

Registrars' Guide: Register Volunteers 2016-17



It starts with Scouts.

Topics covered in this doc...

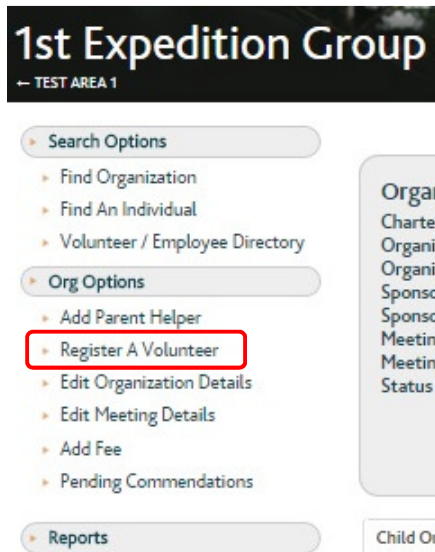
✓ Action	Where to Go
<input type="checkbox"/> Renewing Volunteers	<i>No action required; this is automatic for "Active" Volunteers</i>
<input type="checkbox"/> Registering Group Committee Volunteers	<i>In the Group Profile > Org Options > Register a Volunteer</i>
<input type="checkbox"/> Registering Section Volunteers	<i>In the applicable Section Profile > Register a Volunteer</i>
<input type="checkbox"/> Add a second Volunteer role	<i>In the Volunteer's profile > Add Role</i>
<input type="checkbox"/> Add a Parent Helper	<i>In the applicable Section Profile > Org Options > Add Parent Helper</i>

Register a Volunteer

Continuing the practice launched in the 2015-16 Scouting year, Active adult Volunteers do not have to re-register. They will be renewed automatically in mid- to late- August, annually.

New volunteers, volunteers under 18 years of age (eg. Scouters-in-Training, Activity Leaders, Youth Commissioners), volunteers returning after a break and those who did not complete the necessary training/screening will continue to have to register.

When these registrations are completed on-paper/in-person, new/edited information will have to be input into myscouts.

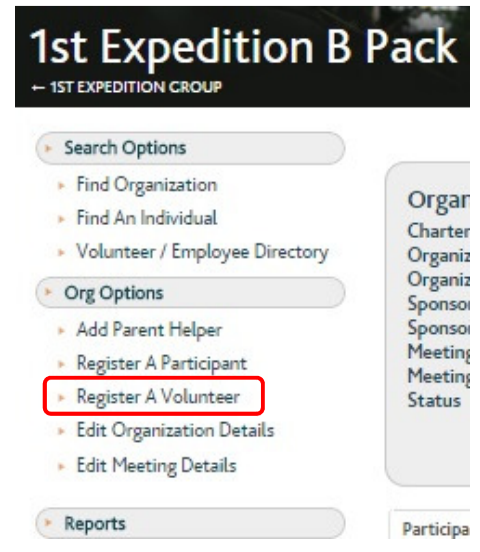


Menu: Group Profile

To register a volunteer to the Group Committee, in the Group profile, click on "Register a Volunteer".

To register a volunteer in a Section (example is a Cub Pack), go into that Section's profile then click on "Register a Volunteer".

"Rover Scout" is a participant role so should be registered as such.



Menu: Section Profile

The screenshot shows the 'Find and Register a Volunteer' form. It has a 'Register existing volunteer' section with 'First Name' and 'Last Name' input fields. Below that is a 'Section for registration' section with a 'Group Level' dropdown and a '*Scouting Year' dropdown set to 'September 1st, 2014 - August 31st, 2015'. There are 'FIND AN INDIVIDUAL' and 'BEGIN REGISTRATION' buttons.

The window that opens will allow you to search for existing volunteers. (Try this before registering an applicant as new. Parents, former members and those transferring from other Groups as well as existing members of your Group may be found.)

The pop-up window in the Group Committee profile also allows you to choose to register a Volunteer to one of your youth Sections by using the "Section for Registration" drop-down menu.

Be sure to select the right Scouting Year.

Transfer details from hardcopy forms as prompted on the series of windows.

Near the end of the registration, you'll designate a role. (Please see the next page for guidelines for choosing the right role.)

