

Registrars' Guide:

Group Registration Set Up 2018-19



It starts with Scouts.

Topics covered in this doc...

✓ Action	Where to Go
<input type="checkbox"/> Review Group Organization Details; edit if needed	<i>In the Group Profile > Org Options > Edit Organization Details</i>
<input type="checkbox"/> Review Group Meeting Details; edit if needed	<i>In the Group Profile > Org Options > Edit Meeting Details</i>
<input type="checkbox"/> Review <u>each Section</u> 's Organization Details; edit if needed	<i>In each Section Profile > Org Options > Edit Organization Details</i>
<input type="checkbox"/> Review <u>each Section</u> 's Meeting Details; edit if needed**	<i>In each Section Profile > Org Options > Edit Meeting Details</i>
<input type="checkbox"/> Set up Group fees, if needed	<i>In the Group Profile > Org Options > Add Fee</i>
<input type="checkbox"/> Check Group fees; edit if needed	<i>In Group Profile > Fees tab > Edit</i>
<input type="checkbox"/> Enable online Self-Registration	<i>In the Group Profile > Org Options > Edit Organization Details > Activate online Registration</i>
<input type="checkbox"/> Verify that each Section appears in "Find a Group" Search	<i>(Upper right corner in myscouts) Find a Group</i>

****New this year:**
"Summer Program Offered"

Update Organization Details

Profile identifier
Example shows
Group's profile

1st Expedition Group
— TEST AREA 1

Search Options

- Find Organization
- Find An Individual
- Volunteer / Employee Directory

Org Options

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

Reports

DAVID HUESTIS Learning Centre (NEW E-Learning Platform)

My Profile

Organization Details

Charter Number	34567
Organization Type	Group
Organization Subtype	Committee
Sponsor Name	geoff the awesome
Sponsor Type	Anglican Church
Meeting Start Time	6:30 PM
Meeting Day	Monday
Status	Active

Contact Information

NSC
1345 Baseline Road
in the broom closet
Ottawa, ON K2C 0A7
CANADA

Meeting Location Phone: (813)555-5555
Primary Contact Name: Example Individual
Contact Phone Number: (813)555-5555
Contact Email: geoff.williams@scouts.ca
Group Commissioner: Smith John(Test)
Commissioner Email: john@smithfamily.com

Child Orgs

Organization Name	Organization Sub Type	Status
1st exp Test Crew	Rover Crew	Active
1st Expedition B Pack	Cub Pack	Active
1st Expedition Colony	Beaver Colony	Active

Click on the Section Name to open each one's profile.

When preparing for the new Scouting Year, review your Group's current details and update them as required. Do this by clicking on "Edit Organization Details" in your GROUP profile.

Unless your Group or Section is new, these are likely set up and do not need editing.

"Edit Organization Details" includes:

Organization Name
Organization Status
Organization Type
Organization Subtype
Charter Number
Evening Phone Fax Number
Website
Primary Contact Name ★
Primary Contact Phone Number
Primary Contact Email ★
Address Line 1
Address Line 2
Address Line 3
City
Province/Territory
Postal Code ★
Country
Activate Online Registration ★

★ Essential information

Current members (including staff) and the public all use the "Find a Group" search.

If details are not available, your Group will not appear.

People cannot register with Groups they cannot find.

Primary Contact Name and details

The Group Commissioner's name and contact information are input automatically by the system, but the "Primary Contact" details allow for manual input. For the Group, the (lead) Registrar might be the primary contact; for a Section, a member of one of that Section's leadership team. Whomever is selected should be prepared to answer inquiries (about registration and/or youth programs) and receive notification of online registrations, and to respond in a timely manner.

Address

If your Section doesn't have a regular place, consider using the address of another Section in the Group.

Postal Code

The "Find a Group" search uses postal codes to help members, Council and Service Centre staff, and the general public to find Groups. Individuals input their own postal codes and select the age-group that they're interested in. (They may also specify the day or days they want.) The system generates a listing of the closest Groups and, when available, a link to contact to the Group and/or links to register as a volunteer or a participant.

