Setting up Personal My.Scouting account and How to set up/adjust the key 3 and key delegate.

1. **Updating your My.Scouting profile, account, & training records**

Updating your My.Scouting profile is an essential step to ensuring that you receive the notifications from Invitation Manager or Application Manager showing what actions you must take.

For specific steps to take, please refer to pages 4-5 of the Online Registration UNIT GUIDEBOOK, dated April 2021 (link can be found here: file:///D:/Membership%20and%20Registration/Unit-Guidebook-for-Online-Registration-April-2021.pdf.

2. **Assigning and updating required and functional adult positions such as the Unit Key 3 and Key 3 Delegates.**

Access to My.Scouting and Online Registration tools (to include the Internet Advancement Recharter) is based upon positions that registered adult unit leaders have been assigned. Therefore, assigning and updating unit positions is an essential step to ensuring that you have access to the tools, training, and notifications relevant to your unit position or role.

Only the Chartered Organization Representative or their delegate can assign or update adult unit positions. The COR delegate is a functional position.

There are several **Functional Roles** that can take action in Online Registration.

Only the COR can assign this functional role: **COR Delegate** – the Chartered Organization Representative (COR) is the person authorized to assign positions and accept adults in accordance with the BSA Bylaws. This configuration allows the COR to designate another person who is a registered leader in the unit to also assign volunteer positions and accept adult applications.

The COR, COR delegate, Unit Key 3, and Unit Key 3 delegates can assign registered adults to these functional roles: **Key 3 Delegate** – This role will have the same access to Online Registration as the Committee Chair and the Cubmaster, Scoutmaster, Venturing Advisor, Skipper, Lab Manager, or Exploring Advisor. Up to three people can be assigned to this role. In this role they can accept youth applications. *This assigned role can allow a non-key member access to process your unit's recharter or make the required payment!*

Once an adult leader's application has been processed and the member added to the unit roster, can they log in to My.Scouting and effect changes to their specific roles as a Key 3 member or delegate.

For specific steps to take please refer to pages 8-10 of the Online Registration UNIT GUIDEBOOK, dated April 2021 (link can be found here: https://pdscouting.wpenginepowered.com/wp-content/uploads/2021/04/Unit-Guidebook-for-Online-Registration-April-2021.pdf

Regarding Leads and approving Online Applications, for Key 3 members, please refer to pages 17 and 25 of the Online Registration UNIT GUIDEBOOK, dated April 2021 (link can be found here: https://pdscouting.wpenginepowered.com/wp-content/uploads/2021/04/Unit-Guidebook-for-Online-Registration-April-2021.pdf