


Follow up on your leads, manage prospects, send invitations, and access your unit's URL or QR code.

---

### Step 1: Log In

Go to **my.scouting.org**

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

---

### Step 2: Navigate to Your Unit

From the **MENU**, select your unit listed under **ORGANIZATION**  
(*not under Organization Manager*)

---

### Step 3: Access Invitation Manager

Click on **INVITATION MANAGER**

---

### Step 4: Verify Your Unit



Make sure you are viewing the correct unit.

 Check the **upper-left corner** to confirm the unit's name.

---

### Step 5: Copy Your QR Code or URL

You can copy your unit's:

-  **QR Code**
-  **Unit URL**


Use these to:

- Share with prospective families
  - Add to recruitment flyers
  - Post on your website or social media
- 






### Step 6: Review Your Leads

Track and manage your prospective members:

-  View **new leads from the past 30 days**

-  See how many leads have been **opened**

### Under “Leads” you can:

- View all leads and their **source**
-  Manually add new leads
-  Filter leads
-  Send an **application** (*auto-generated email from Scouting America*)
-  Draft a response email
-  Reassign leads







 **Tip:** Review and respond to leads promptly.


---

### **Step 7: Manage Individual Leads**

Click on a lead to open detailed information in a new window.




From here, you can:

-  Reassign the lead
-  Close (*no longer interested*)
-  Complete (*registered*)
-  Send an auto-generated **“Safeguarding Youth Training” (SYT)** email
-  Resend an application
-  Add notes

 **Best Practice:** Always add notes, especially when reassigning a lead.

---

### **Important Reminder**

-  **Key 3 members receive email notifications** when new leads arrive
-  Leads will **expire if not addressed**
-  Prompt follow-up increases recruitment success