

BeAScout Unit Leader Pin Update Instructions

A Step-by-Step Guide

BeAScout “Recruiting on the Web”

Put Scouting on the map with the new BeAScout campaign. BeAScout will use the Web and Google Maps to recruit members. Packs, troops, and crews will appear as “pins” on Google maps nation-wide. The web site is very easy to remember: www.beascout.org.

It is important that we all help in keeping our pins updated and manage inquiries so that people who are interested in Scouting get the best opportunity to join and experience Scouting.

BeAScout is easy as 1-2-3-4

1. Unit leaders publish information about their unit to a pin icon on a Google Map through www.myscouting.org.
2. Parents go to www.beascout.org, submit their address, and find units in their neighborhood.
3. Leaders gather information from visits to their pins and compile “leads” that they can manage through www.myScouting.org.
4. District Executives will be able to view lead activity and status on MyBSA.

The Unit Leader’s Role in setting up “BeAScout”

Unit leaders have a very important task. We want you to populate your unit’s pin so critical information shows up on the Google map. Initially, the unit leaders who can access BeAScout set-up on the pin are the cubmaster, scoutmaster, or crew advisor along with the unit committee chairperson and the chartered organization representative.

The **Unit Leader must select a “Primary Contact Person” for the pin. This person will be the face of your unit.** The contact person is responsible for responding to all BeAScout membership leads for you unit.

The primary contact person should be someone who:

- Is comfortable explaining Scouting and the specifics about your unit to people who are not familiar with the Scouting program.
 - This means avoiding the use of acronyms and Scouting lingo
- Will respond to inquiries by phone or email within 24 hours of receiving each lead
 - This initial communication with the membership lead should include:
 - ✓ An explanation of who you are, and your role in Scouting and the unit
 - ✓ Your unit's meeting time, location, and meeting frequency
 - ✓ An invitation to attend a meeting or activity to get to know the unit (make sure you invite the potential member to something engaging, active and exciting for them)
 - ✓ A message that shows your enthusiasm for their interest in your unit

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

Step 1: Go to MyScouting.org and Log In



BOY SCOUTS OF AMERICA®

Sign in to MyScouting

User Name:

Password:

Forgot your [User Name](#) or [password](#)?
[Frequently asked questions](#)

Sign in

New to MyScouting?

Create an account to*:

- **take Youth Protection and other BSA training**
- access unit, district, and council tools
- register for events
- keep in touch with members and alumni

*Some of these tools require a Member ID.

Create an account



[Watch account creation demo](#)

Step 2: Click on BeAScout

Look to the left hand side. Under “Unit Tools” click on the last option which is BeAScout.



BOY SCOUTS OF AMERICA®



Welcome Scouter

Welcome

[View Full Profile »](#)

Search BSA

SEARCH

[Español](#)

[Home](#)

[Scouting in Your Area](#)

[Donate](#)

[Shop](#)

[Sponsors](#)

[ScoutSource](#)

[Youth Protection](#)

[MyScouting](#)

[My Profile](#)

[Training](#)

[Unit Tools](#)

[Council Tools](#)

[Events](#)

My Profile

[Update My Profile](#)

Training

[E-Learning](#)

[Training Validation](#)

Unit Tools

[Bass Pro Shops Online](#)

[Toolkit](#)

[National Safety Council](#)

[Defensive Driving Course](#)

[Internet Advancement](#)

[Internet Rechartering](#)

[ScoutParents](#)

[Tour Permits](#)

[BeAScout](#)

Council Tools

[Best Practices Portal](#)

[Journey To Excellence](#)

[Resources](#)

Events

[Event Registration](#)

Welcome to MyScouting!

Your MyScouting account gives you access to Scouting resources specific to your role in Scouting. These resources are intended to help you perform your Scouting duties most effectively.

Youth Protection Training Notice

Take Youth Protection Training

You need not be a registered member or have a member ID to take Youth Protection Training. To take YPT:

1. From the menu on the left, click E-Learning.
2. From the General tab, scroll down to Youth Protection Training and click Take Course.
3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council.

When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. **You must enter this member ID into your MyScouting profile so that your local council has a record of the training you have taken online.** To do this, log into MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training, and any other MyScouting training, to your BSA membership.



FOLLOW »




DIGITAL MAGAZINE



Click to launch the full edition in a new window.

