Update your Unit Pin (general)
This video is short and to the point. It shows you how to update most of the information associated with your unit pin.

Update your Unit Pin (family)
This video is even shorter and shows you the steps to adjust your membership type:
- All Boy Cub Scout Pack
- All Girl Cub Scout Pack
- Boys and Girls Pack
- All Boy Troop
- All Girl Troop

Update your Unit Pin (detailed)
This video is longer than the others, but shows you everything you can do to make your pin as successful and complete as possible:
- Adjust the fees for online applications.
- Allow/Disallow Adult Applications.
- Set up a welcome email that goes as soon as they submit their application.
- How to follow up with online applications.
Not interested in watching videos? Here are step-by-step instructions on how to update your Unit Pin on beascout.org:

To update Pin, you must be a Key 3 of your unit (Committee Chair, Charter Org Rep, Cubmaster/Scoutmaster/Crew Advisor).

Login to my.Scouting.org —> Click Menu (top left) —> Click Legacy Web Tools —> Click BeAScout

To update type of unit (Girl Pack, Boy Pack, Boy & Girl Pack, Boy Troop, and Girl Troop) and adjust details of your online registration:

Login to my.Scouting.org —> Click Menu (top left) —> Click Organizational Manager —> Click Settings

Here you can:

- Opt-in for online credit card payments (preferred).
- Change who accepts adult applications (use COR only required for easiest approval).
- Allow/Disallow adult applications (You may have a Charter Org Rep that will not go online and accept applications. This allows you to still accept youth applications.).
- Add additional fees for your unit in addition to the normal registration fees.
- Add an explanation of the fees.
- Send out welcome email to those that submit online application.

To accept application and reply to questions from parents:

Login to my.Scouting.org —> Click Menu (top left) —> Click Application or Invitation Manager

You can view all submissions to your unit and there is even a QR Code for you to use on recruitment material.