

## Registrars' Guide:

# Group Registration Set Up 2016-17



It starts with Scouts.

Topics covered in this doc...

✓	Action	Where to Go
<input type="checkbox"/>	Review Group Organization Details; edit if needed	<i>In the Group Profile &gt; Org Options &gt; Edit Organization Details</i>
<input type="checkbox"/>	Review Group Meeting Details; edit if needed	<i>In the Group Profile &gt; Org Options &gt; Edit Meeting Details</i>
<input type="checkbox"/>	Review <u>each Section</u> 's Organization Details; edit if needed	<i>In each Section Profile &gt; Org Options &gt; Edit Organization Details</i>
<input type="checkbox"/>	Review <u>each Section</u> 's Meeting Details; edit if needed	<i>In each Section Profile &gt; Org Options &gt; Edit Meeting Details</i>
<input type="checkbox"/>	Set up Group fees, if needed	<i>In the Group Profile &gt; Org Options &gt; Add Fee</i>
<input type="checkbox"/>	Check Group fees; edit if needed	<i>In Group Profile &gt; Fees tab &gt; Edit</i>
<input type="checkbox"/>	Enable online Self-Registration (Currently optional, but encouraged)	<i>In the Group Profile &gt; Org Options &gt; Edit Organization Details &gt; Activate online Registration</i>
<input type="checkbox"/>	Verify that each Section appears in "Find a Group" Search	<i>(Upper right corner in myscouts) Find a Group</i>

# Update Organization Details

Profile identifier  
Example shows  
Group's profile

1st Expedition Group  
— TEST AREA 1

Search Options

- Find Organization
- Find An Individual
- Volunteer / Employee Directory

Org Options

- Add Parent Helper
- Register A Volunteer
- Edit Organization Details**
- Edit Meeting Details
- Add Fee
- Pending Commendations

Reports

DAVID HUESTIS Learning Centre (NEW E-Learning Platform)

My Profile

Organization Details

Charter Number 34567  
Organization Type Group  
Organization Subtype Committee  
Sponsor Name geoff the awesome  
Sponsor Type Anglican Church  
Meeting Start Time 6:30 PM  
Meeting Day Monday  
Status Active

Contact Information

NSC  
1345 Baseline Road  
in the broom closet  
Ottawa, ON K2C 0A7  
CANADA

Meeting Location Phone (813)555-5555  
Primary Contact Name Example Individual  
Contact Phone Number (813)555-5555  
Contact Email geoff.williams@scouts.ca  
Group Commissioner Smith John(Test)  
Commissioner Email john@smithfamily.com

Child Orgs Batches Volunteers Fees Screening Quick Reports

Organization Name	Organization Sub Type	Status
1st exp Test Crew	Rover Crew	Active
1st Expedition B Pack	Cub Pack	Active
1st Expedition Colony	Beaver Colony	Active

Click on the Section Name to open each one's profile.

When preparing for the new Scouting Year, review your Group's current details and update them as required. Do this by clicking on "**Edit Organization Details**" in your GROUP profile.

Unless your Group or Section is new, these are likely set up and do not need editing.

**"Edit Organization Details" includes:**

Organization Name
Organization Status
Organization Type
Organization Subtype
Charter Number
Evening Phone      Fax Number
Website
Primary Contact Name ★
Primary Contact Phone Number
Primary Contact Email ★
Address Line 1
Address Line 2
Address Line 3
City
Province/Territory
Postal Code ★
Country
Activate Online Registration ★

★ Essential information

Current members, Council and Service Centre Staff, and the public all use the "Find a Group" search.

If details are not available, your Group will not appear.

*People cannot register with Groups they cannot find.*

## Primary Contact Name and details

The Group Commissioner's name and contact information are input automatically by the system, but the "Primary Contact" details allow for manual input. For the Group, the (lead) Registrar might be the primary contact; for a Section, a member of one of that Section's leadership team. Whomever is selected should be prepared to answer inquiries (about registration and/or youth programs) and to respond in a timely manner.

