Scouts Canada – Chinook · Manitoba · Northern Lights · Saskatchewan Councils

Registrars' Guide:

Registering Participants (via Group) 2016-17

Topics covered in this doc…

✓	Action	Where to Go
☐	Print pre-populated Registration Forms	*In the Group Profile > Quick Reports tab > Pre-Populated Registration Forms*
☐	Print blank Registration Forms	*On myscouts login page > (right side of screen above Cub's head) 2016/2017 Registration Forms*
☐	Renew participants currently registered with same Group (including those changing Sections within Group)	*In each Section Profile > Renew/Transfer tab*
☐	Register other participants (new, previous members and members of other Groups not registered for new Scouting year)	*In each Section Profile > Register a Participant*
☐	Closing and printing Batches	*In Group Profile > Batches tab*
☐	Edit details in current participant's profile	*In Participant's Profile > My Menu > Member Options > various subcategories*
☐	Edit details in current participant's parent's profile	*In Participant's Profile > My Family tab > Green Circle beside parent name > My Menu > Member Options > Contact info*

Prepare for Group registration event

Pre-populated Registration Forms

In the Quick Reports tab of the GROUP profile, you'll be able to request and print registration forms for current members, pre-filled with the personal information previously input in myscouts.

Members choosing paper registration can review the information, indicate changes then sign and submit the form.

Step 1: Choose to download forms for your entire Group, or by individual Section.

Step 2: Choose

A **single file for All members**, which may be a good option for Groups where all members will renew on-paper/in-person.   (One printing run.)

OR **Each individual form** as a separate pdf, which may be preferable if you need to select a few registrations that will be done on-paper or if you want to email forms to parents to review. (Many print runs.)

Child Orgs	Batches	Volunteers	Fees	Screening	**Quick Reports**

ⓘ   Member Details Report

Pre-Populated Registrations Forms

Step 1: Select a section: | Entire Group ▼

Step 2: Select download format: | Multiple files individually named by member ▼

Multiple files individually named by member
All members' forms merged in a single file

Step 3: Click the desired registration for

Volunteer Forms 2015-2016 | Volunteer forms are not available at this time.

Participant Forms 2015-2016 | Click the button on the left to begin generating forms.

Blank Volunteer and Participant Forms

Blank forms are available from the log-in page of myscouts (www.myscouts.ca).

Register a Participant

Even if your Group offers online Self-Registration, likely your most common task using myscouts will be registering participants.
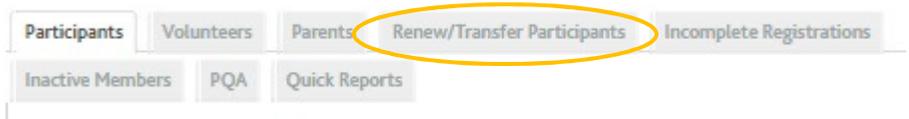
Do NOT register or renew participants without a completed/signed form.

Participant Type 1: Renewing Participants

Includes youth registered for current Scouting year (spring registration) or previous Scouting year (fall registration).

- Go into the Section the youth is/was registered.

- Click on the "Renew/Transfer" tab.
- Locate the youth to be renewed.*

* You may renew multiple youth at the same time in this way (both those remaining in the current Section and those moving up, or a combination of the two).
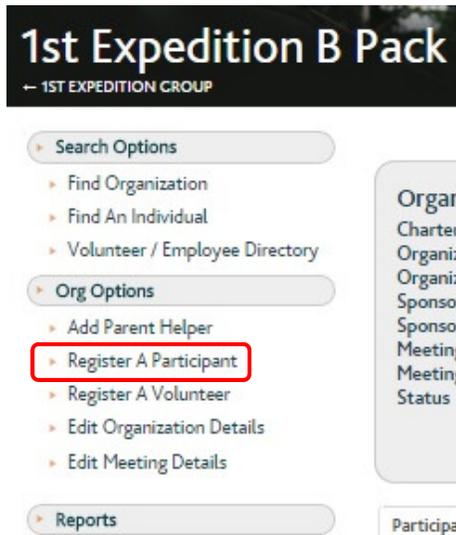

Group/Area Registrars may only renew/transfer youth within/between their own Sections.

- Set the "Actions" pull-down menu to "Renew" and the "Sections" menu to the Section the youth will be in for the new Scouting year.
- Once all Selectors have been set, scroll to the bottom and click "Submit".

Please note: The Renew option will not allow you to do any edits. (See next page.)

Participant Type 2: Registering (other) Participants

Includes new-to-Scouting youth, youth relocating from elsewhere to your Group who have not already been renewed, past youth members from your Group who were not registered for current Scouting year (spring registration) or previous Scouting year (fall registration).

- Go into the Section the youth is to be registered.
- Click "Register a Participant".
- Try the search for existing participants (even if the form says the member is new). Fill in the first and last name boxes, then click "Find an Individual".

Register…

- Beaver Scouts in the Colony
- Cub Scouts in the Pack
- Scouts in the Troop
- Venturer Scouts in the Company
- Rover Scouts in the Crew

When Rovers are registered through the Group/Area (rather than using Self-Registration), an invoice is added to the Group Batch.

