



myscouts.ca

Release 1.0

User Training

Release 1.0

February 2012

© Copyright Scouts Canada 2012



Table of Contents

- [Module 01 – Introduction and Overview](#)
- [Module 02 – Access myscouts.ca](#)
- [Module 03 – Search myscouts.ca](#)
- [Module 04 – Prepare for Registration](#)
- [Module 05 – Prepare for Registration Event\(s\)](#)
- [Module 06 – Renew/Transfer Members](#)
- [Module 07 – Register New Members](#)
- [Module 08 – Update Member Role Records](#)
- [Module 09 – Update a Member Profile](#)
- [Module 10 – Volunteer Screening](#)
- [Module 11 – Process Registration Financial Transactions](#)
- [Module 12 – Recognition, Training and Registration History](#)



myscouts.ca

Module 1 Introduction and Overview

**User Training
Release 1.0
February 2012**

© Copyright Scouts Canada 2012



Introduction

Welcome to **myscouts.ca**.

This training is intended to support Registrars, Commissioners, Treasurers, Executive Directors (and other volunteers and employees) in the performance of tasks related to the registration process and to the maintenance of member and organization records, including:

- Establish access to **myscouts.ca** and log in
- View your member profile
- Request a new password and update password and language
- Search the system to find an organization or an Individual
- View the Volunteer Employee Directory



Introduction

- View/edit organization details
- View/edit meeting details
- Setup online registrations and payments
- Set fees
- Prepare for registration events
 - Print registration-related reports
 - View member status
- Renew returning members
- Transfer members
- Renew your membership and renew family memberships



Introduction

- Register new members
- Create an account and self register
- Update member role records
- Update a member profile
- Screen volunteers
- Process Registration Financial Transactions
 - Enter subsidies/discounts and close a batch
 - Reconcile registration fees
- View/add training and recognition records
- View registration history



Overview

- Screen Anatomy
- Scouts Canada Organization Hierarchy
- Terminology
- Notes



Overview Screen Anatomy

Employee/volunteer:

The screenshot shows the MyScouts.ca website interface for a Training Council. The page includes a navigation bar with links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main content area is divided into several sections:

- Search Options:** Find Organization, Find An Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31.
- My Organizations:** A list of organizations with roles. The 'Training Council' is bolded and marked as the primary organization.
- Organization Details:** Charter Number, Organization Type (Council), Organization Subtype (Service Team), Sponsor Name, Sponsor Type, Status (Active).
- Contact Information:** unknown, unknown, MB, CANADA, Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, Contact Email.
- Child Orgs:** A table listing child organizations.

Organization Name	Organization Sub Type	Status
Central Plains Area	Service Team	Active
West Coast Area	Committee	Active

* The Bolded Organization is your primary.



Overview

Screen Anatomy

Employee/volunteer – Member Profile:

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Drew Berry

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

My Organizations

[P] Training Council
(Executive Director)

1st Expedition Pact
(Assistant Cub Leader)

1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Group Registrar	Volunteer	No	Active	
1st Expedition Pact	Assistant Cub Leader	Volunteer	No	Active	
Training Council	Executive Director	Employee	YES	Active	



Overview

Screen Anatomy

Non-employee/volunteer:

The screenshot shows the MYscouts.ca website interface. At the top right, there is a navigation bar with the email address hooty@yahoo.ca and links for [My Profile](#), [Find a Group](#), [Support](#), [Logout](#), and [Français](#). The main header features the Scouts Canada logo on the left, the text **MYscouts.ca** in the center, and three navigation tabs: **ABOUT MYSCOUTS.CA**, **TRAINING**, and **CONTACT US**. Below the header is a large banner image of a smiling boy in a tent, with the text **Hooty Blowfish** overlaid on the left. The main content area is divided into two columns. The left column contains a **My Menu** section with a **Member Options** dropdown menu listing [Register Member](#) and [Update Password and Language](#). Below this is a **My Profile** section showing **Member Number: 10001090** and **Status: Active**. The right column contains a **My Roles** section with a message: **No active registrations found. Click here to find your nearest Scouts group!**



Overview

Screen Anatomy

Non-employee/volunteer with child/charge:

The screenshot shows the MYscouts.ca user interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The user's name "Hooty Blowfish" is displayed. Below this, there are two tabs: "My Roles" and "My Family". The "My Family" tab is active, showing a table with one entry: "Puffy Blowfish" (Child) at "Yellowknife Scouting Colony" with the role of "Beaver Scout" and status of "Active". To the left, there is a "My Menu" section with "Member Options" (Register Member, Update Password and Language) and "My Profile" (Member Number: 10001890, Status: Active, PRC Status, PRC Due Date). A message at the bottom states "You are not part of any Groups."

hooty@yahoo.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

SCOUTS CANADA

Hooty Blowfish

My Menu

- Member Options**
 - Register Member
 - Update Password and Language

My Profile

Member Number: 10001890
Status: **Active**
PRC Status:
PRC Due Date:

You are not part of any Groups.

Name	Relationship	Organization	Role	Status
Puffy Blowfish	Child	Yellowknife Scouting Colony	Beaver Scout	Active



Overview

Screen Anatomy

Profile Name:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Training Council

Search Options

- Find Organization
- Find an Individual
- Volunteer / Engage

Org Options

My Profile

Member Number:
Status:
PRC Status:
PRC Exp. Date:

My Organizations

[P] Training Council
(Executive Director)

1st Expedition Pack
(Assistant Cub Leader)

1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.

Organization	Role	Status
Central Plains Area	Service Team	Active
West Coast Area	Committee	Active



Overview Screen Anatomy

Scouts Organization – Organization Profile:

The screenshot shows the MyScouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo and the text 'MYscouts.ca'. Below this, there are tabs for 'MEMBERS', 'TRAINING RESOURCES', 'PROGRAM RESOURCES', and 'CONTACT'. The main content area is titled 'West Coast Area' and features a breadcrumb navigation path: '— TEST COUNCIL'. A red box highlights this link. A callout box points to this link with the text: 'Scouts Organization – on Organization Profiles, provides a link to access the next level up in the organization hierarchy'. The page also displays 'Organization Details' and 'Contact Information' for the selected organization.



Overview

Screen Anatomy

Scouts Organization – Member Profile:

The screenshot shows a member profile on the MYscouts.ca website. The user is identified as 'Snow White' and is a member of the '1st Expedition Colony'. The profile includes a 'My Menu' section with links for Search, My Profile, My Organization, and My Account. The 'My Profile' section shows member details such as ID (007674), date of birth (08/17/2006), and contact information (22 Whispering Pines, Yellowknife, NT X1A 3A9). The 'My Organization' section lists the member's roles: [P] Training Counselor (Executive Director), 1st Expedition Pack (Assistant Cub Leader), and 1st Expedition Group (Group Register). A red box highlights the '1st Expedition Colony' in the 'My Organization' section, with a callout box explaining that this indicates the member's primary organization.

Scouts Organization – on Member Profiles, indicates the member's primary organization (does not provide a link)

Organization	Role	Participant	Yes	Active
1st Expedition Colony	Beaver Scout	Participant	YES	ACTIVE



Overview Screen Anatomy

Details:

MYscouts.ca

MEMBERS TRAINING RESOURCES PROGRAM RESOURCES CONTACT

West Coast Area
— TEST COUNCIL

Search Options

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

Org Options

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

My Organizations

[P] Scouts Canada
(Council Registrar)

Test Council
(Executive Director)

1st Expedition Pack
(Assistant Cub Leader)

1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.

Organization Details

Charter Number	—
Organization Type	Area
Organization Subtype	Service Team
Sponsor Name	—
Sponsor Type	—
Status	Active

Contact Information

123 Belfield Street
Westminster, NT K2T 5P9
CANADA

Primary Phone: (907) 456 7000
Primary Fax: (907) 456 7000
Primary Contact Name: —
Contact Phone Number: —
Contact Email: —

Child Orgs | Volunteers | Fees | Screening

OrganizationName | Organization | Status

Details – provides details about the organization or member indicated by the Profile Name



Overview

Screen Anatomy

Contact Information:

The screenshot shows the MyScouts.ca website interface. The top navigation bar includes the Scouts Canada logo, the MyScouts.ca logo, and menu items for MEMBERS, TRAINING RESOURCES, PROGRAM RESOURCES, and CONTACT. The main header displays 'West Coast Area' and 'TEST COUNCIL'. The left sidebar contains 'Search Options' (Find Organization, Find An Individual, Volunteer / Employee Directory) and 'Org Options'. The 'My Profile' section shows Member Number: 076031, Status: Active, PFC Status: Passed, and PFC Due Date: 2013-12-31. The main content area is divided into 'Organization Details' and 'Contact Information'. The 'Contact Information' section is highlighted with a red box and contains the following details:

Contact Information	
123 Belfield Street	
Westminster, HT K2T 5F9	
CANADA	
Primary Phone	(907) 456 7000
Primary Fax	(907) 456 7000
Primary Contact Name	—
Contact Phone Number	—
Contact Email	—

A callout box points to the 'Contact Information' section with the following text:

Contact Information – provides details about how to contact the organization or member indicated by the Profile Name



Overview

Screen Anatomy

Volunteer Screening Information:

The screenshot shows the MYscouts.ca website interface. The user is logged in as dberry@scouts.ca. The profile is for Theodore Chipmunk, 1st Expedition Group. The 'Volunteer Screening Information' section is highlighted with a red box and contains the following data:

Volunteer Screening Information			
VRAD Status:	Fully Screened (default)	vss_status:	Passed
PRC Status:	Passed	vss_date:	2010-02-19
PRC Exp Date:	2013-02-10		

A callout box points to this section with the text: **Volunteer Screening Information** – provides screening details for the member indicated by the Profile Name



Overview

Screen Anatomy

Information Tabs (Member Profile):

Information Tabs – lists records in the profile and provides details

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	



Overview Screen Anatomy

Information Tabs (Organization Profile):

myscouts.ca

MEMBERS TRAINING RESOURCES PROGRAM RESOURCES CONTACT

West Coast Area

— TEST COUNCIL

Search Options

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

Org Options

My Profile

Member Number: 076031
Status: **Active**
PFC Status: **Passed**
PFC Exp Date: 2019-12-31

My Organizations

[P] Scouts Canada
(Council Registrar)

Test Council
(Executive Director)

1st Expedition Fac1
(Assistant Cub Leader)

1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.

Organization Details

Charter Number	—
Organization Type	Area
Organization Subtype	Service Team
Sponsor Name	—
Sponsor Type	—
Status	Active

Contact Information

123 Belfield Street	
Westminster, NT X2T 5P9	
CANADA	
Primary Phone	(907)456 7009
Primary Fax	(907)456 7009
Primary Contact Name	—
Contact Phone Number	—
Contact Email	—

Child Orgs | Volunteers | Fees | Scouting

Organization Name	Organization Sub Type	Status
1st Expedition Group	Committee	Active
2nd Expedition Group	Committee	Active
3rd High Ropes Group	Committee	Active
0th Pagoda Group	Committee	Active
Lower Ridgecrest SS	School and Scouting	Active



Overview

Screen Anatomy

Remove Icon:

Remove Icon – click on this icon to remove the record listed to the right of the icon

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	



Overview Screen Anatomy

Link Text:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'MEMBERS', 'TRAINING RESOURCES', 'PROGRAM RESOURCES', and 'CONTACT'. Below this is a header for the member 'Theodore Chipmunk' from the '1ST EXPEDITION GROUP'. The main content area is divided into 'My Menu' (with links for Search, Member Details, and Contact Information) and 'My Organizations'. The 'My Organizations' section contains a table with columns for Organization, Role, Member Type, Primary Org, Status, and Requires. The '1st Expedition Colony' row is highlighted with a red box. A callout box with a white background and black border points to this row, containing the text: 'Link Text – click on link text to access the next level of information; in this case an organization is listed, so the link will display the Organization Profile for 1st Expedition Colony'. Below the table, there is a note: '* The Bolded Organization is your primary.'

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	



Overview

Screen Anatomy

Menu:

The screenshot shows the user profile page for Theodore Chipmunk. The 'My Menu' section is highlighted with a red box and contains the following items:

- Search
 - Find Organization
 - Find an Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Other visible sections include:

- Member Details:** Member Number: 012124, Birth Date: 03/17/1970, Faith Affiliation: Unknown, Gender: Male, Primary Language: English, Status: Active.
- Contact Information:** 2 Access Lane, Yellowknife, NT X1A 3X9, CANADA. Email: tchipmunk@oattree.nt.ca, Phone: (444) 444-4444 (Evening Phone).
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 02-19-19.
- Peer Screening Information:** Fully Screened (default): Passed, VSS Status: Passed.
- My Organizations:** Scouts Canada (Council Registrar), Test Council (Executive Director), 1st Expedition Facilitator (Assistant Cub Leader), 1st Expedition Group (Group Registrar).



Overview Screen Anatomy

My Profile:

The screenshot shows the 'My Profile' page on the MYScouts.ca website. The page is for Theodore Chipmunk, a member of the 1st Expedition Group. The page layout includes a header with the Scouts Canada logo and navigation links (MEMBERS, TRAINING RESOURCES, PROGRAM RESOURCES, CONTACT). Below the header is a banner image of a smiling boy in a tent. The main content area is divided into several sections: 'My Menu' with search and options; 'Member Details' and 'Contact Information' with personal data; 'My Profile' (highlighted with a red box) showing member number, status, and PRC information; 'My Organizations' listing roles like Scout Registrar and Test Council; and a 'Volunteer' section with a table of roles.

My Profile
Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2015-12-31

My Organizations
[P] Scouts Canada (Council Registrar)
Test Council (Executive Director)
1st Expedition Pacl (Assistant Cub Leader)
1st Expedition Group (Group Registrar)

* The Bolded Organization is your primary.

Organization	Role	Member	Volunteer	Status
1st Expedition Cobay	Contact Beaver Leader	Volunteer	NO	Active
1st Expedition Group	Group Commissioner	Volunteer	YES	Active

My Profile – provides the member details about the user logged in



Overview

Screen Anatomy

My Organization:

The screenshot shows the user profile for Theodore Chipmunk, 1st Expedition Group. The page includes a navigation menu with options like Members, Training Resources, Program Resources, and Contact. The main content area is divided into several sections: My Menu, Member Details, Contact Information, My Profile, and My Organizations. The My Organizations section is highlighted with a red box and contains the following list:

- [P] Scouts Canada (Council Registrar)**
- Test Council (Executive Director)
- 1st Expedition Pack (Assistant Cub Leader)
- 1st Expedition Group (Group Registrar)

A callout box explains: **My Organizations** – lists the organizations where the logged in user has a role; the primary role is indicated by [P].

Below the callout, a table shows the user's role in the 1st Expedition Group:

Organization	Role	Volunteer	Yes	Active
1st Expedition Group	Registrar	Yes	Active	



Overview

Screen Anatomy

Links:

A screenshot of the myscouts.ca website header. The header includes the Scouts Canada logo, the text "myscouts.ca MEMBERS", and a navigation bar with links for "PROGRAM RESOURCES" and "CONTACT". A red box highlights the user navigation links: "dhenry@scouts.ca | My Profile | Find a Group | Support | Logout | Français".

Links:

- Displays the **email address** (left) of the user logged in
- **My Profile** – links to the member profile window of the user logged in
- **Find a Group** – links to the **Find a Scouts Group** window allowing a search for a group based on a postal code
- **Support** – links to the **Volunteer Support Toolkit**
- **Logout** – logs out of **myscouts.ca**; displays the **Welcome to Scouts Canada** login window
- **Français** – links to the French version of the current window
- **English** – links to the English version of the current window



Overview Screen Anatomy

Action Button:

Action Button – initiates the action indicated on the button or opens a popup window allowing the user to perform the task

Year	Fee	From	To	Member Type	Action
2012	37.00	02/01/2012	00/31/2012	Participant	EDIT FEE
2012	0.00	09/01/2011	00/31/2012	Volunteer	EDIT FEE
2012	60.00	09/01/2011	01/31/2012	Participant	EDIT FEE



Overview Screen Anatomy

Screen Scroll Bar:

The screenshot shows the myscouts.ca website interface. A vertical scroll bar on the right side of the browser window is highlighted with a red border. A callout box with a white background and black border points to the scroll bar, containing the text: "Screen Scroll Bar – scrolls display of the entire screen".