Activate Online Registration

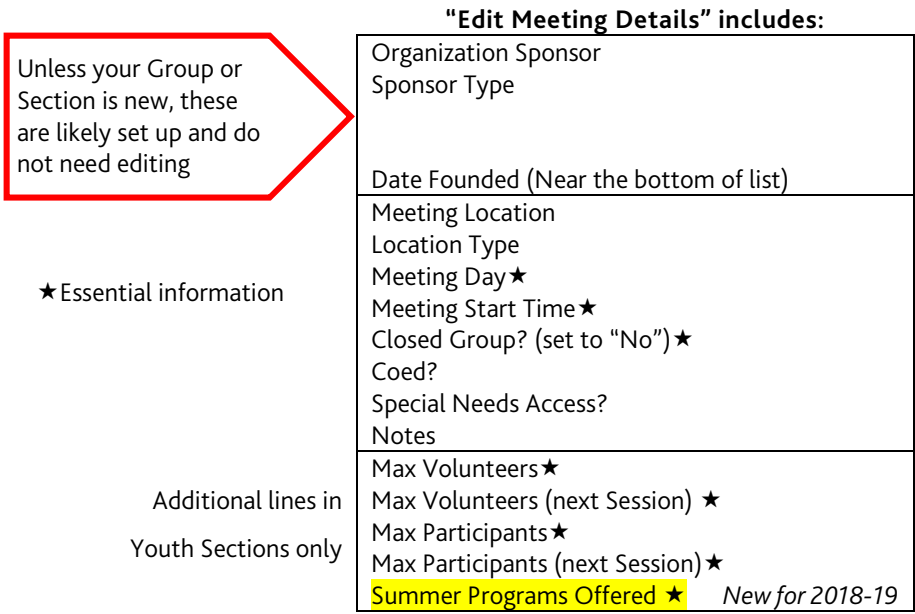
Online Self-Registration saves considerable time for volunteers and staff alike and has improved the accuracy and completeness of the data stored in myscouts.

All Groups must be open for online registration.

Note: Online Self-Registration is not available directly to the Group Committee. Volunteers with Group Committee roles may still use the online option by first registering for an available Section. Once their information is in the system, they can be moved by the Council Registrar (with the Group/Area Commissioner's approval) to the appropriate Group (or Area or Council) and role.



Be sure to save your changes by scrolling to the bottom of each window and clicking here.



Meeting Location

This is the name or general description of the place your regular meetings are held - not the actual address. (eg. Somewhere Community Centre, Main Street Middle School, 1st Local Scout Hall)

Location Type

Here you're given a selection of types of places meetings are typically held. Pick the one that best fits your facility. (eg. school, church, community centre)

Meeting Day and Start Time

Essential information. If appropriate, use "Various".

Closed Group?

To offer online Self-Registration, Groups must be open – so this must be set to "No".

Coed?

Scouts Canada welcomes boys, girls, men and women. All Groups should have "Coed?" set to "Yes" unless the Group has otherwise been given approval from National/Council (as with LDS Groups).

Special Needs Access?

Scouts Canada welcomes people regardless of many personal challenges. Unfortunately, not all meeting locations can. If your hall cannot accommodate people with mobility issues (eg. is not wheelchair accessible), you may need to set this option to "No".

Max Volunteers / Max Volunteers (next Session)

For online Self-Registration to show the "Register as a Volunteer" option, you must have a number here. Set it high! We can always use more volunteers.

Max Participants / Max Participants (next Session)

Here too, you need numbers. These numbers can be revised throughout the year as the recruitment of more volunteers allows space for more youth.

Summer Program Offered

This is a Yes/No selection which is essential to set if you will be offering a summer program for youth not yet registered.

The default is "No".

By selecting "Yes", you will allow parents of new (or otherwise not yet registered) youth to register beginning in May for the remainder of the current Scouting year PLUS next year too.

MAX PARTICIPANTS
<input type="text" value="16"/>
MAX PARTICIPANTS (NEXT SESSION)
<input type="text" value="16"/>
SUMMER PROGRAMS OFFERED ? *
<input type="text" value="Yes"/>

FIND AN INDIVIDUAL

Please click on the Participant button in the list to register that member.

