

# Setting up a BeAScout Pin

July 3, 2020

## Set Up Your BeAScout Pin

- This action needs to be taken by the Committee Chair, the Chartered Organization Representative, or the unit leader. The BeAScout unit pin allows prospective members to find you online and apply to your unit.

Login in to [my.scouting.org](http://my.scouting.org)

- Select **MENU**
- Select your **UNIT**
- Select **Organization Manager**

### UPDATE UNIT INFORMATION

- Select **UNIT PIN** (left-hand side of the screen)

Unit information section of the screen

- Set **Appear on BeAScout** to the on position
- On if check mark is visible
- If on this allows unit pin to show on map
- Allow People to **Apply online** from BeAScout Pin
- On if check mark is visible

### PRIMARY CONTACT INFORMATION

- Person whose information
- Will be visible when someone clicks on your unit's pin
- Email recommended
- Phone number optional
- Will only display if you select to display
- Unit's web address if you have one
- Additional information
- e. Day and time usually meet, interests etc.

### UNIT MEETING ADDRESS

- Verify address of where you meet is correct
- Defaults to Chartered Organization address
- Select **LOCATE**
- This will update latitude and longitude on map

## **FIELDS TO DISPLAY ON UNIT PIN**

- Choose the fields you want displayed on the pin
- On if check mark is visible
- The fields selected will display in **UNIT PREVIEW**
- as you enable them so you can see what will
- be displayed

After your changes are made select **SAVE** (at bottom of screen)