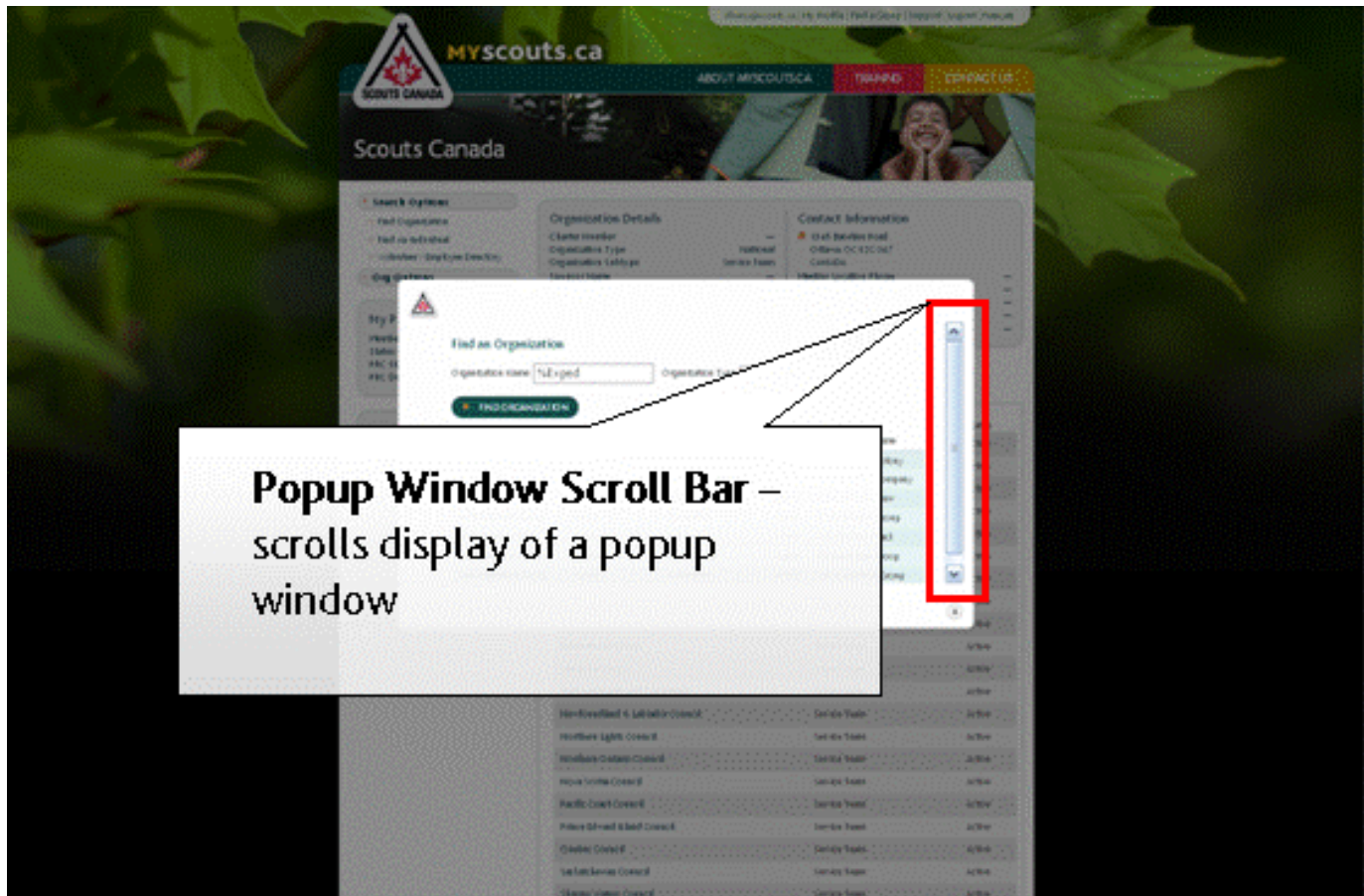
Screen Scroll Bar – scrolls display of the entire screen



Overview

Screen Anatomy

Popup Window Scroll Bar:





Overview

Screen Anatomy

Close Icon:

Find an Organization

Organization Name: Organization Type:

FIND ORGANIZATION

Organization Name	Organization Type	Status	Meeting Location	Phone
1st Expedition Colony	Section	Active		
1st Expedition Company	Section	Active		
1st Expedition Crew	Section	Active		
1st Expedition Group	Section	Active		
1st Expedition Pack	Section	Active	Cub Pack	
1st Expedition Troop	Section	Active	Scout Troop	
2nd Expedition Group	Group	Active	Committee	

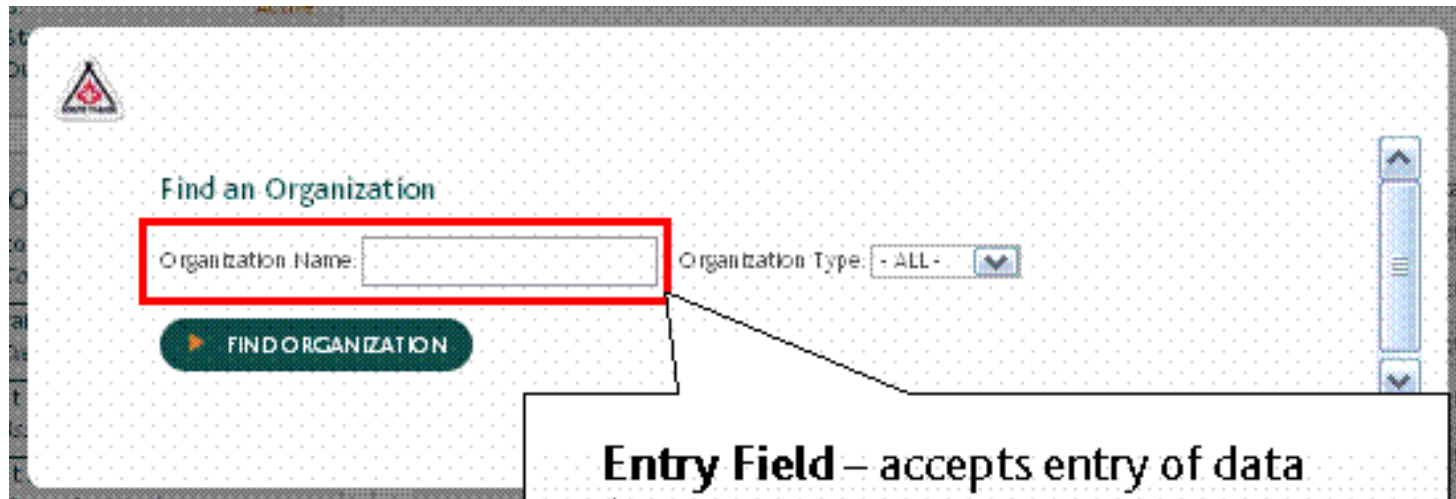
Close Icon – closes a popup window



Overview

Screen Anatomy

Entry Field:



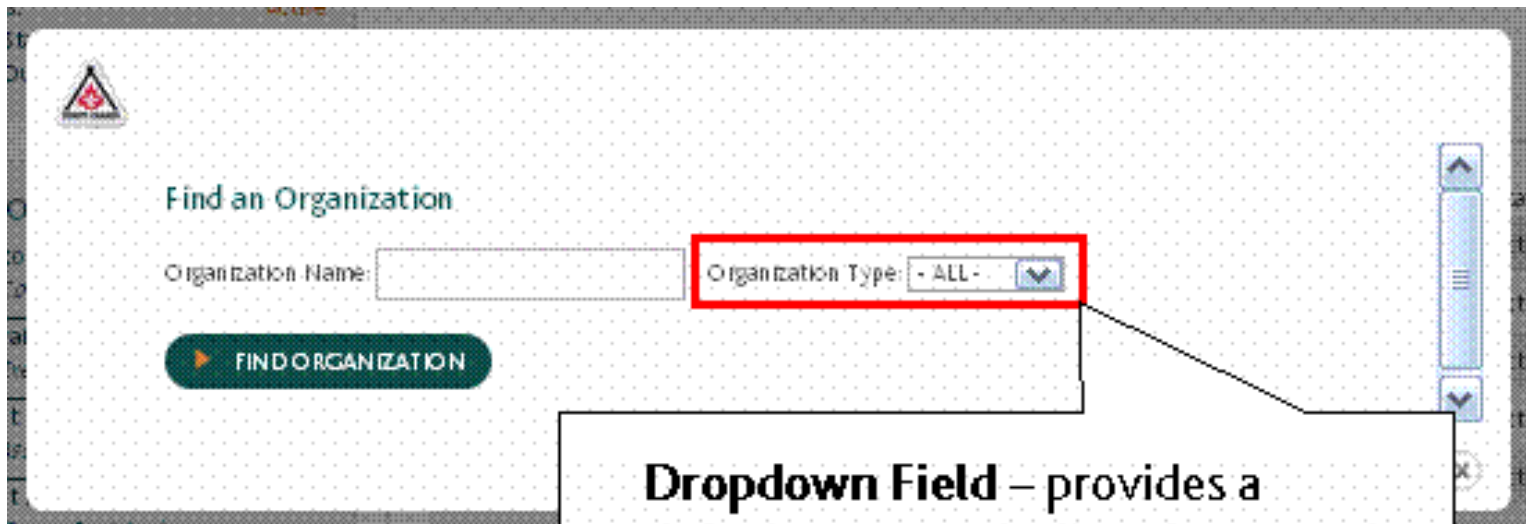
Entry Field – accepts entry of data
(Note: use the mouse to position the cursor in the first field where data is to be entered; use the **Tab** key to move to subsequent fields)




Overview

Screen Anatomy

Dropdown Field:



Dropdown Field – provides a default entry and a list of accepted values; to change the default, click on the  to display the dropdown list then select the required value



Overview

Scouts Canada Organization Hierarchy

Battlefield Council

Lynn Valley Area

1st Waterford Group

1st Waterford A Colony

1st Waterford A Pack

1st Waterford A Troop

And so on...

1st Port Dover Group

1st Port Dover A Colony

1st Port Dover A Pack

1st Port Dover Sea Scouts Troop

And so on...

Fruitbelt Area

2nd West Grimsby Group

2nd West Grimsby A Colony

And so on...



Overview Terminology

Member Status:

myscouts.ca	MMS
Active	Active
Inactive	Inactive-Retired, Inactive-Unknown
Pending	Prospective
Not Renewed	Active Not Renewed
Decline Service	<i>No term</i>
<i>No term</i>	Waitlisted



Overview Terminology

Member Role Status:

myscouts.ca	MMS
Active	<i>No term</i>
Inactive	<i>No term</i>
Pending	<i>No term</i>
Not Renewed	<i>No term</i>
Decline Service	<i>No term</i>



Overview Terminology

Member Type:

myscouts.ca	MMS
Volunteer	Volunteer
Volunteer (SIT, AL, Kim, Keeo)	Youth
Participant	Youth
Employee	Employee



Overview Terminology

Wildcards:

myscouts.ca	MMS
% (one or more characters)	* (one or more characters)
_ (one character)	? (one character)



Overview

Notes

- A member can be a participant, a volunteer, and/or an employee at the same time, for example:
 - A participant (Rover) and a volunteer (Assistant Cub Leader)
 - An employee (Camp Staff) and a participant (Venturer Scout)
- The relationship between a member and their role in an organization is called a **member role**; when a member has more than one member role, one is designated as the **primary member role**
- The primary member role organization for the member displays upon logging in to **myscouts.ca**



Overview Notes

- When a member has one member role, their administration rights are hierarchically-based and flow down from the organization their member role is attached to.
- When a member has more than one member role, their administration rights are hierarchically-based on the role with the most rights and flow down from the organization it is attached to.
- A member has a status
- Each member role has a status
- A member must have a status of **Active** in at least one member role to be active for a scouting year
- **myscouts.ca** retains all member role records in the member's registration history



Overview Notes

- Accounts have been introduced in **myscouts.ca** that allow:
 - Parents to go online to register and manage the records of one or more children
 - Volunteers to go online to register themselves and their children, and to manage their own records and the records of their children
- Everyone 18 years of age and over has an account in **myscouts.ca**; for those less than 18 years of age, a parent has an account
- **myscouts.ca** has a **Volunteer/Employee Directory** that lists the name, member type, member role, organization, email address, phone number, city, province, and postal code of all volunteers who have indicated they wish to be listed, and of all employees



Overview

Notes

- Training and recognition records can be viewed and added in **myscouts.ca**
- Organizations cannot be added in **myscouts.ca**; Council Registrars can add an organization in **myscouts.ca admin**
- Duplicate member records cannot be merged in **myscouts.ca**; Council Registrars can merge records in **myscouts.ca admin**
- Primary roles cannot be changed in **myscouts.ca**; Council Registrars can change primary roles in **myscouts.ca admin**



myscouts.ca

Module 2

Access myscouts.ca

User Training
Release 1.0
February 2012

© Copyright Scouts Canada 2012



Access myscouts.ca

- Log In
- View My Member Profile
- Request a New Password
- Update Password or Language




Access **myscouts.ca**

- **myscouts.ca** is accessible at <https://myscouts.ca>.
- Upon the introduction of **myscouts.ca**, all employees, adult volunteers, adult participants and parents/guardians with a valid and unique email address will be given accounts; new members are given accounts when they register with a valid and unique email address (new parents/guardians create their own accounts).



Access myscouts.ca Log In

Not a member? [Login or Register](#) | [Find a Group](#) | [Support](#) | [Français](#)



MYscouts.ca

MEMBERS TRAINING RESOURCES PROGRAM RESOURCES CONTACT

Welcome to Scouts Canada

User login

Your Email Address: *

Your Password: *

[Log In](#)

[Request new password](#)

Scouts Canada, the country's leading youth organization, offers seven challenging programs for boys, girls and youth age 5-26 in thousands of individual groups in most cities and towns across Canada. Over 74,000 young people enjoy Scouts Canada's programs, which are provided by 23,000 caring and dedicated volunteers. Scouts Canada's national office is located in Ottawa.

Scouts Canada is a not-for-profit organization (Charitable Registration No. 10776 1694 RR0026) and a member of the World Organization of the Scout Movement.

[▶ FIND A SCOUTS GROUP](#) [▶ CREATE AN ACCOUNT](#)

© copyright. Scouts Canada 2011
1345 Baseline Road, Ottawa, ON, K2C 0A7
phone (613) 224-5131 | fax (613) 224-3571



Access myscouts.ca Log In

Account holder - parent/guardian or participant 18 years of age or over with an account:

A screenshot of the myscouts.ca website showing a user profile for "Hooty Blowfish". The page has a green and white color scheme. At the top, there is a navigation bar with the Scouts Canada logo, the text "myscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The user's name "Hooty Blowfish" is displayed prominently. Below this, there are two main sections: "My Menu" and "My Roles". The "My Menu" section includes a "Member Options" dropdown with links for "Register Member" and "Update Password and Language". The "My Profile" section shows the member number "10001090" and status "Active", with a note that the user is not part of any groups. The "My Roles" section shows a message: "No active registrations found. Click here to find your nearest Scouts group!". The background of the page features a photo of a smiling child in a tent.



Access myscouts.ca Log In

Account holder with a family member:

hooty@yahoo.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Hooty Blowfish

My Menu

- Member Options
 - Register Member
 - Update Password and Language

My Profile

Member Number: 10001890
Status: **Active**
PRC Status:
PRC Due Date:

You are not part of any Groups.

My Roles

My Family

Name	Relationship	Organization	Role	Status
Puffy Blowfish	Child	Yellowknife Scouting Colony	Beaver Scout	Active



Access myscouts.ca Log In

Account holder who is a volunteer or an employee:

The screenshot shows the myscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. A user profile dropdown menu is visible in the top right corner, with the email address 'dberry@scouts.ca' highlighted in a red box. Below the navigation bar, the main content area features a large banner image of a smiling boy in a tent. The page title is '1st Expedition Group' with a sub-header 'WEST COAST AREA'. On the left side, there are sections for 'Search Options' (Find Organization, Find An Individual, Volunteer / Employee Directory) and 'Org Options'. The 'My Profile' section displays: Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31. The 'My Organizations' section lists: [P] 1st Expedition Group (Group Registrar) and 1st Expedition Pacl (Assistant Cub Leader). The 'Organization Details' section shows: Charter Number: 1234, Organization Type: Group, Organization Subtype: Committee, Sponsor Name: Yellowknife Youth Groups, Sponsor Type: Community, Status: Active. The 'Contact Information' section shows: 456 Central Park, Yellowknife, NT X1A 3A9, CANADA, Meeting Location Phone: —, Meeting Location Fax: —, Primary Contact Name: Theodore Chipmunk, Contact Phone Number: (444) 444-4444, Contact Email: tchipmunk@oaltree.nt. At the bottom, there is a 'Child Orgs' table with tabs for 'Batches', 'Volunteers', and 'Fees'. The table lists various organization types and their statuses.

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pacl	Cub Pacl	Active
1st Expedition Troop	Scout Troop	Active



Access myscouts.ca Log In

Account holder
who is a
volunteer
or an employee
– My Profile:

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Drew Berry

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

My Profile

Member Number: 076831
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Group Registrar	Volunteer	YES	Active	
1st Expedition Pack	Assistant Cub Leader	Volunteer	No	Active	



Access myscouts.ca

View My Member Profile

- A member profile contains the information on record for a member.
- Volunteers and employees can view their member profile information at any time.
- Parents/guardians who have an account can view their own member profile content and the content for their children/charges
- Participants 18 years of age and over who have an account can view their own member profile content.



Access myscouts.ca View My Member Profile

Account holder - parent/guardian or participant 18 years of age or over with an account:

The screenshot shows the myscouts.ca website interface. At the top right, there is a navigation bar with the email 'hooty@yahoo.ca' and links for 'My Profile', 'Find a Group', 'Support', 'Logout', and 'Français'. The main header features the Scouts Canada logo and the text 'MYscouts.ca'. Below this is a navigation menu with three tabs: 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main content area displays the name 'Hooty Blowfish' and a background image of a smiling boy in a tent. On the left side, there is a 'My Menu' section with a 'Member Options' dropdown containing 'Register Member' and 'Update Password and Language'. Below that is a 'My Profile' section showing 'Member Number: 10001090' and 'Status: Active'. On the right side, there is a 'My Roles' section with a message: 'No active registrations found. Click here to find your nearest Scouts group!'.



Access myscouts.ca View My Member Profile

Account holder with a family member:

hooty@yahoo.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Hooty Blowfish

My Menu

- Member Options
 - Register Member
 - Update Password and Language

My Profile

Member Number: 10001890
Status: Active
PRC Status:
PRC Due Date:

You are not part of any Groups.

My Roles My Family

Name	Relationship	Organization	Role	Status
Puffy Blowfish	Child	Yellowknife Scouting Colony	Beaver Scout	Active



Access myscouts.ca View My Member Profile

Account holder who is a volunteer or an employee:

The screenshot shows the myscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'myscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. A user profile dropdown menu is visible in the top right corner, with the email address 'dberry@myscouts.ca' highlighted in a red box. Below the navigation bar, the main content area features a large banner image of a smiling boy in a tent. The page title is '1st Expedition Group' with a sub-header 'WEST COAST AREA'. On the left side, there are sections for 'Search Options' (Find Organization, Find An Individual, Volunteer / Employee Directory) and 'Org Options'. The 'My Profile' section displays: Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31. The 'My Organizations' section lists: [P] 1st Expedition Group (Group Registrar) and 1st Expedition Pacl (Assistant Cub Leader). The 'Organization Details' section shows: Charter Number: 1234, Organization Type: Group, Organization Subtype: Committee, Sponsor Name: Yellowknife Youth Groups, Sponsor Type: Community, Status: Active. The 'Contact Information' section shows: 456 Central Park, Yellowknife, NT X1A 3A9, CANADA, Meeting Location Phone: —, Meeting Location Fax: —, Primary Contact Name: Theodore Chipmunk, Contact Phone Number: (444) 444-4444, Contact Email: tchipmunk@coaltree.nt. At the bottom, there is a 'Child Orgs' section with tabs for 'Batches', 'Volunteers', and 'Fees'. A table lists various organization types and their statuses:

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pacl	Cub Pacl	Active
1st Expedition Troop	Scout Troop	Active



Access myscouts.ca View My Member Profile

Account holder
who is a
volunteer
or an employee
– My Profile:

The screenshot shows the user profile page for Drew Berry on myscouts.ca. The page includes a navigation bar with the Scouts Canada logo, the user's name, and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below the navigation bar, there are sections for 'My Menu' (Search, Member Options, Admin Options), 'My Profile' (Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31), and 'My Organizations' (1st Expedition Group - Group Registrar, 1st Expedition Pacl - Assistant Cub Leader). A 'My Roles' table is also displayed, showing two roles: '1st Expedition Group' (Group Registrar, Volunteer, Primary Org: YES, Status: Active) and '1st Expedition Pacl' (Assistant Cub Leader, Volunteer, Primary Org: No, Status: Active).

myscouts.ca | My Profile | Find a Group | Support | Logout | Français

SCOUTS CANADA **myscouts.ca** ABOUT MYSCOUTS.CA TRAINING CONTACT US

Drew Berry

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pacl
(Assistant Cub Leader)

* The Bolded Organization is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Group Registrar	Volunteer	YES	Active	
1st Expedition Pacl	Assistant Cub Leader	Volunteer	No	Active	



Access myscouts.ca View My Member Profile

Links at upper right of the window:

[hooty@yahoo.ca](#) | [My Profile](#) | [Find a Group](#) | [Support](#) | [Logout](#) | [Français](#)



Access myscouts.ca

View My Member Profile

Content at the left of the window:

▼ **Search Options**

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

▶ **Org Options**

My Profile

Member Number:	876831
Status:	Active
PRC Status:	Passed
PRC Due Date:	2013-12-31

My Organizations

[P] Scouts Canada
(Council Registrar)

1st Expedition Pack
(Assistant Cub Leader)


1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.




