How to Update Your Unit's Recruiting Flyer

Our goal

The recruiting flyer is designed to be distributed online or by paper to make it easy for users to easily access your unit's membership application.

For online distribution, including a hyperlink to your unit's application will allow users to start the enrollment process with one click.

For paper flyers, adding a QR code to your unit's application will allows users to the start the enrollment process by scanning the code with their mobile device's camera.

These instructions are for a Windows system, the procedure should be similar for an Apple.

Most of this process is also covered in this 3-minute video.

Let's get started!

Things you'll need

- A computer with online access
- GLAAC – Escape the Indoors recruiting flyer
- Adobe Acrobat Reader (it can be downloaded for free here)
- A my.scouting.org account with access to your unit's Invitation Manager

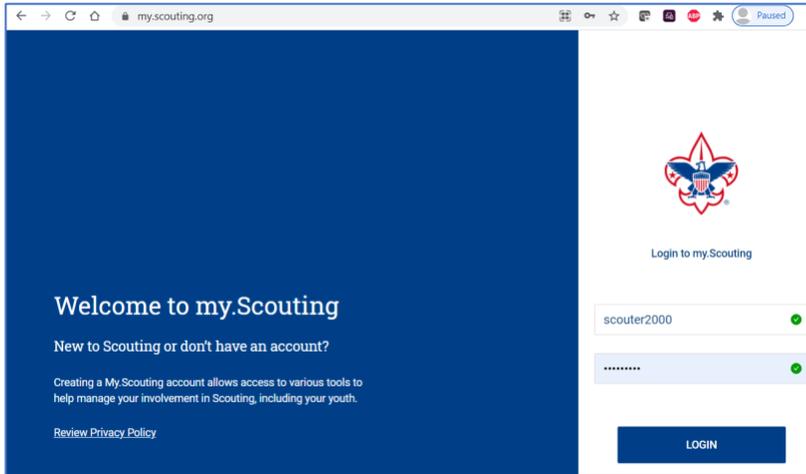**How to enter the details for your recruiting event**

Open the flyer, click in area indicated by the red box below. A cursor will appear allowing you to type in your unit and event details.
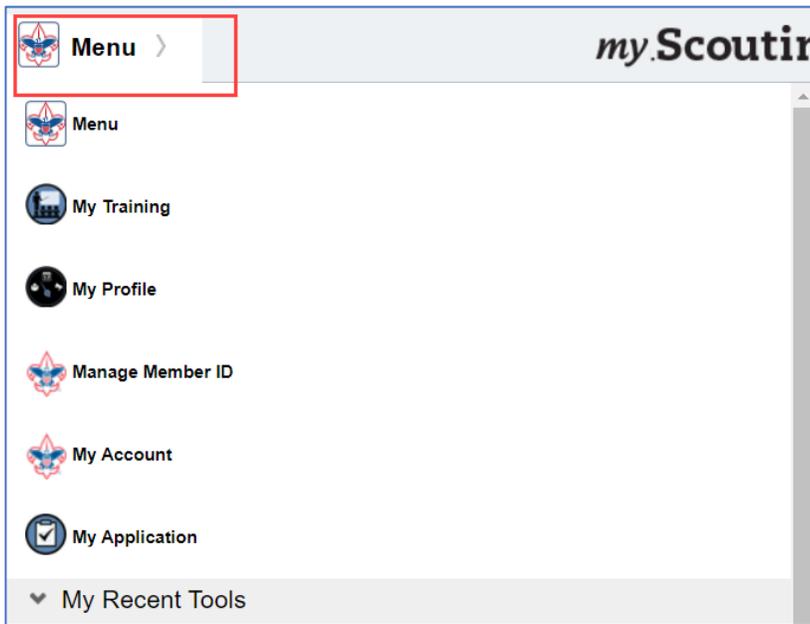

Save your work but keep the flyer open.

