



# BOY SCOUTS OF AMERICA®

## COLUMBIA-MONTOUR COUNCIL

### **Membership Transitions**

Arrow of Light to Scouts Promotion  
Be A Scout Transfer Process

**\*\* DO NOT HAVE THE PARENTS COMPLETE A PAPER APPLICATION \*\***

#### **Update Be A Scout Pin**

- Unit Key 3 leaders need to update the Be A Scout PIN in [My.Scouting.org](http://My.Scouting.org)
  - Log in and Click on Menu, Legacy Web Tools, BeAScout.
    - Refer to the *BeAScout Unit Pin Management* PDF documentation.
      - Change the **Unit Pin Mode** to **UNIT**
      - Set **Pin Status** to **ACTIVE**
      - Set the **Apply Status** to **ACTIVE**
      - If your unit has a website, put the web address in the **Unit Web Site** box
      - Choose a **Primary Contact** from the dropdown box.
        - Update the Primary Contact name, email address, and phone number
      - If Listed, choose a **Secondary Contact** from the dropdown box.
        - Update the Secondary Contact name, email address, and phone number
      - Update the **Unit Meeting Address**, IF it is different from your charter organization address
      - Click the checkmark boxes for the fields you want to display on the unit pin for the public to see
      - Enter any meeting day and time information that will help market your unit in the **Additional Unit Information** box.
      - Click on **SAVE**
- Update their KEY 3 delegates
  - A unit registered Key 3 member logs onto <http://my.scouting.org>. Click on the Menu in the upper left. Click on their unit, then select **Organization Security Manager**.
  - From this screen, select **Key-3 Delegate**. Then click on the green plus (+) sign and select the name of the person to be a delegate from the pull down. Put in an Expiration Date, ex.: 12/31/2020, and then click **SAVE**.
  - [Scoutbook](#) will see the change the next day.
    - Allow 24 hours for [Scoutbook](#) to recognize the change.
  - Repeat the process to add more Key-3 Delegates.

#### **Critical and Important:**

- The Key 3 and designees of both the Cub Scout Pack and Scouts BSA Troop need to have the unit pin updated and all Statuses turned on to *Active*. See the above section – Update Be A Scout Pin
- The Arrow of Light Den Leader and the Unit Leader need to make sure that the advancement record in [Scoutbook](#) is complete, current, and up to date for the Webelos scouts.
- All earned Cub Scout, Webelos, and Arrow of Light awards **MUST** be completed, marked completed, leader approved, awarded, and updated in Scoutbook before transitioning the Scouts to a Scouts BSA Troop.
- Once the Scout is moved out of the Pack, the Cub Scout record cannot be updated. Be sure everything is updated by double-checking the Scouts' record.

### **Parents & BeAScout.org:**

**Unit Leaders** - After the Pin and Delegates have been checked, updated, and reviewed, please instruct the parents of the Arrow of Light Scouts on how to find their Scouts' BSA ID numbers in [Scoutbook](#). Once they have their number, the Unit Leaders and/or New Member Coordinators need to assist the parents on finding the desired Scouts BSA Troop to transfer into and register their Scout on the website, <https://beascout.org/>.

Instruct the parents to put in their home zip code, click on the Scouts BSA button, and click the red button – Find and Apply. The page will open to show up to 20 units within 10 miles of the zip code. Find the Scouts BSA Troop and click on the blue **APPLY NOW** button.

\*\* If the Apply Now button is not listed, the Troop leaders can go into the Troop Invitation Manager and click on the “Copy URL” link and send the link to the new families or the Pack Unit Leader to send out.

### **Parents of Arrow of Light will need to:**

- Click on the “Start” button.
- Click “Yes” for the “current/former Scout” radio button.
- Enter the BSA ID number of their Scout, First Name, Last Name, and Birth Date.
- Enter any personal information that is required. Do not add anything that is not required.
- If the Grade level is below 6<sup>th</sup> grade, change the grade to 6.
- Do not check the Boys' Life selection if the Scout is already receiving it.
- Electronically sign the application and submit it.

The system should not ask for a payment as there is no money to pay for a transfer to another unit. If the Scout was not getting Boys' Life in the Pack and the parent checked the box to receive it, it will ask for a payment for the magazine subscription at the end.

### **Scouts BSA Troop:**

When the Parent completes the above process for online registration in Be A Scout, the Scout's name will appear in the Troop's Application Manager.

The Key-3 of the Scouts BSA Troop, or the designees, will need to log into [My.Scouting](#) to be able to see the new Scout and accept/approve the application:

- Go to the website: <https://My.Scouting.org>
- Click on **Menu** on the top left of the screen
- Click on **Troop**
- Click on **Application Manager**

Once it is approved, the Scout will be registered with the Troop. The system will need 10-20 minutes to synchronize the transfer.

After 20 minutes, log back into [My.Scouting](#) to check if the new Scout is a member of the Troop:

- Go to the website: <https://My.Scouting.org>
- Click on **Menu** on the top left of the screen
- Click on **Troop**
- Click on **Member Manager**
- On the right side under Roster Details, Click on **Youth**

### **Last Part – Email:**

Once confirmed, a member of the Troop's unit Key-3 or the designee, needs to send an email to the council Scout Executive – Paul Knox (see below for email) to have the Scout removed from the Pack. The email needs to contain the PACK unit Number, the Scout's First and Last Name, and the BSA Member ID number. For verification purposes, please indicate which Scouts BSA Troop the Scout transferred into.

[Scoutbook](#) will show the new Scout in the Scouts BSA Troop within 24-48 hours. If you do not see the Scout, please contact Paul Knox.

**\*\* Any questions or problems, please contact the Columbia-Montour Council Scout Executive \*\***  
**Paul Knox - [Paul.Knox@scouting.org](mailto:Paul.Knox@scouting.org) – 570-570-784-2700, Extension 111**