

## Complete Unit Pin Data for BeAScout.org

Your digital marketing plan starts with [BeAScout.org](http://BeAScout.org). Today's parents want and expect to learn more about the BSA through simple, easy to use web resources. [BeAScout.org](http://BeAScout.org) is that website. It is the first thing many prospective Scouting families see about the BSA and it tells them **What** Scouting is, **Why** Scouting is a good fit for many families and **Where** they can find a unit near them.

The Unit Key 3 (Cubmaster/Scoutmaster/Crew Advisor/Skipper, Committee Chair or Chartered Organization Rep) can log into [My.Scouting.org](http://My.Scouting.org) to update the unit pin.

1. Select **Menu** (top left tool bar) – Click on your **Unit** in the drop-down menu
2. In the drop-down menu, go to **Organization Manager**
3. Click on **Unit Pin**, update unit information as follows:

### Under **Unit Information**:

- Turn On: Appear on BeAScout
- Turn On: Allow People to Apply Online
- Enter: Contact Person—Telephone—Email Address
- Enter: Unit Website
- Enter: Additional Unit Information
  - \* Such as days and times of den meetings or special areas of interest to the unit.

### Under **Unit Pin Preview**:

Review the information listed in the preview window for any mistakes. If anything needs to be changed, please indicate the changes under Unit Information.

### Verify **Fields to Display on Unit Pin**:

Each field that is blue with a check mark will populate in the unit pin located in [BeAScout.org](http://BeAScout.org).

### Under **Unit Meeting Address**:

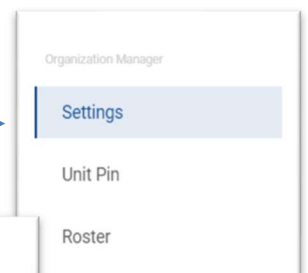
Enter the full street address, city, state and zip code where the unit typically holds meetings.

4. Scroll to the bottom of the page and click **SAVE**
5. Click **Settings** (left-side of screen menu)
6. Verify that the *Types of Youth Applications This Pack Accepts* is set to the correct designation for your unit.

NOTE: Changes to this field will be reflected in the Unit Pin on [BeAScout.org](http://BeAScout.org) within 24-48 hours.

### Types of Youth Applicants This Pack Accepts

- Girl Only
  Boys Only
  Both Boys and Girls



### ***Need more details?***

[Click here](#) for detailed instructions. [Click here](#) for a video tutorial.