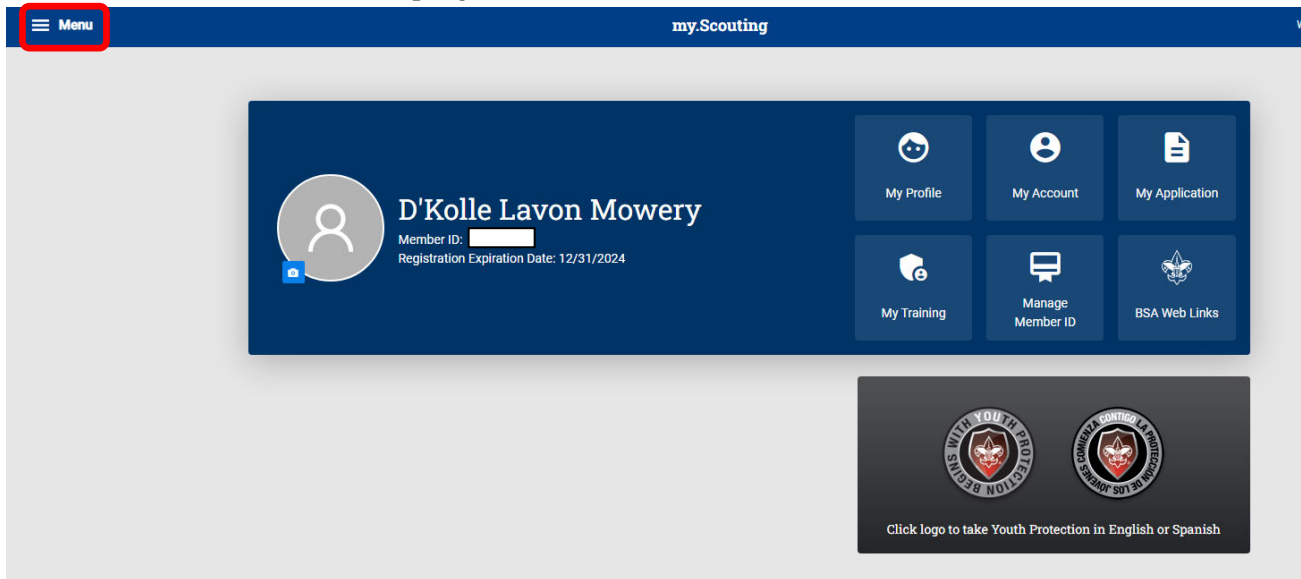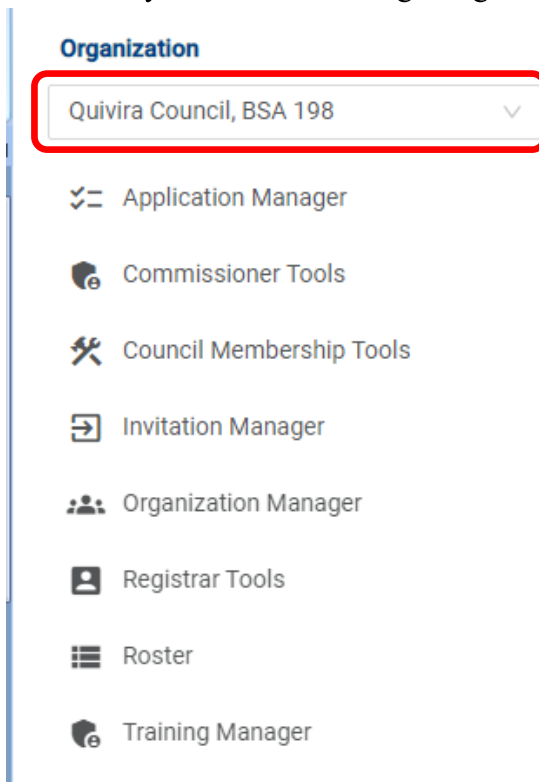# Step-by-Step Individual online application acceptance

1. Log into you're my.Scouting account
2. Go to the Menu button in the top right corner.
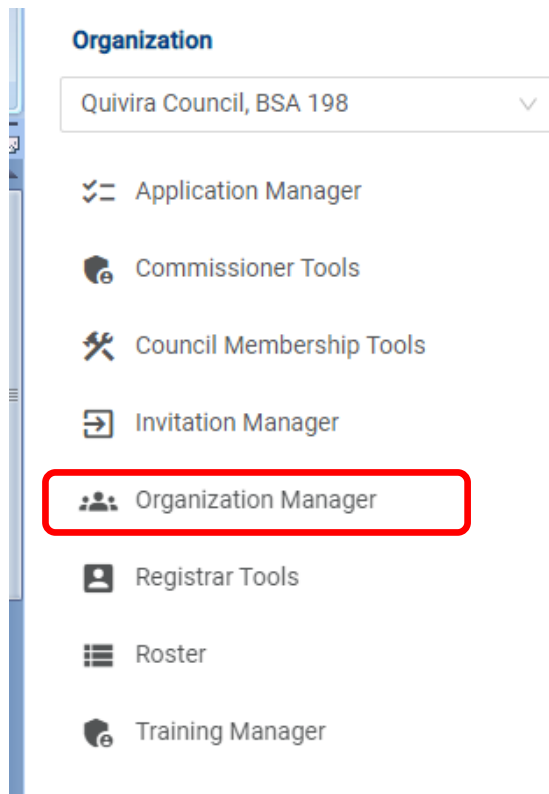

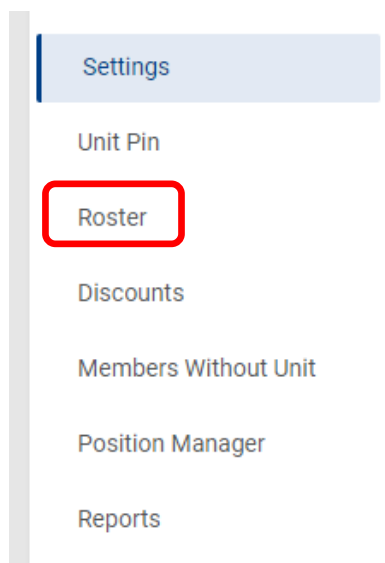3. Make sure you are under the right organization
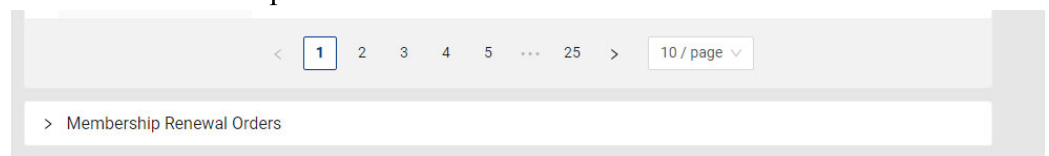

4. Click Organization Manager

5. Click Roster

6. Scroll down
7. Click the drop down box Membership Renewal Orders

8. The list of individuals needing approval will drop down, please click either Accept or Do Not Accept.

9. Individuals should show on the units roster within 24 hours.