Access myscouts.ca Request a New Password

Not a member? [Login](#) or [Register](#) | [Find a Group](#) | [Support](#) | [Français](#)



MYscouts.ca

[ABOUT MYSCOUTS.CA](#) [TRAINING](#) [CONTACT US](#)



Welcome to Scouts Canada

User login

Your Email Address: *

Your Password: *

[Log In](#)

[Request new password](#)

Scouts Canada, the country's leading youth organization, offers seven challenging programs for boys, girls and youth age 5-26 in thousands of individual groups in most cities and towns across Canada. Over 74,000 young people enjoy Scouts Canada's programs, which are provided by 23,000 caring and dedicated volunteers. Scouts Canada's national office is located in Ottawa.

Scouts Canada is a not-for-profit organization (Charitable Registration No. 10776 1694 RR0020) and a member of the World Organization of the Scout Movement.

[▶ FIND A SCOUTS GROUP](#) [▶ CREATE AN ACCOUNT](#)

© copyright: Scouts Canada 2011
1345 Baseline Road, Ottawa, ON, K2C 0A7
phone (613) 224-5131 | fax (613) 224-3571

- ▶ [Find a Group](#)
- ▶ [My Profile](#)
- ▶ [Privacy Statement](#)



Access myscouts.ca Request a New Password

Not a member? [Log in](#) | [Register](#) | [Find a Group](#) | [Support](#) | [Français](#)

myscouts.ca

[ABOUT MYSCOUTS.CA](#) [TRAINING](#) [CONTACT US](#)

Welcome to Scouts Canada

User login

Your Email Address: *

Your Password: *

[Log in](#)

[Request new password](#)

Scouts Canada, the country's leading youth organization, offers seven challenging programs for boys, girls and youth age 5-26 in thousands of individual groups in most cities and towns across Canada. Over 74,000 young people enjoy Scouts Canada's programs, which are provided by 23,000 caring and dedicated volunteers. Scouts Canada's national office is located in Ottawa.

Scouts Canada is a not-for-profit organization (Charitable Registration No. 10776 1694 880020) and a member of the World Organization of the Scout Movement.

[FIND A SCOUTS GROUP](#) [CREATE AN ACCOUNT](#)

© copyright: Scouts Canada 2011
1345 Baseline Road, Ottawa, ON, K2C 0A7
phone (613) 224-5131 | fax (613) 224-3571

[Find a Group](#)
[My Profile](#)
[Privacy Statement](#)



Access myscouts.ca Request a New Password

Request a new password – Scouts Canada email example:

dberry@scouts.ca,

A request to reset your myscouts.ca password has been made. You may login to live.myscouts.ca by clicking on the link below or copying and pasting it in your browser. You will be asked to answer verification information prior to accessing your profile.

<https://myscouts.ca/user/rest/78974687ihiunni867677>

This is a one-time login, so it can be used only once and it expires after one day.

After logging in, you need to go to 'My Profile' and click 'Member Options' and 'Update Password and Language'.

If you have any issues please contact myscouts.ca Support at 1-888-726-8876.

Thank you,
myscouts.ca Support Team



Access myscouts.ca Request a New Password

myscouts.ca | My Profile | Find a Group | Support | Logout | Français

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

— WEST COAST AREA

Search Options

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

Org Options

My Profile

Member Number: 076031
Status: **Active**
PRC Status: **Passed**
PRC Exp Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Organization Details

Charter Number	1234
Organization Type	Group
Organization Sub Type	Committee
Sponsor Name	Yellowknife Youth Groups
Sponsor Type	Community
Status	Active

Contact Information

450 Central Park
Yellowknife, NT X1A 3A9
CANADA

Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: Theodore Chygniel
Contact Phone Number: (444) 444-4444
Contact Email: tchygniel@goal tree nt

Child Orgs | **Beavers** | **Volunteers** | **Fees**

Organization Name	Organization Sub Type	Status
1st Expedition Cubpack	Beaver Cubpack	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Boat Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active



Access myscouts.ca Update Password or Language

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Drew Berry

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

My Profile

Member Number: 076031
Status: Active
PBC Status: Passed
PBC Due Date: 2013-12-31

My Organizations

- [*] 1st Expedition Group (Group Registrar)
- 1st Expedition Pack (Assistant Cub Leader)

* The Bolded Organization is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Group Registrar	Volunteer	YES	Active	
1st Expedition Pack	Assistant Cub Leader	Volunteer	NO	Active	



Access myscouts.ca

Update Password or Language

dberry@scouts.ca

Account information

Your Password:

Confirm password:

To change the current user password, enter the new password in both fields.

Language settings

Language:

Canadian English

French (Français Canadien)

This account's default language for e-mails, and preferred language for site presentation.

Save

X



myscouts.ca

Module 3

Search myscouts.ca

User Training
Release 1.0
February 2012

© Copyright Scouts Canada 2012



Search myscouts.ca

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



Search **myscouts.ca**

- Volunteers and employees can search **myscouts.ca** to access:
 - Organization profiles
 - Member profiles
 - Volunteer/employee information
- Volunteers and employees have access to profiles only within their administrative hierarchy (for example, a Group Registrar can access member profiles within their Group and their Sections; they can access organization profiles for their Sections).



Search myscouts.ca Find an Organization

myscouts.ca | My Profile | Find a Group | Support | Logout | Français

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

— WEST COAST AREA

Search Options

- Find Organization**
- Find an Individual
- Volunteer / Employee Directory

Org Options

My Profile

Member Number: 070031
Status: **Active**
PRC Status: Passed
PRC Exp Date: 2015-12-31

My Organizations

[P] 1st Expedition Group
(Group Registered)

1st Expedition Pack
(Assistant Cub Leader)

* The bolded Organization is your primary.

Organization Details

Charter Number: 1234
Organization Type: Group
Organization Subtype: Committee
Sponsor Name: Yellowknife Youth Groups
Sponsor Type: Community
Status: **Active**

Contact Information

450 Central Park
Yellowknife, NT X1A 3A9
CANADA

Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: Theodore Chipman
Contact Phone Number: (444) 444-4444
Contact Email: tchipman@poptree.at

Child Orgs

Organization Name	Organization Sub Type	Status
1st Expedition Cubpack	Beaver Cubpack	Active
1st Expedition Company	Volunteer Company	Active
1st Expedition Crew	Beaver Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active



Search myscouts.ca Find an Organization

Search for an organization:

The screenshot shows a web form titled "Find an Organization" with the Scouts Canada logo in the top left. The form contains two input fields: "Organization Name:" followed by a text box, and "Organization Type:" followed by a dropdown menu currently set to "- ALL -". Below these fields is a dark green button with a white right-pointing arrow and the text "FIND ORGANIZATION". On the right side of the form, there is a vertical toolbar with four icons: an upward arrow, a hamburger menu icon, a downward arrow, and a close 'X' icon.



Search myscouts.ca Find an Organization

When a match is found:

Find an Organization

Organization Name: Organization Type:

FIND ORGANIZATION

Organization Name	Organization Type	Organization Subtype	Status	Organization Name
1st Expedition Colony	Section	Beaver Colony	Active	1st Expedition Colony
1st Expedition Company	Section	Venturer Company	Active	1st Expedition Company
1st Expedition Crew	Section	Rover Crew	Active	1st Expedition Crew
1st Expedition Group	Group	Committee	Active	1st Expedition Group
1st Expedition Pack	Section	Cub Pack	Active	1st Expedition Pack
1st Expedition Troop	Section	Scout Troop	Active	1st Expedition Troop
2nd Expedition Group	Group	Committee	Active	2nd Expedition Group



Search myscouts.ca Find an Organization

View an organization profile:

The screenshot shows the myscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'myscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below this is a banner image of a child smiling in a tent, with the text '1st Expedition Colony' and '— 1ST EXPEDITION GROUP'. The main content area is divided into several sections:

- Search Options:** Find Organization, Find an Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 070031, Status: Active, PNC Status: Passed, PNC Due Date: 2013-12-31.
- Organization Details:** Charter Number: —, Organization Type: Section, Organization Subtype: Beaver Colony, Sponsor Name: —, Sponsor Type: —, Status: Active.
- Contact Information:** 456 Central Park, Yellowknife, NT X1A 3A9, CANADA. Meeting Location Phone: —, Meeting Location Fax: —, Primary Contact Name: —, Contact Phone Number: —, Contact Email: —.
- Participants:** A table listing participants with columns for Name, Role, Start Date, End Date, Status, and Birth Date.
- My Organizations:** [P] 1st Expedition Group (Group Registrar), 1st Expedition Pack (Assistant Cub Leader). A note states: '* The Bolded Organization is your primary.'

Name	Role	Start Date	End Date	Status	Birth Date
Bailey, Beetle	Beaver Scout	09/01/2011	00/31/2012	Active	10/10/2005
Bell, Cinderella	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Bodine, Jethro	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Le Pen, Pepe	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/1997
Wesley, Casey	Beaver Scout	09/01/2011	00/31/2012	Active	00/27/2005
White, Snow	Beaver Scout	09/01/2011	00/31/2012	Active	09/17/2006



Search myscouts.ca

Find an Organization

Access an organization from a member profile:

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Ginny Weasley

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number	806509
Birth Date	09/27/2005
Faith Affiliation	Unknown
Gender	Female
Primary Language	English
Status	Active

Contact Information

1 Warlock Lane
Yellowknife, NT X1S 3A9
gweasley@jalcoo.ca
(907)990-9090 (Evening Phone)

Volunteer Screening Information

VRAD Status:	Not Required	vss_status:	Not Required
PRC Status:	Not Required	vss_date:	Not Required
PRC Due Date:	Not Required		

My Profile

Member Number:	876031
Status:	Active
PRC Status:	Passed
PRC Due Date:	2018-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

My Roles | My Registration History

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Beaver Scout	Participant	No	Active	



Search myscouts.ca Find an Organization

Access an organization from another organization:

The screenshot shows the myscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below the navigation bar is a banner image of a smiling boy in a tent. The main content area is titled '1st Expedition Group' and includes a breadcrumb trail '← WEST COAST AREA'. On the left, there are sections for 'Search Options' (Find Organization, Find An Individual, Volunteer / Employee Directory), 'Org Options', and 'My Profile' (Member Number: 876831, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31). The main content area is divided into 'Organization Details' and 'Contact Information'. The 'Organization Details' section lists: Charter Number 1234, Organization Type Group, Organization Subtype Committee, Sponsor Name Yellowknife Youth Groups, Sponsor Type Community, and Status Active. The 'Contact Information' section lists: 456 Central Park, Yellowknife, NT X1A 3A9 CANADA, Meeting Location Phone and Meeting Location Fax (both blank), Primary Contact Name Theodore Chipmunk, Contact Phone Number (444) 444-4444, and Contact Email tchipmunk@oaktree.nt. Below this is a table of 'Child Orgs' with columns for Organization Name, Organization Sub Type, and Status. The table lists: 1st Expedition Colony (Beaver Colony, Active), 1st Expedition Company (Venturer Company, Active), 1st Expedition Crew (Rover Crew, Active), 1st Expedition Pack (Cub Pack, Active), and 1st Expedition Troop (Scout Troop, Active). On the bottom left, there is a 'My Organizations' section listing: [P] Scouts Canada (Council Registrar), 1st Expedition Pack (Assistant Cub Leader), and 1st Expedition Group (Group Registrar). A note states: '* The Bolded Organization is your primary.' Red boxes highlight the breadcrumb trail, the 'My Organizations' list, and the 'Child Orgs' table.

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

← WEST COAST AREA

Search Options

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

Org Options

My Profile

Member Number: 876831
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

Organization Details

Charter Number: 1234
Organization Type: Group
Organization Subtype: Committee
Sponsor Name: Yellowknife Youth Groups
Sponsor Type: Community
Status: Active

Contact Information

456 Central Park
Yellowknife, NT X1A 3A9
CANADA
Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: Theodore Chipmunk
Contact Phone Number: (444) 444-4444
Contact Email: tchipmunk@oaktree.nt

Child Orgs Batches Volunteers Fees

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active

My Organizations

- [P] Scouts Canada (Council Registrar)
- 1st Expedition Pack (Assistant Cub Leader)
- 1st Expedition Group (Group Registrar)

* The Bolded Organization is your primary.



Search myscouts.ca

Find an Individual

The screenshot shows the myscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'myscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below this is a banner for the '1st Expedition Group' in the 'WEST COAST AREA'. The main content area is divided into several sections:

- Search Options:** A list of search filters including 'Find Organization', 'Find An Individual' (highlighted with a red box), and 'Volunteer - Link/Join Database'.
- Org Options:** A section for organization-related options.
- My Profile:** A section showing the user's profile information: Member Number: 076051, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31.
- My Organizations:** A section showing the user's current organizations, with the '1st Expedition Group' listed as the primary organization. Below it, the role '1st Expedition Pack (Assistant Cub Leader)' is shown.
- Organization Details:** A section providing information about the selected organization: Charter Number: 1234, Organization Type: Group, Organization Subtype: Committee, Sponsor Name: Yellowknife Youth Groups, Sponsor Type: Community, Status: Active. Contact information includes: 456 Central Park, Yellowknife, NT X1A 3A9, CANADA, Meeting Location Phone: --, Meeting Location Fax: --, Primary Contact Name: Theodore Chyanal, Contact Phone Number: (444)444-4444, and Contact Email: tchyanal@goalbee.at.
- Child Orgs:** A table listing child organizations with columns for Organization Name, Organization Sub Type, and Status.

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active



Search myscouts.ca

Find an Individual

Search for an individual:

Find an Individual

First Name Last Name

FIND AN INDIVIDUAL



Search myscouts.ca

Find an Individual

When a match is found:

Find an Individual

First Name: % Last Name: Weasley

FIND AN INDIVIDUAL

	first_name	last_name	organization	scouting_role	Status
Select	Fred	Weasley	West Coast Area	Deputy/Assistant Commissioner	Active
Select	Ginny	Weasley	1st Expedition Colony	Beaver Scout	Active



Search myscouts.ca

Find an Individual

Select an individual:

Find an Individual

First Name: % Last Name: Weasley

FIND AN INDIVIDUAL

	first_name	last_name	organization	scouttag_role	Status
Select	Fred	Weasley	West Coast Area	Deputy Assistant Commissioner	Active
Select	Gray	Weasley	1st Expedition Colony	Beaver Scout	Active



Search myscouts.ca

Find an Individual

View a member profile:

The screenshot shows the user interface for a member profile on myscouts.ca. At the top, there is a navigation bar with the Scouts Canada logo, the text 'myscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The profile is for 'Ginny Weasley'. The main content area is divided into several sections: 'My Menu' with links for Search, Member Options, and Admin Options; 'My Profile' showing member number 076031, status 'Active', PRC status 'Passed', and PRC due date '2013-12-31'; 'My Organizations' listing '1st Expedition Group' and '1st Expedition Pack'; 'Member Details' with personal information like birth date (09/27/2005), gender (Female), and language (English); 'Contact Information' with address and phone number; 'Volunteer Screening Information' showing VRAD and PRC status as 'Not Required'; and 'My Roles' with a table showing a role as 'Beaver Scout' in the '1st Expedition Colony'.

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Ginny Weasley

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

My Profile

Member Number: 076031
 Status: Active
 PRC Status: Passed
 PRC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Member Details

Member Number: 006509
 Birth Date: 09/27/2005
 Faith Affiliation: Unknown
 Gender: Female
 Primary Language: English
 Status: Active

Contact Information

1 Warlock Lane
 Yellowknife, NT X1S 3A9
 gweasley@jalcoo.ca
 (907)990-9090 (Evening Phone)

Volunteer Screening Information

VRAD Status: Not Required
 PRC Status: Not Required
 PRC Due Date: Not Required

vss_status: Not Required
 vss_date: Not Required

My Roles My Registration History

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Beaver Scout	Participant	No	Active	



Search myscouts.ca Find an Individual

Access a member profile from an organization:

1st Expedition Colony
— 1ST EXPEDITION GROUP

Search Options

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

Org Options

My Profile

Member Number: 070031
Status: Active
PNC Status: Passed
PNC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Register)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Organization Details

Charter Number: —
Organization Type: Section
Organization Subtype: Beaver Colony
Sponsor Name: —
Sponsor Type: —
Status: Active

Contact Information

456 Central Park
Yellowknife, NT X1A 3A9
CANADA

Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: —
Contact Phone Number: —
Contact Email: —

Participants | Volunteers | Reserv / Transfer Participants

Name	Role	Start Date	End Date	Status	Birth Date
Bailey, Beetle	Beaver Scout	09/01/2011	00/31/2012	Active	10/10/2005
Bell, Cinderella	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Bodine, Jethro	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Le Pen, Pepe	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/1997
Weasley, Casey	Beaver Scout	09/01/2011	00/31/2012	Active	00/27/2005
White, Snow	Beaver Scout	09/01/2011	00/31/2012	Active	09/17/2006



Search myscouts.ca Volunteer/Employee Directory

- The **Volunteer/Employee Directory** is a listing that includes all current volunteers who have indicated (when they registered) that they wish to be listed in the directory, and all employees.
- All volunteers and employees can use the **Volunteer/Employee Directory** to search myscouts.ca for information about volunteers/employees across Canada (regardless of their organization association).
- The **Volunteer/Employee Directory** lists only basic information about volunteers/employees; member profiles are not accessible from this search option.
- If a volunteer no longer wants to be listed in the **Volunteer/Employee Directory**, they can opt-out.



Search myscouts.ca Volunteer/Employee Directory

The screenshot shows the myscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "myscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below this is a banner for the "1st Expedition Group" in the "WEST COAST AREA".