Step 3: Review Information

A new window will pop up. Your unit number and Chartering Organization should be listed at the top under "Unit Description."

**BOY SCOUTS OF AMERICA.**


[Help](#)

Unit Pin Management | **Unit Lead Management**

Unit Pin Management

Unit Description : Alternate Unit Description :

Unit Web Site : Pin Status :

Unit Logo  [Upload](#) [Remove](#)

Primary Contact Information

Primary Contact Person :

First Name :

Last Name :

E-mail :

Phone Number : - -

Unit Meeting Address

Address 1 : *

Address 2 :

City : *

State : *

ZIP Code : *

Alternate Contact Information

Alternate Contact #1 :

Alternate Contact #1 E-mail :

Alternate Contact #2 :

Alternate Contact #2 E-mail :

Additional Unit Information

Brief Description...Limit of 140 Characters

140 Characters left


Fields Displayed On Google Pin

<input checked="" type="checkbox"/> Unit Description	<input type="checkbox"/> Contact Person
<input type="checkbox"/> Alternate Unit Description	<input checked="" type="checkbox"/> Council Information
<input checked="" type="checkbox"/> Unit Web Site	<input type="checkbox"/> Unit Meeting Address
<input checked="" type="checkbox"/> Unit Logo	<input type="checkbox"/> Phone Number
<input type="checkbox"/> Show Unit Information in Lead E-Mail	<input type="checkbox"/> Additional Unit Information

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

Troop 123: Chartering Organization

Google Pin Preview



www.scouting.org

Contact:
127 Three Fires Council for more information...
630-584-9250
415 N 2nd St
St Charles, IL 60174

* Required fields


© 2010 Boy Scouts of America - All Rights Reserved | [About](#) | [Jobs](#) | [Media](#) | [Privacy](#) | [Terms](#) | [Sitemap](#)

Step 4: Change and Update Information

Scroll down to where it says “**Fields Displayed on Google Pin**” . Everyone’s pin is defaulted to be checked under “**Council Information**”.

Instead, click the box above labeled “**Contact Person**”

When this is done, the items under “**Primary Contact Information**” and “**Alternate Contact Information**” are then able to be changed.

www.scouting.org		Active	
<u>Primary Contact Information</u>		<u>Unit Meeting Address</u>	
Primary Contact Person :	--Select--	Address 1 :	
First Name :		Address 2 :	127 Smith Road
Last Name :		City :	
E-mail :	Please enter E-mail address	State :	ILLINOIS
Phone Number :		ZIP Code :	
		60127	
<u>Alternate Contact Information</u>		<u>Additional Unit Information</u>	
Alternate Contact #1 :	--Select--	Brief Description...Limit of 140 Characters	
Alternate Contact #1 E-mail :	Please enter E-mail address		
Alternate Contact #2 :	--Select--	140 Characters left	
Alternate Contact #2 E-mail :	Please enter E-mail address		
<u>Fields Displayed On Google Pin</u>		<u>Google Pin Preview</u>	
<input checked="" type="checkbox"/> Unit Description	<input checked="" type="checkbox"/> Contact Person	 www.scouting.org Contact: for more information... Troop 123: Chartering Organization	
<input type="checkbox"/> Alternate Unit Description	<input type="checkbox"/> Council Information		
<input checked="" type="checkbox"/> Unit Web Site	<input type="checkbox"/> Unit Meeting Address		
<input checked="" type="checkbox"/> Unit Logo	<input type="checkbox"/> Phone Number		
<input type="checkbox"/> Show Unit Information in Lead E-Mail	<input type="checkbox"/> Additional Unit Information		
NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.			

Step 5: Choose Name From Drop Down List

Under "Primary Contact Information" click on the drop down list for the Primary Contact Person and select the desired name. The other areas will automatically be populated.

