

# myscouts: Register Your Child as an LDS Participant

**Who?** A parent with a myscouts profile\*\* and a coupon code provided by an LDS Stake/Ward

**What?** Register own child as a participant in an LDS Group with payment by the Stake

**Why?** Youth require parental consent and fee payment to participate; annual registration is needed. The coupon code allows Church-subsidized payments.

\*\*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:

To complete this registration with payment through the Church, you must enter coupon code:

This code is valid for a limited time so please register early/promptly. Expiry: \_\_\_\_\_

Use of the code is limited to families approved by the Ward/Stake. Registration invoices will be reviewed prior to payment.

## 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.

The screenshot shows the myscouts.ca website interface. At the top, there is a red banner with the text "Find a Scouts Group Near You!" and a map of the area. Below the banner, there is a red button that says "Click here to go to our group locator". The main content area is divided into two sections. On the left, there is a "Login to myscouts.ca!" section with fields for "Your Email Address" and "Your Password", and a "Login" button. Below this is a button for "I Forgot My Password" and a link for "What Can I Do With MyScouts?". On the right, there is a text box explaining that online registrations will significantly reduce the workload of Scouters across the country. Below this is a link for "Click this link online registration questions and answers." At the bottom right, there is a section titled "Find or Create your Account" with two numbered steps: 1. "If you or your child have ever registered or taken training with Scouts Canada Click here to find your account." and 2. "If this is your first experience with Scouts Canada Click here to create an 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

If registering a youth with a profile (an existing or past member), confirm whether he is listed on your “My Family” tab.

If he/she is not, contact your Group Commissioner or Registrar, or [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) to link your child’s profile to yours.

(Skip if registering a new youth – one never previously registered.)

Name	Relationship
Ian Ostrowski	Child
Patricia Papineau	Myself
William (Liam) Ostrowski	Child



If the Renew icon appears beside your child’s name and your child will continue with the same Scout Group (even if changing age-groupings), click it to begin registration for the next Scouting year.

*The Renew icon is usually available beginning with Spring registration (for the next Scouting year) until mid-fall.*

*Using the Renew icon allows you to skip past “Register Member” and “Find a Group”.*

If no Renew icon appears, your child will be changing to a Scout Group in another neighbourhood and/or if you are registering a new-to-Scouting child, click “Register Member” to start your registration.

### My Menu

#### Member Options

- Register Member
- Contact Info
- Emergency Info
- Medical Info

In the “Find a Scouts Group” search:

- Input your postal code.
- Select your child’s age-group. (Default is “Beavers”.)
- If certain nights of the week do not work for your family schedule, click them off. (Otherwise, use the default to get the broadest selection.)
- Click “Find Groups” (or “Search Again”)

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

Age Group:

- Beavers (aged 5-7)
- Cub Scouts (aged 8-10)
- Scouts (aged 11-14)
- Venturer Scouts (aged 15-17)
- Rover Scouts (aged 18-26)

Night(s) you are interested in:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

**FIND GROUPS**

With the Group of your choice, click “Register as a Participant”.

▶ 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

## Register with Scouts

From the list, choose either a child with an existing profile OR “New Member” to add another.

You’ll then be taken through a series of pages with space for your child’s personal information.

For a new member, complete the Contact Information page.

For a returning member, edit as may be required.

### Register with Scouts

🗨️ New record created

Select a member to register from the list below:

Member to Register	Relationship
New Member	New
Myself	Myself
William (Liam) Ostrowski	Child
Ian Ostrowski	Child

## Add Parent

The parent registering the child will already be connected to him/her, but if applicable, another parent should be added here. (Once done, click Continue to move forward.)

## Emergency Contact

Provide details for at least one other person who may be contacted in the event of an emergency and the parent(s) cannot be reached.

## Add Role

If you selected the correct Section in the “Find a Scouts Group” at the beginning of the registration, the role default role will be right. (If not, you may still complete the registration then have your child transferred to the correct age-group.)

## Terms and Conditions

Click on each “I agree...” line to access and read the detailed information for each of the four items.

Note that the Registration Terms of Scouts Canada link includes details on our refund policy.

Accept the “small print” by changing the selectors to “Yes”.

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

### Participant Registration

Registration Year: September 1, 2017 to August 31, 2018

### Terms and Conditions

I agree to the Scouts Canada Privacy Policy (read more ...) \*

Yes ▾

I agree to the Registration Terms of Scouts Canada (read more ...) \*

Yes ▾

I agree to the Scouts Canada's Medical Policy (read more ...) \*

Yes ▾

I agree to the Scouts Canada Participant Agreement (read more ...) \*

Yes ▾

▶ CONTINUE

## Registration Confirmation and LDS Coupon input

Review the registration and fee amount. The amount varies depending on time (early, full-year and part-year) and whether the Group charges an additional fee above the National membership.

Input your Ward-provided coupon code in the box.

Click “Continue”.

## Receipt

You may opt to print or save your receipt, then click “Continue”.

## Thank you for registering

You and your Group should receive email notification of your successful registration.

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:

Continue