The last page of volunteer (and Participant-Rover) registration is for entering references. Proper email addresses must be provided for each one. If the applicant has not supplied email addresses, stop the registration here. Do not enter false information.

Group Committee Roles

For GROUP volunteers by level of myscouts access/abilities:

Administrative Access	Finance Access	Read Access
Group Commissioner Group Registrar Group Youth Commissioner	Group Treasurer	Group Administrator Secretary (or Group Committee Secretary) Group Member (or Group Committee Member) Group Fundraising Coordinator
The above have roles have descriptions available in <i>Bylaw, Policies and Procedures</i> .		Administration: Register, Edit Orgs, Rosters + Reports Finance: Edit Orgs, Rosters + Reports Read: Rosters + Reports

Section Roles

For SECTION volunteers use only:

Section	14-15 years of age	16-17 years of age	18 years of age and older
Colony	Activity Leader	Scouter-in-Training	Contact Beaver Leader Beaver Leader
Pack	Activity Leader	Scouter-in-Training	Cub Leader Assistant Cub Leader
Troop	n/a	Scouter-in-Training	Troop Scouter Scout Counsellor
Company	n/a	n/a	Venturer Advisor (over 21 years of age) Assistant Venturer Advisor
Crew	n/a	n/a	Rover Advisor (over 25 years of age) Assistant Rover Advisor

Although other role options may be offered, the above are the only roles used in the current Scouting program.

My Menu

- ▶ Search
 - ▶ Find Organization
 - ▶ Find An Individual
 - ▶ Volunteer / Employee Directory
- ▶ Member Options
 - ▶ Contact Info
 - ▶ Emergency Info
 - ▶ Medical Info
 - ▶ Directory, Photo & Fundraising Options
 - ▶ Parent/Guardian
- ▶ Admin Options
 - ▶ Add Volunteer Role
 - ▶ Screening

Add Volunteer Role

Active Volunteers can hold more than one volunteer role in myscouts.

In an individual profile, click "Add Volunteer Role" to add a role within your Group (or one of your Group's Sections).

This feature can only be used for the current Scouting year.

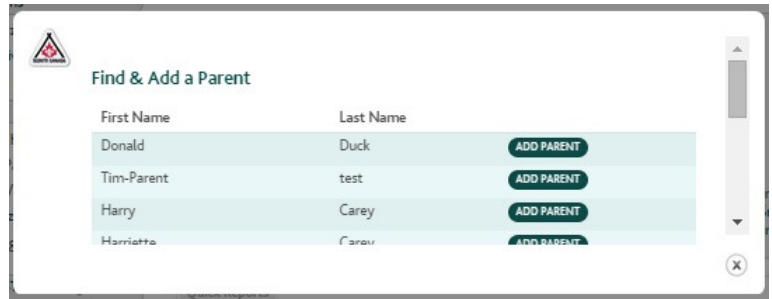
This feature cannot be used to add:

- a volunteer role to a participant profile. (To do that, the participant has to also be registered as a volunteer.)
- a second participant role. (Contact your Council Registrar to do this if needed.)

Add Parent Helper

Parent-profiles are created when "Add Parent" is used.

The list of potential Parent Helpers that will appear when you click "Add Parent Helper" from within a Section is auto-generated from parent-profiles properly linked to youth in that Section. Click "Add Parent" to select a particular parent.



Although Parent Helpers do require some screening and training, they may not be counted as supervisors for ratio (even if they have completed and submitted Police Records Check certificates).

Editing existing profiles

To edit your own profile or the profile of a registered active/pending volunteer, first go into that individual's profile.

Access Your Own Profile

When you log into myscouts, you'll "land" in your own profile. If you've been jumping around, you can get back to it but clicking "My Profile" near the top right corner of the page from anywhere in myscouts.



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.



	Name	Role	Status	Start Date	End Date
	Lenner Donna	Assistant Cub Leader	Active	09/01/2015	08/31/2016
	Smith JohnTesting	Cub Leader	Active	09/01/2015	08/31/2016
	Duck2 Don2	Scouter In Training Pack	Active	09/01/2015	08/31/2016

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).

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 Volunteer Application for new members and members returning after a break in service
Completed/signed Beaver Scout, Cub Scout, Scout, Venturer Scout Participant registration forms (ideally, in alphabetical order, to match the batch sheet)	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).