


Self-Registration Process for LDS Church Member Families – Prairies

For all Chinook, Manitoba, Northern Lights and Saskatchewan LDS Areas/Groups


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Prairies Registrar
SERVICE CENTRE

Prairies Registrar issues Stake-assigned Coupon Codes to:
> Area Contact (for action) and
> Stake Financial Clerk (for information)


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Area Contact
LDS AREA SERVICE TEAM

Area Contact forwards each Ward's code to appropriate Group Commissioner (or Group Registrar, if designated by GC or if no GC exists).


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Group Commissioner
WARD / SCOUT GROUP

Group Commissioner distributes Coupon Codes to Parents of the Wards' Scouting-aged boys.
Recommended resource: Register Your Youth as an LDS Participant (instructions) Document found on prairies.scouts.ca under Resources > Member Registration and Screening > + Instructions for Self-Registration


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Parents
WARD / SCOUT GROUP

Parents use online Self-Registration to register their sons.
Parents input Coupon Codes in lieu of credit/debit card payment to complete registration.


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myscouts
SCOUTS CANADA SYSTEM

Myscouts creates list of registrations input using the Ward's Coupon Code.


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Prairies Registrar
SERVICE CENTRE

Prairies Registrar (with help from Accounting) generates invoice for registrations input using all Stake-assigned Coupon Codes.
Prairies Registrar sends invoice to the Financial Clerk and Area Contact.
*Invoices issued monthly for new registrations completed since the previous invoice, if any.
A list of participants whose fees are being invoiced will accompany the invoice; the list will be broken out by Coupon Code.*


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Financial Clerk Area Contact
STAKE OFFICE AREA SERVICE TEAM

Stake Financial Clerk and **Area Contact** (with help from Group Commissioners) review invoice.
If applicable, **Area Contact** (with cc to Stake Financial Clerk), notifies Prairies Registrar of errors/items of concern.
If required, an updated invoice may be issued.


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Financial Clerk
STAKE OFFICE

Stake Financial Clerk pays invoice by Stake cheque mailed to:
*Scouts Canada – Prairies Services
2140 Brownsea Drive NW Calgary, AB T2N 3G9*

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Prairies Registrar
SERVICE CENTRE

Prairies Registrar confirms receipt of payment by email to Stake Financial Clerk and Area Contact.

Stake Financial Clerk and Area Contact: *If you are released from this Calling, please provide your replacement's name and email address to pat.papineau@scouts.ca*