The main content area is divided into several sections:


- Search Options:** A list of search filters including "Find Organization", "Find An Individual", and "Volunteer / Employee Directory" (which is highlighted with a red box).
- Org Options:** A section for organization-specific options.
- My Profile:** A section showing the user's profile information, including Member Number (076031), Status (Active), PRC Status (Passed), and PRC Exp Date (2013-12-31).
- My Organizations:** A section listing the user's organizations, including "1st Expedition Group (Group Registrar)", "1st Expedition Pack (Assistant Cub Leader)", and "1st Expedition Troop".
- Organization Details:** A section providing information about the selected organization, including Charter Number (1234), Organization Type (Group), Organization Subtype (Committee), Sponsor Name (Yellowknife Youth Groups), Sponsor Type (Community), and Status (Active).
- Contact Information:** A section providing contact details for the organization, including address (456 Central Park, Yellowknife, NT X1A 3A9, CANADA), Meeting Location Phone, Meeting Location Fax, Primary Contact Name (Theodore Chipman), Contact Phone Number ((444)444-4444), and Contact Email (tchipman@oaktree.at).
- Child Orgs:** A table listing child organizations with columns for Organization Name, Organization Sub Type, and Status.

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Beaver Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active



Search myscouts.ca Volunteer/Employee Directory

Search the Volunteer/Employee Directory:



Volunteer/Employee Directory

First Name:

Last Name:

Organization Name:


Member Type:

Role:

Email:

City:

Province:

 SEARCH



Search myscouts.ca Volunteer/Employee Directory

When a match is found:

Volunteer/Employee Directory

First Name:

Last Name:

Organization Name:

Member Type:

Role:

Email:

City:

Province:

SEARCH

Name	Member Type	Role	Organization	Email	Phone	City	Province	Postal Code
Rogers, Buck	Volunteer	Council Commissioner	Test Council	brogers@scouts.ca	(555)555-5555	Yellowknife	NT	X1A 3X9



myscouts.ca

Module 4 Prepare for Registration

**User Training
Release 1.0
February 2012**

© Copyright Scouts Canada 2012



Prepare for Registration

- View/Edit Organization Contact Details
- View/Edit Meeting Details
- Set Up Online Registrations and Payments
- Set Fees
 - View Fees for an Organization
 - Edit Fees for an Organization
 - Add Fees for an Organization



Prepare for Registration

View/Edit Organization Contact Details

The screenshot shows the MyScouts.ca interface for a user named 'dberry@scouts.ca'. The page title is '1st Expedition Colony' under the '1ST EXPEDITION GROUP'. The navigation menu includes 'ABOUT MYSCOUTSCA', 'TRAINING', and 'CONTACT US'. The main content area is divided into several sections:

- Search Options:** Find Organization, Find An Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076081, Status: Active, PBC Status: Passed, PBC Due Date: 2013-12-31.
- My Organizations:** [P] 1st Expedition Group (Group Register), 1st Expedition Pack (Assistant Cub Leader). A note states: "The Bolded Organization is your primary."
- Organization Details:** Charter Number, Organization Type, Organization Subtype, Sponsor Name, Sponsor Type, Status (Active).
- Contact Information:** 456 Central Park, Yellowknife, NT X1A 3A9, CANADA. Fields for Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, and Contact Email are present but empty.
- Participants:** A table with tabs for 'Volunteers' and 'Beaver/Transfer Participants'. The table lists six participants with their names, roles, start/end dates, status, and birth dates.

Name	Role	Start Date	End Date	Status	Birth Date
Bailey, Beetle	Beaver Scout	09/01/2011	00/31/2012	Active	10/10/2005
Ball, Cinderella	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Bodine, Jethro	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Le Flew, Pepe	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/1997
Wassley, Gray	Beaver Scout	09/01/2011	00/31/2012	Active	00/27/2005
White, Snow	Beaver Scout	09/01/2011	00/31/2012	Active	09/17/2006



Prepare for Registration

View/Edit Organization Contact Details

The screenshot shows a web interface for editing organization details. The title is "Edit Organization Details". The form contains the following fields:

- ORGANIZATION NAME ***: Text input field containing "1st Expedition Colony".
- ORGANIZATION STATUS**: Dropdown menu with "Active" selected.
- ORGANIZATION TYPE ***: Dropdown menu with "Section" selected.
- ORGANIZATION SUBTYPE**: Dropdown menu with "Beaver Colony" selected.
- CHARTER NUMBER**: Text input field.
- EVENING PHONE**: Text input field.
- TAX NUMBER**: Text input field.
- WEBSITE**: Text input field.

The form is displayed in a window with a scrollbar on the right side and a close button (X) in the bottom right corner.



Prepare for Registration View/Edit Meeting Details

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Colony

— 1ST EXPEDITION GROUP

Search Options

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

Org Options

My Profile

Member Number: 078031
Status: **Active**
PRC Status: **Failed**
PRC Exp Date: 2013-12-31

My Organizations

[*] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The bolded organization is your primary.

Organization Details

Charter Number	—
Organization Type	Section
Organization Subtype	Beaver Colony
Sponsor Name	—
Sponsor Type	—
Status	Active

Contact Information

456 Central Pk	—
1234567890, JKT X1A 3A0	—
C4111D4	—
Meeting Location Phone	—
Meeting Location Fax	—
Primary Contact Name	—
Contact Phone Number	—
Contact Email	—

Participants

View/Filter: **Beaver / Teacher Participants**

Name	Role	Start Date	End Date	Status	Birth Date
Bailey, Beetle	Beaver Scout	09/01/2011	09/31/2012	Active	30/10/2005
Ball, Cinderella	Beaver Scout	09/01/2011	09/31/2012	Active	01/01/2005
Bodine, Jethro	Beaver Scout	09/01/2011	09/31/2012	Active	01/01/2005
Le Pen, Pepe	Beaver Scout	09/01/2011	09/31/2012	Active	01/01/1997
Wreckley, Casey	Beaver Scout	09/01/2011	09/31/2012	Active	09/27/2005
White, Snow	Beaver Scout	09/01/2011	09/31/2012	Active	08/17/2006



Prepare for Registration

View/Edit Meeting Details

The screenshot shows a web application window titled "Edit Meeting Details". The window has a small Scouts Canada logo in the top-left corner. The main content area is a light blue box with the following fields:

- OrgDetails**
 - ORGANIZATION SPONSOR:
 - SPONSOR TYPE: (dropdown arrow)
 - MEETING LOCATION:
 - LOCATION TYPE: (dropdown arrow)
 - MEETING DAY: (dropdown arrow)
 - MEETING START TIME: (dropdown arrow)
 - CLOSED GROUP?: (dropdown arrow)

On the right side of the form, there is a vertical scrollbar and a close button (X) at the bottom right.



Prepare for Registration

Set Up Online Registrations and Payments

- One of the prerequisites for online registration is to set up Group bank account information to deposit Group proceeds collected through the online payment system; once collected, the appropriate fee for each level of Scouts Canada will be separated and forwarded by Electronic Funds Transfer (EFT) to the appropriate Council and Group.
- In order to offer the opportunity for online registration, the following information is required from each Group:
 - Name and address of the banking institution
 - Name of the account holder as it appears on bank statements/cheques
 - Transit number
 - Account number
 - A voided cheque (scanned copy is accepted)
- For more information, contact your Council Office.



Prepare for Registration

Set Up Online Registrations and Payments

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français



MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

— WEST COAST AREA

Search Options

Org Options

- Add Existing Volunteer
- Register A Volunteer
- Edit Organization Details
- Edit Meeting Details
- Add Fee
- Allow Online Registration

Organization Details

Charter Number	1234
Organization Type	Group
Organization Subtype	Committee
Sponsor Name	Yellowknife Youth Groups
Sponsor Type	Community
Status	Active

Contact Information

456 Central Park Yellowknife, NT X1A 3A9 CANADA	Meeting Location Phone	—
	Meeting Location Fax	—
	Primary Contact Name	Theodore Chipmunk
	Contact Phone Number	(444) 444-4444
	Contact Email	tchipmunk@coaltree.nt

My Profile

Member Number:	076031
Status:	Active
PRC Status:	Passed
PRC Due Date:	2013-12-31

My Organizations

[P] Training Council
(Council Registrar)

1st Expedition Pact
(Assistant Cub Leader)

1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.

Child Orgs | Batches | Volunteers | Fees

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pact	Cub Pact	Active
1st Expedition Troop	Scout Troop	Active



Prepare for Registration

Set Up Online Registrations and Payments





Prepare for Registration

Set Up Online Registrations and Payments

The screenshot shows a web interface for configuring online registration. It features the Scouts Canada logo in the top left corner. The main heading is "Allow Online Registration". Below the heading is a single checkbox labeled "ALLOW REGISTRATION AND PAYMENT CHECKBOX". The checkbox is currently unchecked. In the bottom right corner of the form area, there is a small circular icon containing an 'X', likely a close button.



Prepare for Registration

Set Fees

- Fees are set in the organization profile at the National, Council, and Group levels.
- Fees are entered by the Treasurer (or designate) as separate records for participants and for volunteers.
- After National and Council set their next-session budgets, Groups set their budgets.
- Fees for the next session year must be entered, at all levels, by May 1st to accommodate early registration.
- There is no default fee – the Treasurer (or designate) must set the fees prior to registration of members; an error will occur if a fee is not entered for the date of registration.
- Fees can be viewed throughout the year and special fees can be entered for different timeframes (for example, a partial year fee).



Prepare for Registration

Set Fees – View Fees

Access the organization where the fee is to be viewed:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

WEST COAST AREA

Search Options

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

Org Options

My Profile

Member Number: 076031
Status: Active
PFC Status: Passed
PFC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Fac1
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Organization Details

Charter Number	1234
Organization Type	Group
Organization Subtype	Committee
Sponsor Name	Yellowknife Youth Groups
Sponsor Type	Community
Status	Active

Contact Information

450 Central Park
Yellowknife, NT X1A 3A9
CANADA

Meeting Location Phone: --
Meeting Location Fax: --
Primary Contact Name: Theodore Chiganni
Contact Phone Number: (444) 444-4444
Contact Email: tchiganni@goalbee.net

Child Orgs | Batches | Volunteers | Fees

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rowing Crew	Active
1st Expedition Fac1	Cub Fac1	Active
1st Expedition Troop	Scout Troop	Active



Prepare for Registration

Set Fees – View Fees

Access the Fees tab:

The screenshot shows the MYscouts.ca website interface for a user named d.berry@scouts.ca. The page is for the '1st Expedition Group' in the West Coast Area. The navigation menu includes 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main content area is divided into several sections:

- Search Options:** Find Organization, Find an Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Exp Date: 2013-12-31.
- My Organizations:** [P] 1st Expedition Group (Group Registrar), 1st Expedition Fac1 (Assistant Cub Leader). A note states: * The Bolded Organization is your primary.
- Organization Details:** Charter Member: 1234, Organization Type: Group, Organization Subtype: Committee, Sponsor Name: Yellowknife Youth Groups, Sponsor Type: Community, Status: Active.
- Contact Information:** 456 Central Park, Yellowknife, NT X1A 3A9, CANADA. Meeting Location Phone: ---, Meeting Location Fax: ---, Primary Contact Name: Theodore Chipman, Contact Phone Number: (444)444-4444, Contact Email: tchipman@oaltee.at.
- Child Orgs:** A table with tabs for Child Orgs, Batches, Volunteers, and Fees. The 'Fees' tab is highlighted with a red box. The table lists various organization subtypes and their status.

Organization Name	Organization Sub Type	Status
1st Expedition Cubay	Beaver Cubay	Active
1st Expedition Company	Volunteer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Fac1	Cub Fac1	Active
1st Expedition Troop	Scout Troop	Active



Prepare for Registration Set Fees – View Fees

View fees:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below this is a banner for the '1st Expedition Group' in the 'WEST COAST AREA'. The main content area is divided into several sections:

- Search Options:** Includes links for 'Find Organization', 'Find an Individual', and 'Volunteer / Eng Boye Directory'.
- Org Options:** A section for organization-related options.
- My Profile:** Displays member information: Member Number: 078051, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31.
- My Organizations:** Lists the user's organizations: '1st Expedition Group (Group Registered)' and '1st Expedition Fac. (Assistant Cub Leader)'. A note states: '* The Bolded Organization is your primary.'.
- Organization Details:** Provides information for the 1st Expedition Group, including Charter Number (1234), Organization Type (Group Committee), Sponsor Name (yellowknife youth groups), and Status (Active).
- Contact Information:** Lists contact details: 456 Central Park, Yellowknife, NT X1A 5A9, CANADA. Meeting Location Phone and Fax are listed as dashes. Primary Contact Name is Theodore Chipmunk, Contact Phone Number is (444) 444-4444, and Contact Email is tchipmunk@cooltree.st.
- Child Orgs, Batches, Volunteers, Fees:** A tabbed interface with 'Fees' selected. It contains a table of fees:

Year	Fee	From	To	Member Type	EDIT FEE
2012	37.00	02/01/2012	08/31/2012	Participant	EDIT FEE
2012	0.00	08/01/2011	08/31/2012	volunteer	EDIT FEE
2012	60.00	09/01/2011	01/31/2012	Participant	EDIT FEE



Prepare for Registration

Set Fees – Edit Fees

- Fees can be edited by the Treasurer (or designate) at any time throughout the year.
- When editing fees, ensure that the fee record being edited is for the correct session year.
- Registration fees for the current session year need to remain until August 31.
- If fees for the same member type have an overlapping timeframe, the fee with the earliest start date overrides any other fees until its end



Prepare for Registration

Set Fees – Edit Fees

Access the organization where the fee is to be edited:

The screenshot shows the MYscouts.ca website interface. The top navigation bar includes the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The main header displays "1st Expedition Group" and "WEST COAST AREA".

On the left side, there are sections for "Search Options" (Find Organization, Find an Individual, Volunteer / Employee Directory), "Org Options", "My Profile" (Member Number: 076031, Status: Active, PFC Status: Passed, PFC Due Date: 2013-12-31), and "My Organizations" (1st Expedition Group (Group Registrar), 1st Expedition Fac1 (Assistant Cub Leader)).

The main content area is divided into "Organization Details" and "Contact Information".

Organization Details		Contact Information	
Charter Number	1234	456 Central Parl	
Organization Type	Group	Yellowknife, NT X1A 3A9	
Organization Subtype	Committee	CANADA	
Sponsor Name	Yellowknife Youth Groups	Meeting Location Phone	--
Sponsor Type	Community	Meeting Location Fax	--
Status	Active	Primary Contact Name	Theodore Chiganni
		Contact Phone Number	(444) 444-4444
		Contact Email	tchiganni@calbee.nt

Below the contact information, there are tabs for "Child Orgs", "Batches", "Volunteers", and "Fees". The "Child Orgs" tab is active, showing a table of organization details:

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rowing Crew	Active
1st Expedition Fac1	Cub Fac1	Active
1st Expedition Troop	Scout Troop	Active

* The Bolded Organization is your primary.



Prepare for Registration

Set Fees – Edit Fees

Access the Fees tab:

The screenshot shows the MYscouts.ca website interface for a user named '1st Expedition Group'. The top navigation bar includes 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main content area is divided into several sections:

- Search Options:** Find Organization, Find an Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Exp Date: 2013-12-31.
- My Organizations:** [P] 1st Expedition Group (Group Registrar), 1st Expedition Fac1 (Assistant Cub Leader). A note states: "The Bolded Organization is your primary."
- Organization Details:** Charter Member: 1234, Organization Type: Group, Organization Subtype: Committee, Sponsor Name: Yellowknife Youth Groups, Sponsor Type: Community, Status: Active.
- Contact Information:** 456 Central Park, Yellowknife, NT X1A 3A9, CANADA. Meeting Location Phone: ---, Meeting Location Fax: ---, Primary Contact Name: Theodore Chipman, Contact Phone Number: (444)444-4444, Contact Email: tchipman@oaltee.at.
- Child Orgs:** A table with columns for Organization Name, Organization Sub Type, and Status. The 'Fees' tab is highlighted in a red box.

Organization Name	Organization Sub Type	Status
1st Expedition Cobay	Beaver Cobay	Active
1st Expedition Company	Volunteer Company	Active
1st Expedition Crew	Rowing Crew	Active
1st Expedition Fac1	Cub Fac1	Active
1st Expedition Troop	Scout Troop	Active



Prepare for Registration

Set Fees – Edit Fees

View fees for the organization:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

— WEST COAST AREA

Search Options

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

Org Options

My Profile

Member Number: 078051
 Status: Active
 PRC Status: Passed
 PRC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group (Group Registered)
 1st Expedition Fac. (Assistant Cub Leader)

* The Bolded Organization is your primary.

Organization Details

Charter Number: 1234
 Organization Type: Group
 Organization Subtype: Committee
 Sponsor Name: yellowknife youth groups
 Sponsor Type: Community
 Status: Active

Contact Information

456 Central Park
 yellowknife, NT X1A 5A9
 CANADA
 Meeting Location Phone: —
 Meeting Location Fax: —
 Primary Contact Name: Theodore Chipmunk
 Contact Phone Number: (444) 444-4444
 Contact Email: tchipmunk@cooltree.st

Child Orgs Batches Volunteers Fees

Year	Fee	From	To	Member Type	
2012	37.00	02/01/2012	08/31/2012	Participant	EDIT FEE
2012	0.00	08/01/2011	08/31/2012	volunteer	EDIT FEE
2012	60.00	09/01/2011	01/31/2012	Participant	EDIT FEE



Prepare for Registration

Set Fees – Edit Fees

Select EDIT FEES:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

WEST COAST AREA

Search Options

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

Org Options

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2015-12-31

My Organizations

[P] 1st Expedition Group (Group Registered)
1st Expedition Fac. (Assistant Cub Leader)

* The Bolded Organization is your primary.

Organization Details

Charter Number: 1234
Organization Type: Group
Organization Subtype: Committee
Sponsor Name: yellowknife youth groups
Sponsor Type: Community
Status: Active

Contact Information

456 Central Park
Yellowknife, NT X1A 3A9
CANADA
Meeting Location Phone: --
Meeting Location Fax: --
Primary Contact Name: Theodore Chipmunk
Contact Phone Number: (444) 444-4444
Contact Email: tchipmunk@pootree.net

Child Orgs Statistics Volunteers Fees

Year	Fee	From	To	Member Type	EDIT FEES
2012	37.00	02/01/2012	08/31/2012	Participant	EDIT FEES
2012	0.00	08/01/2011	08/31/2012	Volunteer	EDIT FEES
2012	60.00	09/01/2011	01/31/2012	Participant	EDIT FEES



Prepare for Registration

Set Fees – Edit Fees

Edit fees for the organization:

The screenshot shows a web application window titled "Add/Edit Organization Fees". The page contains the following fields and controls:

- ORGANIZATION NAME:** 1st Expedition Group
- MEMBER:** Part
- RECORDS:** 2011-2012
- AMOUNT:** 37.00
- FROM:** 02/01/2012
- TO:** 08/31/2012

A warning dialog box is overlaid on the page with the following text:

Warning
There is no bank account information on file for this organization.

