

# Registration Tips

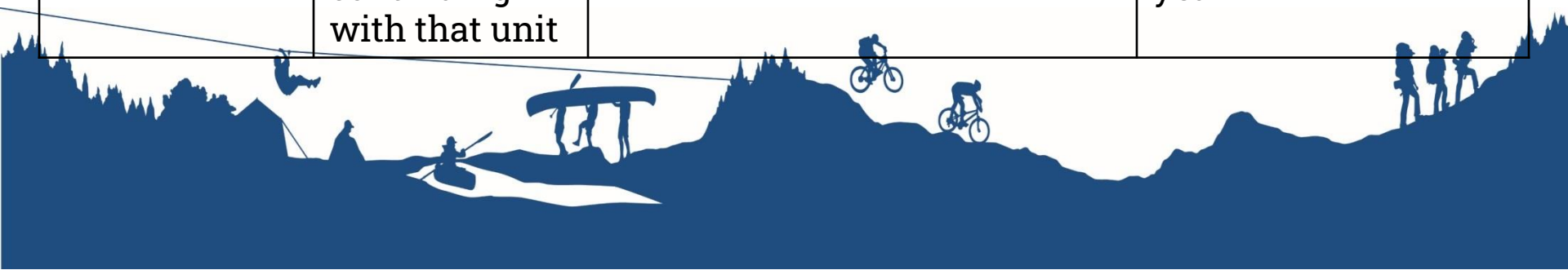
Nancy Hodgkiss, Pacifica District  
Commissioner

[nancy.hodgkiss@pacificabsa.org](mailto:nancy.hodgkiss@pacificabsa.org)



# Registration Definitions

	Definition	Use Online Registration	Use Recharter Tool
New	Has never been in BSA before	Applicant pays National & Council fees directly for remainder of this charter cycle plus fees for the upcoming charter year plus \$25 new youth fee	Will show as prepaid
Lapsed	Has been in BSA before, but isn't currently a member	Applicant pays National & Council fees directly for remainder of this charter cycle plus fees for the upcoming charter year	Will show as prepaid
Rechartering	Is currently on a unit roster and is continuing with that unit		Unit pays National & Council fees for the upcoming charter year




# Online Registration Link

- My.Scouting/Invitation Manager
- Accessible by Key 3, Key 3 Delegates, and Registration Inquiry Contact
- Great tutorials at [HERE](#)

The screenshot shows the My.Scouting Invitation Manager interface for Plo Pico 2-04. The interface includes a sidebar with navigation options: Membership Manager, Application, Invitation, and Reports. The main content area displays the following information:

- Plo Pico 2-04** (SELECT ORG LEVEL)
- Last updated at: 08/18/2021 04:47:49 PM (RELOAD)
- 1** New Leads (Last 30 days)
- 1** Opened Leads (Last 30 days)
- [+ New Lead](#)
- Status Summary**

1	New	VIEW
1	Opened	VIEW
24	Pending Reassignment	VIEW
11	Invitation Sent	VIEW
10	Closed	VIEW
2	Completed	VIEW
- Active Leads by Source**

44	Requests submitted through BeAScout
	Manually entered: Joining Night
	Manually entered: Individual Referrals
	Manually entered: Other Source
- Invitation QR - Plo Pico 2-04**  
  
[Download QR Code](#)
- Invitation Link - Plo Pico 2-04**  
<https://my.scouting.org/IVES/OnlineReg/>  
[Copy URL](#)

A large red arrow points to the "Copy URL" button.



# Other Membership Actions

- Multiple (member of more than one BSA entity)
  - Use [Online Registration](#)
- Transfer (leaving one BSA entity for another)
  - Use [Online Registration](#)
- Position Code Change
  - Use Position Manager (see [Step 4 Tutorial](#))



# When to Use “Paper” Apps

- Scoutreach units
- Individuals on financial aid
- Scouts who need to be backdated for purposes of advancement
- Scouts who turn 18 and transition from youth to adults
- Multiples at same program level

When using “digital paper” for adult applications, for security’s sake, please obscure or omit the Social Security Number. The Registrar will call the applicant to obtain the number.



# Signatories

- Youth Applications: Key 3
- Adult Applications: COR or COR Delegate
- COR Application: Institutional Head (IH)
- Unit Recharter Roster: COR or IH

