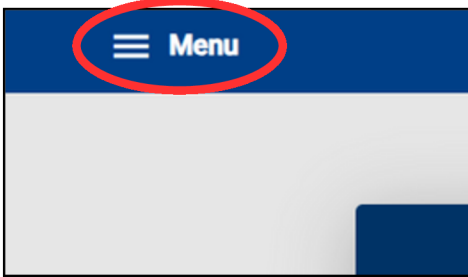


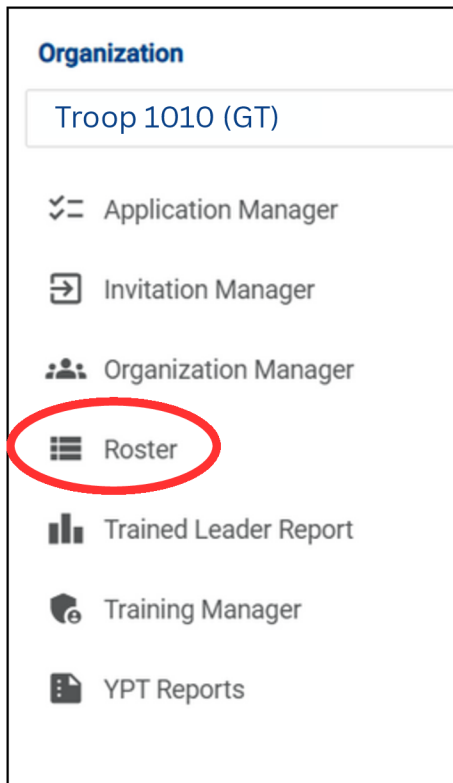
Setting Up Your Unit's BeAScout Pin

BeAScout is an online site that prospective members can use to find a unit near them. To prepare for your **My.Scouting Tools Online Registration** go-live, please verify that your BeAScout pin is turned on and that the contact information is current and displays the information you want shown for your unit.

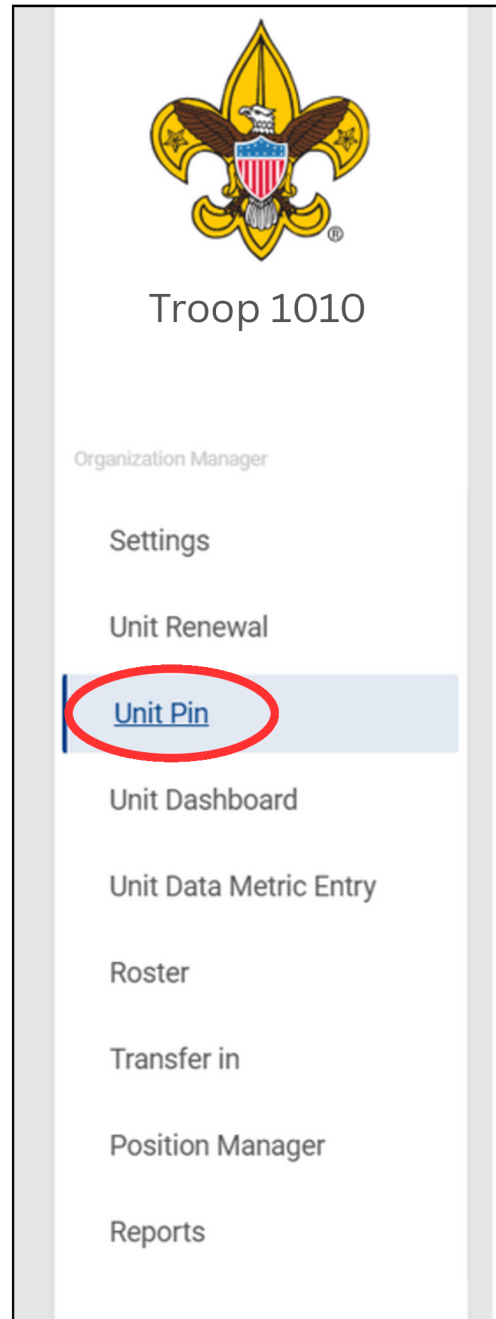
Step 1: Select Menu



Step 2: Select roster from the drop down list



Step 3: Select unit pin from the unit list



Step 4: Update your Unit Information

A. Select **Appear on BeAScout** and **Allow People to Apply Online**.

B. If **Contact Information** is the wrong person:

- Click on the **Edit** button and select the correct contact.

C. Enter in the Website or facebook page for your unit.

D. Enter in all associated information with your unit, include:

- Who can register for your unit
- Give the place, time, date of your meetings
- Brief info about the unit
- Any Extra Information

Unit Information

Appear on BeAScout:

Allow People to Apply Online:

Contact Information

Contact Person:

Unit Leader

Phone:

215-555-0123

Email:

leader@email.com

Edit

Unit Website

<https://www.troop5109.com/>

Additional Unit Information

An all-girls, active Scouts BSA troop founded in 2019. Middle and high school age girls are welcome to join year-round! We meet Wednesdays at 7:00pm. See this great article about our unit for more info: <https://blog.scoutingmagazine.org/2020/01/10/a-year->

G. **Select** the associated marks for information you want to show on your pin.

Fields to Display on Unit Pin:

Unit Meeting Address:



Contact Person's Name:



Phone Number:



Contact Email:



Unit Website:



Additional Unit Information:



Step 4: Update the location of your meetings, so they appear on the map

Unit Meeting Address

Address

1123 Main Street
Anytown, PA 18942

 [Edit](#)

