

BeAScout.org

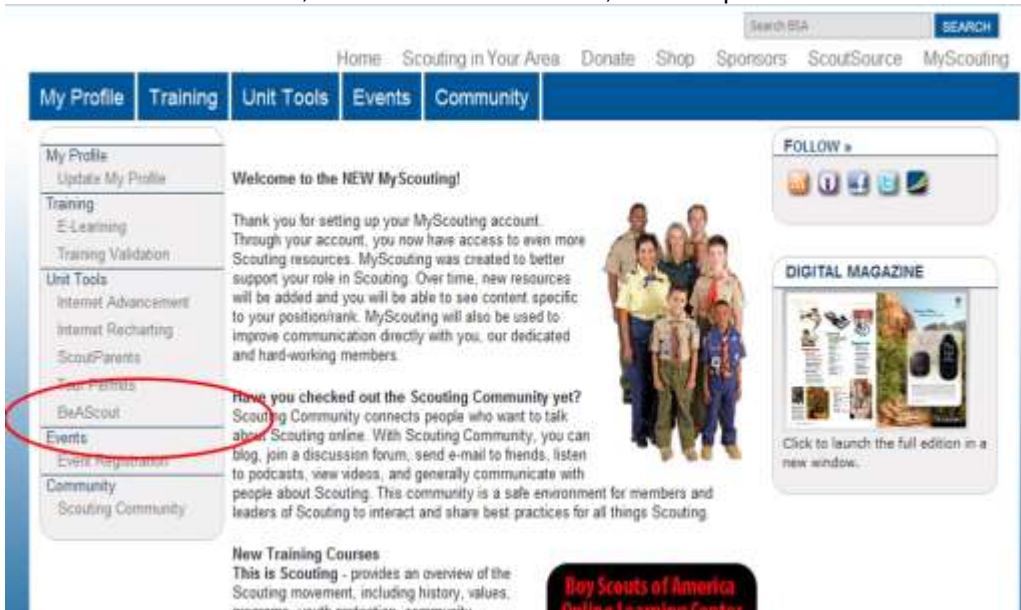
BeAScout.org is a website where prospective parents can find units within their neighborhoods. Each unit has a "unit pin" that should be updated with contact information and upcoming unit events prior to the start of school. This website is being widely distributed on all promotional items (flyers, yard signs, posters, print advertising, television, radio, etc. It is imperative that packs ensure their information is current.

How to Start:

- Identify an individual in your unit who is good with computers and can serve as the primary contact for BeAScout.org.
 - This volunteer will be the primary volunteer responsible in your unit for contacting interested parents and explaining to them the aspects of Scouting, and inviting them to a meeting
 - This volunteer should be familiar with any special activities that the unit participates in.
 - This volunteer should be familiar with the meeting calendar of the unit.
 - This volunteer must hold a current registration with your unit.
- Identify two other volunteers who can serve as supports for the primary volunteer in following up with interested parents.
 - These volunteers would act as the primary if the primary volunteer is out of service for a period (such as vacation)
 - These volunteers could serve as additional callers if your unit chooses, contacting interested parents after the primary volunteer contacts them.
 - These volunteers should be familiar with any special activities that the unit participates in.
 - These volunteers should be familiar with the meeting calendar of the unit.
 - These volunteers must hold a current registration with your unit.
- PLEASE NOTE
 - The top youth-interacting leader (Scoutmaster, Cubmaster, Crew Advisor), the Committee Chair, and the Chartered Organization Representative will always be able to access this tool. Choosing additional volunteers as the Primary and Support Contacts will add individuals who have access to your BeAScout management functions.
- Once you have selected your three contacts, go to www.myscouting.org .

The screenshot shows the MyScouting.org website interface. On the left, there is a 'Sign in to MyScouting' link circled in red. Below it are input fields for 'User Name' and 'Password', and a 'Sign in' button. A link for 'Forgot your User Name or Password?' is also present. On the right, there is a 'New to MyScouting?' section with a 'Create an account' button. Below this section, there are bullet points listing benefits of creating an account: 'take Youth Protection and other BSA training', 'access unit, district, and council tools', 'register for events', and 'keep in touch with members and alumni'. A note states '*Some of these tools require a Member ID'. At the bottom of the page, there is a disclaimer: 'This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. This site supports Internet Explorer 9.0 (or more recent) and Firefox 2.0'. The footer contains the BSA logo and copyright information: '©2010 BSA. All Rights Reserved.' and navigation links: 'Home | Site | News | Privacy Policy | Terms of Use | Site Map'.