Do the same under "Alternate Contact Information" and select two alternate people from the drop down list. ***You will not be able to save successfully without filling in all these required areas.**

www.scouting.org Active

Primary Contact Information

Primary Contact Person: *

First Name: *

Last Name: *

E-mail: *

Phone Number: - - *

Unit Meeting Address

Address 1: *

Address 2: *

City: *

State: *

ZIP Code: *

Alternate Contact Information

Alternate Contact #1: *

Alternate Contact #1 E-mail: *

Alternate Contact #2: *

Alternate Contact #2 E-mail: *

Additional Unit Information


Brief Description...Limit of 140 Characters

140 Characters left

Troop 0410 Addison Presbyterian Church

Unit Web Site:

Pin Status:

 [Upload](#) [Remove](#)

Primary Contact Information

Primary Contact Person: *

First Name: *

Last Name: *

E-mail: *

Phone Number: *

Unit Meeting Address

127 Smith Road

Address 1: *

Address 2: *

City: *

State: *

ZIP Code: *

Alternate Contact Information

Alternate Contact #1: *

Alternate Contact #1 E-mail: *

Alternate Contact #2: *

Alternate Contact #2 E-mail: *

Fields Displayed On Google Pin Preview

Unit Description

Alternate Unit Description

Unit Web Site

Unit Logo

Show Unit Information in Lead E-Mail

Additional Unit Information


Additional Unit Information

Brief Description...Limit of 140 Characters

140 Characters left

Google Pin Preview

Troop 123: Chartering Organization



 www.scouting.org

Contact: for more information...

NOTE: If Council Information is selected, all e-mail notification shall be sent to the

Step 6: Fill in Other Important Information

Fill in "Unit Meeting Address" information and provide a brief description of the unit. **This is your opportunity to brag about your unit!** Tell potential members what makes your unit great! Everything that has been changed and updated will appear under the "Google Pin. Preview" so that you may see what prospective Scouting families will see.

Unit Description : Troop 123: Chartering Organization	Alternate Unit Description : 	 Upload Remove
Unit Web Site : www.scouting.org	Pin Status : Active	
<u>Primary Contact Information</u>		<u>Unit Meeting Address</u>
Primary Contact Person : --Select--	Address 1 : 	Address 2 :
First Name : 	City : 	State : ILLINOIS
Last Name : 	ZIP Code : 	
E-mail : Please enter E-mail address		
Phone Number : - - -		
<u>Alternate Contact Information</u>		<u>Additional Unit Information</u>
Alternate Contact #1 : --Select--	Brief Description...Limit of 140 Characters	
Alternate Contact #1 E-mail : Please enter E-mail address	140 Characters left	
Alternate Contact #2 : --Select--		
Alternate Contact #2 E-mail : Please enter E-mail address		
<u>Fields Displayed On Google Pin</u>		<u>Google Pin Preview</u>
<input checked="" type="checkbox"/> Unit Description	<input checked="" type="checkbox"/> Contact Person	
<input type="checkbox"/> Alternate Unit Description	<input type="checkbox"/> Council Information	www.scouting.org
<input checked="" type="checkbox"/> Unit Web Site	<input type="checkbox"/> Unit Meeting Address	Contact: for more information...
<input checked="" type="checkbox"/> Unit Logo	<input type="checkbox"/> Phone Number	
<input type="checkbox"/> Show Unit Information	<input type="checkbox"/> Additional Unit Information	

Step 7: Make the Info Accessible

When everything has been completely filled, scroll to the bottom of the page. On the bottom left, there should be a section that reads “Fields Displayed On Unit Pin” be sure to click “Unit Description”, “Unit Meeting Address”, “Phone Number”, “Additional Unit Information”, and “Show Unit Information in Lead E-Mail”.

This step ensures that potential leads will be able to contact the unit directly to gain more information on your unit.


Fields Displayed On Unit Pin

<input checked="" type="checkbox"/> Unit Description	<input checked="" type="checkbox"/> Unit Meeting Address
<input type="checkbox"/> Alternate Unit Description	<input checked="" type="checkbox"/> Phone Number
<input checked="" type="checkbox"/> Unit Web Site	<input checked="" type="checkbox"/> Additional Unit Information
<input checked="" type="checkbox"/> Unit Logo	<input checked="" type="checkbox"/> 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 0333 School District 23E PTO
www.scouting.org

Contact:
[Tracy Patterson](#) for more information...
847-253-6251
700 N Schoenbeck Rd
Prospect Heights, IL 60070

Our Pack includes Scouts from all of the D23 schools.
We meet monthly at Eisenhower Elementary School.

Save Cancel

Step 8: Save

When everything has been completely filled, click the "Save" button in the lower, right hand corner.

A small window will pop up confirming the saved information.

