Accepting Online Adult Applications

Reviewing an adult application:

1. Log into your My.Scouting.org account. Please do not create a new account. Contact the council office for assistance.

2. Select Menu > towards the upper left of the screen and select the unit you want to view if assigned to more than one unit.

3. Select Application Manager.
    a. The COR, or COR delegate are the only ones able to accept online adult applications. The Unit Leader and Committee Chair can view the adult applications.

4. To view the applications, click on "View," next to "Pending Acceptance." All pending applications will appear in a box.

5. Click on the name of the applicant you want to review.
    a. The notes section can be used to communicate actions that have been taken regarding the application.

6. Review the Basic Information and the Background Information.
    a. If the Background Information has a "Yes" you will need to review and acknowledge the response.


    b. To acknowledge the Background Information, you need to select the red button at the bottom of the application, "Review Background Responses."

    c. You will need to contact the person and discuss the background response. To acknowledge the response, you need to click on the gray circle to turn it green and add comments in the box below. Click on "I Acknowledge" indicating you have talked to the applicant about their responses.
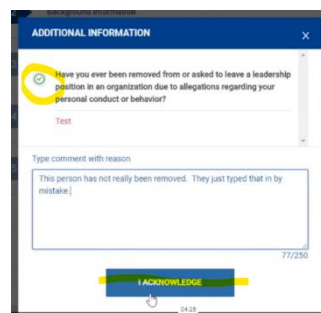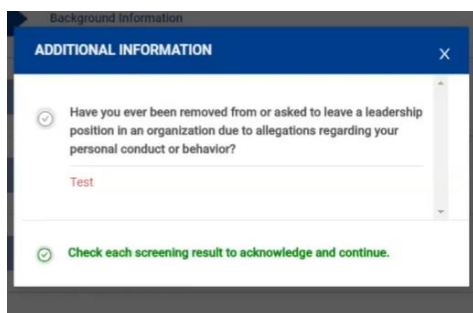
7. There are four options you can pick from: "Accept," "Reassign," Return Application," or "Do Not Accept."
   a. **Accept:** Approve application. However, if the person has not taken YPT a box will pop up notifying you they have not completed YPT. If they have completed it, ask for the YPT certificate, and manually add the date. Select, "Add YPT."

   b. **Reassign:** Select this option if your unit is not a good fit for the applicant. Select the reason for reassignment. It will be reassigned to the district who will try to help the applicant find another unit to join.

   c. **Return Application:** The application is returned to the applicant to add more information, i.e., references, information about the affirmative response to background question, etc. Add a note indicating what information you are requesting they add. Select "Send" and an email will be sent to the applicant requesting they add more information.

   d. **Do Not Accept:** You do not think the person should be in scouting, or if the application was submitted incorrectly and needs to be closed so the applicant can be refunded and apply to the correct unit.