

PAPERLESS APPLICATION AND ONLINE REGISTRATION PAYMENT COLLECTION



No more chasing money and incomplete applications. No more running to a council office to deliver paperwork. Registration for the Boy Scouts of America just got a whole lot easier for everyone.

New families will no longer need to complete paper BSA applications. All new members will complete an online application using the unit's BeAScout.org pin link and pay their BSA registration fees through an Orange County Council Square account.

SETUP ONLINE APPLICATIONS

All units must setup their BeAScout.org pin to accept applications.

- Step 1 Go to your my. Scouting.org account (committee chair, unit leader, or chartered or rep). Under **Legacy Web Tools**, select **BeAScout**.
- Step 2 Make sure Pin Mode is set to **Unit** ➤ Set Pin to **Active** ➤ Set Apply Status to **Active**.
- Step 3 Update the Pin information with current contacts and a quick blurb about your unit. The more info the better! Upload links to your unit website, videos, etc.
- Step 4 Click **Save**.
- Step 5 Use the unit BeAScout.org url address and/or QR code on registration materials and at registration events.

SAMPLE PIN

Pack 0541 Exchange Club of Irvine

Contact: Paul Martin
Email: paulmartinbsa@gmail.com
Website: www.pack541.org

Dens for Boys or Girls

Online Registration available for this unit.

For more information on this Pack please contact Paul Martin, Cubmaster, at 949.697.7840.

[APPLY NOW](#) [Request More Information](#)

SETUP SQUARE ACCOUNT

The council will provide a Square reader to every unit or they may use their own if they have them.

Square readers will work on phones and tablets.

- Step 1 Go to www.ocbsa.org/membership to review PowerPoint instructions on setting up and using Square to collect BSA registration fees.
- Step 2 Contact your District Membership Executive to register initial Square account user.
- Step 3 Council will email account registration information to the unit New Member Coordinator or designated unit leader.
- Step 4 Download app to phones, tablets or both.
- Step 5 Multiple devices can begin taking payments for BSA Registration, Insurance, *Boys' Life* and SCOUTSubscriptions.

For August thru December registrations, fees will be prorated till December 2020.

Units can also collect unit dues using their own unit Square account. Instructions included in PowerPoint.

Sample Phone Screen