Section for registration

5th Hitthetrails Venturer Company ▾

*Scouting Year:

Vacancy Info - This Year : - 12 - Next Year : 24

THERE ARE TWO YEARS TO CHOOSE FROM

Next Scouting Year : September 1st, 2018 - August 31st, 2019 ▾

Next Scouting Year : September 1st, 2018 - August 31st, 2019

Current Scouting Year : September 1st, 2017 - August 31st, 2018

Both Years : Now until August 31st, 2019

How many Scouters do you need to hold a meeting, outing or other event? These are minimums.

Youth Section	Minimum Number of Volunteers	Ratio of Volunteers to Youth
Beaver Colony	2 (over 18 years of age)	1 Scouter: 8 Youth
Cub Pack	2 (over 18 years of age)	1 Scouter: 8 Youth
Scout Troop	2 (over 18 years of age)	1 Scouter*: 8 Youth
Venturer Company	2 (1 over 21 years of age plus 1 over 18 years of age)	n/a
Rover Crew	2 (1 over 25 years of age)	n/a

*Scouters in the Troop must be at least 16 years old

All Sections require a minimum of two active adult Scouters.

For Section-Scouters, the current training is Wood Badge for Canadian Path. This training is the same for all – but includes some Section-specific information and exercises.

Older Section-specific training is still honoured for Scouters as appropriate to their role. (eg. Wood Badge for Pack is “good” for a Cub Leader, but not for a Scout Counsellor). They should be encouraged to update training by completing Wood Badge for Canadian Path.

Notes

Use this space to add any special details you’d like people to know about your Group or Section (eg. fundraising expectations, weekly dues). This information is not currently connected to the Find a Group search but can be useful when staff are assisting people.

Repeat these steps for each of your Active Sections.

Set your Registration Fees

Even if your Group does not ask for an amount above the base registration fee paid to National/Council, **you must set-up fees for your Group.**

For each fee you need to set up (that's at least two, one each: Participant and Volunteer), click "**Add Fee**".

The screenshot shows the MYscouts.ca website interface. At the top, there's a navigation bar with links for 'ABOUT', 'CAMP LOCATOR', 'TECHNICAL UPDATES', 'TRAINING', and 'CONTACT US'. Below this is a header for the '1st Expedition Group' with a 'TEST AREA 1' label. The main content area is divided into several sections: 'Search Options', 'Org Options', 'Organization Details', and 'Contact Information'. The 'Add Fee' option is highlighted in the 'Org Options' sidebar. A blue arrow points from the 'Add Fee' option to the 'Fees' tab in the bottom navigation bar. The 'Fees' tab is also highlighted with a red box. Below the 'Fees' tab, there's a table with columns for 'Organization Name', 'Organization Sub Type', and 'Status'. The table contains one row: '1st exp Test Crew', 'Rover Crew', and 'Active'.

Add/Edit Organization Fees

ORGANIZATION NAME
Chinook Council

MEMBER TYPE:
Participant

REGISTRATION YEAR:
2017-2018

AMOUNT *
0.00

FROM: *
05/01/2017

TO: *
08/31/2018

Format: mm/dd/yyyy

SAVE

Member Type

Participant or Volunteer. (Complete process for both.)

Registration Year

Set this for the coming year.

Amount

Here you input only your Group amount.

If you ask for no additional amount above the base fee, put in "**0.00**". (You are **ONLY** inputting your Group's portion. The rest of the fee will be input by National and/or Council.)

From:

This is the start-date of the fee period.

National will open myscouts for 2018-19 Registration on Tuesday, **May 1**, 2018. This should be the start date of your (first) 2018-19 fee period.

To:

This is the end of the fee period (and the first day of the next. An overlap should exist between periods to ensure no day is missed).

If you will have the same fee for the full Scouting year, set August 31, 2019 as the end.

If you will have one fee for participants until the end of December and a different fee beginning on New Year's Day 2018, you would set January 1, 2018 for the "To"/the end of the first period and "From"/the beginning of the second.



