Unit Pin Management
Log in to your my.Scouting Tools account at [https://my.scouting.org](https://my.scouting.org).

There are links to help if you have forgotten your username or password.
From the Menu at the top left of the page, select Legacy Web Tools and then BeAScout*.

*If BeAScout is not an option or will not load, your account may not be appropriately linked to your unit. For assistance, contact the BSA Member Care Contact Center at 972-580-2489 between 7 a.m. and 7 p.m. Central time.
The Unit Pin Management tools should open and look similar to this.

It will show you both IF and HOW the unit is currently displayed on BeAScout.org.
This unit’s pin status is set to Inactive and therefore will not display on BeAScout.org. If you want your unit to be visible to prospective members and parents, your unit pin must be set to Active.
This unit’s pin has also been set to Council mode, which means that all leads and unit information are set to the council defaults.

In order to enter current information specific to your unit, select Unit mode, and you will be able to populate the rest of the fields with your unit’s information.

As you proceed, a preview of your unit pin is shown at the bottom of the page, so you can see how your changes will look to a BeAScout.org visitor.
Now that the unit is in the proper mode, you can select a point of contact for any information requests that are sent to your unit.

You can also add a unit website address (Facebook pages work too), meeting address, alternate contact information, and even a custom unit description.

Just remember to check the custom field boxes at the bottom left. Only those items that are selected will be displayed in the preview at the bottom right.
Don’t forget to click Save when you are done to make sure your work gets added to BeAScout.org!

Now you have added custom information to the unit pin so that interested parents can learn more about the unit and feel welcome.

The unit contact will receive notification when prospective members request more information through BeAScout.org, and will be able to follow up with them using the Unit Lead Management system, which is accessed at the top of this page.