The dialog box includes an information icon (i) and a close button (X).



Prepare for Registration

Set Fees – Edit Fees

Edit fees for the organization:

The screenshot shows a web-based form titled "Add/Edit Organization Fees". The form contains the following fields and values:

- ORGANIZATION NAME:** 1st Expedition Group
- MEMBER TYPE:** Participant (selected from a dropdown menu)
- REGISTRATION YEAR:** 2011-2012 (selected from a dropdown menu)
- AMOUNT:** 35.00 (entered in a text box)
- FROM:** 02/01/2012 (selected from a date picker)
- TO:** 08/31/2012 (selected from a date picker)

The form is displayed in a window with a small Scouts Canada logo in the top left corner and a close button (X) in the bottom right corner. A vertical scrollbar is visible on the right side of the window.



Prepare for Registration

Set Fees – Add Fees

- Fees can be entered by the Treasurer (or designate) throughout the year.
- When a fee is added for an organization it cannot be deleted.
- If fees for the same member type have an overlapping timeframe, the fee with the earliest start date overrides any other fees until its end date.



Prepare for Registration

Set Fees – Add Fees

Access the organization where the fee is to be added:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below this, the page title is "1st Expedition Group" with a sub-header "WEST COAST AREA".

On the left side, there are two main sections: "Search Options" and "Org Options". The "Search Options" section includes links for "Find Organization", "Find an Individual", and "Volunteer / Employee Directory". The "Org Options" section includes a "My Profile" box with the following information:

- Member Number: 076031
- Status: Active
- PFC Status: Passed
- PFC Due Date: 2013-12-31

Below the "My Profile" box is a "My Organizations" section. It lists the following organizations:

- [P] 1st Expedition Group** (Group Register)
- 1st Expedition Pack (Assistant Cub Leader)

A note below the list states: "The Bolded Organization is your primary."

On the right side, there are two main sections: "Organization Details" and "Contact Information".

Organization Details:

- Charter Number: 1234
- Organization Type: Group
- Organization Subtype: Committee
- Sponsor Name: Yellowknife Youth Groups
- Sponsor Type: Community
- Status: Active

Contact Information:

- Address: 456 Central Park, Yellowknife, NT X1A 3A9, CANADA
- Meeting Location Phone: --
- Meeting Location Fax: --
- Primary Contact Name: Theodore Chigweni
- Contact Phone Number: (444) 444-4444
- Contact Email: tchigweni@calbee.nt

At the bottom, there is a "Child Orgs" section with tabs for "Childs", "Volunteers", and "Fees". Below the tabs is a table listing child organizations:

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active



Prepare for Registration

Set Fees – Add Fees

Add fees for the organization:

The screenshot shows a web form titled "Add/Edit Organization Fees" with the following fields and a warning message:

- ORGANIZATION NAME:** 1st Expedition Group
- MEMBER TYPE:** (empty dropdown)
- REGISTRATION:** 2011-2012
- AMOUNT:** (empty text input)
- FROM:** (empty date picker)
- TO:** (empty date picker)
- SAVE:** (green button)

A warning message box is overlaid on the form:

Warning
There is no bank account information on file for this organization.
[OK]



Prepare for Registration

Set Fees – Add Fees

Add fees for the organization:

The screenshot shows a web application interface for adding or editing organization fees. The form is titled "Add/Edit Organization Fees" and includes the following fields:

- ORGANIZATION NAME:** 1st Expedition Group
- MEMBER TYPE:** A dropdown menu with a downward arrow.
- REGISTRATION YEAR:** 2011-2012 (with a dropdown arrow)
- AMOUNT:** An empty text input field with an asterisk indicating it is required.
- FROM:** A date picker field with a calendar icon.
- TO:** A date picker field with a calendar icon.

At the bottom of the form is a green "SAVE" button with a right-pointing arrow. The interface also features a vertical scrollbar on the right side and a small "X" icon in the bottom right corner.



myscouts.ca

Module 5

Prepare for Registration Event(s)

User Training
Release 1.0
February 2012

© Copyright Scouts Canada 2012



Prepare for Registration Event(s)

- Print Pre-filled Registration Forms
- Print Member Listing (by Organization)
- Print PRC/VSS Expiry Listings
- View Member Status
 - View Member/Member Role Status by Individual
 - View Member Role Status by Organization



Prepare for Registration Event(s)

- Prior to the registration event(s), Registrars can print:
 - Pre-filled Registration Forms
 - Member Listing (by Organization)
 - PRC/VSS Expiry Listing
- Registrars can also view the statuses of an individual or an organization.
- Registrars can perform these tasks at any time throughout the year.
- For more information see **Reporting**.



Prepare for Registration Event(s) Print Pre-filled Registration Forms

- Printing the pre-filled registration forms for each returning member provides a starting point for registration.
- The pre-filled registration form contains the registration information used in the previous session so only the information that has changed needs to be recorded.
- Using the pre-filled registration forms saves time during the registration events and when entering the information into **myscouts.ca**.
- The Registrar can print these forms at any time throughout the year.



Prepare for Registration Event(s) Print Membership Listing (by Organization)

- The Membership Listing (by Organization) provides a listing of volunteers and participants by organization; it includes member numbers, addresses, phone numbers, and email addresses.
- The Member Listing can be used to find contact information for members and to see where members were registered for the previous session year – it can also be used to see who might be changing organizations (for example, moving from Beavers to Cubs).
- The Membership Listing can be used as a checklist to track returning members who have submitted applications.
- The Registrar can print this listing at any time throughout the year.



Prepare for Registration Event(s) Print PRC/VSS Expiry Listing

- The Police Record Check (PRC)/Vulnerable Sector Screening (VSS) Expiry Listing shows the PRC and VSS statuses for each volunteer.
- It indicates who has had a PRC and VSS in the last three years, who needs them this year, and whether they are complete.
- The Registrar can print this listing at any time throughout the year.



Prepare for Registration Event(s)

View Member Status

- The Registrar can view the registration status of members to see who is registered currently and who has already registered for the upcoming session year.
- This provides a glimpse at the number of people the registrar might expect to be registering in person as returning members.



Prepare for Registration Event(s)

View Member Status – View Member/ Member Role Status by Individual

The screenshot shows the MyScouts.ca website interface for a member named Theodore Chipmunk. The page is divided into several sections:

- Header:** MyScouts.ca logo and navigation links (ABOUT MYSCOUTS.CA, TRAINING, CONTACT US).
- Member Name:** Theodore Chipmunk, 1st Expedition Group.
- My Menu:** Search, Find Organisation, Find an Individual, Volunteer / Employee Directory, Member Options, Admin Options.
- Member Details:** Member Number: 012124, Birth Date: 09/17/1970, Fats Affiliation: Utaacorn, Gender: Male, Primary Language: English, Status: Active.
- Contact Information:** 2 Access Lane, Yellowknife, NT X1A 3X9, CANADA; Email: tchipmunk@outlook.ca; Phone: (444) 444-4444 (Evening Phone).
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2018-12-31.
- Volunteer Screening Information:** VRAD Status: Fully Screened (default), PRC Status: Passed, PRC Due Date: 2018-02-10, VSS Status: Passed, VSS Date: 2019-02-19.
- My Organizations:** 1st Expedition Group (Group Registrar), 1st Expedition Pack (Assistant Cub Leader).
- My Roles:** My Family, My Recognition, My Training, My Registration History.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beamer Leader	Volunteer	NO	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	



Prepare for Registration Event(s)

View Member Status – View Member/ Member Role Status by Individual

Member status:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk
1st EXPEDITION GROUP

My Menu

- Search
- Find Organisation
- Find an Individual
- Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number	012124
Birth Date	03/17/1970
Path Affiliation	Ualacora
Gender	Male
Primary Language	English
Status	Active

Contact Information

2 Acres Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@scout.ca
(444)444-4444 (Evening Phone)

My Profile

Member Number:	076031
Status:	Active
PRC Status:	Passed
PRC Exp Date:	2015-12-31

Volunteer Screening Information

VRAD Status:	Fully Screened (default)	vss_status:	Passed
PRC Status:	Passed	vss_date:	2010-02-19
PRC Exp Date:	2015-02-10		

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organisation is your primary.

My Roles

Organisation	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Boxer Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	



Prepare for Registration Event(s)

View Member Status – View Member/ Member Role Status by Individual

Member role status:

The screenshot shows the MyScouts.ca interface for a member named Theodore Chipmunk. The page is divided into several sections:

- My Menu:** Search, Find Organization, Find an Individual, Volunteer / Employee Directory, Member Options, Admin Options.
- Member Details:** Member Number: 012124, Birth Date: 03/17/1970, Faith Affiliation: Unknown, Gender: Male, Primary Language: English, Status: Active.
- Contact Information:** 2 Acres Lane, Yellowknife, NT X1A 3X9, CANADA, tchipmunk@oaltee.at, (444)444-4444 (Evening Phone).
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2018-12-31.
- Volunteer Screening Information:** VRAD Status: Fully Screened (default), PRC Status: Passed, PRC Due Date: 2018-02-10, vss_status: Passed, vss_date: 2010-02-10.
- My Organizations:** [P] 1st Expedition Group (Group Register), 1st Expedition Pack (Assistant Cub Leader).
- My Roles:** A table showing roles for the member.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaker Leader	Volunteer	NO	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	



Prepare for Registration Event(s) View Member Status – View Member Role Status by Organization

Organization status:

The screenshot shows the MYscouts.ca website interface. The top navigation bar includes the Scouts Canada logo, the URL 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main header displays '1st Expedition Colony' and '1ST EXPEDITION GROUP'. The left sidebar contains 'Search Options', 'Org Options', 'My Profile', and 'My Organizations'. The main content area is divided into 'Organization Details' and 'Contact Information'. The 'Organization Details' section includes fields for Charter Number, Organization Type, Organization Subtype, Sponsor Name, Sponsor type, and Status. The 'Status' field is highlighted with a red box and shows 'Active'. The 'Contact Information' section includes fields for address, phone, and email. Below these sections is a 'Participants' table with columns for Name, Role, Start Date, End Date, Status, and Birth Date.

Name	Role	Start Date	End Date	Status	Birth Date
Bailey, Beetle	Beaver Scout	09/01/2011	00/31/2012	Active	10/30/2005
Ball, CadeWilla	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Bodwe, Jethro	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Le Feu, Pepe	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/1997
Whiskey, Gatsby	Beaver Scout	09/01/2011	00/31/2012	Active	00/27/2005
White, Snow	Beaver Scout	09/01/2011	00/31/2012	Active	09/17/2006



Prepare for Registration Event(s) View Member Status – View Member Role Status by Organization

Participant – member role status:

The screenshot shows the MYscouts.ca interface for the 1st Expedition Colony. The page includes a search options sidebar, a profile section, and a table of participants. The 'Status' column in the participants table is highlighted with a red box.

Organization Details

Charter Number	—
Organization Type	Section
Organization Subtype	Beaver Colony
Sponsor Name	—
Sponsor Type	—
Status	Active

Contact Information

456 Central Park	—
Yellowknife, NT X1A 3A9	—
CANADA	—
Meeting Location Phone	—
Meeting Location Fax	—
Primary Contact Name	—
Contact Phone Number	—
Contact Email	—

Participants

Name	Role	Start Date	End Date	Status	Birth Date
Bailey, Beetle	Beaver Scout	09/01/2011	09/31/2012	Active	10/30/2005
Ball, Cadenella	Beaver Scout	09/01/2011	09/31/2012	Active	01/01/2005
Bodae, Jethro	Beaver Scout	09/01/2011	09/31/2012	Active	01/01/2005
Le Fer, Pepe	Beaver Scout	09/01/2011	09/31/2012	Active	01/01/1997
Wasky, Gaby	Beaver Scout	09/01/2011	09/31/2012	Active	09/27/2005
White, Snow	Beaver Scout	09/01/2011	09/31/2012	Active	09/17/2005



Prepare for Registration Event(s) View Member Status – View Member Role Status by Organization

Volunteer - member role status:

The screenshot shows the MYscouts.ca website interface for a user logged in as 'dberry@scouts.ca'. The page displays the profile for '1st Expedition Colony' (1ST EXPEDITION GROUP). The main content area is divided into several sections:

- Search Options:** Find Organization, Find an Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31.
- My Organizations:** [P] 1st Expedition Group (Group Registered), 1st Expedition Pack (All Start Cub Leaders). A note states: * The Bolded Organization is your primary.
- Organization Details:** Charter Number, Organization Type, Organization Subtype, Sponsor Name, Sponsor Type, Status: Active.
- Contact Information:** 456 Central Park, Yellowknife, NT X1A 3A9, CANADA. Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, Contact Email.
- Participants Table:** A table with columns: Name, Role, Status, Start Date, End Date, Birth Date. The 'Status' column is highlighted with a red box.

Name	Role	Status	Start Date	End Date	Birth Date
Dog, Deputy	Beaver Leader	Pending	09/01/2011	00/31/2012	01/01/1975
Fester, Uncle	Beaver Leader	Pending	09/01/2011	00/31/2012	01/01/1966
Flintstone, Boulder	Beaver Leader	Not Reserved	01/06/2010	12/06/2011	01/10/1905
Rabbie, Barney	Beaver Leader	Active	01/25/2012	00/31/2012	01/01/1990
Bacitoo, Timothy	Contact Beaver Leader	Not Reserved	09/01/2011	00/31/2012	01/01/1900
Chipmunk, Theodore	Contact Beaver Leader	Active	01/30/2011	00/31/2012	05/17/1970
Rabbie, Barney	Scouter In Training Colony	Active	11/24/2011	01/25/2012	01/01/1990



myscouts.ca

Module 6 Renew/Transfer Members

**User Training
Release 1.0
February 2012**

© Copyright Scouts Canada 2012



Renew/Transfer Members

- Renew/Transfer Participants
- Renew a Volunteer
- Renew Yourself or Your Child/Charge
- Transfer Members



Renew/Transfer Members

- Renew/Transfer Participants
 - Participants in a section can be renewed, transferred, or renewed and transferred (within the Group) in a single request
- Renew a Volunteer
 - Volunteers are renewed individually
- Renew Yourself or Your Child/Charge
 - You can renew yourself or your child/charge; a credit card payment is required for any fees
- Transfer Members
 - Volunteers can be transferred; participants can be transferred to other Groups by the Council Registrar using **myscouts.ca** *admin*



Renew/Transfer Members

- The registration year runs from September 1 to August 31.
- Memberships can be renewed for the current registration year until the February rollover.
- Memberships can be renewed for the upcoming session year starting May 1, (prior to the start of the registration year) and any time during the current registration year until the February rollover.



Renew/Transfer Members

- Members can be transferred at any time.
- After the registration event(s), the Registrar uses the information collected on paper registration forms to enter registration information for returning members into **myscouts.ca**.



Renew/Transfer Members

Renew/Transfer Participants

- For returning participants who register at a registration event, the Registrar can perform a mass participant renewal for all participants in a Section (based on information collected on the paper registration forms at the registration event[s]).
- Registrars can also perform a mass transfer of **Active** participants among Sections within the Group; transfers can be done at any time throughout the year.
- Instead of searching for and renewing/transferring these members one at a time, the Registrar can renew/transfer one or more returning participants in a Section (per page) – all in one request; note that this feature is not available for volunteers.
- The Registrar can renew participants for the upcoming registration year at any time after May 1st; a participant can be transferred at any time.



Renew/Transfer Members Renew/Transfer Participants

The screenshot shows the MYscouts.ca website interface for a user profile. The page title is "1st Expedition Colony" under the "1ST EXPEDITION GROUP". The navigation bar includes "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US".

Search Options:

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

Org Options:

My Profile:

- Member Number: 076031
- States: Active
- PRC Status: Passed
- PRC Exp Date: 2013-12-31

My Organizations:

- [P] 1st Expedition Colony (Group Register)
- 1st Expedition Pack (Assistant Cub Leader)

Organization Details:

- Charter Number: --
- Organization Type: --
- Organization Subtype: Beaver Colony
- Sponsor Name: --
- Sponsor Type: --
- Status: Active

Contact Information:

- 456 Central Pkwy
- Yellowknife, NT X1A 3A9
- CANADA
- Meeting Location Phone: --
- Meeting Location Fax: --
- Primary Contact Name: --
- Contact Phone Number: --
- Contact Email: --

Participants:

- Volunteers
- Renew/Transfer Participants** (highlighted with a red box)

Name	Role	Start Date	End Date	Status	Birth Date
Bailey, Beetle	Beaver Scout	09/01/2011	00/31/2012	Active	10/00/2005
Ball, Cinderella	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Bodine, Jetico	Beaver Scout	09/01/2010	00/31/2011	Not Renewed	01/01/2005
Le Feu, Pepe	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/1997
Winkley, Ginny	Beaver Scout	09/01/2010	00/31/2011	Not Renewed	00/27/2005
White, Snow	Beaver Scout	09/01/2011	00/31/2012	Active	08/17/2006

* The Bolded Organization is your primary.



Renew/Transfer Members Renew/Transfer Participants

Renew/transfer/renew and transfer participants:

The screenshot shows the MYscouts.ca website interface for a user named '1st Expedition Colony'. The page is divided into several sections:

- Search & Options:** Includes links for 'Find Organization', 'Find An Individual', and 'Volunteer / Employee Directory'.
- Org Options:** A section for organizational options.
- My Profile:** Displays member information: Member Number: 076051, Status: Active, PRC Status: Paused, PRC Due Date: 2013-12-31.
- My Organizations:** Lists the user's organizations, with '[P] 1st Expedition Group (Group Registrar)' and '1st Expedition Pack (Assistant Cub Leader)' highlighted as primary.
- Organization Details:** Shows Charter Number, Organization Type (Section: Beaver Colony), Sponsor Name, Sponsor Type, and Status (Active).
- Contact Information:** Lists address (456 Central Park, Yellowknife, NT X1A 3A9, CANADA), Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, and Contact Email.
- Participants Table:** A table with columns for Name, Role, Actions, Sections, and Birthday. The 'Actions' and 'Sections' columns are highlighted with red boxes. The 'Actions' column contains '- Select -' dropdown menus, and the 'Sections' column contains '1st Expedition Colony' dropdown menus.