## Postal Code

The "Find a Group" search uses postal codes to help members, Council and Service Centre staff, and the general public to find Groups. Individuals input their own postal codes and select the age-group that they're interested in. (They may also specify the day or days they want.) The system generates a listing of the closest Groups and, when available, a link to contact to the Group and/or links to register as a volunteer or a participant.

## Activate Online Registration

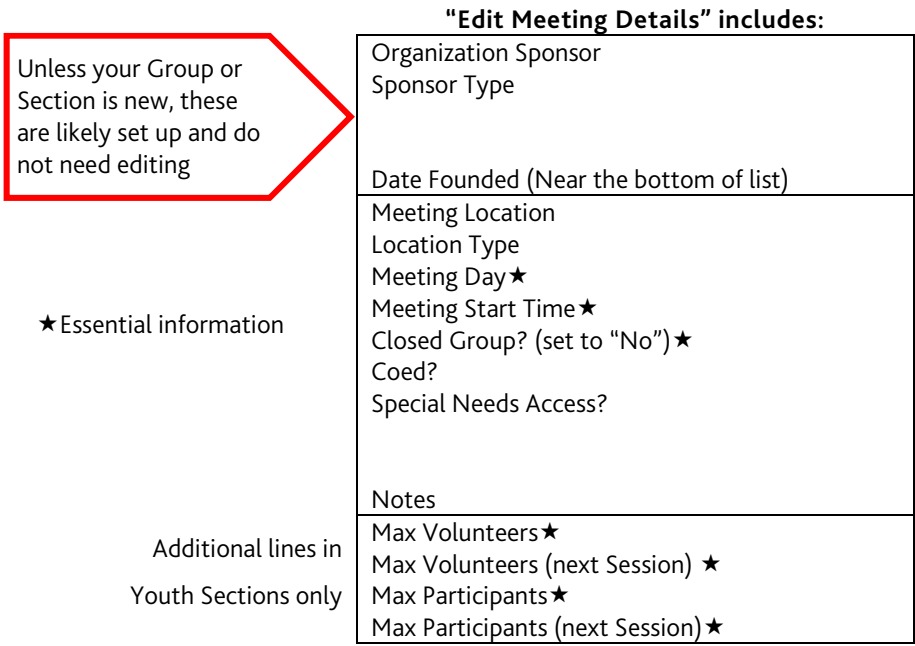
Online Self-Registration allows Volunteer and parents/guardians of Participants to register themselves, saving paper and time for volunteers and staff.

If you're not already set-up for and using Self-Registration, leave this set to "No" for now and contact your Council Registrar for more information.

Note: Online Self-registration is not available directly to the Group Committee. Volunteers with Group Committee roles may still use the online option by first registering for an available Section. Once their information is in the system, they can be moved by the Council Registrar (with the Group/Area Commissioner's approval) to the appropriate Group (or Area or Council) and role.



Be sure to save your changes by scrolling to the bottom of each window and clicking here.



## Meeting Location

This is the name or general description of the place your regular meetings are held - not the actual address. (eg. Somewhere Community Centre, Main Street Middle School, 1<sup>st</sup> Local Scout Hall)

## Location Type

Here you're given a selection of types of places meetings are typically held. Pick the one that best fits your facility. (eg. school, church, community centre)

## Coed?

Scouts Canada welcomes boys, girls, men and women. All Groups should have "Coed?" set to "Yes" unless the Group has otherwise been given approval from National/Council (as with LDS Groups).

## Special Needs Access?

Scouts Canada welcomes people regardless of many personal challenges. Unfortunately, not all meeting locations can. If your hall is cannot accommodate people with mobility issues (eg. is not wheelchair accessible), you may need to set this option to "No".

