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Ramping up for Fall

Registering Participants and Volunteers

While you're waiting,
check out / bookmark
prairies.scouts.ca

Presented by Prairie Service Centre Registrar
Pat Papineau

Topics

- ▶ “Register Member” vs “Register a Participant [or Volunteer]”
- ▶ How to Apply for No One Left Behind (NOLB) financial assistance
- ▶ How to Apply for a Refund
- ▶ How (and why) to Submit Group Banking Information
- ▶ How to Set up your Group for Registrations
- ▶ How to Renew and Register Participants
- ▶ How to Register Volunteers and Parent Helpers

“Register Member” vs “Register a Participant [or Volunteer]”

- ▶ In your own profile for Self-Registration (you and your children)

Member Options

- ▶ Register Member
- ▶ Contact Info
- ▶ Emergency Info
- ▶ Medical Info
- ▶ Directory, Photo & Fundraising Options
- ▶ Parent/Guardian
- ▶ Update Password and Language
- ▶ Printable Membership Card

- ▶ In Section profiles to register participants and volunteers
- ▶ In Group/Area/Council profiles to register volunteers

Org Options

- ▶ Add Parent Helper
- ▶ Register A Participant
- ▶ Register A Volunteer
- ▶ Edit Organization Details
- ▶ Edit Meeting Details

How to Apply for No One Left Behind (NOLB) financial assistance

- ▶ Parent contacts nolb@scouts.ca
- ▶ Group may be asked to submit paperwork and payment on behalf of family (if family chooses not to complete registration online using Self-Registration or to submit directly to the Service Centre)

How to Apply for a Refund

- ▶ Parent contacts refunds@scouts.ca
- ▶ For Registrations made through the Group, the Group will be contacted to provide the refund to the parent if eligible.

How (and why) to Submit Group Banking Information

- ▶ For the details needed for submitting banking information to National Finance, please check out prairies.scouts.ca > [Resources](#) > [Group Forms](#) > [Group Banking information sheet](#).
- ▶ Banking information is required for all Groups to be able to:
 - ▶ Offer online Self-Registration (required by all for 2017-18);
 - ▶ Receive refunds for registrations made through/paid by the Group to Scouts Canada.

How to Set up your Group for Registrations

- ▶ For instructions on registering participants (Beaver Scouts through Rover Scouts), please check out prairies.scouts.ca > [Resources](#) > [Registrars' Calls...](#) under 22 August, 2016.

How to Renew and Register Participants

- ▶ For instructions on registering participants (Beaver Scouts through Rover Scouts*), please check out prairies.scouts.ca > [Resources](#) > [Registrars' Calls...](#) under 22 August, 2016.

* When registered through the Group (rather than using Self-Registration online), Rovers created invoices to Group batches that have to be voided.

How to Register Volunteers and Parent Helpers

- ▶ “Active” roles in adult Volunteer profiles will auto-renew each year in mid- to late-August. (No action required unless opting out.)
- ▶ Youth under 18 in leadership roles require parental consent so must be re-registered annually.
- ▶ For instructions on registering Volunteers and Parent Helpers*, please check out prairies.scouts.ca > [Resources](#) > [Registrars' Calls...](#) under 22 August, 2016.

*Reminder: Parent Helpers are not registered Volunteers (“Scouters”), and do not count toward ratio or “two deep”.

For more information on these and other registration-related topics,

- ▶ Visit <http://prairies.scouts.ca/>
- ▶ Visit <https://help.scouts.ca/hc/en-ca> (The Online Support Centre can also be reached by clicking on “Support” in the upper right corner when you’re logged into myscouts.)
- ▶ Contact pat.papineau@scouts.ca or Susan Lee slee@scouts.ca
- ▶ Call us at 403.283.4993 or 1.888.726.8876
 - ▶ Pat: extension 229
 - ▶ Susan: extension 222