


Self-Registration Process for LDS Church Member Families – Prairies

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


- 1



Prairies Registrar
SERVICE CENTRE

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


- 2



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).


- 3



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 > For Parents*


- 4



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.


- 5



myscouts
SCOUTS CANADA SYSTEM

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


- 6



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.*


- 7



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.


- 8



Financial Clerk
STAKE OFFICE

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

- 9



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*