

Online Registration – Implementation Overview – August 2017

Online Registration Is Here!

Scouting families and prospective Scouting families have asked for it, and now it is here! As of August 1st, the traditional paper application isn't the only way to join Scouting. The Boy Scouts of America is rolling out online registration so the entire registration process for youth members and, later, adult leaders can be carried out more efficiently.

This is a giant leap forward in allowing new members to register in a way that's convenient for them, and it creates a more efficient and user-friendly registration experience for units, districts, and councils.

The Garden State Council is now accepting online applications for new youth members. Here's what you need to do get your Pack, Troop or Crew set up –

- Visit <http://www.scouting.org/onlineregistration.aspx> and check out the information there. The short videos are a good start.
- Print out and review the *Online Registration Unit Guidebook*.
- Update your unit's BeAScout.org map pin. Online Registration uses information about your unit from BeAScout, so it's important that it's up to date. A PowerPoint presentation on how to do this is linked from the Online Registration page.
- Keep watching the Knapsack! We'll be posting more information, including times & places for additional training, as we go.

There are two other things you should decide before you go-live:

- The Unit Fee Message – If you charge a fee above and beyond the BSA membership, you should set this message up in the Organization Manager in My.Scouting. An example is provided on this handout.
- Your Automated Welcome Email – This email is sent to the new family the day after the welcome message from National. We've also included a template for these messages.

Both these options are described on pages 8-12 of the *Unit Guidebook*.

Each council can configure Online Registration to suit the needs of the council and their units. Here's some information about how we've implemented Online Registration –

- Initially, only youth applications will be accepted online. Adult applications must still be submitted on the traditional paper application, including all unit, district and council leadership positions, Venturing Participants and youth-to-adult transfer applications.
- Paper applications are still OK. They'll be processed the same way we've always handled them.
- If you don't handle an online application within 8 days, your District Executive will be notified and will have the option to reassign the new member to another unit.
- You can accept payments via check or cash as always or the online system can accept a credit card payment for the membership fee and Boys' Life subscription. If your unit charges an additional registration fee, that will have to be collected from the new family separately from the membership payment.

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Suggested Unit Fee Message

Our unit fee of \$--- provides for your Boy Scout Handbook and your rank advancement awards.

We also participate in several fund-raising activities, including popcorn sales and camp cards, to provide additional funds for Troop Courts of Honor, camping trips and other activities. We believe that Scouts should earn their own way as much as possible. Our mission is to make Scouting affordable for all our families.

Suggested Welcome Email Message

Note that you're just providing the middle of the message. The greeting and conclusion of the message are generated automatically.

We are excited to have you join our Troop. We meet every Tuesday at 7:30 PM at the Erial Volunteer Fire Company at 252 Erial Rd. You can also visit us on the web at www.ErialTroop200.org.

Thanks again for joining Troop 200. We'll see you soon!

Questions?

Email your questions to OnlineReg@GardenStateScouting.org