

For questions or assistance regarding designating the “Event Approval Designee”, please contact Member Care at 972-580-2489 or submit a ticket through the Online Support Center.

Functional Position Assignment / “Event Approval Designee”

Background

This event requires a paid council employee to approve applicants before their attendance is permitted.

Note: Only users which currently have access to ScoutNET are eligible to be assigned the “Event Approval Designee” role.

The “Event Approval Designee” is tasked with reviewing and processing all applications within that council. Follow the steps below to assign the “Event Approval Designee” role:

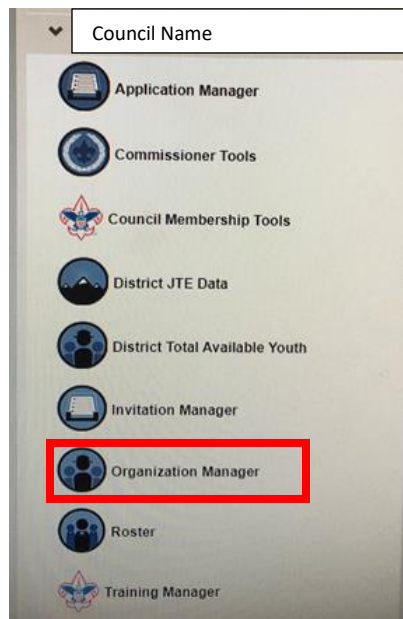
Note: A Council Registrar or Council Key 3 member must login to My.Scouting.org to assign the “Event Approval Designee” role to the person who will fill the role.

****This is the same role that was used for the 2021 National Jamboree before it was cancelled, so by default, it is currently set to the JCC that was responsible for approving Jamboree applications. Each council will need to follow the steps below to update the assignment.**

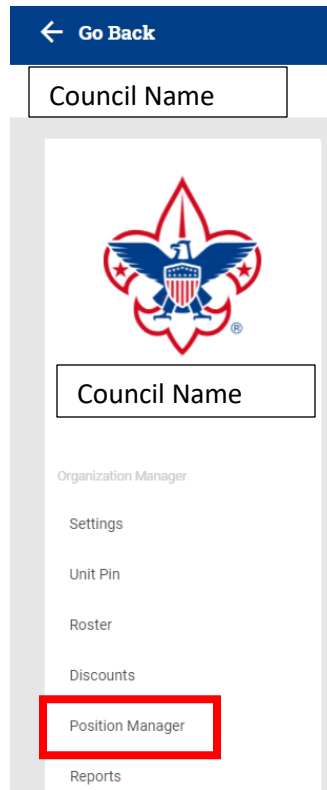
1. Once logged into My.Scouting.org, select “**Menu**” in the upper left corner and expand the section for your council.



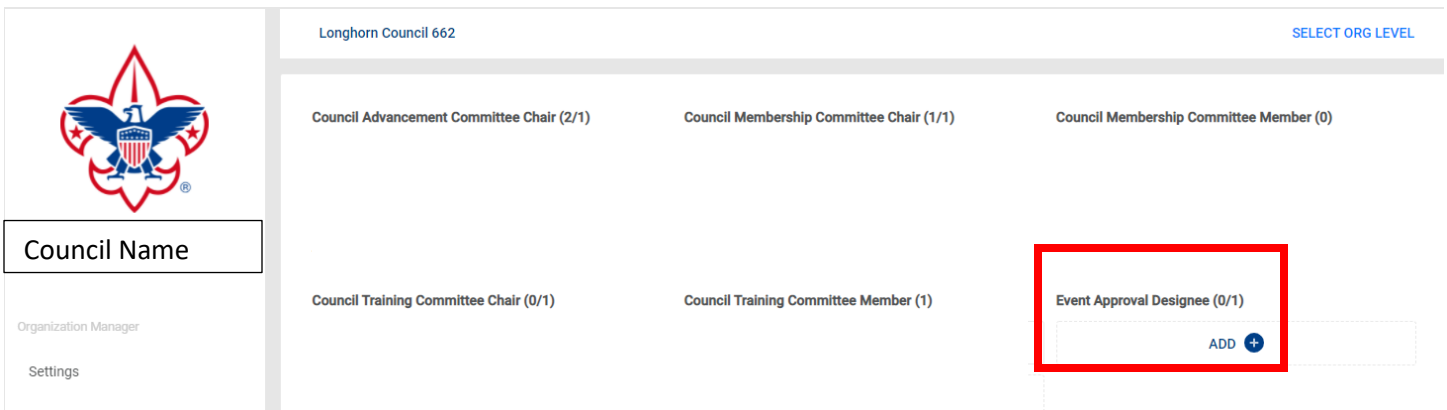
2. From the council list, select “**Organization Manager**”



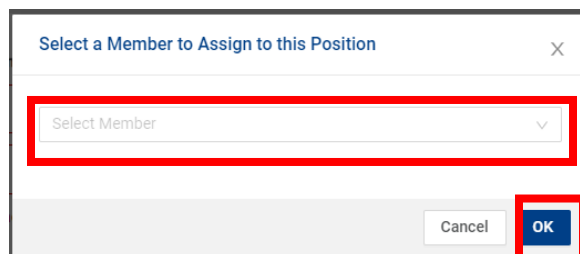
3. Once the “**Organization Manager**” tool loads, select “Position Manager” from the list on the left.



4. Locate the “Event Approval Designee” field.



5. Enter a few characters of the person’s name, and then select their name when it appears in the list of names. Select “OK”. **NOTE: Each council can have up to 5 different EAD’s assigned. Should there be more than one event at any given time requiring council approval for attendees, it is up to the council to manage which EAD is responsible for processing applications for which event.**



8. Upon selecting the applicable designee, the name of the designee will appear in the box and a success message will be displayed.

Note: Positions added or removed in the Organization Manager will not take effect until the next day.

cc  Functional Position assigned Successfully. Please allow up to 24 hours for the changes to take effect.

9. Once the role has been assigned to a user, that user can access the Event Management (EM) registration system to review and process applications for the applicable event. (See next page for instructions)

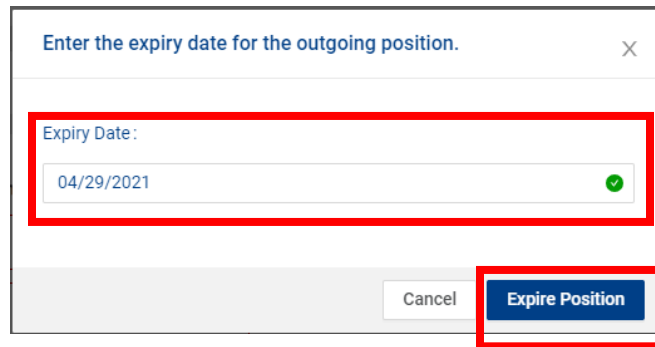
Switching the “Event Approval Designee” Functional Position Assignment

1. Once a designee is assigned the position, the box will display with a minus symbol.

Event Approval Designee (1/1)



2. Select the minus symbol and enter an expiration date. (System defaults to “today”). Select “Expire Position”.



Note: If the last day of the event has not happened yet, be sure to follow the steps above to designate a replacement designee after the current one is expired.

For questions or assistance regarding designating this role, please contact Member Care at 972-580-2489 or submit a ticket through the Online Support Center.