

Please MUTE your devices.

-Phone: \* 6

-Skype: click on microphone (so it has a line through it).

Questions via Skype:  
Please type in "Conversation" box.



# Registration 2018-19: Prep and Processes

PRESENTED BY PRAIRIES SERVICES REGISTRAR  
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## Recommendation:

Avoid having to redo.

Don't save; Go to the source.

Ensure you're getting/using the most  
up-to-date information, documents, and resources.

Visit [prairies.scouts.ca](http://prairies.scouts.ca) and [www.scouts.ca](http://www.scouts.ca).

## 2018-19 National Fees

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We do not yet have the 2018-19 fee schedule.

Fees and dates may be available for April call (tentative date 17 April).

Changes are expected.

## Registration reminders

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### PARTICIPANT REGISTRATION

Must be completed online by:

- A parent/legal guardian OR
- An 18-26 year old self-registering as a Rover Scout

*Group data entry is not possible*

### VOLUNTEER REGISTRATION

Should be completed online by:

- An individual applicant (Self)
- A parent/legal guardian of youth under 18

*Group data entry is not recommended\*\**

\*\*Application form is required if Group enters registration.

Form must be completed and signed by:

- The applicant OR
- The parent/guardian for an applicant under 18

*A properly completed registration (for both Participants and Volunteers) includes acceptance of terms and conditions, and gives consent to participate.*

**Focus:**

Participant Registration

## Topics

Group and Section set-up

Participant Registration process including:

- Basic how-to (and where to find instructions)
- Payment options

No One Left Behind financial assistance subsidies

- How (and when) NOLB fits into the process

## Group Action: Group Fee Set-up

▶ Org Options

- ▶ Add Parent Helper
- ▶ Register A Volunteer
- ▶ Edit Organization Details
- ▶ Edit Meeting Details
- ▶ Add Fee

ALL active Groups must set a Participant fee

Select appropriate year: "2018-2019"

Input only the amount Group will receive - "\$0" if your Group doesn't add a fee \*\*

"From" date should be "05/01/2018" for 1 May 2018

"To" date should be "08/31/2019" for 31 August 2019 (end of Scouting year)

"Save" details.

\*\*Amount entered is combined with National membership fee.

Add/Edit Organization Fees

ORGANIZATION NAME  
Chinook Council

MEMBER TYPE: \*  
Participant ▼

REGISTRATION YEAR:  
2018-2019 ▼

AMOUNT \*  
0.00

FROM: \*  
05/01/2018   
Format: mm/dd/yyyy

TO: \*  
08/31/2019   
Format: mm/dd/yyyy

▶ SAVE

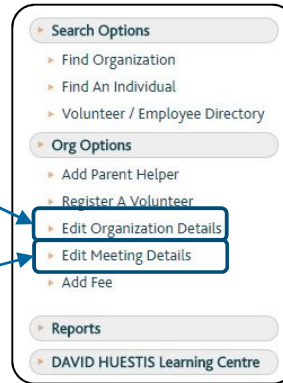
## Group Action: Group / Section Set-up

### Group and Sections need:

- Address details including postal code
- Primary contact details

### Sections also need:

- "Max Participants" numbers and "Max Participants (Next Session)"
- Meeting day and time



## About the "Primary Contact": A good candidate for the role is someone who:

Is willing and able to respond (ideally same day, or within 48 hours) to email:

- Inquiries received from the helpcentre (eg. Find a Group)
- Registration notifications

Is enthusiastic and knowledgeable about the program

Is able to communicate in a positive and welcoming manner

Has a good understanding of the Group and/or Section's needs and expectations

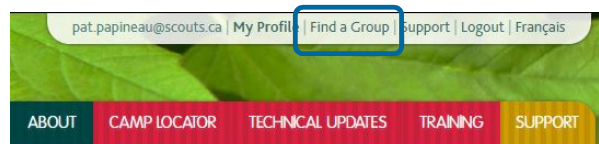
*Same person for both Group and Section(s) OR  
One person for the Group plus a different person for each Section*

## Recommendation:

After Group and Section details are set, verify with a Find a Group search.



*Check each (open/"Active") Section*



## “Parent”

Throughout the rest of this presentation, where “Parent” is used, the term may apply to either:

- A parent OR
- A legal guardian.

(Someone legally able to make decisions for a youth under 18 years of age.)

## Parent/Legal Guardian Action: Participant Registration Process

Create a personal profile (New-to-Scouting adult only)

If financial assistance is needed, email [nolb@scouts.ca](mailto:nolb@scouts.ca) to initiate request *before* registering.

Log into existing profile (New and other adults)

Follow instructions to:

- Register youth as a Participant OR
- Register youth as an LDS Participant

Complete registration with consent and payment

Online registration is changing.  
(New steps/screens, improved embedded instructions.)