<input checked="" type="checkbox"/> Unit Web Site <input checked="" type="checkbox"/> Unit Logo <input type="checkbox"/> Show Unit Information in Lead E-Mail	<input type="checkbox"/> Unit Meeting Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Additional Unit Information	 Contact: 127 Three Fires Council for more information... 630-584-9250 415 N 2nd St St Charles, IL 60174
NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.		
<i>* Required fields</i>		 
© 2010 Boy Scouts of America - All Rights Reserved About Jobs Media Privacy Terms Sitemap		



<u>Alternate Contact Information</u> Alternate Contact #1 : <input type="text"/> Alternate Contact #1 E-mail : <input type="text"/> Alternate Contact #2 : <input type="text"/> Alternate Contact #2 E-mail : <input type="text"/>	<u>Additional Unit Information</u> Brief Description... Limit of 140 Characters <input type="text"/>
<u>Fields Displayed On Google Pin</u> <input checked="" type="checkbox"/> Unit Description <input type="checkbox"/> Alternate Unit Description <input checked="" type="checkbox"/> Unit Web Site <input checked="" type="checkbox"/> Unit Logo <input type="checkbox"/> Show Unit Information in Lead E-Mail	<input checked="" type="checkbox"/> Contact Person <input type="checkbox"/> Council Information <input type="checkbox"/> Unit Meeting Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Additional Unit Information
NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.	www.scouting.org Contact: <input type="text"/> for more information...

Windows Internet Explorer

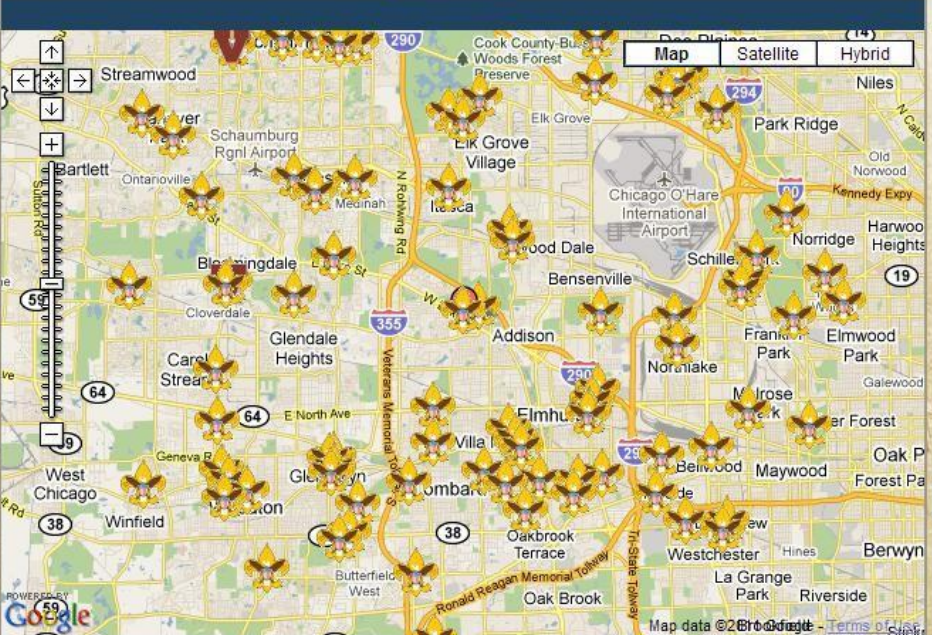
 Unit saved successfully

OK

Now when people go to BeAScout.org and search for units in their area, they will see your updated unit information and inquire about your unit.



Refine your search with more info:  Cub Scouts Venturing Boy Scouts Volunteering 

[Print this page](#)

