

# How to Update BeAScout.org

Keep your unit's info fresh and visible to prospective Scouts and families!

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## Step 1: Log In

Go to [my.scouting.org](https://my.scouting.org)

→ You must be one of the **Key 3** (Cubmaster/Scoutmaster/Crew Advisor, Committee Chair, or Chartered Org Rep).

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## Step 2: Navigate to Your Unit

- From the **MENU**, select your unit listed under **ORGANIZATION** (not under **Organization Manager**).
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## Step 3. Access Organization Manager

- Click on **ORGANIZATION MANAGER**.
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## Step 4: Select Unit Pin and Make Your Updates

Make sure the following settings are turned **ON** to ensure your unit appears correctly on BeAScout.org:

### Appear on BeAScout

- This ensures your unit is visible to families searching online.




### Allow People to Apply Online

- Enables online applications directly through your unit's pin.

### Display Desired Fields on Unit Pin

- Choose which details (like contact info, meeting location, etc.) are shown on your unit's pin.

Update:

-  Contact info
  -  Pin location
  -  Additional Unit Information
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## Step 5: Save Your Changes

Scroll to the bottom and click **SAVE** 

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## Step 6: Wait for Changes

Changes may take **at least 24 hours** to appear on BeAScout.org