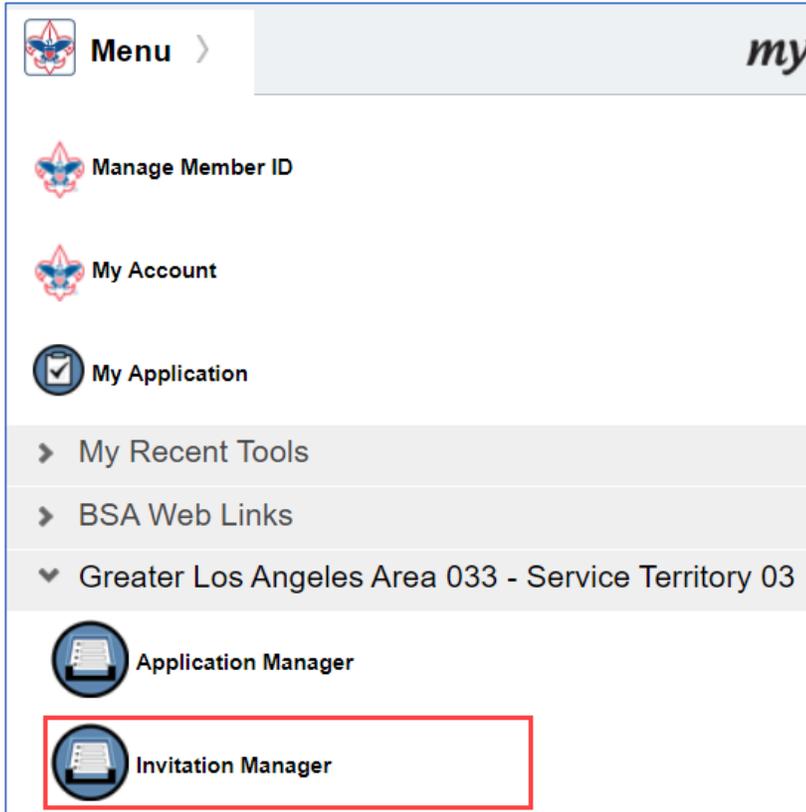**How to add a QR (Quick Response) code to your unit's membership application**

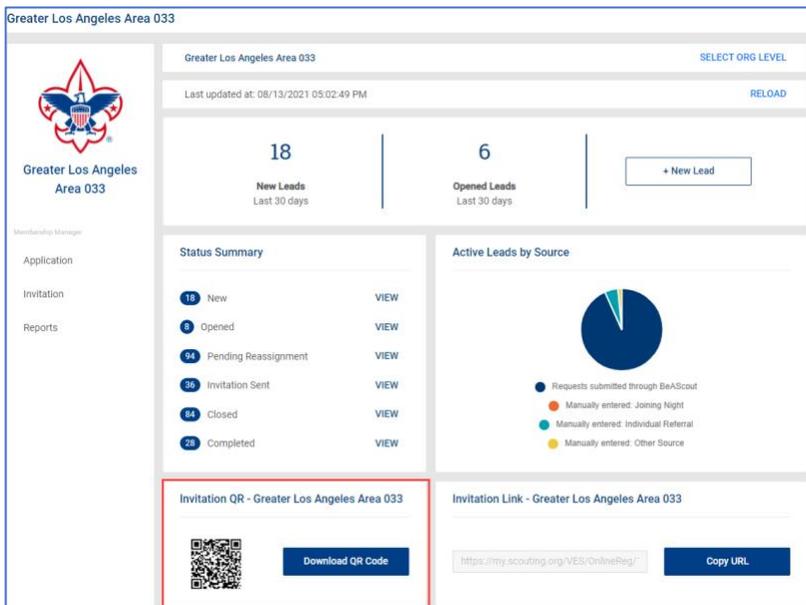Go to my.scouting.org and log on.

Click on the menu at the upper left.

Select your unit from the list of options, and then click on Invitation Manager.
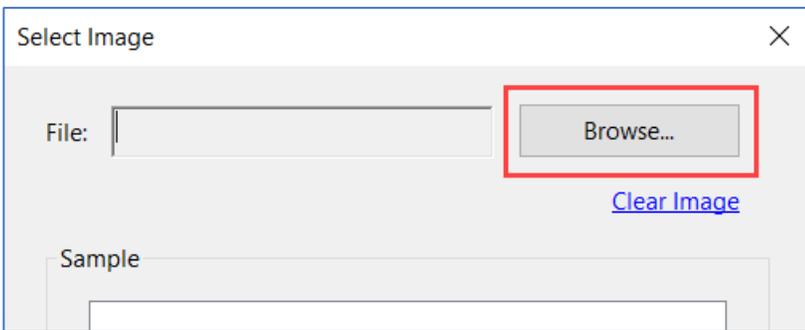

