

# Scoutingevent.com Application Information Walk-Through 2022

August 10, 2022

## Items to bring to the recruitment event:

1. Sign-In Sheet
2. Pens
3. 2022-2023 Registration Fee Schedule
4. KanCare Aetna, KanCare United, Registration Assistance forms
5. Receipt book (for cash received)
6. QR codes for BeAScout.org and Scoutingevent.com
7. Unit Contact One Sheet
8. Unit Calendar on one sheet
9. Paper applications

## Accepting applications from Youth can be done with three methods:

1. **Paper** application, unit collects fees and aid forms and submits to council
2. **BeAScout online** application, BSA collects fees via credit/debit card payment
3. **\*NEW\* Scoutingevent.com online** application information only: *District* Application Information event, unit collects fees and aid forms and submits to council

### 1. Paper application

- a. Parent completes the fields on the paper application. Unit is responsible to make sure ALL fields are complete (incomplete information delays application processing).
- b. Payment is made to unit by Cash, Check, including KanCare Aetna / KanCare United / Registration Assistance forms when utilized. These forms AND the paper application must be scanned or photographed and submitted to DE (District Executive).
- c. Unit pays council for application (parent pays via cash, check)
- d. This method is how it has always been done and can continue to be used.
- e. Unit has visibility of youth when application is processed by the Registrar

### 2. BeAScout.org online

- a. Parent scans QR code (unit specific or BeAScout.org) or goes to <https://beascout.scouting.org/>. Parent selects the Unit and enters information in the fields as prompted by the site.
- b. Full Payment is made by parent online with credit or debit card
- c. Unit leader has visibility of youth in my.scouting.org roster within 24-48 hours

### 3. Scoutingevent.com *DISTRICT* Application Information online

- a. Parent scans QR code for the District or goes to <https://scoutingevent.com/198> . Parent enters information as required (same as the paper application).

- b. Payment is made to unit by Cash, Check, including KanCare Aetna / KanCare United / Registration Assistance forms when utilized. These forms must be scanned or photographed and submitted to DE. The DE will have access to the application information entered by the parent at Scoutingeven.com
- c. Unit pays council for application (parent pays via cash, check)
- d. Unit has visibility of youth when application is processed by the Registrar

**\*\*\* For ALL recruitment nights, scan or send a photo of the Sign-In Sheet to the DE. \*\*\***

#### **Payment Options:**

Unit calls the office and pays for applications by bank card/credit card, FHOD (Funds Held on Deposit), OR visits the office to pay with unit check.

#### **Unit Action PRIOR to recruitment event allowing BeAScout.org for online applications**

1. Update Unit Pin information, Organization Manager > Unit Pin → several items to update and then allow to display with Unit Pin on BeAScout (“Allow People to Apply Online”,
2. Turn on “Automatically Accept Youth Applications to this Unit”, Organization Manager > Settings
3. Download QR Code (for the unit), Membership Manager > Invitation (use at table, on posters, on flyers)
4. More information and screen shots at Quivira.org > Membership Resources, BeAScoutPin-HowTo (PDF)

#### **Forms found online at Quivira.org > Membership Resources:**

- Scoutingevent.com Application Information Walk-Through (PDF)
- BeAScout-Youth Application Screen Shots (PDF)
- Sign-In Sheet (PDF)
- BeAScoutPin-HowTo (PDF)
- Downloadable District specific QR codes for Scoutingevent.com and general BeAScout.org (jpg)
- 2022-2023 Registration Fee Schedule (PDF)
- Financial Aid forms (link)