

Completing the Registration Process online for Adults

Steps to complete an **Adult Registration online** for a unit position (completed by applicant):

1. Create a [My Scouting](#) profile by signing into the link and clicking Create Account. Follow the prompts.
2. Take Safeguarding Youth Training. Here's how: once you are signed into my.scouting.org, look for the grey Youth Protection Training logo on the right (below the large blue bar) and click the left circled logo for English or the right one for Spanish. Follow the prompts to take the course.
3. Take [California Mandated Reporter Training](#).
4. Schedule your livescan appointment here: www.ApplicantServices.com/SDIC
Complete your livescan fingerprinting.
5. Sign a [BSA Background Check Consent Form](#) for AB506 and send it to Kimberly.Bozarth@scouting.org
6. Fill out an online application for your unit. (Insert Unit URL found on Unit Invitation Manager Page in my.scouting.org)

Steps 7-8 Processing the application (completed by unit leadership)

7. Check application Manager frequently for new applications.
 - a. This must be completed by a member of the key 3, a delegate or someone with registration inquiry ability.
 - b. Here is how to get there: Sign into my.scouting.org, click menu in the upper left corner, under organization, make sure it says your unit, click application manager.
8. Once the application is in Application Manager, please advise your [Charter Organization Rep](#) or [COR delegate](#) which position the applicant is applying for.
 - a. Have the COR/delegate log into my.scouting.org and complete the process.
 - b. How to get process applications: Sign into my.scouting.org, click menu in the upper left corner, under organization, make sure it says your unit, click application manager. Click on the application (scroll down past the summary box).

To accept, scroll down to the bottom of the application and click accept. Next enter the Scouting position they will be holding.

To reject or not accept, scroll down to the bottom of the application and click Do Not Accept. Please explain in the notes section why the application is being rejected. This will send the application to the District Executive to review.

Registration Process for PDF or Paper Applications - Adults

Steps to complete an **Adult Registration** for a unit using a **paper or PDF Application**:

1. Create a [My Scouting](#) profile by signing into the link and clicking Create Account. Follow the prompts.
2. Take Youth Protection Training. Here's how: once you are signed into [my.scouting.org](#), look for the grey Youth Protection Training logo on the right (below the large blue bar) and click the left circled logo for English or the right one for Spanish. Follow the prompts to take the course.
3. Take **California Mandated Reporter Training**.
4. Schedule your livescan appointment here: www.ApplicantServices.com/SDIC
Complete your livescan fingerprinting.
5. Sign a [BSA Background Check Consent Form](#) for AB506 and send it to Kimberly.Bozarth@scouting.org
6. Fill out and sign an Adult Application (pg. 3) and Criminal Background Check Form (pg. 6): [English](#)
7. Send the application to your unit's Charter Organization Rep. (COR) or Delegate for approval.
8. Payment is needed to process the application. Payment can be submitted to the District Executive or to the Council Service Center.
9. The COR will then send the application & Payment Receipt to the District Executive who will verify everything is complete and submit it to the registration department.