Processing Adult applications is very similar to Youth applications. However, adult application actions can only be processed by the Charter Organization Representative (CR). The Committee Chair can recommend to the CR if the unit has chosen that option in the system configurations.

Each application is identified as either that of a youth, Venturing Participant or an adult.

- Youth
- Venturing Participant
- Adult

If you want to only process adults, you can filter applicants by application type:
Once you select **Show Results** on the filter, only adults will appear in the Application Status view. Adults include Volunteer and Venturing Participants in the filter.

To open an application select the persons name from the list.

When you open an adult application you will see the **Application Summary** showing the basic personal information for the applicant. You can also view the invoice in this section of the application.

You can open the application by selecting the **Step** in the application.

If an applicant has selected “yes” to any of the screening questions you will see a notice that you must review those answers and note your response before you can accept the applicant. **Select the red button** to review those questions.

If the applicant has not answered “yes” to any of the questions you will see the action buttons to accept the application.
You will need to acknowledge that you have read the explanations given for each of the screening questions to which they answered affirmatively clicking the checks next to each question.

You will also be asked to type in comments to show that you have discussed these questions with the applicant.

After you type your comments the **I Acknowledge** button will become active and you can submit your comment.

Once you have submitted your comment, an Acknowledgement note with your comment will appear in the dashboard.

The action buttons allow you to Accept, Reassign, Return to Applicant, or Do Not Accept will appear at the bottom of the application.
In Step 2 of the application, you will find the References section with the names and contact information for the applicant’s references. You will want to contact the references to ensure that you want this adult as a leader in your unit.

After reviewing the application, if you still need more information you can either call the applicant directly or you can select Return to Applicant which will send the applicant a message that you need more information and will send them a link to return to their application.

When you select Return to Applicant, a message box will appear. Type your request in the space provided and an email will be sent to the applicant asking him/her to log into My.Scouting and go to My Applications to supply the needed information. Note: you must enter your message in one paragraph. Words typed in an additional paragraph will not appear in the box describing what is outstanding.

In MyApplication Dashboard the applicant sees Provide Additional Information. Clicking here a Popup modal appears with what is needed. Click ok and the screen to make the entry appears.
If you are ready to accept the adult, you can now choose the Accept Button.

A list of available positions for the unit will be provided for selection. Select the position for which this applicant will serve. Press Save.

The applicant will move out of Pending Acceptance on your dashboard and into either Pending Payment (if they selected cash option) or Completed status.
If you do not want to accept the adult, you can choose either **Reassign** or **Do Not Accept**.

If you select **Reassign**:
- You will be asked to select a reason for the reassignment. Use the dropdown list to select a reason.
- The applicant will be reassigned to the district so that they can find another unit willing to take this volunteer.

If you select **Do Not Accept**:
- You will be asked to confirm your selection.
- The council may contact you to clarify why you are recommending that the applicant not be accepted into any Scouting unit.

Once your selection is made, you will see the applicant move from Pending Acceptance into one of the other adult statuses you selected.