

## 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.

### Additional Information

Has your driver's license ever been suspended or revoked? NO

Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? YES  
Test

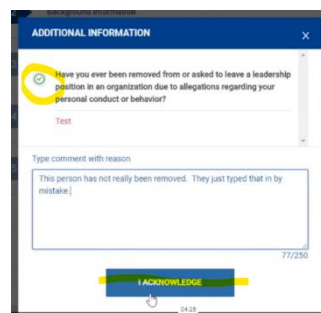
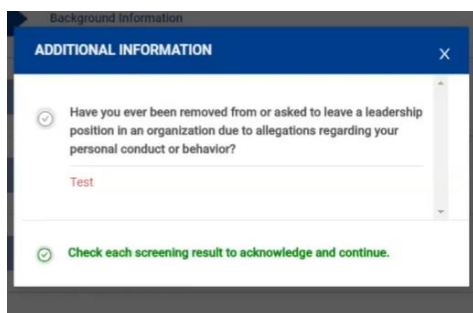
- b. To acknowledge the Background Information, you need to select the red button at the bottom of the application. "Review Background Responses."

[DOWNLOAD APPLICATION](#)

You are required to add a response to this applicant's background question explanations before proceeding.

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.”
- 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.”

The screenshot shows a dialog box titled "ACCEPT APPLICANT" with a close button (X) in the top right corner. A yellow warning box contains the text: "YPT not taken or expired. This person can't be accepted without completing YPT, if this person already took YPT update in the following field before accepting." Below this, there is a field for "Completion Date:" with the value "07/21/2020" and a green checkmark icon. At the bottom, there is a blue button labeled "ADD YPT".

The screenshot shows a dialog box titled "ACCEPT APPLICANT" with a close button (X) in the top right corner. It features a dropdown menu labeled "Select an Available Position:" with the selected option "Den Leader". Below the dropdown is a blue button labeled "SAVE". At the bottom of the dialog, the text "Payment Confirmation" is visible.

- 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.

The screenshot shows a dialog box titled "REASSIGN APPLICANT" with a close button (X) in the top right corner. It features a dropdown menu labeled "Reassign Reason:" with the selected option "Not enough volunteer help". Other options in the dropdown include "Scheduling Conflicts", "Special Needs", "Too many members", and "Other".

- 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.

The screenshot shows a dialog box titled "RETURN APPLICATION" with a close button (X) in the top right corner. It features a text input field labeled "Enter instructions to return to the applicant" with the placeholder text "Type message here...". A character count "0/250" is visible at the bottom right of the field. Below the field is a button labeled "Send".

- 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.