

# Spring Registration 2017-18: How can you help?

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Currently, there are **two options** for registration:

## **Online Self-Registration**

- Completed online by individual Rover Scouts and adult volunteers, and by parents (for both participants and volunteers under 18 years of age)
- Paid online directly to Scouts Canada by credit or debit card (for participants from Beaver through Venturer Scouts)  
OR
- For LDS Church participant registrations, completed with coupon codes; paid by Stake cheque upon receipt of invoices from the Service Centre

## **Traditional (paper-based) Registration**

- Completed and signed by parents (for both participants and volunteers under 18 years of age), individual Rover Scouts and adult volunteers
- Submitted with payment by cash, cheque, or money order to Groups (for participants from Beaver Scouts through to Venturer Scouts)
- Used by Group Registrars who complete data entry into myscouts
- Submitted to Service Centre

*Traditional Registration is being phased out now.*

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**For 2017-18** (the coming Scouting year), the method of registration will be **Self-Registration for all members:** participants and volunteers; community and LDS Groups.

To ensure as smooth a transition as possible, **we need you!**

## **I'm a Group Registrar or Commissioner. How can I help?**

- Ensure that your Group "Organization Details" are accurate and up-to-date – including the "Primary Contact".
- Verify that each Section's "Organization Details" and "Meeting Details" are accurate and up-to-date – including the "Primary Contact"
- Set up Group fees (If your Group does not charge an additional amount above the National fee, **input "\$0"**)
- Activate online Registration
- Check to be sure that your Sections show "Register a Volunteer" and "Register a Participant"
- Enlist others to help; encourage parents to do their parts

*If you have problems with any of the above, contact [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) or [slee@scouts.ca](mailto:slee@scouts.ca) for help.*

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## **I'm a signing officer on our Group Bank Account or a Stake Clerk. How can I help?**

For your Group(s) to be able to use Self-Registration, banking information must be provided to our National Finance team.

- Complete the Group Financial Information Request Form (FILLABLE)
- Send the completed form with a void cheque to Tania Burns using one of the delivery options included on the form.

## **I'm a Section volunteer. How can I help?**

- Log into your myscouts profile.
- Click on "Find a Group" near the top right corner of the page to verify that your Section appears in the search results.
- If your Section does not appear, check:
  - Your "Organization Details" to make sure the Section status is "Active" and there's a valid address including postal code.
  - Your "Meeting Details" to make sure you have "Max Participant" and "Max Volunteer" numbers.
- Encourage parents to do their parts.

*If you have problems with any of the above, contact your Group Registrar or Commissioner or [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) or [slee@scouts.ca](mailto:slee@scouts.ca) for help.*

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## **I'm a parent. How can I help?**

- Log into your myscouts profile.
- Ensure the account has your date of birth. Click on "Contact Info" to edit this space and other personal details.
- Verify that your child or children appear(s) on your "My Family" tab.

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## **My child is and/or I'm part of an LDS Group. How will this affect me?**

LDS parents can register their children using Self-Registration too. The key difference: you will be provided with a "coupon code" to defer payment (which will be submitted on your child's behalf through/by your Stake).

LDS volunteers will also be able to use Self-Registration.

*Additional actions and instructions will be provided closer to spring 2017.*

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