These invoices can be removed at the Service Centre when the package comes in OR you can request that they be removed by contacting a Council Registrar via email.

- If the search does not bring up the member you want, click "Begin Registration" to create a new profile.
- If the search finds the member you want, click "Participant".

The next to last step is to "Add Role". If you selected the right Section at the beginning, the default role will be right (eg. Pack = Cub Scout).

The last step will be to find or add parents for Participants under 18 years of age. (Again, use "Find" first. If the search doesn't bring up the one you need, you can select "Add Parent" for a new one.)

For a Rover Scout, the last step will be to add five personal references with email addresses and their relationship to the youth noted. (No more than one of the references may be a relative.)

> IMPORTANT: If a new Rover (or volunteer) has not provided email addresses or five references, please contact member for this information; do not input false details. You CAN close a registration before inputting references (which an be input later), you just won't be able to use the "Submit" button.

Incomplete Registrations

You may also notice the appearance (in a Section or the Group profile) of the "Incomplete Registrations" tab. As the title suggests, this will list incomplete registrations started for that organization unit. Click "Resume" to pick up those registrations where they were left.

If a participant or volunteer already has a completed Active (or Pending) registration and appear on your Group and/or Section roster, you need not resume the incomplete registration. Just hit "Delete".

Close Batch and Print Batch Report

After inputting all of your participants, close the batch and print a batch report. Do this from the "Batches" tab in the Group profile.

Click on the **batch code**.

Scroll to the bottom of the report and click **Close Batch**.

In the pop-up window that appears, set the "Close Batch" drop-down to "Yes" and click **Save Batch**.

The window will close, bringing you back to the report page.

At the top of the report, click on **Printer Friendly Batch Report**.

(The Fees shown in the example are <u>not</u> representative of actual fees. In your own batches, you should see the total registration fee invoiced per youth: National + Council + Group.)

This example also shows both Rovers (for which invoices need to be voided) and a duplicate registration (one youth appears twice and, in this case, in different Sections). If you ever find similar situations on your own batch report, do worry; it can be "fixed" by a Council Registrar even after the batch has been closed.

Near the top right corner of the new pop-up window that appears, click "Click to Print This Page". This opens your printer window; you'll complete the print according to your own printer's set up.

Editing existing profiles

To edit the profile of a registered (active) Participant or his/her parent, first go into that individual's profile.

Indicates whose profile you're viewing/accessing

Access Another (active or pending) Member's Profile

- Use "Find an Individual" OR
- Go into the member's Section and applicable member-type tab (eg. Participants, Volunteers, or Parent Helpers), then click on the green circle beside the person's name.

Once in the profile, use the menu on the left side of the screen to make changes.

The orange circle with the "i" allows you to view the individual's contact information (but it does not allow you to edit the information).

Note: In the "Member Options" tab, "Parent/Guardian" doesn't take you to a parent profile; it's the list of items for parent involvement. See below for help accessing parent profiles.

Access Parent profiles

Edits to parent profiles can be made by first going into the child's profile, clicking on the "My Family" tab then on the green circle beside the applicable parent.

If profiles have been set up properly, parents can log into their own accounts and edit their own profiles. (They may also edit linked children's profiles by going through their "My Family' tabs.)

Group/Area registrars cannot add or link parents except through a full registration (via "Register a Participant" for either new or returning members). For help, please contact a Council Registrar.

Preparing to Submit Your Registration Package

This year, we will have two new coversheets for registration submission.

1. For Participant registrations (excluding Rover Scouts)
2. For Volunteers and Rover Participants

ONLY registrations done on paper should be submitted. (Self-registrations completed successfully online do not require paper be submitted.)

Participant (Beaver – Venturer Scout) Registrations	Volunteer and Rover Registrations
Participant Registration Coversheet	Volunteer and Participant-Rover Coversheet listing names and identifying items submitted for each
Batch Report(s) listing youth registrations being submitted	
Completed/signed Beaver Scout, Cub Scout, Scout, Venturer Scout Participant registration forms (ideally, in alphabetical order, to match the batch sheet)	Completed/signed Volunteer Application for new members and members returning after a break in service
	Rover Participant Enrolment forms
Payment for youth fees	Codes of Conduct
Financial Assistance applications	Police Reference Check result-certificates
	PRC applications (City of Edmonton only)
	Reference lists for new Rovers
	Volunteer Screening Checklists (interview sheets)

Forms and other paperwork with/requiring signatures: ORIGINALS must be submitted to the office. No photocopies, faxes or scans.

Be sure to check all forms for signatures.

Please note: For Venturer Scouts who are also Scouters-in-Training, Activity Leaders and/or Youth Commissioners (at any level), fees are still due for the participant role.

Registration of Rover Scouts by the Group (rather than those using on-line Self-Registration) creates an invoice to Group batch. Groups need only check the box on the "Volunteer and Participant-Rover" Coversheet noting that the package contains Rovers; a Council Registrar will void the invoice(s).