On the Invitation Manager page, find the 'Invitation QR…' box as noted below. This code is unique to your unit and anyone who scans it will be taken directly to your membership application. To the right of the code select 'Download…'. The code will be downloaded to your computer (depending on your computer's configuration, you may be given the option to save it to a specific location).
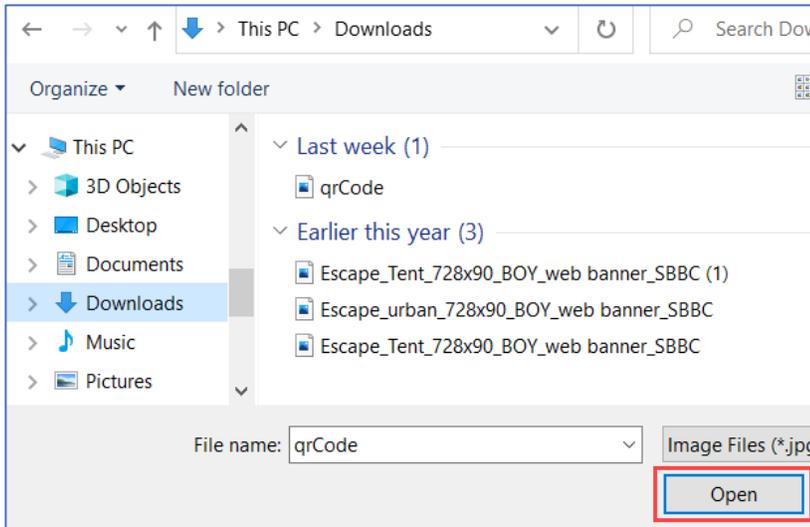
Now, go back to the open recruiting flyer. Toward the lower right, click on the empty box.

The 'Select Image' box will pop up, click on 'Browse…', and go to the location where you downloaded the QR code.
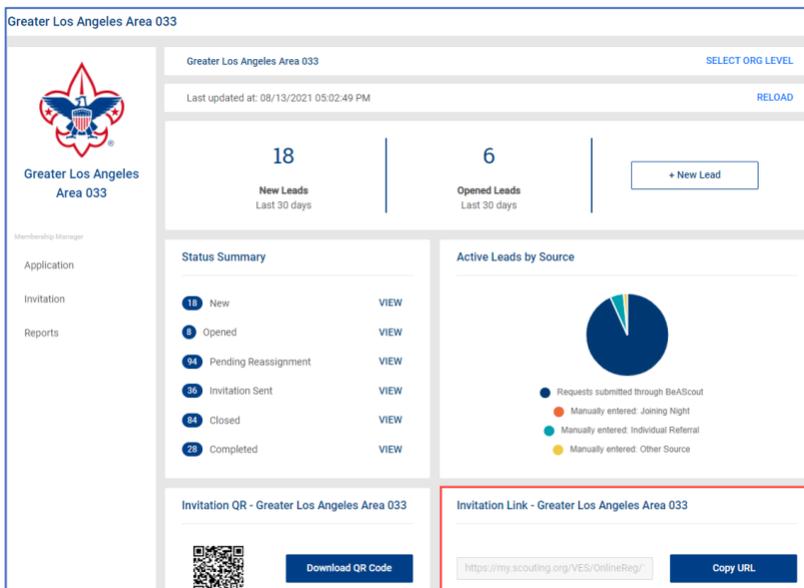
Click on the code and press 'Open'.

The 'Select Image' box will open again, click on 'OK'. The QR code should now appear in the gray box on the flyer.

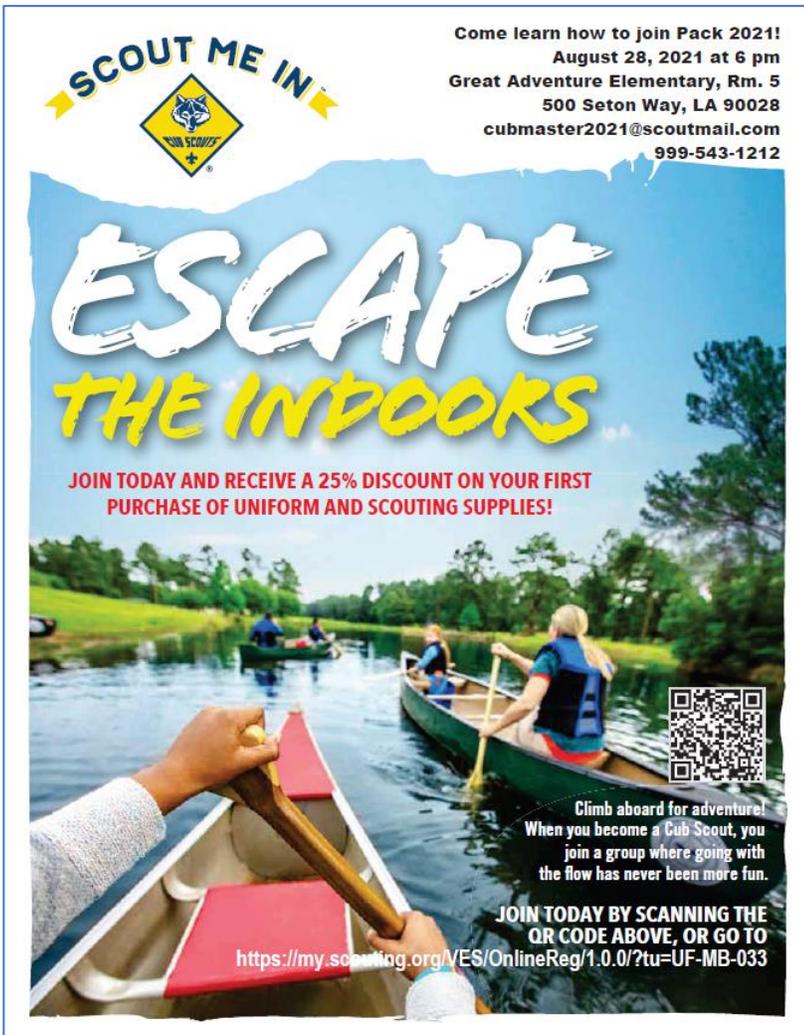**How to add a hyperlink to your unit's membership application**

