "Unit Leader Approval" on page 19 of the [BSA Registration Guidebook](#).
- Enable "allow adult applications" in My.Scouting/Organization Manager.
  - Disable "Committee Chair Recommendation Required;" since the COR will NOT be able to approve an application if the Committee Chair has yet to hit the "recommend" button.
- Recommend that the COR ignore the automated emails from Application Manager
  - Emails only indicate that an application is in queue, not that it is ready for COR approval.
  - Work with the applicant to ensure that YPT requirement is met before contacting COR.
- Post the position (e.g. Assistant Den Leader, Committee Member) you recommend for the applicant in the Application Notes column.
  - Positions are different from functional roles such as Treasurer and Advancement Chair.
  - Complete list of positions is on page 36 of the [BSA Registration Guidebook](#).
- Email the COR when there is an application for their approval, and include the position that you posted in the notes in the email.

If you have any questions, please don't hesitate to contact your Commissioner!