Name	Role	Actions	Sections	Birthday
Balky, Beetle	Beaver Scout	- Select -	1st Expedition Colony	10/10/2005
Ball, Cinderella	Beaver Scout	- Select -	1st Expedition Colony	01/01/2005
Bodine, Jetko	Beaver Scout	- Select -	1st Expedition Colony	01/01/2005
Le Pen, Pepe	Beaver Scout	- Select -	1st Expedition Colony	01/01/1997
Wreckley, Gilly	Beaver Scout	- Select -	1st Expedition Colony	09/27/2005
White, Snow	Beaver Scout	- Select -	1st Expedition Colony	03/17/2006

Submit Request



Renew/Transfer Members Renew/Transfer Participants

Renew/transfer/renew and transfer participants:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below this is a banner for the '1st Expedition Colony' with a photo of a smiling boy. The main content area is divided into several sections:

- Search & Options:** Includes links for 'Find Organization', 'Find An Individual', and 'Volunteer / Employee Directory'.
- Org Options:** A section for organizational options.
- My Profile:** Displays member information: Member Number: 076051, Status: Active, PRC Status: Passed, PRC Exp Date: 2013-12-31.
- My Organizations:** Lists the user's organizations, with '[P] 1st Expedition Group (Group Register)' as the primary organization.
- Organization Details:** Shows information for the 1st Expedition Colony, including Charter Number, Organization Type (Beaver Colony), Sponsor Name, and Sponsor Type (Active).
- Contact Information:** Lists contact details such as 456 Central Park, Yellowknife, NT X1A 3A9, CANADA, and fields for Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, and Contact Email.
- Participants:** A tabbed interface with 'Renew/Transfer Participants' selected. It contains a table of participants with columns for Name, Role, Actions, Sections, and Birthday.

Name	Role	Actions	Sections	Birthday
Balky, Beetle	Beaver Scout	- Select -	1st Expedition Colony	10/10/2005
Bull, Cadenella	Beaver Scout	- Select -	1st Expedition Colony	01/01/2005
Bodie, Jethro	Beaver Scout	- Select -	1st Expedition Colony	01/01/2005
Le Fer, Pepe	Beaver Scout	- Select -	1st Expedition Colony	01/01/1997
Wackey, Gray	Beaver Scout	- Select -	1st Expedition Colony	08/27/2005
White, Snow	Beaver Scout	- Select -	1st Expedition Colony	08/17/2006

At the bottom right of the table, there is a 'Submit Request' button.



Renew/Transfer Members Renew/Transfer Participants

View results:

The screenshot shows the MyScouts.ca interface for the 1st Expedition Colony. It includes a navigation bar with 'ABOUT MYSOUTS.CA', 'TRAINING', and 'CONTACT US'. A search options sidebar is on the left. The main content area displays a notification about successful renewals for Scout Bodie Jetko and Scout Wesley Cissy. Below this are sections for 'Organization Details' and 'Contact Information'. At the bottom, a table lists participants, with the 'Active' status for Bodie Jetko and Wesley Cissy highlighted with red boxes.

Search Options

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

Org Options

My Profile

Member Number: 078031
Status: Active
PFC Status: Passed
PFC Due Date: 2013-12-31

Organization Details

Charter member: --
Organization Type: Section
Organization Subtype: Beaver Colony
Sponsor Name: --
Sponsor Type: --
Status: Active

Contact Information

456 Central Park
Yellowknife, NT X1A 3A9
CANADA
Meeting Location Phone: --
Meeting Location Fax: --
Primary Contact Name: --
Contact Phone Number: --
Contact Email: --

Participants

Name	Role	Start Date	End Date	Status	Birth Date
Bodie, Bodie	Beaver Scout	09/01/2011	00/31/2012	Active	10/10/2005
Bull, Cadenella	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Bodie, Jetko	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/2005
Le Fer, Pepe	Beaver Scout	09/01/2011	00/31/2012	Active	01/01/1997
Wesley, Cissy	Beaver Scout	09/01/2011	00/31/2012	Active	08/27/2005
White, Isaac	Beaver Scout	09/01/2011	00/31/2012	Active	08/17/2006



Renew/Transfer Members

Renew a Volunteer

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Pack

— 1ST EXPEDITION GROUP

Search Options

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

Org Options

My Profile

Member Number: 070031
Status: **Active**
PRC Status: **Passed**
PRC Exp Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registered)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Organization Details

Charter Number	1234
Organization Type	Section
Organization Subtype	Cub Pack
Sponsor Name	Yellowknife Youth Programs
Sponsor Type	Community
Status	Active

Contact Information

450 Central Park
Yellowknife, NT X1A 3A9
CANADA

Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: **Bugs Beasy**
Contact Phone Number: (021)215-1211
Contact Email: bugs_beasy@everytown.ca

Participants: **Volunteers** Renew/Transfer Participants

Name	Role	Status	Start Date	End Date	Birth Date
Berry, Drew	Assistant Cub Leader	Active	01/23/2012	00/31/2012	01/01/1900
Chipmunk, Theodore	Assistant Cub Leader	Active	02/09/2012	00/31/2012	05/17/1970
Holmes, Sherlock	Assistant Cub Leader	Active	09/01/2011	00/31/2012	12/02/1979
Rabbit, Thumper	Assistant Cub Leader	Not Renewed	09/01/2010	00/31/2011	10/12/1975
Beasy, Bugs	Cub Leader	Active	09/01/2011	00/31/2012	04/12/1960
Flintstone, Boulder	Cub Leader	Active	01/12/2012	00/31/2012	01/10/1905
Goatals, Speedy	Cub Leader	Active	01/30/2012	00/31/2012	01/01/1900



Renew/Transfer Members

Renew a Volunteer

Search for the volunteer to renew:

The screenshot shows a web interface for finding and registering a volunteer. It includes the Scouts Canada logo in the top left corner. The main heading is "Find & Register a Volunteer". Below this, there are two input fields: "First Name:" followed by a text box, and "Last Name:" followed by a text box. A dark green button with a white right-pointing triangle and the text "FIND AN INDIVIDUAL" is positioned below the input fields. On the right side of the form, there is a vertical toolbar with four icons: an upward-pointing arrow, a hamburger menu icon (three horizontal lines), a downward-pointing arrow, and a close button (an 'X' inside a circle).



Renew/Transfer Members

Renew a Volunteer

No match found:



Find & Register a Volunteer

First Name: Last Name:

[FIND AN INDIVIDUAL](#)

Didn't find who you were looking for?
Register a new member instead.



Renew/Transfer Members

Renew a Volunteer

Match found:

Find & Register a Volunteer

First Name: Last Name:

[▶ FIND AN INDIVIDUAL](#)

First Name	Last Name	Organization Name	Scouting Role	Status	Date of Birth	
Her	Member		Scout			REGISTER
Thumper	Rabbit	1st Expedition Pack	Assistant Cub Leader	Not Renewed	10/12/1975	REGISTER
Thumper	Rabbit	1st Expedition Pack	Cub Leader	Not Renewed	10/12/1975	REGISTER

Didn't find who you were looking for?
Register a new member instead.



Renew/Transfer Members Renew a Volunteer

Add and/or edit
information in the
Volunteer Registration
form:

myscouts.ca | My Profile | Find a Group | Support | Logout | Français

myscouts.ca ABOUT MYSCOUTS.CA TRAINING CONTACT US

Register a Volunteer

Scout Group Name And Role:

REGISTRATION YEAR
2011-2012

NAME
1st Expedition Group

SECTION
1st Expedition Pack

ROLE
Activity Leader Pack

REGISTRATION FEE
11.01 CAD

Membership Information

SALUTATION
(dropdown)

LAST NAME
Rabbit

FIRST NAME
Thumper

MIDDLE NAME
(input field)

NICKNAME
(input field)

DATE OF BIRTH
10/12/1975

GENDER
Male

FAITH AFFILIATION
Greek Catholic Church

DAYTIME PHONE NUMBER
(input field)



Renew/Transfer Members Renew a Volunteer

View results:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Pack

— 1ST EXPEDITION GROUP

Search Options

- Find Organization
- Find an Individual
- Volunteers / Employee Directory

Org Options

My Profile

Member Number: 076031
Status: Active
PBC Status: Passed
PBC Due Date: 2015-12-31

My Organizations

- [P] Scouts Canada (Council Registrar)
- 1st Expedition Pack (Assistant Cub Leader)
- 1st Expedition Group (Group Registrar)

* The Bolded Organization is your primary.

Organization Details

Charter Number: 1234
Organization Type: Section
Organization Subtype: CUB FAC
Sponsor Name: Yellowknife Youth Program
Sponsor Type: Community
Status: Active

Contact Information

456 Central Park
Yellowknife, NT X1A 3A0
CANADA
Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: Betsy Bessy
Contact Phone Number: (921)211-1211
Contact Email: betsy_bessy@everytown.ca

Participants | **Volunteers** | **Renew/Transfer Participants**

Name	Role	Status	Start Date	End Date	Birth Date
Berry, Dawn	Assistant Cub Leader	Active	01/23/2012	00/31/2012	01/01/1900
Beechey, Timothy	Assistant Cub Leader	Pending	02/09/2012	00/31/2012	01/01/1900
Chipmunk, Simon	Assistant Cub Leader	Active	02/09/2012	00/31/2012	05/07/1946
Holloway, Sherlock	Assistant Cub Leader	Active	09/01/2011	00/31/2012	11/02/1979
Rabbit, Thumper	Assistant Cub Leader	Active	09/01/2011	00/31/2012	10/12/1975
Bessy, Betsy	Cub Leader	Active	09/01/2011	00/31/2012	04/12/1950
Flintstone, Boulder	Cub Leader	Active	01/12/2012	00/31/2012	01/30/1905
Goatski, Speedy	Cub Leader	Active	01/30/2012	00/31/2012	01/01/1900



Renew/Transfer Members

Renew Yourself or Your Child/Charge

Renew yourself:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the user's email 'speedy@yahoo.ca', a 'My Profile' link, and other options like 'Find a Group', 'Support', 'Logout', and 'Français'. Below this is a header with the Scouts Canada logo and the text 'MYscouts.ca'. A navigation menu includes 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main content area features the user's name 'Speedy Gonzalas' and a 'My Menu' section with options like 'Member Options', 'Register Member', and 'Update Password and Language'. A 'My Profile' section displays member details: Member Number: 10001766, Status: Active, PRC Status: Passed, and PRC Due Date: 2015-01-02. Below this is a 'My Organizations' section listing '1st Expedition Pack (Cub Leader)'. A table titled 'My Roles' shows a role for '1st Expedition Pack' as a 'Cub Leader' (Volunteer) with a status of 'Not Renewed'. A red arrow points to a 'RENEW' button in the 'Requires' column of this row.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Pack	Cub Leader	Volunteer	No	Not Renewed	RENEW



Renew/Transfer Members

Renew Yourself or Your Child/Charge

Add and/or edit information in the Volunteer Registration form:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The main heading is "Volunteer Registration". The form is divided into two sections: "Scout Group Name And Role" and "Membership Information".

Scout Group Name And Role:

- REGISTRATION YEAR: 2011-2012
- NAME: 1st Expedition Group
- ROLE: Service Scouter (selected from a dropdown menu)
- REGISTRATION FEE: 11.01 CDN

Membership Information

- SALUTATION: Mr. (selected from a dropdown menu)
- LAST NAME: Gonzalas
- FIRST NAME: Speedy
- MIDDLE NAME: (empty field)
- NICKNAME: (empty field)
- DATE OF BIRTH: 01/01/1980 (with a calendar icon)



Renew/Transfer Members

Renew Yourself or Your Child/Charge

Renew your child/charge:

speedy@yahoo.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Speedy Gonzalas

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

My Profile

Member Number: 10001766
Status: Active
PRC Status: Passed
PRC Due Date: 2015-01-02

My Organizations

[P] 1st Expedition Pack
(Cub Leader)

* The Bolded Organization is your primary.

My Roles My Family My Recognition My Training

Name	Relationship	Organization	Role	Status
Fasty Gonzalas	Child	Yellowknife Scouting Colony	Beaver Scout	Active
Fasty Gonzalas	Child	1st Expedition Pack	Cub Scout	Active
Fasty Gonzalas	Child	1st Expedition Pack	Cub Scout	Not Renewed

RENEW



Renew/Transfer Members

Renew Yourself or Your Child/Charge

Add and/or edit information in the Membership Registration form:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "speedy@yahoo.ca", "My Profile", "Find a Group", "Support", "Logout", and "Français". Below this is a secondary navigation bar with "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The main heading is "Membership Registration". The form is divided into two sections: "Scout Group Name And Role:" and "Participant Information".

Scout Group Name And Role:

REGISTRATION YEAR:
2011-2012

NAME:
1st Expedition Group

SECTION:
1st Expedition Pack

REGISTRATION FEE:
39.67 CDN

ROLE *
Cub Scout

Participant Information

LAST NAME *
Gonzalas

FIRST NAME *
Fasty

MIDDLE NAME



Renew/Transfer Members

Transfer Members

- The Group Registrar can transfer a volunteer within their Group from one Section to another, (for example, from Cubs to Scouts).
- The Council/Area Registrar can transfer volunteers to other organizations.
- A volunteer can be transferred at any time after they are registered.
- A Registrar can transfer one or more **Active** participants within the Group from one Section to another – in a single request (see **Renew/Transfer Participants**).
- A Council Registrar can transfer a participant to another organization using **myscouts.ca admin**.



Renew/Transfer Members

Transfer Members

The screenshot shows the MYscouts.ca user profile for Theodore Chipmunk, 1st Expedition Group. The page includes a navigation bar with links for 'My Profile', 'Find a Group', 'Support', 'Logout', and 'Forgot'. The profile is divided into several sections: 'My Menu' with search and options; 'Member Details' with personal information; 'Contact Information' with address and phone; 'My Profile' with membership status; 'Volunteer Screening Information' with VRAD and PRC status; and 'My Organizations' with a table of roles.

Member Details

Member Number	012124
Birth Date	09/17/1970
Faith Affiliation	Unitarian
Gender	Male
Primary Language	English
Status	Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@outlook.com
(444) 444-4444 (Evening Phone)

My Profile

Member Number	070031
Status	Active
PRC Status	Passed
PRC Exp Date	2019-12-31

Volunteer Screening Information

VRAD Status	Fully Screened (default)
PRC Status	Passed
PRC Exp Date	2019-02-10
vss_status	Passed
vss_date	2010-02-10

My Organizations

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Contact Beaver Leader	Volunteer	NO	Active	
1st Expedition Group	Group Commitment	Volunteer	YES	Active	



Renew/Transfer Members

Transfer Members

Search for an organization:

The screenshot shows a web interface for finding organizations. It features a small Scouts Canada logo in the top left corner. The main heading is "Find an Organization & Add a Member". Below this, there are two input fields: "Organization Name" with an empty text box, and "Organization Type" with a dropdown menu currently set to "- ALL -". A green button with a magnifying glass icon and the text "FIND ORGANIZATION" is positioned below the input fields. On the right side of the interface, there is a vertical scroll bar with up and down arrows, and a close button (an 'X' in a circle) at the bottom right.



Renew/Transfer Members

Transfer Members

Organization found:

Find an Organization & Add a Member

Organization Name: Organization Type:

FIND ORGANIZATION

Organization Name	Organization Type	Organization Subtype	Status	
1st Expedition Colony	Section	Beaver Colony	Active	<input type="button" value="ADD ROLE"/>
1st Expedition Company	Section	Venturer Company	Active	<input type="button" value="ADD ROLE"/>
1st Expedition Crew	Section	Boys Crew	Active	<input type="button" value="ADD ROLE"/>
1st Expedition Group	Group	Committee	Active	<input type="button" value="ADD ROLE"/>
1st Expedition Pack	Section	Cub Pack	Active	<input type="button" value="ADD ROLE"/>
1st Expedition Troop	Section	Scout Troop	Active	<input type="button" value="ADD ROLE"/>
2nd Expedition Group	Group	Committee	Active	<input type="button" value="ADD ROLE"/>



Renew/Transfer Members

Transfer Members

Add the member role in the organization where the member is transferring to:

A screenshot of a web application interface for adding a role to a member. The form is titled "Add Role" and includes the following fields:

- INDIVIDUAL NAME:** Clément Theodore
- ROLE:** Assistant Cub Leader (selected from a dropdown menu)
- START DATE:** 02/09/2012 (with a calendar icon)
- MEMBER TILL DATE:** 08/31/2012 (with a calendar icon)
- MEMBER TYPE:** Volunteer
- STATUS:** Active (selected from a dropdown menu)

At the bottom of the form is a green button labeled "ADD ROLE". The interface also shows a small Scouts Canada logo in the top left corner and a vertical scrollbar on the right side.



Renew/Transfer Members

Transfer Members

View the added member role:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below this, the user's name "Theodore Chipmunk" and group "1ST EXPEDITION GROUP" are displayed. The main content area is divided into several sections:

- My Menu:** Includes links for "Search", "Find Organizations", "Find an Individual", "Volunteer / Employee Directory", "Member Options", and "Admin Options".
- Member Details:** Lists personal information such as Member Number (012124), Birth Date (09/17/1970), Faith Affiliation (Unitons), Gender (Male), Primary Language (English), and Status (Active).
- Contact Information:** Provides address (2 Acorn Lane, Yellowknife, NT X1A 3X9, CANADA), email (tchipmns1@outlook.com), and phone number ((444)444-4444 (Evening Phone)).
- My Profile:** Shows Member Number (076031), Status (Active), PRC Status (Passed), and PRC Due Date (2019-12-31).
- Volunteer Screening Information:** Displays VRAD Status (Fully Screened (default)), PRC Status (Passed), PRC Due Date (2019-02-10), VSS Status (Passed), and VSS Date (2019-02-10).
- My Organizations:** Lists the user's primary organization as "1st Expedition Group (Group Registrar)" and another role as "1st Expedition Pack (Assistant Cub Leader)".
- My Roles:** A table showing the user's current roles, with the "Assistant Cub Leader" role highlighted in red.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	
1st Expedition Pack	Assistant Cub Leader	Volunteer	No	Active	



Renew/Transfer Members

Transfer Members

Remove the role that the member has transferred from:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk
1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find an Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
Birth Date: 05/17/1970
Path Affiliation: Unknown
Gender: Male
Primary Language: English
Status: Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 5X9
CANADA
tchipmes1@caltree.at
(444) 444-4444 (Every Phone)

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
PRC Status: Passed
PRC Due Date: 2013-02-10
vss_status: Passed
vss_date: 2010-02-19

My Organizations

[P] 1st Expedition Group (Group Registrar)
1st Expedition Pack (Assistant Cub Leader)

* The Bolded Organization is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colub	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	
1st Expedition Pack	Assistant Cub Leader	Volunteer	No	Active	



Renew/Transfer Members

Transfer Members

Confirm remove role:

The screenshot shows a web-based dialog box titled "Confirm Remove Role". It contains the following information:

- INDIVIDUAL NAME:** Chipmunk Theodore
- ROLE:** Contact Beaver Leader
- START DATE:** 02/09/2012
- MEMBER TILL DATE:** 02/09/2012
- MEMBER TYPE:** Volunteer
- STATUS:** Active

At the bottom of the dialog box is a green button with a right-pointing arrow and the text "REMOVE ROLE". The dialog box also features a small Scouts Canada logo in the top left corner, a vertical scrollbar on the right side, and a close button (X) in the bottom right corner.



myscouts.ca

Module 7 Register New Members

**User Training
Release 1.0
February 2012**

© Copyright Scouts Canada 2012



Register New Members

- Register a New Participant
- Register a New Volunteer
- Self Register
 - Create an Account
 - Register Yourself or Your Child/Charge



Register New Members

Register a New Participant

- After the registration event(s), the Registrar uses the information collected on paper registration forms to enter registration information for new participants into **myscouts.ca**.
- The Registrar can enter new participant registration information into **myscouts.ca** at any time.