Scroll to the bottom to Save your details.

Reviewing and editing your fees

You can check your fees by clicking on the "Fees" tab in the Group profile.

Your "To" date may have to be manually entered if the system does not allow you to enter a date later than the end of August of the current Scouting year. (Prior to September 1, 2017, the start of the 2017-18 Scouting year, the latest date that can be entered is August 31, 2017).



	Year	Fee	From	To	Member Type	
⊖	2018	0.00	05/01/2017	08/31/2018	Volunteer	EDIT
⊖	2018	0.00	05/01/2017	08/31/2018	Participant	EDIT

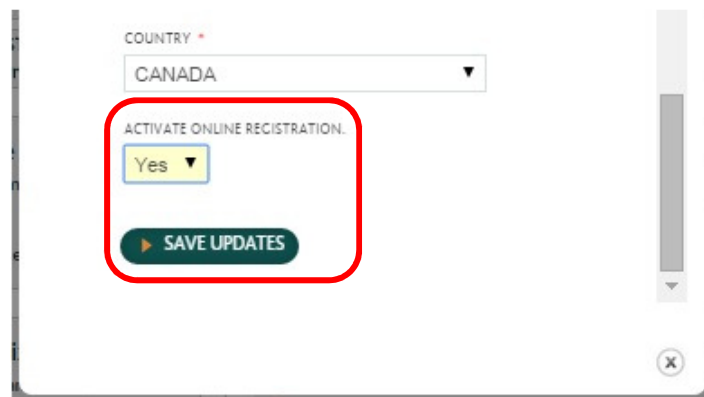
If you need to make changes to existing fees (either to dates, amounts or types), you can do so by click on "Edit" beside the fee period you need to change.



Once you've made your changes, be sure to scroll to the bottom to Save them.

Enable online Self-Registration

Once you've updated your Group and Sections details, and set up your Group fees, go back to "Edit Org Details" to set "Activate Online Registration" to "Yes" and click "Save Updates".



COUNTRY +
CANADA

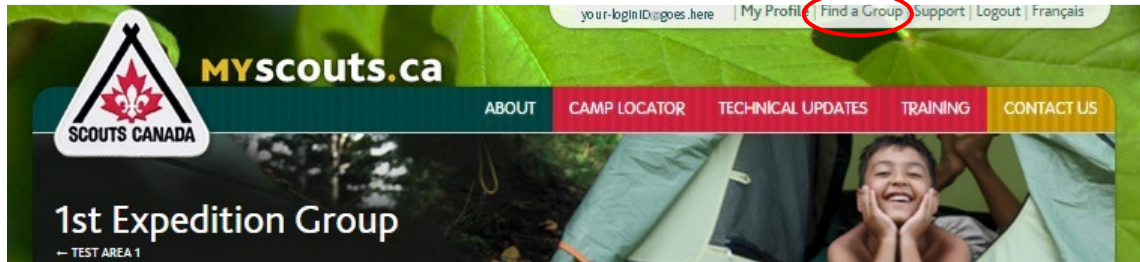
ACTIVATE ONLINE REGISTRATION.
Yes

SAVE UPDATES

If you skipped ahead (or otherwise missed it), please note that Groups which have not previously used/been set-up for online Self-Registration may not simply flip the "Activate Online Registration" drop-down to "Yes". Banking information must first be provided to our National Finance department.

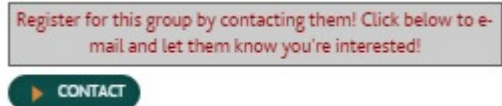
Contact your Council Registrar for help with this.

Check the “Find a Group” Search



Ensure that people will be able to find your Group by running a “Find a Group” search for each one.

You’ve successfully set your Group up to be found, if you see this message under your Group’s meeting details in the search results:



You’ve successfully set your Group up for online Self-Registration if you see this message under your Group’s meeting details in the search results:



If your Group does not appear and you’re sure you entered all the required information, contact your Council Registrar or the helpcentre.

Return to your Group profile by clicking on “My Profile” near the top right of the page, then on your Group.