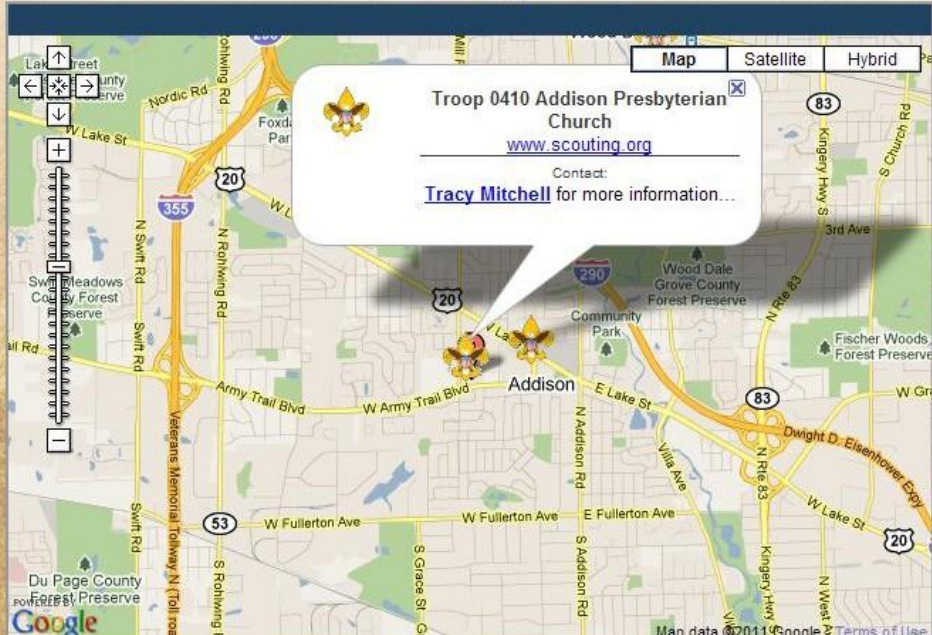


Map Satellite Hybrid


Local Units		
1	Troop 0410 Addison Presbyterian Church 233 N Mill Rd Addison, IL, 60101	0.04 miles
Show Unit...		
2	Troop 0403 Kiwanis Club Of Addison 222 N Jf Kennedy Dr Addison, IL, 60101	0.39 miles
Show Unit...		
3	Troop 0047 Calvary Lutheran Church 107 N Wood Dale Rd Wood Dale, IL, 60191	2.1 miles
Show Unit...		
4	Troop 0065 Church of the Holy Ghost 254 N Wood Dale Rd Wood Dale, IL, 60191	2.3 miles
Show Unit...		
Troop 0242 American Legion		
Local Council		
Three Fires Council		
1	415 N 2nd St St Charles, IL, 60174 630-584-9250	16.33 miles

Refine your search with more info:  Cub Scouts Venturing Boy Scouts Volunteering 

[Print this page](#)



Map Satellite Hybrid

 Troop 0410 Addison Presbyterian Church
www.scouting.org
Contact:
[Tracy Mitchell](#) for more information...

Local Units		
1	Troop 0410 Addison Presbyterian Church 233 N Mill Rd Addison, IL, 60101	0.04 miles
Show Unit...		
2	Troop 0403 Kiwanis Club Of Addison 222 N Jf Kennedy Dr Addison, IL, 60101	0.39 miles
Show Unit...		
3	Troop 0047 Calvary Lutheran Church 107 N Wood Dale Rd Wood Dale, IL, 60191	2.1 miles
Show Unit...		
4	Troop 0065 Church of the Holy Ghost 254 N Wood Dale Rd Wood Dale, IL, 60191	2.3 miles
Show Unit...		
Troop 0242 American Legion		
Local Council		
Three Fires Council		
1	415 N 2nd St St Charles, IL, 60174 630-584-9250	16.33 miles

Interested families then click on the contact person and they are directed to the window below where they fill in their information.

En Español Home Media Donate Get Involved Shop Sponsors Youth Protection MyScouting

Join Scouting

Home > Join Scouting > Personal Information

Personal Information

Bolded Items are Required

First Name : *

Last Name : *

E-mail : *

Phone Number : - - *

Address : *

City : *

State : *

ZIP Code : *

How did you hear about us? *

Questions and Comments

Please provide your questions and comments

255 Characters left


Primary Belief

Troop 0410 Addison Presbyterian Church
Boys Ages 11-17 or at least 10 years old and completed the 5th grade

Youth Information

Name	Age	Grade
<input type="text"/> *	11	5
		Add More Delete One

When people do inquire, you will be able to manage your inquiries by going through the same instructions from the beginning of this process, but clicking on the tab "Unit Lead Administration" instead.