Register New Members

Register a New Participant

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below this is a banner for the "1st Expedition Pack" with a photo of a smiling boy. The main content area is divided into several sections:

- Search Options:** Includes links for "Find Organization", "Find An Individual", and "Volunteer / Employee Directory".
- Org Options:** A section for finding organizations.
- My Profile:** Displays user information: Member Number: 076031, Status: Active, PRC Status: Faced, PRC Exp Date: 2015-12-31.
- My Organizations:** Lists the user's organizations, including "1st Expedition Group (Group Registered)" and "1st Expedition Pack (Assistant Cub Leader)".
- Organization Details:** Provides information for the "1st Expedition Pack", including Charter Number (1234), Organization Type (Section), and Contact Information (456 Central Park, Yellowknife, NT X1A 3A9, Canada).
- Participants Table:** A table listing all participants in the pack, including their names, roles, start/end dates, and status.

Name	Role	Start Date	End Date	Status	Birth Date
Beil, Tyler	Cub Scout	09/01/2011	09/31/2012	Active	05/07/2002
Brown, Charlie	Cub Scout	09/01/2011	09/31/2012	Active	09/14/2001
Cass, Khalid	Cub Scout	09/01/2011	09/31/2012	Active	06/28/2001
Cricklet, Jimmy	Cub Scout	09/01/2010	09/31/2011	Not Renewed	09/26/2002
Dog, Scooby	Cub Scout	09/01/2011	09/31/2012	Active	01/01/2002
Flintstone, Pebbles	Cub Scout	12/09/2011	09/31/2012	Active	01/22/2005
Ghost, Carter	Cub Scout	01/12/2012	09/31/2012	Active	10/22/2005
Goatle, Cary	Cub Scout	09/01/2011	09/31/2012	Active	01/04/2000
Hobbs, Calvin	Cub Scout	09/01/2011	09/31/2012	Active	01/01/2000
McDecl, Ethan	Cub Scout	09/01/2010	09/31/2011	Not Renewed	01/14/2000
Hoexter, Coolie	Cub Scout	09/01/2011	09/31/2012	Not Renewed	06/29/2001



Register New Members

Register a New Participant

Search to verify if the participant has previously been entered:

The screenshot shows a web form titled "Find & Register a Scout" with the Scouts Canada logo in the top left corner. The form contains two input fields: "First Name:" and "Last Name:". Below these fields is a green button with a right-pointing arrow and the text "FIND AN INDIVIDUAL". On the right side of the form, there is a vertical scroll bar with an upward arrow at the top, a downward arrow at the bottom, and a close button (an 'X' in a circle) at the bottom right corner.



Register New Members

Register a New Participant

Match found:

The screenshot shows a web interface for finding and registering a Scout. At the top, there is a Scouts Canada logo and the title 'Find & Register a Scout'. Below this, there are input fields for 'First Name' (containing 'tweety') and 'Last Name' (containing 'pie'). A green button labeled 'FIND AN INDIVIDUAL' is positioned below the search fields. The main content is a table with the following columns: 'First Name', 'Last Name', 'Organization Name', 'Scouting Role', 'Status', and 'Date of Birth'. The 'Status' column is highlighted with a red box. There are three rows of results, each with a 'REGISTER' button to its right.

First Name	Last Name	Organization Name	Scouting Role	Status	Date of Birth	
New	Member		Scout			REGISTER
Tweety	Pie	1st Expedition Troop	Scout	Active	01/01/2000	REGISTER
Tweety	Pie	6th High Ropes Troop	Scout	Active	01/01/2000	REGISTER

Didn't find the Scout you were looking for?
Search for a parent/guardian instead.
Register a new member instead.



Register New Members

Register a New Participant

Match not found:

Find & Register a Scout

First Name: Last Name:

FIND AN INDIVIDUAL

Didn't find the Scout you were looking for?
Search for a parent/guardian instead.
Register a new member instead.



Register New Members

Register a New Participant

Search for parent/guardian:

Find a Parent / Guardian & Register a Scout

First Name: Last Name:

FIND AN INDIVIDUAL

First Name	Last Name	Date of Birth	Scouting Role	Status	
Timothy	Bucktoo	01/01/1900	Contact Beaver Leader	Not Renewed	REGISTER SCOUT
Timothy	Bucktoo	01/01/1900	Assistant Cub Leader	Not Renewed	REGISTER SCOUT



Register New Members

Register a New Participant

Search for parent/guardian – no match found:

The screenshot shows a web form with the following elements:

- Scouts Canada logo in the top left corner.
- Title: "Find a Parent / Guardian & Register a Scout"
- Input fields: "First Name" with the value "timothy" and "Last Name" with the value "bucktoo".
- A green button labeled "FIND AN INDIVIDUAL" with a magnifying glass icon.
- Vertical navigation controls on the right side, including up/down arrows, a list icon, and a close (X) button.



Register New Members

Register a New Participant

Search for parent/guardian – match found:

The screenshot shows a web interface for finding and registering a parent/guardian. At the top left is the Scouts Canada logo. The main heading is "Find a Parent / Guardian & Register a Scout". Below this are two input fields: "First Name" with the value "timothy" and "Last Name" with the value "bucktoo". A green button with a right-pointing arrow and the text "FIND AN INDIVIDUAL" is positioned below the search fields. The search results are displayed in a table with the following columns: "First Name", "Last Name", "Date of Birth", "Scouting Role", and "Status". There are two rows of results, both for "Timothy Bucktoo" with a date of birth of "01/01/1900" and a status of "Not Returned". The first row's "Scouting Role" is "Contact Beaver Leader", and the second row's is "Assistant Cub Leader". To the right of each row is a green button with the text "REGISTER SCOUT". The button for the "Contact Beaver Leader" role is highlighted with a red rectangular border. On the right side of the interface, there is a vertical scrollbar and a close button (an 'X' in a circle) at the bottom right.

First Name	Last Name	Date of Birth	Scouting Role	Status	Action
Timothy	Bucktoo	01/01/1900	Contact Beaver Leader	Not Returned	REGISTER SCOUT
Timothy	Bucktoo	01/01/1900	Assistant Cub Leader	Not Returned	REGISTER SCOUT



Register New Members

Register a New Participant

Complete registration form for a new participant registered under a parent/guardian:

The screenshot shows the 'Register a Scout' form on the myscouts.ca website. The form is titled 'Register a Scout' and is set against a background of green maple leaves. It includes sections for 'Scout Group Name and Info' and 'Parent/Guardian Information'.

Scout Group Name and Info:

- Scout Group Name (text input)
- Scout Group Address (text input)
- Scout Group City (text input)
- Scout Group Province (text input)
- Scout Group Zip (text input)
- Scout Group Phone (text input)
- Scout Group Email (text input)
- Scout Group Website (text input)
- Scout Group Type (dropdown menu)
- Scout Group Status (radio buttons)

Parent/Guardian Information:

- Parent/Guardian Name (text input)
- Parent/Guardian Address (text input)
- Parent/Guardian City (text input)
- Parent/Guardian Province (text input)
- Parent/Guardian Zip (text input)
- Parent/Guardian Phone (text input)
- Parent/Guardian Email (text input)
- Parent/Guardian Website (text input)
- Parent/Guardian Type (dropdown menu)
- Parent/Guardian Status (radio buttons)



Register New Members

Register a New Participant

View new participant registration:

MYscouts.ca

1st Expedition Pack
— 1ST EXPEDITION GROUP

Search Options

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

Org Options

My Profile

Member Number: 070031
Status: **Active**
PRC Status: Passed
PRC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Organization Details

Charter Number: 1254
Organization Type: Section
Organization Subtype: Cub Pack
Sponsor Name: YellowTails youth Program
Sponsor Type: Community
Status: **Active**

Contact Information

456 Central Park
YellowTails, NT X1A 3A9
CANADA

Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: Bogs Beasy
Contact Phone Number: (921) 219-1211
Contact Email: bogs_beasy@ewerlytown.ca

Participants | Volunteers | Former/Transfer Participants

Name	Role	Start Date	End Date	Status	Birth Date
Bell, Taisler	Cub Scout	09/01/2011	00/31/2012	Active	05/07/2002
Brown, Charlie	Cub Scout	09/01/2011	00/31/2012	Active	09/14/2001
Inchtoo, Ian	Cub Scout	02/09/2012	00/31/2012	Active	01/01/2003
Loose, Khamod	Cub Scout	09/01/2011	00/31/2012	Active	06/20/2001
Crocket, Jimmy	Cub Scout	09/01/2010	00/31/2011	Not Referred	00/26/2002
Dog, Scoopy	Cub Scout	09/01/2011	00/31/2012	Active	01/01/2002
Flattstone, Pebbles	Cub Scout	12/09/2011	00/31/2012	Active	01/22/2005
Ghost, Casper	Cub Scout	01/12/2012	00/31/2012	Active	10/22/2005
Gravelle, Cary	Cub Scout	09/01/2011	00/31/2012	Active	01/04/2000
Hobbs, Calvin	Cub Scout	09/01/2011	00/31/2012	Active	01/01/2000
McDecl, Ethan	Cub Scout	09/01/2010	00/31/2011	Not Referred	01/14/2000
Hoaster, Coolie	Cub Scout	09/01/2011	00/31/2012	Not Referred	06/29/2001



Register New Members

Register a New Volunteer

- Using the information collected on the paper registration form, the Registrar enters the new volunteer information into **myscouts.ca**.
- The Registrar can enter new volunteer registration information into **myscouts.ca** at any time.



Register New Members

Register a New Volunteer

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Pack

— 1ST EXPEDITION GROUP

Search Options

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

Org Options

My Profile

Member Number: 076031
 Status: Active
 PRC Status: Passed
 PRC Exp Date: 2013-12-31

Organization Details

Charter Number: 1234
 Organization Type: Section
 Organization Subtype: Cub Pack
 Sponsor Name: yellowknife youth programs
 Sponsor Type: Community
 Status: Active

Contact Information

456 Central Park
 Yellowknife, NT X1A 3A9
 CANADA

Meeting Location Phone: —
 Meeting Location Fax: —
 Primary Contact Name: Bogs Beasy
 Contact Phone Number: (921) 211-1211
 Contact Email: bogs_beasy@yellowknife.ca

My Organizations

[P] 1st Expedition Group
(Group Captain)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Participants: **Volunteers** Renew / Transfer Participants

Name	Role	Status	Start Date	End Date	Birth Date
Berry, Drew	Assistant Cub Leader	Active	01/23/2012	00/31/2012	01/01/1900
Chipmeal, Theodore	Assistant Cub Leader	Active	02/09/2012	00/31/2012	05/17/1970
Holmes, Sherlock	Assistant Cub Leader	Active	09/01/2011	00/31/2012	12/02/1979
Rabbit, Thumper	Assistant Cub Leader	Not Renewed	09/01/2010	00/31/2011	10/12/1975
Beasy, Bogs	Cub Leader	Active	09/01/2011	00/31/2012	04/12/1960
Flintstone, Boulder	Cub Leader	Active	01/12/2012	00/31/2012	01/10/1905
Cozatic, Speedy	Cub Leader	Active	01/30/2012	00/31/2012	01/01/1900



Register New Members

Register a New Volunteer

Search to verify if the volunteer has previously been entered:

The screenshot shows a web form titled "Find & Register a Volunteer" with the Scouts Canada logo in the top left. The form contains two input fields: "First Name:" and "Last Name:". Below these fields is a dark green button with a white right-pointing triangle and the text "FIND AN INDIVIDUAL". On the right side of the form, there is a vertical toolbar with four icons: an upward-pointing arrow, a hamburger menu icon, a downward-pointing arrow, and a close button (an 'X' in a circle).



Register New Members

Register a New Volunteer

Match found:

Find & Register a Volunteer

First Name: Last Name:

FIND AN INDIVIDUAL

First Name	Last Name	Organization Name	Scouting Role	Status
Timothy	Bucktoo	1st Expedition Pack	Assistant Cub Leader	Pending

REGISTER


Didn't find who you were looking for?
Register a new member instead.



Register New Members

Register a New Volunteer

Match not found:



Find & Register a Volunteer

First Name: Last Name:

[▶ FIND AN INDIVIDUAL](#)

Didn't find who you were looking for?
Register a new member instead.



Register New Members

Register a New Volunteer

Complete registration form:

The screenshot shows the "Register a Volunteer" form on the MyScouts.ca website. The form is divided into two main sections: "Basic Entry Information" and "Membership Information".

Basic Entry Information:

- Registration type:
- Area:
- Unit:
- Unit location:
- Position:
- Age:
- Current position:
- Registration number:

Membership Information:

- Country:
- Province:
- City:
- Address:
- Postal code:
- Phone:
- Cell or Home:
- Gender:
- Emergency contact:
- Emergency contact phone:



Register New Members

Register a New Volunteer

View new volunteer entry:

The screenshot shows the MYscouts.ca website interface. The top navigation bar includes the Scouts Canada logo, the URL 'myscouts.ca', and links for 'ABOUT MYSOUTS.CA', 'TRAINING', and 'CONTACT US'. The main header features a '1st Expedition Pack' banner with a photo of a smiling child. Below the banner, there are several sections: 'Search Options' (Find Organizations, Find an Individual, Volunteer / Employee Directory), 'Org Options', 'My Profile' (Member Number: 076031, Status: Active, PRC Status: Passed, PRC Exp Date: 2013-12-31), and 'My Organizations' (Training Council, 1st Expedition Pack, 1st Expedition Group). The 'Organization Details' section shows Charter Number 1234, Section Yellowknife, and Status Active. The 'Contact Information' section shows the address 456 Central Pk., Yellowknife, NT X1A 3A9, Canada, and contact details for Begg Begg. A table of participants is displayed, with the entry for Timothy Beclton highlighted in red. The table has columns for Name, Role, Status, Start Date, End Date, and Birth Date.

Name	Role	Status	Start Date	End Date	Birth Date
Berry, Drew	Assistant Cub Leader	Active	01/23/2012	00/31/2012	01/01/1900
Beclton, Timothy	Assistant Cub Leader	Pending	02/09/2012	00/31/2012	01/01/1900
Chipman, Simon	Assistant Cub Leader	Active	02/06/2012	00/31/2012	05/01/1946
Holmes, Sherlock	Assistant Cub Leader	Active	09/01/2011	00/31/2012	12/02/1979
Rabbit, Thumper	Assistant Cub Leader	Not Reserved	09/01/2010	00/31/2011	10/12/1975
Begg, Begg	Cub Leader	Active	09/01/2011	00/31/2012	04/12/1969
Flintstone, Boulder	Cub Leader	Active	01/12/2012	00/31/2012	01/10/1905
Gonzalez, Speedy	Cub Leader	Active	01/30/2012	00/31/2012	01/01/1900



Register New Members

Self Register

- Members of the public can register with Scouts Canada as:
 - Parents/guardians (to register their children/charges)
 - Volunteers
 - Participants 18 years of age and over
- There are two steps in the self-registration process:
 - Create an account
 - Register yourself or your child/charge
- This section is included in the training to provide information about the self-registration process; it is intended to help enable you to assist the public in registering online.



Register New Members

Self Register – Create an Account

Create an account:

The screenshot shows the MyScouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo on the left and the text "MYscouts.ca" in the center. To the right of the logo, there are four menu items: "MEMBERS", "TRAINING RESOURCES", "PROGRAM RESOURCES", and "CONTACT". Below the navigation bar, there is a large banner image of a smiling child in a tent. The main heading reads "Welcome to Scouts Canada".

On the left side, there is a "User login" section with two input fields: "Your Email Address" and "Your Password". Below these fields is a "Log in" button. A link for "Request new password" is located below the login section.

On the right side, there is a text block describing Scouts Canada. Below the text, there are two buttons: "FIND A SCOUTS GROUP" and "CREATE AN ACCOUNT". The "CREATE AN ACCOUNT" button is highlighted with a red rectangular border.

At the bottom of the page, there is a footer with the following text: "© copyright: Scouts Canada 2011", "1343 Baseline Road, Ottawa, ON, K2C 6A7", "phone (613) 224-3131 / fax (613) 224-3137".



