

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

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 or helpcentre@scouts.ca.*

Edit Group/Section Details

Profile Identifier
Example shows
Group's profile

Organization Details

Charter Number	34567	Contact Information	NSC
Organization Type	Group	Meeting Location Phone	(813)555-5555
Organization Subtype	Committee	Primary Contact Name	Example Individual
Sponsor Name	geoff the awesome	Contact Phone Number	(813)555-5555
Sponsor Type	Anglican Church	Contact Email	geoff.williams@scouts.ca
Meeting Start Time	6:30 PM	Group Commissioner	Smith John(Test)
Meeting Day	Monday	Commissioner Email	john@smithfamily.com
Status	Active		

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 'Search Options' 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' dropdown 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

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

Get Online Ready!

Part 2: How LDS Payment Works

Topics

- ▶ About Coupon Codes
- ▶ Using a Coupon Code
- ▶ No Code?
- ▶ Invoicing and Payment
- ▶ “Pending” Participants

About Coupon Codes

- ▶ Generated for Stake by Council Registrar
- ▶ Provided by Stake to Wards for distribution to families
- ▶ Time-sensitive (“good” for a limited time)
- ▶ When used, code puts individual invoice on Stake batch

Using a Coupon Code

At point of payment of registration with LDS Group, LDS parent:

- ▶ Inputs code
- ▶ Clicks "Continue".

Participant Registration

Registration Year: June 20, 2016 to August 31, 2017

Registration Confirmation

Please review your selections:

Scout Group Name and Role

Registration Year: 2016 - 2017
 Group Name: 1st Cardston LDS Group
 Section: 1st Cardston LDS 'A' Pack
 Role: Cub Scout
 Registration Fee: \$190.03 CDN

Participant Information

Last Name: Duck
 First Name: Daisy

LDS Sponsored Group

Some LDS Sponsored Groups allow for payment using a Coupon Code. If you have a Coupon Code, please enter it below, and press the Continue button. (Otherwise select 'Continue' to proceed to the Payment Page.)

Coupon Code :

Registration with Code: Success!

Participant Registration

Registration Year: September 1, 2016 to August 31, 2017

Receipt

Print this page as a record of payment.

Transaction Details

Transaction Type: Purchase
 Order ID: ord 186642465
 Date / Time: 06/20/2016 15:54:21
 Sequence Number: 160620155425
 Registration Fee: 190.03
 Approval Code: 83441948
 Response / POC Code: SUCCESS / 1175
 COUPON
PAYMENT APPROVED

Scout Group Name and Role

Registration Year: 2016 - 2017
 Group Name: 1st Cardston LDS
 Section: 1st Cardston LDS 'A'
 Pack
 Role: Cub Scout

Participant Information

Last Name: Duck
 First Name: Daisy

No Code?

- ▶ If your Stake subsidizes only LDS-families (not “community kids”), parent clicks “Continue” (without entering the code) to be taken to the standard payment page.
- ▶ Credit/Debit card payment required to complete registration.

Participant Registration

Registration Year: June 20, 2016 to August 31, 2017

Registration Confirmation

Please review your selections:

Scout Group Name and Role

Registration Year:	2016-2017
Group Name:	1st Cardston LDS Group
Section:	1st Cardston LDS A' Pack
Role:	Cub Scout
Registration Fee:	\$190.03 CDN

Participant Information

Last Name:	Duck
First Name:	Daisy

LDS Sponsored Group

Some LDS Sponsored Groups allow for payment using a Coupon Code. If you have a Coupon Code, please enter it below, and press the Continue button. Otherwise select 'Continue' to proceed to the Payment Page

Coupon Code :

What happens now?

> Invoicing and Payment

Registrations completed with Code:

- ▶ Appear on Stake batches
- ▶ Invoiced monthly to Stake
- ▶ Paid to “Scouts Canada” by Stake

Registrations completed without Code:

- ▶ Appear on National batches
- ▶ Paid by parent credit/debit card

Why is this participant “Pending”?

Registration has not been completed with payment.

- ▶ No code entered
- ▶ No credit/debit card payment

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

- ▶ Code OR
- ▶ 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 or Susan Lee slee@scouts.ca
- ▶ Call us at 403.283.4993 or 1.888.726.8876
 - ▶ Pat: extension 229
 - ▶ Susan: extension 222