

New Adults - Instructions for Chartered Organization Representative

Purpose

This document outlines the steps for a Chartered Organization Representative to accept online adult applications.

1. Log In

- Go to my.scouting.org and log into your account.
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2. Navigate to Your Unit

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

- Click on **APPLICATION MANAGER**.
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4. Manage Adult Applications

- Select the **adult applicant** you wish to approve.
 - Review the **application notes** section. There should be two required notes:
 -  The **position** the unit wants the adult to be registered in.
 -  **Confirmation** that the SoA CORI form was completed.
 -  If the adult is an **in-council transfer (T)** or a **multiple (M)**, a new CORI is *not* required. However, there must still be a note stating that it is not needed
 - Scroll down and click **Accept**. You'll be prompted to select the adult's position.
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Special Note on Acknowledgement Option:

- If instead of “Accept” you see “**Acknowledgement**”, it means the applicant answered “YES” to one or more of the background questions.
- Review the application and have a discussion with the applicant before proceeding.

To **view the full application**:

- After selecting the applicant in Application Manager, scroll down the summary page. On the right-hand side, click **Download Application**.

To **acknowledge YES responses** (after discussion):

- Select the application from the Application Manager.
- Scroll down and click **Acknowledge**.
- Click the check mark next to each YES response (it will turn green).
- Enter your notes and click **Acknowledge** again.
- The application will then be sent to the council for final approval, where the background responses, your notes, and CORI results will be reviewed.
- Finally accept the application and assign the position