Organizational Manager Settings

These options are found in my.Scouting, Menu, Organization Manager.

The top of this page should show the Key 3 of your unit. If any of these names are incorrect, please contact your District Executive for instructions to make corrections.

Under Settings, the Unit Key 3 will need to make the following decisions:

Membership Application Approval (This is for adult applications only)

You decide whether the Charter Organization Representative approves the adult applications or if BOTH the Charter Organization Representative and the Committee Chair will be required to approve adult applications.

Youth Applications

Clicking this box means that any youth online registrations will automatically be accepted into your unit. Leaving the box unclicked requires one of the Key 3 to log in to their my.Scouting account and Application Manager to accept youth applications.

Under Email Settings, the unit can choose to have emails automatically sent to new Scouts/Parents:

Fee Emails (These emails are automatically sent when an online registration is submitted.

Clicking this box will allow the unit to create an email with an explanation for any fees charged by the unit, such as dues or program fees. These are fees over and above the National annual fee and the Council fee.

Online Registration Emails

Clicking this box will allow the unit to create a welcome email for new youth and adults when they register.