Updated instruction guides will be made available on [prairies.scouts.ca](http://prairies.scouts.ca) via Home page links:

- "For Parents"
- "For Scouters"
- "For Rovers"
- "Resources" > Member Registration and Screening

## "Pending" Participants (excluding Rover Scouts)

Count in your "Max Participant" numbers

Indicate an incomplete online registration

- Payment failed > Email notification of Registration and failed payment OR
- No payment entered > No email notification\*

Can only be completed with online payment

*\* Please check rosters periodically; follow-up with "Pending" Participants-families.*

## Parent/Legal Guardian Action: Financial Assistance Application

Email [nolb@scouts.ca](mailto:nolb@scouts.ca) for Scouts Canada's No One Left Behind program

Look for a form-reply email (usually the same day)

Reply with answers to questions asked about:

- Yourself (basic identifiers)
- Number of people in family/household
- Household income (Total net, line 236)
- Number of youth being registered
- Scout Group (eg. 1<sup>st</sup> Rubberboot; 46<sup>th</sup> Edge of Town)

Expect a response from an NOLB agent (within a few days/up to a week)

Read the message you receive carefully and completely

Reply if appropriate (to provide additional information or ask questions) and/or

Follow instructions in the message to register your youth

Complete with online payment

For funding from outside organizations, parents/guardians should:

Apply before registering

Discuss situation with Group (to arrange Group Billing Code)

Have funds paid directly to Group

## NOLB and Non-parent Applications

If special circumstances exist and applicants are not able to give legal consent for youth to participate, we recommend they contact the Service Centre for guidance with the application and registration.

Example: Non-guardian care situations like fostering or relative/family-caregiving (where an external party carries legal say over the child's activities)

# Payment Methods for 2018-18

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## STANDARD

Interac Debit  
Visa  
Mastercard  
American Express  
PayPal

## ALTERNATIVE

LDS Coupon Code  
Group Billing Code

## Alternative Payment: LDS Coupon Codes (Purpose and General info)

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Offered by Scouts Canada to LDS Groups only to allow for:

- Parents to complete an online Participant registration
- Invoices to be issued to a Stake (for all Groups in its area)
- Payment to be made by the Stake/Church to Scouts Canada

Are different for each Ward (unless Stake chooses to use only one code)

May only be used for Groups linked to the Stake

Are not the same as codes provided for:

- Respect in Sport training
- Community Group Participant registration

*LDS = Church of Latter-day Saints/Mormon faith-based*



## Alternative Payment: LDS Coupon Codes (Process)

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Member Services Registrar issues codes to Stake for each of its Wards/Groups.

Stake provides each Ward with its designated code.

Ward shares code with parents needing to register their youth.

Parent follows instructions (to "Register an LDS Participant") and completes by inputting the code.

Parent and Group receive automated email confirmation of registration.

Myscouts logs each registration completed by code.

Member Services Registrar creates and sends Stake-invoice of all registrations completed the previous month using codes issued to the Stake.

Stake reviews invoice, notifies Pat of errors if any, and arranges payment by Stake cheque.

## Alternative Payment: Group Billing Codes (Purpose and General Info)

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Are not intended for use by all members of a Group.

Are provided under special circumstances on a case-by-case basis to allow:

- A parent to complete an online registration without entering personal payment information
- A Group to accept payment (by cash, cheque – from outside source/organization) for registration

Will be issued only:

- To the Group Commissioner, Registrar, Administrator or Treasurer  
*(Please have the same person request codes each time.)*
- To Groups in good standing with Scouts Canada
- At the discretion of the Member Services Registrar (Pat)

Make a Group financial responsible for registrations completed using the code

## Alternative Payment: Group Billing Codes (Process)

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Parent discusses situation with Group.

Group contacts Member Services Registrar to request a code by providing:

- Group number and name (eg. 1<sup>st</sup> Rubberboot; 46<sup>th</sup> Edge of Town)
- How many participants will be registered (now) using the code
- Why the code is needed (i.e. reason family/families can't use the standard options: Interac Debit, PayPal, Mastercard, Visa, American Express)

If appropriate, Member Services Registrar issues code to Group.

Group provides code to parent and collects payment.

Parent follows instructions (to "Register a Participant") and completes by inputting the code.

Parent and Group receive email confirmation of registration. (Message to Group includes amount now due.)

Myscouts creates a Batch Report accessible to Group via "Batches" tab.

Group closes batch, prints report and sends it with a cheque (payable to "Scouts Canada") for the amount shown as "Submit to Council" to the Service Centre in Calgary.

### For more information

and help with registration

Visit the Prairies Services website (<http://prairies.scouts.ca/>)

Visit Scouts Canada's Online Support Centre (<https://help.scouts.ca/hc/en-ca> or by clicking on "Support" in the upper right corner when you're logged into myscouts.)

Contact a Member Services Registrar via email or phone  
403.283.4993 or 1.888.726.8876

- Pat - [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) Extension 229
- Meg - [meg.barlow@scouts.ca](mailto:meg.barlow@scouts.ca) Extension 222

We both work in the Prairies Service Centre located at:

2140 Brownsea Dr NW  
Calgary, AB T2N 3G9