How to populate the pin

Unit leaders have a very important task. To populate their unit pin so that useful information shows up on the Google map.

So how does a unit leader place information about their unit on the Google pin?

Initially, the unit leaders who can access BeAScout to set up the pin are the cubmaster, scoutmaster, or crew advisor along with the unit committee chairperson and the chartered organization representative.

1. They will log into My.Scouting and select on TOP LEFT Menu > Legacy Web Tools > BeAScout
There are three two options (tabs at top of BeAScout page):

• **Unit Pin Management**: Unit Leaders use this to edit pin information. *(See #2 below)*

• **Unit Lead Management**: Unit Leaders use this to manage incoming requests for information from Parents interested in Scouting.

• **MembershipApplicationStatus:** Check status of an online youth or adult Scout application.

2. The unit leader should first complete the Unit Pin Management screen. They will notice two important items on this view.
• At the bottom right in the box outlined in red is a preview of the Google pin. This is what the parent will see.

The Unit Leader's Role in BeAScout

• At the bottom left is the "Fields Displayed on Google Pin" area. The Pin preview box will only display the information that the unit leader selects in this box.

More information
Complete details about the unit leader's role in Pin Management are explained in the webinar presentation. This presentation is posted on www.scouting.org, in the Volunteer tab; choose BeAScout Webinar Presentation in the Quick Links along the right side menu.

Also, from within Unit Pin Management, there is a Help icon that opens Help files to explain the various parts of the screen.

Setting Contact Information

Contact People are the Glue!
Recruiting campaigns depend on personal contact for success. It's important to not only **make** the Contact, but to also **follow up** on all your leads. Contact people are the glue to keep the campaign cohesive and efficient!

The Contacts for BeAScout
In BeAScout unit contacts will be notified when a parent makes contact with a unit.

Pin Management and Unit Contacts
A unit leader can set contact information using Pin Management (available from MyScouting > BeAScout link). Initially the Pin Management screen can be accessed by the:

• top unit leader   • unit committee chairperson   • chartered organization representative

These leaders can change the pin from council information to (unit) contact person mode and designate unit leaders to be contacts -- one *primary* and two *alternate* contacts (either themselves or other registered leaders of that unit). These primary and alternate contacts will also have access to Pin Management, and they will receive e-mails from leads.

Setting Contact Information
Action Item: Unit leaders should set their Google pin information with the contacts that will help to make your BeAScout campaign a success.