

# myscouts: Register Yourself as a Volunteer

**Who?** An adult who has a myscouts profile \* \*\*

**What?** Apply as a Registered Volunteer

This process is for adult Scouters only. (Not for youth under 18 nor for a "Parent Helper", which is not a registered volunteer role.)

\*If you have been previously registered as a participant (under 18 years of age), you may not be able to log into your own profile. Please contact [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) for help.

\*If you do not already have a profile, please use "myscouts: Create a Profile instructions" before continuing with these.

\*\*You may have a myscouts profile if within the past five years you:

- Created one yourself
- Are/have been a Scouts Canada volunteer
- Have a child who is/has been registered as a participant and your personal information was included with the registration.

*To confirm or if you have other issues, please contact [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca)*

## Before you begin, please note:

Registered volunteers (Scouters) require screening.

As part of your registration, be prepared to submit five (5) personal references, each with an email address and relationship to you indicated. No more than one of your references may be a relative and all should know you well.

*Please be sure your references know that they will be contacted via email because you're applying to volunteer with Scouts Canada.*

If you have been previously registered as a volunteer, you should already have provided this information, but may require an update.

Not sure whether you should submit new references? Please contact [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) for help.

## Here's how to register:

Go to [www.myscouts.ca](http://www.myscouts.ca)

Input your email address and password.

Click "Login".

If needed: use "I Forgot My Password" to reset your account.

**I Forgot My Password** prompts an email to be sent to your address from [helpcentre@scouts.ca](mailto:helpcentre@scouts.ca) that includes a one-time login link to get you back into your account.

Once in, be sure to set and save a password.

### My Menu

#### Member Options

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

My Menu

- ▶ Member Options
  - ▶ Register Member
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Click "Register Member" to start your registration.

# Find a Scouts Group

In the "Find a Scouts Group" search:

- Input your postal code.
- Select the age-group with which you'd like to volunteer. (Default is "Beavers".)
- To volunteer with a Group Committee, select any Section, complete the registration, then contact [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) to be moved to the Committee.
- Click "Find Groups" (or "Search Again")

Postal Code:  (eg: 'K2J 2K2')

<p>Age Group:</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Beavers (aged 5-7)</li> <li><input type="radio"/> Cub Scouts (aged 8-10)</li> <li><input type="radio"/> Scouts (aged 11-14)</li> <li><input type="radio"/> Venturer Scouts (aged 15-17)</li> <li><input type="radio"/> Rover Scouts (aged 18-26)</li> </ul>	<p>Night(s) you are interested in:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sunday</li> <li><input checked="" type="checkbox"/> Monday</li> <li><input checked="" type="checkbox"/> Tuesday</li> <li><input checked="" type="checkbox"/> Wednesday</li> <li><input checked="" type="checkbox"/> Thursday</li> <li><input checked="" type="checkbox"/> Friday</li> <li><input checked="" type="checkbox"/> Saturday</li> </ul>
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▶ FIND GROUPS

With the Group of your choice, click "Register as a Volunteer".

▶ CONTACT

▶ REGISTER AS A VOLUNTEER

▶ REGISTER AS A PARTICIPANT

Select the applicable Scouting year then click "Continue".

### Select Registration Year

Select a Registration Year: \*

Current Scouting Year : September 1st, 2016 - August 31st, 2017 ▼

Continue

From the list, choose “Myself”.

### Register with Scouts

Select a member to register from the list below:

Member to Register	Relationship
Myself	Myself
New Member	New

You’ll then be taken through a series of pages with blanks to fill in with personal information.

*For returning members, information will already exist where previously input. Review the existing details; edit as may be required.*

## Add Role

Depending on the Section, with which you’re registering, please choose one of:

- Beaver Leader
- Cub Leader
- Scout Counsellor
- Venturer Advisor (or Assistant Venturer Advisor)
- Rover Advisor (or Assistant Rover Advisor)

## Terms and Conditions

Read and accept the “small print” by changing the selectors to “Yes”.

At the bottom of the window, click “Continue”.

## Registration Confirmation

There is no fee for Volunteers, so the fee should show as “\$0.00.”

Click “Continue”.

## Add Reference

As indicated at the beginning of these instructions, volunteers, require screening including five (5) personal references that can speak to your character – no more than one may be a relative.

For each, click “Add Reference” then input the mandatory field information:

- First and last name
- Email address
- Relationship to you

***Do not enter false information.***

If you’ve started your registration without having five references with email addresses, the information can be sent later to your Group Commissioner or Registrar, or to [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) to be entered later.