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 or the Key 3 Delegate need to update the Be A Scout PIN in [My.Scouting.org](http://my.scouting.org).
  - Log in and Click on Menu, click on your Unit – District, click on Organization Manager, on the left side, click on Unit Pin.
    - Select the radio button to “Allow Units to Update Pin Information”
    - Change the switch on “Appear on BeAScout:” to the blue check mark
    - Change the switch on “Allow People to Apply Online:” to the blue check mark
    - Click on “Edit” to update your unit’s Contact Information
    - If your unit has a website, put the web address in the **Unit Web Site** box
    - Enter any meeting day and time information that will help market your unit in the **Additional Unit Information** box.
    - Update the **Unit Meeting Address**, if it is different from your charter organization address
    - Under the Unit Pin Preview, Change the switches in the list of Fields to Display on Unit Pin for the public to see on the Be A Scout map.
    - Click on SAVE

- Update their KEY 3 Delegates
  - A unit registered Key 3 member logs onto [http://my.scouting.org](http://my.scouting.org). Click on the Menu in the upper left. Click on their unit, then select **Organization Security Manager**.
  - From this screen, click on the **Key-3 Delegate** box. Then click on the green plus (+) sign and select the name of the person to be a delegate from the pull down. Put in the Effective Date and an Expiration Date, ex.: 12/31/2021, 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 switches showing the blue check mark. 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 6th 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 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 needs to send an email to the District Executive and the Council Registrar, Sharlene Mitchell-Pennington and Sharon Jackson to have the Scout removed from the Pack. The email needs to have 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 your District Executive.

** Any questions or problems, please contact the Laurel Highlands Council Membership Chair **
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