

New Adults – Instructions for Committee Chair

Step 1: Receive Confirmation Email

- The adult applicant forwards you the confirmation email from their completed **SoA CORI Jotform**.
- You'll need this email to enter notes in the application later.

Step 2: Review Application in My.Scouting.org

- Log in at my.scouting.org
- From the **Menu**, select your **Unit**
- Go to **Application Manager**
- Check **Safeguarding Youth Training (SYT)** status for pending adult applications

Step 3: Verify SYT & CORI Completion

- Confirm SYT is **current**
- Confirm receipt of the **SoA CORI Jotform** confirmation (from Step 1)
- Go back to **Application Manager**
- Select the adult applicant who meets the requirements

Step 4: Enter Required Notes

In **Application Notes**, enter the following:

1. **Position:** Specify what role the unit wants the adult to be registered in. This helps the Chartered Organization Representative (COR) approve the application.
2. **CORI Confirmation:**
 - If they completed the **SoA CORI Jotform**, note this based on the email you received.
 - If they are an **in-council transfer or multiple registration**, then a new CORI is **not required**—note that instead. **Out of council transfers or multiples must complete the SoA CORI Jotform.**

Example:

Position: Assistant Scoutmaster



CORI Confirmation: Completed SoA CORI Jotform on 7/30/2025

Step 5: Notify Chartered Org Rep

- Contact the **Chartered Org Rep** and let them know which adult applications are ready.
- Ensure they see **both required notes**—applications **should not** be approved without them.