## Max Volunteers / Max Volunteers (next Session)

For online Self-registration to show the "Register as a Volunteer" option, you must have a number here. Set it high! We can always use more volunteers.

## Max Participants / Max Participants (next Session)

Here too, you need numbers. These numbers can be revised throughout the year as the recruitment of more volunteers allows space for more youth.

**How many Scouters do you need to hold a meeting, outing or other event?** These are minimums.

<b>Youth Section</b>	<b>Minimum Number of Volunteers</b>	<b>Ratio of Volunteers to Youth</b>
Beaver Colony	2 (over 18 years of age)	1 Scouter or SiT or AL* : 5 Youth
Cub Pack	2 (over 18 years of age)	1 Scouter or SiT or AL* : 6 Youth
Scout Troop	2 (over 18 years of age)	1 Scouter * : 6 Youth
Venturer Company	2 (1 over 21 years of age plus 1 over 18 years of age)	n/a
Rover Crew	2 (1 over 25 years of age)	n/a

\*Only Scouters, Scouters-in-Training (SiTs) and Activity Leaders (ALs) who are fully screened and have completed Wood Badge for the Section count toward ratio.

NOTE: An AL/SiT may not be counted for the "Minimum Number of Volunteers" requirement; this must be met by adult Scouters (as outlined above) who have completed screening and training for their roles.

### Notes

Use this space to add any special details you'd like people to know about your Group or Section (eg. fundraising expectations, weekly dues)

*Repeat these steps for each of your Active youth Sections.*

## Set your Registration Fees

Even if your Group does not ask for an amount above the base registration fee paid to National/Council, you must set-up fees for your Group.

For each fee you need to set up (that's at least two, one each: Participant and Volunteer), click "Add Fee".

The screenshot shows the MYscouts.ca website interface. At the top, there's a navigation bar with links like 'ABOUT', 'CAMP LOCATOR', 'TECHNICAL UPDATES', 'TRAINING', and 'CONTACT US'. The main header features the Scouts Canada logo and the group name '1st Expedition Group'. Below this, there are several sections: 'Search Options', 'Org Options', 'Organization Details', and 'Contact Information'. The 'Add Fee' option is highlighted in the 'Org Options' sidebar. A blue arrow points from the 'Add Fee' option to the 'Fees' tab in the bottom navigation bar. The 'Fees' tab is also highlighted with a red box. Below the 'Fees' tab, there's a table with columns for 'Organization Name', 'Organization Sub Type', and 'Status'. The table contains one row: '1st exp Test Crew', 'Rover Crew', and 'Active'.

The screenshot shows the 'Add/Edit Organization Fees' form. The form has the following fields:

- ORGANIZATION NAME: 1st Expedition Group
- MEMBER TYPE: [Dropdown menu]
- REGISTRATION YEAR: 2015-2016 [Dropdown menu]
- AMOUNT: 0.00 [Text input]
- FROM: [Calendar icon] [Text input]
- TO: [Calendar icon] [Text input]

Below the 'FROM' and 'TO' fields, there is a note: 'Format: mm/dd/yyyy'.

### Member Type

Participant or Volunteer.

### Registration Year

Set this for the coming year.

### Amount

Here you input only your Group amount.

If you ask for no additional amount above the base fee, put in "0.00". (You are ONLY inputting your Group's portion. The rest of the fee will be input by National and/or Council.)

### From:

This is the start-date of the fee period.

National will open myscouts for 2016-17 Registration on Monday, **May 2**, 2016. This should be the start date of your (first) 2016-17 fee period.

If you will have one fee for participants until the end of December and a different fee beginning on New Year's Day 2017, you would set January 1, 2017 for the "To"/the end of the first period and "From"/the beginning of the second.



Scroll to the bottom to Save your details.

## Reviewing and editing your fees

You can check your fees by clicking on the "Fees" tab in the Group profile.