We're going to do a similar thing with the link to your unit's application. Return to my.scouting.org. On the 'Invitation Manager' page, click on the 'Copy URL' button as noted below within the red box. The link will be copied to your clipboard.

Go to the open recruiting flyer. At the lower right-hand corner, place your mouse pointer over the text box highlighted below, and right click. Select 'Paste'.
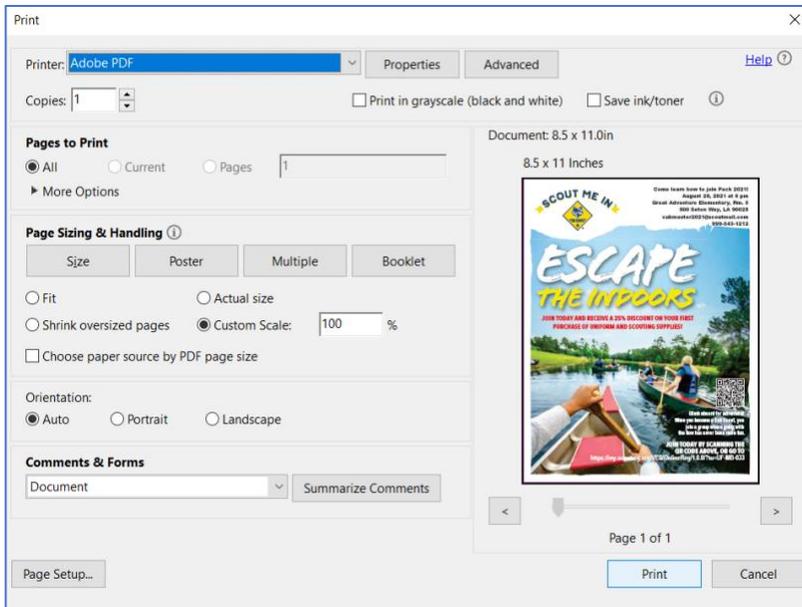

The hyperlink should appear in the text box. your flyer should now look something like this:
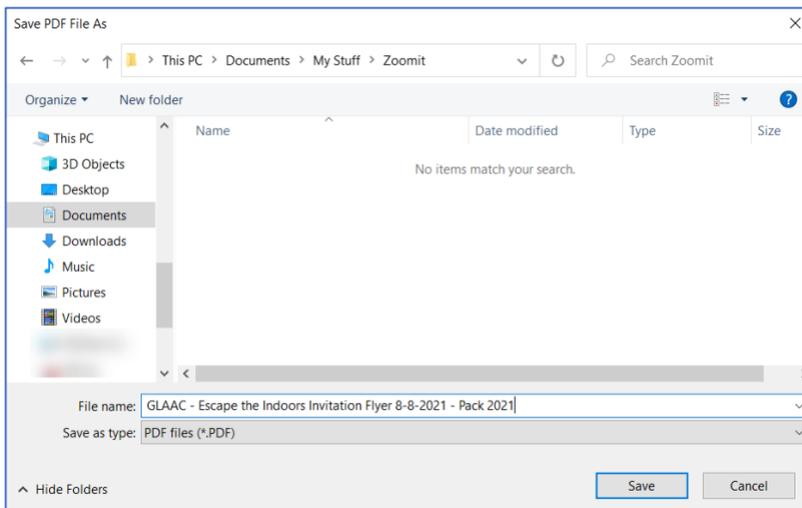
How to prepare your flyer for distribution

You're almost done, you just need to convert your flyer template into something that can be e-mailed. In Acrobat Reader, go to 'File' and select 'Print'.

Your print settings should look like the ones below. Once they do, click on 'Print'.

A new Window will open allowing you to rename the file. Update the name so it's different than the original file. This will create a document that cannot be edited and will also activate the hyperlink to your unit's membership application.

That's it, your done!