



BeAscout.org

How To Guide

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Dear Volunteers,

For the past few years councils throughout the nation, have been using an on-line tool to assist in our recruiting efforts. This tool has provided volunteers an opportunity to actively participate in the year-round recruiting of new Scouts to our program. This tool has been successfully deployed to deliver a consistent message in multiple forms of literature, allowed volunteers to assist interested parents in finding a unit near them, and provided a method for interested parents and unit leaders to directly communicate.

After several years in development, BeA Scout.org has now been adopted by our National Council. It has received a face-lift, a more robust server, and integration with the systems that our unit-serving executives use every day. The tool that you see today will not be the tool you see tomorrow. We are constantly working to improve the functionality of BeA Scout.org, adding and removing features as they become needed and available.

As BeA Scout.org is currently deployed, you will need to follow this guide to ensure that your unit and its pin is established and managed correctly. This guide will discuss how to use this tool as well as how to set up and manage your unit's pin. Please note that Packs, Troops, AND Crews are now able to use this tool.

Please note that the current supported browsers are Internet Explorer and Firefox. If you experience a problem using the tool in one of these browsers, please try using the other browser. This tool is still under development. Any errors can be reported to your District Executive. Please include a screenshot and description of the steps that led to the error message.

BeAscout.org

Getting Started

- Identify a REGISTERED leader in your unit who is good with computers and can serve as the primary contact for your unit on BeAscout.org.
- This volunteer will have the primary responsibility for contacting interested parents to explain to them the aspects of Scouting, the intricacies of the unit and ultimately invite them to JOIN!
- This volunteer should be familiar with all aspects of the unit such as activities, meeting calendar , and dues if applicable.
- Identify two other REGISTERED leaders who can serve as secondary contacts and act as the primary contact if the primary contact is unavailable for any reason.
- These volunteers can also serve as additional callers if your unit chooses, contacting interested parents after the primary contact contacts them.
- These volunteers should also be familiar with all aspects of the unit such as activities, meeting calendar, and dues if applicable.

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Getting Started

- Please note that the top leadership of your unit (Unit Leader, CC and COR) will always have access to this tool.
- Choosing additional volunteers as Primary Contacts will simply add individuals who have access to your BeAscout management functions.
- Once you have selected your three contacts, go to www.myscouting.org.
- Enter in your username and password. If you do not have a user name and password. Click “*Create An Account*” and follow the prompts.
- Please note that in order to access the BeAscout.org features, you will be required to enter your BSA registration #.
- If you do not know your BSA registration #, contact the Juniata Valley Council.
- If you forgot your username and / or password. Underneath the username and password fields, there are links to assist you in
- If you have an account, but did not enter your BSA registration # when you registered, then Log-in and click “*Update My Profile*” located on the top left section of the screen and enter your registration # under “*Membership Info*”.

Unit Pin Management

Unit Lead Management

Unit Pin Management

Unit Description : Troop 0133 African Episcopal Church Of St Thomas

Alternate Unit Description :

Unit Web Site : www.colbsa.org

Pin Status : Active

Unit Logo



[Upload](#) [Remove](#)

Primary Contact Information

Unit Meeting Address

Primary Contact Person : J R Brockman, 4617896 *

First Name : JR *

Last Name : Brockman *

E-mail : brock.man@comcast.net *

Phone Number : 609 - 381 - 9981 *

Address 1 : 6361 Lancaster Ave *

Address 2 :

City : Philadelphia *

State : PENNSYLVANIA *

ZIP Code : 19151 *

Alternate Contact Information

Special Announcements

Alternate Contact #1 : Darnell Sadler, 115401843 *

Alternate Contact #1 E-mail : darnellsadler75@yahoo.com *

Alternate Contact #2 : Anthony Weiss, 118514944 *

Alternate Contact #2 E-mail : aweiss@colbsa.org *

We Meet On Saturdays At 2:30PM

108 Characters left

Fields Displayed On Google Pin

Google Pin Preview

Unit Description

Alternate Unit Description

Unit Web Site

Unit Logo

Contact Person


Council Information

Unit Meeting Address

Phone Number

Special Announcements

NOTE: If Council Information is selected, all e-mail notification shall be sent to the council e-mail address defined in BeAScout Administration.



Troop 0133 African Episcopal Church Of St Thomas

www.colbsa.org

Contact: **J R Brockman** for more information...

609-381-9981

6361 Lancaster Ave
Philadelphia, PA 19151

* Required fields

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Managing Your Unit(s) Pin:

Unit Pin Status and Modes:

Active

A unit active status, displays on the map when a prospect searches for a unit. Prospect are able to see the location of the unit, the chartered organization, as well as any other information that the unit chooses to share. Additionally, an active unit is able to receive prospects through the BeAscout.org tool.

Inactive

A unit with inactive status does not display on BeAscout.org. This unit is unable to receive prospects through BeAscout.org.

Council Mode

A unit which is in Council Mode will only display the Chartered Organization and Address. When a prospect clicks opens the Google Information Bubble for that unit, they will only be provided with the Local Council's Name and Phone Number. If the prospect fills out their information to contact the unit, ONLY the Council is notified. The prospect's information, however, is viewable to the unit for it to follow-up on.