Your "To" date may have to be manually entered if the system does not allow you to enter a date later than the end of August of the current Scouting year. (Prior to September 1, 2016, the start of the 2016-17 Scouting year, the latest date that could be entered is August 31, 2016).



	Year	Fee	From	To	Member Type	
	2017	0.00	05/02/2016	08/31/2017	Volunteer	EDIT
	2017	0.00	05/02/2016	08/31/2017	Participant	EDIT

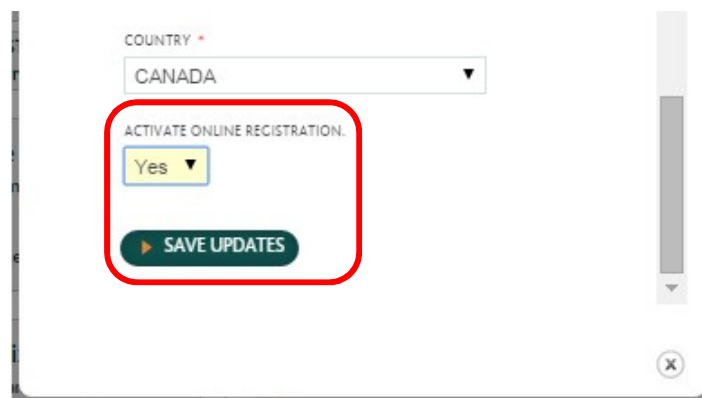
If you need to make changes to existing fees (either to dates, amounts or types), you can do so by click on "Edit" beside the fee period you need to change.



Once you've made your changes, be sure to scroll to the bottom to Save them.

## Enable online Self-Registration

Once you've updated your Group and Sections details, and set up your Group fees, (and some others have done some behind-the-scenes set-up), you'll go back to "Edit Org Details" to set "Activate Online Registration" to "Yes" and click "Save Updates".



COUNTRY ▾  
CANADA ▾

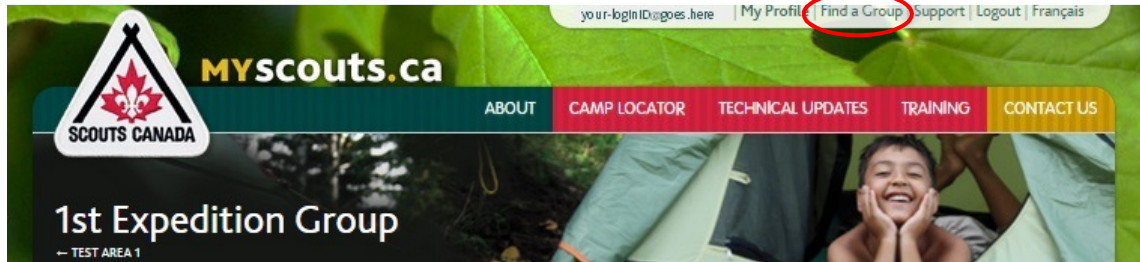
ACTIVATE ONLINE REGISTRATION.  
Yes ▾

▶ SAVE UPDATES

If you skipped ahead (or otherwise missed it), please note that Groups which have not previously used/been set-up for online Self-Registration may not simply flip the "Activate Online Registration" drop-down to "Yes". Banking information must first be provided to National.

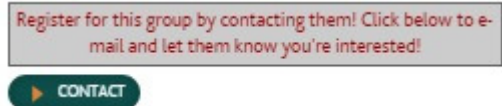
Contact your Council Registrar for help with this.

## Check the “Find a Group” Search



Ensure that people will be able to find your Group by running a “Find a Group” search for each one.

You’ve successfully set your Group up to be found, if you see this message under your Group’s meeting details in the search results:



You’ve successfully set your Group up for online Self-Registration if you see this message under your Group’s meeting details in the search results:



If your Group does not appear and you’re sure you entered all the required information, contact your Council Registrar or the helpcentre.

Return to your Group profile by clicking on “My Profile” near the top right of the page, then on your Group.

