How to Update Your BeAScout.org Unit Pin

Your unit’s BeAScout.org Pin is the information that’s displayed when someone searches for your Pack, Troop or Crew on the BeAScout.org website. Keeping your Pin information up-to-date helps potential new members reach you by phone, email or as a lead in the my.Scouting.org Invitation Manager.

Any member of your unit’s Key Three can update your Pin. Log into my.Scouting.org and click Menu, Legacy Web Tools, BeAScout

This will open Unit Pin Management.
If you are a leader in more than one unit then choose the unit you want to update from Unit Description drop down.

1. Place pin in Unit Pin Mode
2. Set Pin Status to Active
3. If your unit is willing to accept online Applications, set the Apply Status to Active
4. If your unit has a website, include this information
5. Choose a Primary Contact
6. Update the unit meeting address if it differs from your chartering organization address
7. Check what fields you want to display on your pin
8. And enter Additional Information that will help market your unit like meeting day and time

Your changes will update overnight.

If you are updating Pin information for a Pack, go to the Organization Manager in my.Scouting.org to indicate whether your pack is participating in Family Scouting.

Select the Settings tab and scroll down to Family Scouting. Select Opt-in, enter an effective date and choose the genders your pack will be accepting.

Sample unit pin displayed in BeAScout.org -