Unit Mode

A unit which is in Unit Mode will also display the Chartered Organization and Address. In addition, the unit can choose to display the Alternate Description, Phone Number, Contact Person and special announcements.

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Entering information for your Unit:

Alternate Unit Description

If you enter information into this field, it will replace the Unit description shown in *Unit Description*.

Unit Website

If the unit has a website, this is a great place to advertise it. If the Unit does not have a website, it is recommended that this is changed to the Council Web Site.

Unit Logo

The unit may change the logo that appears *INSIDE* their Google bubble. The logo displayed on the map will remain consistent with the type of program the unit belongs to.

Primary Contact Information

This individual must be a currently registered member of the unit. Their name and phone number can be displayed if elected. The email address will receive a notification each time a new prospect is submitted in the system. If this person is not the Unit Leader, CC or COR, then one of the previous individuals must first set up the Pin, with the individual to be displayed chosen as a Primary or Alternate contact.

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Entering information for your Unit:

Alternate Contacts

These individuals will also receive an email when a new prospect is registered by the system. They will not, however, be displayed on the public face of BeAscout.org.

**Please note that only individuals listed in the primary and alternate contact fields will receive emails regarding new prospects. However, a maximum of six people may be able to view the prospects and change the Pin information COR, CC, Unit Leader, Primary Contact and 2 Alternate Contacts*

Unit Meeting Address

This field is automatically filled in by the National Council's Scoutnet system. If the address is incorrect, then contact the Juniata Valley Council and the change will be made.

Special Announcements

This is a great section for your unit to "sell itself". Let families know what kind of fun things your unit is doing. Units should include their meeting time and day in this field as well.

Once you are satisfied with the information you have entered for your unit, click "Save" at the bottom of the page.

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Managing Your Leads

How To View Leads

- Select “*Unit Lead Management*”
- Select your Unit
- Ensure that the date range which is presented to you is desired.
- Ensure that the “*Sort by Status*” is “*All Leads*”

Definitions Of The Columns

Edit

If you click this link, you will be able to update the information for the lead. This is useful if you notice an error in the information that the lead provided, or if they would like to give you a better email or phone number to contact them.

If after contacting the lead, it is realized that another unit would be a better fit, you can use this link to “*Unassign a lead*”. Once a lead is unassigned, your unit-serving professional will reassign it to a more appropriate unit. Please type in notes for the lead so that the unit-serving professional can most accurately assign the lead.

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Managing Your Leads

Email Address:

If you click the email address, a dialog will pop up which will allow you to send an email. You can only enter information into the body of the email. You can not change the to, from, or subject lines.

Only click the send button once. The tool may not cause the box to go away or display a confirmation message once you click send.

Click “*Discard*” to get back to the Leads page

Q & C

A red flag in this field indicates that the lead has submitted a question / comment. Click the red flag to see and respond to the comment by typing in the lowest box. You can only enter information into the body of the email. You can not change the to, from, or subject lines.

Only click the send button once. The tool may not cause the box to go away or display a confirmation message once you click send.

Click “*Discard*” to get back to the Leads page

No. (number) of youth

If you click this number, you will see the name of the youth as well as the age and grade.

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Managing Your Leads

Status

NC (Not Contacted)

This is the original status of a lead. It indicates that the lead has not yet been contacted.

F (Follow Up Needed)

This should be enabled if the lead was contacted, but no response was received (you left a voicemail or sent an email response).

C (Contacted)

The lead was contacted and does not require any additional assistance. They have been provided with your contact information, where and when the unit meets, and all questions have been addressed to the lead's satisfaction. You have attempted to contact the lead multiple times at different times of the day / using multiple methods, but no responses have been received.

J (Joined)

You have received and submitted an application for the lead.

U (Unassigned)

This will indicate if a lead has been unassigned. You can not select this field through the lead page. You have to un-assign the lead through the *Edit* link Notes. If you click the *Notes* link, you will be given a form in which you can write a note for future reference.

You should use this field to write notes for yourself and others managing contacts. Each time you attempt to contact a lead, you should have this window open. It will list the time and day of the contact, however, you need to write your name in there if more than one person will be using.

Unit Pin Management

Unit Lead Management

Unit Lead Management

Unit : Troop 0133 African Episcopal Church Of St Thoma

From 4/20/2010 To 6/19/2010

Sort by Status All Leads

Refresh

Display 10 Leads per page

Status : NC-Not Contacted, F-Follow Up Needed, C-Contacted, J-Joined, U-Unassigned.

Lead Name	Address	Initial Request	E-mail Address	Q & C	Phone	No. of Youth	Status	Notes	How did you hear about us?
Edit Anthony Weiss	5600 City Ave philadelphia PA 19130	6/7/2010 9:03:24 AM	aweiss@colbsa.org		555-555-5555	0	NC <input type="radio"/> F <input type="radio"/> C <input checked="" type="radio"/> J <input type="radio"/> U <input type="radio"/>	Notes	www.scouting.org



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