 **BOY SCOUTS OF AMERICA.**

[Help](#)

Unit Pin Management **Unit Lead Management**

Unit Pin Management

Unit Description : Alternate Unit Description :

Unit Web Site : Pin Status :

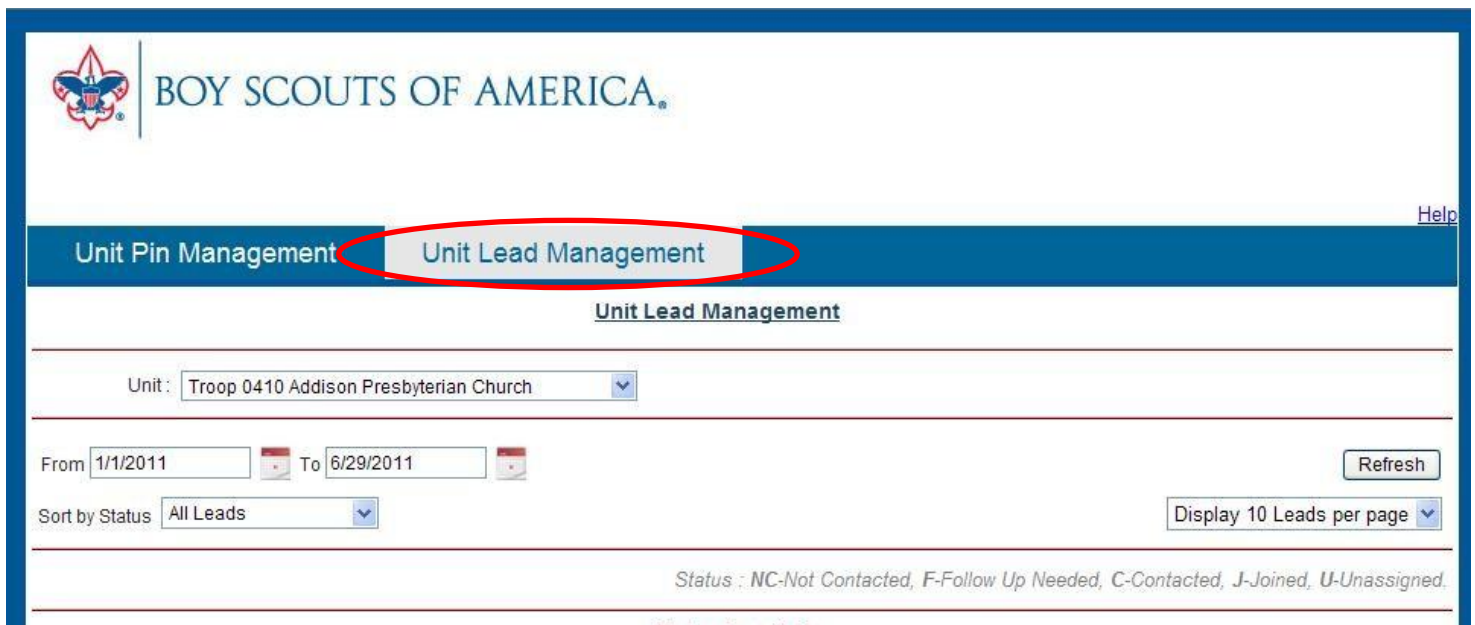
Unit Logo

[Upload](#) [Remove](#)

Click on drop down menu under "Unit" and choose your unit.

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

All information for the parent and child will be listed. **Please call and/or email them within 24 hours of the inquiry and invite them to a meeting so that we provide quality customer service.** Once contacted, please click on the circles according to the key listed. Also write a note and save it so that you can keep an up-to-date record of when and how they were contacted and the outcome.



The screenshot shows the Boy Scouts of America website interface for Unit Lead Management. At the top left is the Boy Scouts of America logo. To its right, the text "BOY SCOUTS OF AMERICA." is displayed. Below this is a navigation bar with two tabs: "Unit Pin Management" and "Unit Lead Management". The "Unit Lead Management" tab is highlighted with a red oval. Below the navigation bar, the page title "Unit Lead Management" is centered. The main content area includes a dropdown menu for "Unit" set to "Troop 0410 Addison Presbyterian Church". Below this are two date pickers for "From" (1/1/2011) and "To" (6/29/2011), with a "Refresh" button to the right. A "Sort by Status" dropdown is set to "All Leads", and a "Display 10 Leads per page" dropdown is also visible. At the bottom of the form area, a legend for status codes is provided: "Status : NC-Not Contacted, F-Follow Up Needed, C-Contacted, J-Joined, U-Unassigned."

Thank you for all of your help with this process. It is important that inquiring families get accurate and prompt information about the various Scouting opportunities in their area.

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

Thank you!

