




### How to Accept Online Applications


My.Scouting.org provides your unit with the ability to process new member applications entirely online and avoid paper forms. Some important notes:

1. Online applications must be paid at the time of submission, so a credit card transaction by the family is required. If a family does not wish to pay via credit card, they must fill out a paper application.
2. **IF APPLYING FOR FINANCIAL ASSISTANCE A PAPER MUST BE USED**
3. A member of the unit key 3 must approve all youth applications in my.scouting, however; the unit can choose to automatically accept through my,scouting unit settings
4. At present, we are NOT accepting new adult applications online.

#### Accessing your unit's online applications

1. Login to my.scouting.org
2. In the upper left, click Menu 
3. Select your unit from the drop-down, and then click Application Manager
4. From here, you can see any open applications for your unit (example below)



5. Youth applications have this icon: 
6. Click the applicant's name to open their application
7. At the bottom of the screen, you will see a menu of options
8. One of them will be "ACCEPT" - that's where you click
9. Everything is automatic from there. The new Scout or leader will appear on your roster and in Scoutbook after an overnight sync (or two).