- Enter in your username and password.
 - If you do not have a user name and password.
 - Click *Create An Account*
 - Follow the prompts. Please note that in order to access BeAScout.org features, you must enter in your registration number.
 - If you do not know your registration number, contact your local council.
 - If you do not have a user name and password.
 - Underneath the username and password fields, there are links to assist you in remembering your username .and password.
 - If you have an account, but did not enter in your registration number when you registered.
 - Log-in and click “*Update My Profile*” located on the top left section of the screen
 - Enter your registration number under *Membership Info*.
 - If you do not know your registration number, contact your local council.
- Select *BeAScout*, located under *Unit Tools*, on the top left corner of the screen.



- What if I don't see the BeAScout option?
 - Is your registration number entered in your profile (follow the instructions listed above to check)
 - Are you registered as the top youth-interacting leader (Scoutmaster, Cubmaster, Crew Advisor), the Committee Chair, and the Chartered Organization Representative in your unit?
 - Has the top youth-interacting leader (Scoutmaster, Cubmaster, Crew Advisor), the Committee Chair, and the Chartered Organization Representative registered you as one of the contacts in BeAScout?
- Your Unit's Pin information will be displayed (*Unit Pin Management*).

BeAScout.org: Managing Your Unit(s)

Unit Pin Management

Unit Description : Pack 0033 LDS Church Carrollton Ward Powder Springs St	Alternate Unit Description : Cub Scouts is great!	 Upload Remove
Unit Web Site : www.scouting.org	Pin Status : Active	
Primary Contact Information		Unit Meeting Address
Primary Contact Person : Clay Wood, 111672708 *	Address 1 : 601 Stewart St *	
First Name : Clay *	Address 2 : 	
Last Name : Wood *	City : Carrollton *	
E-mail : claywood@gmail.com *	State : GEORGIA *	
Phone Number : 678 - 796 - 0448 *	ZIP Code : 30117 *	
Alternate Contact Information		Special Announcements
Alternate Contact #1 : Betty Ishoy, 114265087 *	Come hear all about Cub Scouts on 5/31/2010 at 7 p.m. in the high school gym. No advanced registration necessary. See you there!	
Alternate Contact #1 E-mail : ishoy@bellsouth.net *	133 Characters left	
Alternate Contact #2 : Wanda Johnson, 118906638 *		
Alternate Contact #2 E-mail : TheMrJ@yahoo.com *		
Fields Displayed On Google Pin		Google Pin Preview
<input checked="" type="checkbox"/> Unit Description	<input checked="" type="checkbox"/> Contact Person	 <p>Pack 0033 LDS Church Carrollton Ward Powder Springs Stake www.scouting.org Contact: Clay Wood for more information... Come hear all about Cub Scouts on 5/31/2010 at 7 p.m. in the high school gym. No advanced registration necessary. See you there!</p>
<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 checked="" type="checkbox"/> Special Announcements	
<small>NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.</small>		
* Required fields		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- Activating your unit
 - Modes of a unit:
 - Active
 - A unit which is active, displays on the map when a prospect searches for a unit. Prospect is able to see the location of the unit, the chartered organization, as well as any other information that the unit chooses to share. Additionally, an active unit is able to receive prospects through the BeAScout.org tool.
 - Inactive
 - A unit which is inactive is not displayed on BeAScout.org. This is an appropriate setting for units which are not interested in recruiting, have specific membership requirements, or a similar situation. This unit is unable to receive prospects through BeAScout.org.

- Council Mode vs. Unit Mode
 - Council Mode
 - A unit which is in Council Mode will only display the Chartered Organization and Address. When a prospect clicks opens up the Google Information Bubble for the unit, they are provided with the Local Council's Name and Phone Number. If the prospect fills out their information to contact the unit, ONLY the Council is notified. The prospect's information, however, is viewable to the unit for it to follow-up on.
 - To activate Council Mode, select *Council Information* under *Fields Displayed On Google Pin*.
 - Unit Mode
 - A unit which is in Unit Mode will also display the Chartered Organization and Address. In addition, the unit can choose to display the Alternate Description, Phone Number,
 - Contact Person (name and phone number), and special announcements.
 - To activate Unit Mode, uncheck *Council Information* and select any of the other fields
- Entering the information for a Unit
 - Alternate Unit Description
 - If you enter information into this field, it will replace the Unit description shown in *Unit Description*.
 - Unit Website
 - If the unit has a website, this is a great place to advertise it. If the Unit does not have a website, it is recommended that this is changed to the Council Web Site.
 - Unit Logo
 - The unit may change the logo that appears *INSIDE* their Google bubble. The logo displayed on the map will remain consistent with the type of program the unit belongs to.
 - Primary Contact Information
 - This individual must be a currently registered member of the unit. Their name and phone number can be displayed if they elected to. The email address will receive an email notification each time a new prospect is registered by the system. If this person is not the Chartered Organization Representative, Committee Chairman, or Top Youth Interacting Volunteer, one of the previous three individuals must first set up the Pin, with the individual to be displayed chosen as a Primary or Alternate contact.
 - Alternate Contacts
 - These individuals will also receive an email when a new prospect is registered by the system. They will not, however, be displayed on the public face of BeAScout.org.
 - Please note that only individuals listed in the primary and alternate contact fields will receive emails regarding new prospects
 - However, a maximum of six people may be able to view the prospects and change the Pin information: COR, CC, UL, and Primary Contact and 2 Alternate Contacts
 - Unit Meeting Address
 - This field is automatically filled by the Scoutnet system. If the address is incorrect, or can be made more accurate, it should be changed to reflect the true meeting address of the unit.

