

Please **MUTE** your devices.  
-for phone: \* 6  
-for Skype: click on microphone (so it has a line through it).

Questions via Skype: please type in “Conversation” box.

## Get Online Ready!

### Preparing for and Setting up Online Self-Registration

While you're waiting,  
check out / bookmark  
[prairies.scouts.ca](http://prairies.scouts.ca)

Presented by Prairies Service Centre Registrar  
Pat Papineau

## Topics

- ▶ Why Banking Information?
- ▶ How to Submit Banking Information
- ▶ Who has access to Group Set-up?
- ▶ Group myscouts Set-up for Registrations
- ▶ Group/Section Contacts
- ▶ Set Group Fees
- ▶ Going live with Self-Registration
- ▶ Optional: How LDS Payment Works

## Why Banking Information?

- ▶ These details enable Groups to:
  - ▶ Offer online Self-Registration (myscouts system set-up requirement)
  - ▶ Receive Group fees for registrations completed online
  - ▶ Receive refunds for fees paid through/by the Group (or LDS Stake) to Scouts Canada.
- ▶ This information does not give Scouts Canada access or permission to take money from your account.

## How to Submit Banking Information

- ▶ Find the “Group Financial Information Request Form” on <http://prairies.scouts.ca> under Resources > Group Forms.
- ▶ Complete and send it with void cheque to Tania Burns (instructions on the form).

## Who has access to Group Set-up?

### Edit Organization and Meeting details

- ▶ Group Registrar and Commissioner
- ▶ Area Registrars and Commissioners
- ▶ Area Support Managers
- ▶ Council Registrars

### Add Group Fees

- ▶ Group Treasurer, Registrar and Commissioner
- ▶ Registrars and Commissioners
- ▶ Area Support Managers
- ▶ Council Registrars

### Add New Sections

- ▶ Council Registrars only

## Group myscouts Set-up for Registrations

For each Section, confirm (and update if required):

- ▶ Meeting location (including postal code)
- ▶ Meeting day and time
- ▶ Section Contact's current details
- ▶ Maximum participant and volunteer numbers for the upcoming year
- ▶ Section appears in Find a Group search on myscouts.ca

*If a section does not appear after you've input all of these details:  
contact [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) or [helpcentre@scouts.ca](mailto:helpcentre@scouts.ca).*

## Edit Group/Section Details

Profile Identifier  
Example shows  
Group's profile

you're logged in here | My Profile | Find a Group | Support | Logout | Français

**MYscouts.ca** ABOUT CAMP LOCATOR TECHNICAL UPDATES TRAINING CONTACT US

**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.

## Group/Section Contacts

- ▶ **“Group Commissioner”**
  - ▶ Details auto-filled by the system (based on person in role).
  - ▶ Receives notification of volunteer registrations
- ▶ **“Group Registrar”**
  - ▶ Receives notification of participant registrations
- ▶ **“Primary Contact”**
  - ▶ Details must be input manually for Group and each Section
  - ▶ Receives notifications of registrations to Group or Section
  - ▶ Should be someone prepared to check email regularly and follow-up on inquiries (eg. Find a Group, Waitlist requests)

## Set Group Fees

The screenshot shows the MYscouts.ca interface for the '1st Expedition Group'. The left sidebar contains a menu with 'Add Fee' highlighted. The main content area shows 'Organization Details' and 'Contact Information'. The bottom navigation bar has 'Fees' highlighted, with a blue arrow pointing from the 'Add Fee' option in the sidebar to it.

If your Group doesn't add to the National amount, use "\$0.00".

## Going live with Self-Registration

The screenshot shows a form with a 'COUNTRY' dropdown set to 'CANADA' and an 'ACTIVATE ONLINE REGISTRATION' selector set to 'Yes'. A 'SAVE UPDATES' button is visible below the form.

Under "Edit Organization Details", set activation selector to "Yes".

[▶ CONTACT](#)
[▶ REGISTER AS A VOLUNTEER](#)
[▶ REGISTER AS A PARTICIPANT](#)

If Find a Group search shows this for your Group: Set up Success!  
You're open for Self-Registration.

## Myscouts Set-up help on Youtube

- ▶ [https://www.youtube.com/watch?v=\\_tVtqH-IOtQ](https://www.youtube.com/watch?v=_tVtqH-IOtQ)

## Group To Do list:

- ▶ Submit Banking Information
- ▶ Check/update Group information including Primary Contact
- ▶ Check/update each Section's information including:
  - ▶ Primary Contact
  - ▶ "Max Participant" / "Max Participant (next Session)"
- ▶ Set Group Fees for 2017-18  
(Group amount; if only National amount charged, input "\$0.00")
- ▶ When ready to open, "Activate Online" = Yes

## Why is this participant “Pending”?

Registration has not been completed with payment.

- ▶ No Credit/Debit card payment

To complete, parent must log back into myscouts to input:

- ▶ Credit/Debit card payment information

## 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](mailto:pat.papineau@scouts.ca) or Susan Lee [slee@scouts.ca](mailto:slee@scouts.ca)
- ▶ Call us at 403.283.4993 or 1.888.726.8876
  - ▶ Pat: extension 229
  - ▶ Susan: extension 222