

Registration Checklist

With your Group, decide/confirm:

- If your Group will open to online self-registration
- Group fees (including early and half-year fees), if applicable
- Each Section's meeting location, day and time
- Each Section's primary contact and his/her details
- The capacity of each Section (maximum number of participants)

In Myscouts:

- Update Organization Details for the Group and each youth Section
- Add fees to Group Org Profile (If no additional fee, set to "\$0".)
- Confirm that each Section appears in the "Find a Group" search
- Print pre-populated registration forms for current participants
- Close your batch

From the National (or Service Centre) website:

- Print blank "Participant Enrolment" form for new participants
- Print blank "Application for Membership and Appointment" forms for prospective new volunteers

When you receive a (new) Volunteer Application or a Participant-Rover registration, ensure that:

- Required fields have been filled in (*)
- The adult volunteer, Rover Scout or (for a Scouter-in-Training or Activity Leader) a parent/guardian has signed the form at the bottom of the second page
- For new Rover Scouts, a list is supplied of 5 personal references including email addresses and relationship to the Rover
- All information is input in myscouts

After entering Volunteer applications and Participant-Rover registration information into myscouts and/or receiving any Readiness (screening/training/Code of Conduct) documents,

- Complete a "Volunteer and Participant-Rover" coversheet
- Copy (or scan and save) all documents
- Bundle the original documents topped with the coversheet
- Send/Deliver the package to your Service Centre

When you receive a participant registration for a Beaver – Venturer Scout, ensure that:

- Required fields have been filled in (*)
- A parent/guardian has signed the form at the bottom of the second page
- Payment is made/collected (or financial assistance has been requested)
- All information is input in myscouts
- Treasurer logs the amount paid and for which member and writes a cheque to "Scouts Canada" for payment

After entering participant registrations into myscouts,

- Print a batch report
- Use the report to check that all registrations have been input in myscouts
- Complete a Participant coversheet
- Write a cheque for the total amount owing
- Send/Deliver the package to your Service Centre

Online Self-registration
of participants is
by credit card only.

Please be sure your families know this.

If your Group is considering trying online Self-registration for the **first time**, contact your Service Centre Registrar to help get you started.