- Special Announcements
 - This is a great section for a unit to “sell itself”
 - Units should include their meeting time and day in this field as well
 - Example announcements:
 - We meet every Tuesday at 6:30 PM. We meet in the church’s basement. Go around the back, down the stairs and through the bright pink door (don’t ask us about the color).
 - We just went to Alaska, and are planning a trip to Maine in two years
 - Come join our SCUBA team
 - We are the oldest unit in our area
 - We have won the Camporee now for 5 years straight
 - Our leaders are fully trained and have been providing a quality program for over 35 years combined!
 - New members are welcome!
 - Parents are invited to participate in activities.
 - Please note that there is no review process for announcements short of the unit serving executive reviewing each unit on a periodic basis.
- Once you are satisfied with the information for the unit, please click *Save* at the bottom of the page. You will receive a dialog box informing you that your changes were successfully made.

BeAScout.org: Managing Your Leads

- How To View Leads
 - Select *Unit Lead Management*.
 - Select your Unit
 - Ensure that the date range which is presented to you is desired
 - **Ensure that the *Sort by Status* is *All Leads***
- Definitions Of The Columns
 - Edit
 - If you click this link, you will be able to update the information for the lead. This is useful if you notice an error in the information that the lead provided, or if they would like to give you a better email or phone number to contact them at.
 - This link should be used sparingly, if at all.
 - If after contacting the lead, it is realized that another unit would be a better fit, you can use this link to *unassign a lead*.
 - Once a lead is unassigned, your unit-serving professional will reassign it to a more appropriate unit. Please type in notes for the lead so that the unit-serving professional can most accurately assign the lead.
- Email Address
 - If you click the email address, a dialog will pop up which will allow you to send an email.
 - You can only enter information into the body of the email. You cannot change the to, from, or subject lines.
 - **Only click the send button once. The tool may not cause the box to go away or display a confirmation message once you click send.**
 - Click *Discard* to get back to the Leads page
- Q & C
 - A red flag in this field indicates that the lead has submitted a question / comment
 - *Click the red flag* to see and respond to the comment by typing in the lowest box.
 - You can only enter information into the body of the email. You cannot change the to, from, or subject lines.
 - **Only click the send button once. The tool may not cause the box to go away or display a confirmation message once you click send.**
 - Click *Discard* to get back to the Leads page

- No. (number) of youth
 - If you click this number, you will see the name of the youth as well as the age and grade.
- Status
 - NC (Not Contacted)
 - This is the original status of a lead.
 - Indicates that the lead has not yet been contacted
 - F (Follow Up Needed)
 - This should be enabled if the lead was contacted, but no response was received (you left a voicemail or sent an email response).
 - You should attempt to contact each lead **at least** two times before you move them to the *Contacted* status
 - C (Contacted)
 - The lead was contacted and does not require any additional assistance. They have been provided with your contact information, where and when the unit meets, and all questions have been addressed to the lead's satisfaction
 - You have attempted to contact the lead multiple times at different times of the day / using multiple methods, but no responses have been received.
 - J (Joined)
 - You have received and submitted an application for the lead
 - U (Unassigned)
 - This will indicate if a lead has been unassigned. You can not select this field through the lead page. You have to un-assign the lead through the *Edit* link
- Notes
 - If you click the *Notes* link, you will be given a form in which you can write a note for future reference.
 - You should use this field to write notes for yourself and others managing contacts. Each time you attempt to contact a lead, you should have this window open. It will list the time and day of the contact, however, you need to write your name in there if more than one person will be using.