Register New Members

Self Register – Create an Account

Enter account information:



The screenshot shows the "Sign up for Scouts" registration page on MyScouts.ca. The page has a green header with the Scouts Canada logo and navigation links: "MEMBERS", "TRAINING RESOURCES", "PROGRAM RESOURCES", and "CONTACT". The main heading is "Sign up for Scouts". Below this is a light blue form titled "Personal Information" with the following fields:

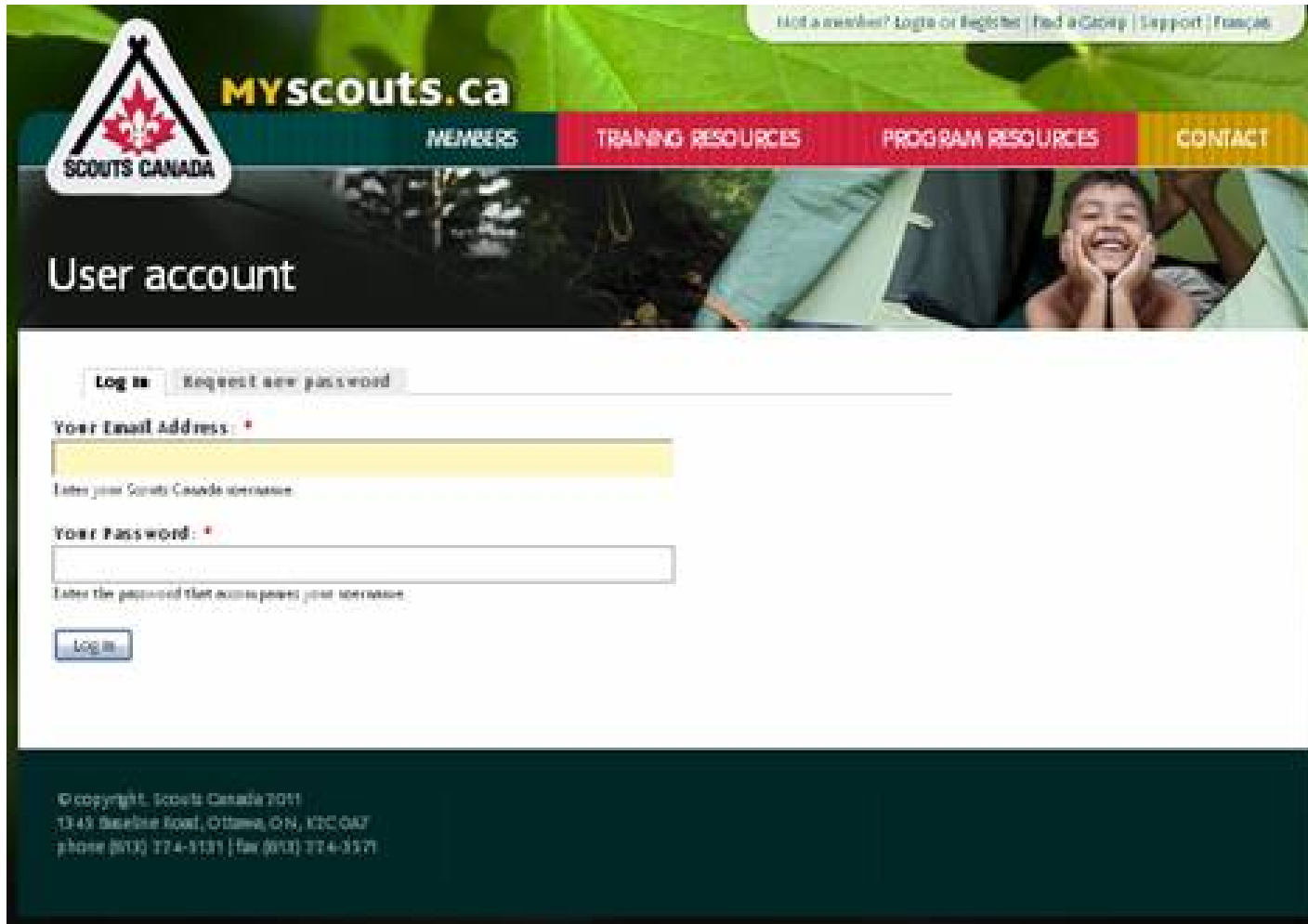
- EMAIL:
- FIRST NAME:
- MIDDLE NAME:
- LAST NAME:
- NICKNAME:
- GENDER:
- DATE OF BIRTH:
- CURRENT EMPLOYER:
- FAITH AFFILIATION:
- OCCUPATION:




Register New Members

Self Register – Create an Account

Login:



Not a member? [Login or Register](#) | [Find a Group](#) | [Support](#) | [Français](#)

 **MYscouts.ca**

[MEMBERS](#) | [TRAINING RESOURCES](#) | [PROGRAM RESOURCES](#) | [CONTACT](#)

User account

[Log in](#) | [Request new password](#)

Your Email Address: *

Enter your Scouts Canada username.

Your Password: *

Enter the password that you've chosen for your username.

[Log in](#)

© copyright, Scouts Canada 2011
1343 Baseline Road, Ottawa, ON, K2C 0A7
phone (613) 274-3131 | fax (613) 274-3171



Register New Members

Self Register – Create an Account

View your profile:

The screenshot shows the user profile page on MYscouts.ca. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and three menu items: "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The user's name "Hooty Blowfish" is displayed prominently. Below this, there are three main sections: "My Menu", "My Profile", and "My Roles".

My Menu

- Member Options
 - Register Member
 - Update Password and Language

My Profile

Member Number: 10001090
Status: Active
You are not part of any Groups.

My Roles

No active registrations found. [Click here to find your nearest Scouts group!](#)



Register New Members

Self Register – Register Yourself or Your Child/Charge

- Anyone with an account can self register; they can register themselves as a participant or a volunteer, or if they are a parent/guardian, they can register their children/charges as participants.
- To complete an online registration, a fee is involved requiring a credit card payment.
- Note that subsidies cannot be applied when using the online process.



Register New Members

Self Register – Register Yourself or Your Child/Charge

Access your profile
(parent/guardian/member 18 years of age or older with account):

The screenshot shows the user interface of MyScouts.ca. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The user's name 'Hooty Blowfish' is displayed prominently. Below this, there is a 'My Menu' section with a 'Member Options' dropdown menu containing 'Register Member' and 'Update Password and Language'. A 'My Profile' section shows the member number '10001090' and status 'ACTIVE', with a note that the user is not part of any groups. A 'My Roles' section contains a message: 'No active registrations found. Click here to find your nearest Scouts group!'. The top right corner of the page shows the user's email 'hooty@jalcoo.ca' and links for 'My Profile', 'Find a Group', 'Support', 'Logout', and 'Français'.



Register New Members

Self Register – Register Yourself or Your Child/Charge

Access your profile
(volunteer - organization profile):

The screenshot shows the MyScouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'myscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. A user profile link 'My Profile' is highlighted with a red box. Below the navigation bar, the page title is '1st Expedition Pack' with the subtitle '1ST EXPEDITION GROUP'. The main content area is divided into several sections:

- Search Options:** Find Organization, Find An Individual, Volunteer / Employee Directory.
- My Profile:** Member Number: 10001706, Status: Active, PRC Status: Passed, PRC Due Date: 2015-01-02.
- Organization Details:** Charter Number: 1234, Section: Cab Pack, Organization Subtype: YellowLife Youth Programs, Sponsor Type: Community, Status: Active.
- Contact Information:** 450 Central Pk., YellowLife, NT X1A 5A9, CANADA. Meeting Location Phone: --, Meeting Location Fax: --, Primary Contact Name: Begg, Betsy, Contact Phone Number: (821)213-1211, Contact Email: bugg_betsy@everystars.ca.
- My Organizations:** [P] 1st Expedition Pack (Cab Leader). A note states: * The Bolded Organization is your primary.
- Participants:** A table listing participants with columns for Name, Role, Start Date, End Date, Status, and Birth Date.

Name	Role	Start Date	End Date	Status	Birth Date
Beil, Tiler	Cub Scout	09/01/2011	00/31/2012	Active	08/07/2002
Brown, Charlie	Cub Scout	09/01/2011	00/31/2012	Active	09/14/2001
Bucktoo, tin	Cub Scout	09/01/2010	00/31/2011	Not Reserved	01/01/2008
Coane, Khabod	Cub Scout	09/01/2011	00/31/2012	Active	06/20/2001
Cricket, Jimmy	Cub Scout	09/01/2010	00/31/2011	Not Reserved	00/26/2002
Dog, Saoooy	Cub Scout	09/01/2011	00/31/2012	Active	01/01/2002
Flatstone, Pebbles	Cub Scout	12/09/2011	00/31/2012	Active	01/22/2005
Ghost, Casper	Cub Scout	01/12/2012	00/31/2012	Active	10/22/2005
Gaaffe, Cory	Cub Scout	09/01/2011	00/31/2012	Active	01/04/2000
Hobbs, Calvin	Cub Scout	09/01/2011	00/31/2012	Active	01/01/2000
McDecl, Ethan	Cub Scout	09/01/2010	00/31/2011	Not Reserved	01/14/2000
Hooster, Cookie	Cub Scout	09/01/2011	00/31/2012	Not Reserved	06/29/2001



Register New Members

Self Register – Register Yourself or Your Child/Charge

Access your profile
(volunteer -
member profile):

The screenshot shows the Myscouts.ca user profile page for Speedy Gonzalas. The page includes a navigation bar with links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The user's name 'Speedy Gonzalas' is displayed prominently. Below the name, there are sections for 'My Menu' (Search, Member Options, Admin Options), 'My Profile' (Member Number: 10001766, Status: Active, PRC Status: Passed, PRC Exp Date: 2015-09-02), and 'My Organizations' (1st Expedition Pack, Cub Leader). A table titled 'My Roles' shows the user's role as 'Cub Leader' for the '1st Expedition Pack' organization, with a status of 'Active'.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Pack	Cub Leader	Volunteer	YES	Active	



Register New Members

Self Register – Register Yourself or Your Child/Charge

Indicate the member to register:

Register with Scouts

Select a member to register from the list below:

Member to Register	Relationship
Myself	Myself
New Member	New



Register New Members

Self Register – Register Yourself or Your Child/Charge

Search for a Scouts group by postal code:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below this is a large banner image of a smiling child in a tent. The main heading is 'Find a Scouts Group'. The search form includes a 'Postal Code' field with a placeholder '(eg: Y2J 2K2)'. Below the postal code field are two columns of radio button and checkbox options. The 'Age Group' column has five options: Beavers (aged 5-7), Cubs (aged 8-10), Scouts (aged 11-13), Venturers (aged 14-17), and Rover (aged 18-25). The 'Rights you are interested in:' column has seven options: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, all of which are checked with green boxes. At the bottom of the form is a green button with a right-pointing arrow and the text 'FIND GROUPS'.

Postal Code: (eg: Y2J 2K2)

Age Group:

- Beavers (aged 5-7)
- Cubs (aged 8-10)
- Scouts (aged 11-13)
- Venturers (aged 14-17)
- Rover (aged 18-25)

Rights you are interested in:

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

[FIND GROUPS](#)



Register New Members

Self Register – Register Yourself or Your Child/Charge

Find a Scouts group:

The screenshot shows the MYscouts.ca website interface for finding a Scouts group. At the top, there is a navigation bar with the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below the navigation bar is a search bar with the text 'Find a Scouts Group'. The search bar contains a text input field for 'Postal Code' with the value 'X1A 3A9' and a placeholder '(eg: Y1Z 2K2)'. Below the search bar are two columns of radio buttons for 'Age Group' and 'Rights you are interested in'. The 'Age Group' column has five options: 'beavers (aged 5-7)', 'Cubs (aged 8-10)', 'Scouts (aged 11-15)', 'Venturers (aged 14-17)', and 'Rovers (aged 18-26)'. The 'Rights you are interested in' column has seven options: 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. Below the search bar is a 'SEARCH AGAIN' button. Below the search bar is a list of search results. The first result is 'Yellowknife Scouting Group (234 Scouts)'. The details for this result are: 'Yellowknife Scouting Colony', 'Northern United Place', and 'Meets: Monday @ 6:00 PM'. Below the details are 'CONTACT' and 'REGISTER' buttons. To the right of the search results is a map showing the location of the Yellowknife Scouting Group. The map is a satellite view of Yellowknife, Northwest Territories, Canada. A red pin is placed on the map, and a callout box shows the name of the group: 'Yellowknife Scouting Group' and 'Yellowknife Scouting Colony'. The map is powered by Google and has a copyright notice for 2012.



Register New Members

Self Register – Register Yourself or Your Child/Charge

Contact a Scouts group:

The screenshot shows the "Contact Group" form on the MYscouts.ca website. The page header includes the Scouts Canada logo, the URL "MYscouts.ca", and navigation links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The form itself is titled "Contact Group" and includes a brief explanation: "Contact form - sends to give parent of what to expect when they send an email in - when will the group contact them, will they get an email that confirms that an email has been sent to 'group default', when they can know details about the program, etc." The form fields are: "Name" (with a red asterisk), "Email" (with a red asterisk), "Subject" (with a red asterisk), and "Message" (with a red asterisk). Each field has a placeholder text "Please enter your [field name]". A "Submit" button is located at the bottom left of the form area.



Register New Members

Self Register – Register Yourself or Your Child/Charge

Complete Scouts group contact:

The screenshot shows the MYscouts.ca website interface. At the top right, there is a navigation bar with links: [my profile](#), [find a group](#), [support](#), [login](#), and [faq](#). The main header features the Scouts Canada logo on the left and the text "MYscouts.ca" in the center. Below the header is a navigation menu with three buttons: "ABOUT MYSCOUTS.CA" (dark green), "TRAINING" (red), and "CONTACT US" (yellow). The main content area has a dark background with a photo of a smiling child. A large white text overlay reads "Thank you for your submission!". Below this, a yellow box contains a message: "Your message has been sent! Thank you. Click here to return to the Group Locator".



Register New Members

Self Register – Register Yourself or Your Child/Charge

Register:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below the navigation bar is a banner image of a smiling boy in a tent. The main heading is "Find a Scouts Group".

The search criteria section includes:

- Postal Code: (eg: Y2J 2K2)
- Age Group:
 - Beavers (aged 5-7)
 - Cubs (aged 8-10)
 - Scouts (aged 11-13)
 - Venturers (aged 14-17)
 - Rovers (aged 18-26)
- Night(s) you are interested in:
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday

A "SEARCH AGAIN" button is located below the search criteria.

The search results show a listing for "Yellowknife Scouting Group (2.3 kilometers)" with the address "Northern United Place" and meeting time "Meets: Monday @ 6:00 PM". There are "CONTACT" and "REGISTER" buttons for this listing.

To the right of the listing is a map showing the location of the group in Yellowknife, with a callout box displaying the group name and address. The map is powered by Google and includes the text "Les données de la carte sont ©2012 Google".



Register New Members

Self Register – Register Yourself or Your Child/Charge

Confirm registration type – volunteer:

The screenshot shows a web interface with a light blue header. In the top left of the header, there is a green checkmark icon followed by the text "Thursday". Below the header is a grey-bordered dialog box titled "Confirm Registration Type". Inside the dialog box, on the left, is a red warning triangle icon with a black exclamation mark. To the right of the icon is the text "Are you registering a volunteer (includes youth volunteer positions)?". Below this text are two blue buttons: "Yes, I am" and "No, I am not". The "Yes, I am" button is highlighted with a red rectangular border.



Register New Members

Self Register – Register Yourself or Your Child/Charge

Complete Volunteer Registration form:

Volunteer Registration

Scout Group Name and Role

Scout Group Name
Unit Number
Unit Type
Unit Address
Unit Phone
Unit Email
Unit Website

Membership Information

First Name
Last Name
Date of Birth
Gender
Home Address
Home Phone
Home Email
Scout Group
Scout Group Address
Scout Group Phone
Scout Group Email



Register New Members

Self Register – Register Yourself or Your Child/Charge

Confirm registration type – participant:

A screenshot of a web application interface. At the top left, there is a green checkmark icon followed by the text "Thursday". Below this is a dialog box titled "Confirm Registration Type". Inside the dialog box, there is a red warning triangle icon on the left. To the right of the icon is the question "Are you registering a volunteer (includes youth volunteer positions)?". Below the question are two buttons: "Yes, I am" and "No, I am not". The "No, I am not" button is highlighted with a red rectangular border.

Thursday

Confirm Registration Type

Are you registering a volunteer (includes youth volunteer positions)?

Yes, I am No, I am not



Register New Members

Self Register – Register Yourself or Your Child/Charge

Complete the Membership Registration form:

A screenshot of the MyScouts.ca website's membership registration page. The page has a green background with a large maple leaf. At the top, there is a navigation bar with the MyScouts.ca logo and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below the navigation bar is a banner image of a smiling person in a tent. The main content area is titled "Membership Registration" and contains two sections: "Scout Group Name And Role" and "Participant Information". The "Scout Group Name And Role" section includes fields for "Scout Group Name", "Scout Group Address", "Scout Group Phone", "Scout Group Email", "Scout Group Website", and "Scout Group Type". The "Participant Information" section includes fields for "First Name", "Last Name", "Address", "City", "Province", "Postal Code", "Email", "Phone", "Date of Birth", "Gender", "Age Group", and "Scout Group".



Register New Members

Self Register – Register Yourself or Your Child/Charge

View the new registration – yourself:

Speedy Gonzalas

Registration request successfully processed.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Pac1	Cub Leader	Volunteer	YES	Active	

My Profile

Member Number: 10001766
Status: Active
PRC Status: Passed
PRC Due Date: 2015-01-02

My Organizations

[P] 1st Expedition Pack
(Cub Leader)

* The Bolded Organization is your primary.



Register New Members

Self Register – Register Yourself or Your Child/Charge

View the new registration – child/charge (participant):

The screenshot shows the MyScouts.ca user interface. At the top, there is a navigation bar with the Scouts Canada logo, the website name "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The user's name "Speedy Gonzalas" is displayed. A yellow notification banner at the top right states "Registration requests successfully processed." Below this, there are tabs for "My Roles", "My Family", "My Registrations", and "My Training". A table displays the registration details:

Name	Relationship	Organization	Role	Status
Fasty Gonzalas	Child	Yellowknife Scouting Colony	Beaver Scout	Active

On the left side, there is a "My Menu" section with links for "Search", "Find Organization", "Find an individual", "Volunteer / Employee Directory", "Member Options", and "Admin Options". Below this, there is a "My Profile" section showing the following information:

- Member Number: 10001706
- Status: Active
- PRC Status: Failed
- PRC Exp Date: 2015-01-02

At the bottom, there is a "My Organizations" section showing "[P] 1st Expedition Pack (Cub 2485)". A note below states: "* The Bolded Organization is your primary."



myscouts.ca

Module 8 Update Member Role Records

**User Training
Release 1.0
February 2012**

© Copyright Scouts Canada 2012



Update Member Role Records

- Add a Member Role Record
- Add an Existing Volunteer to an Organization
- Remove a Member Role Record



Update Member Role Records

- The Registrar can:
 - Add a member role when a member takes on a new or additional role.
 - Remove a member role when a member is no longer participating in a specific role.
- The Registrar can affect records only within their administrative hierarchy
- The Registrar can update member roles as required, at any time throughout the year.



Update Member Role Records

- A complete list of each member's organizations/roles (with an indication of their primary member role) can be viewed in their member profile under the **My Roles** tab; members and roles can also be viewed in the organization profile under the **Volunteers** tab.
- Member role records are permanently recorded in **myscouts.ca**.



Update Member Role Records

Add a Member Role Record

- A Registrar can add a member role record for an active member whenever a member takes on a new or additional role.
- Member role records are added from the member's profile.
- Note that a volunteer role can be added for a Participant but a participant role cannot be added for a Participant.
- The Registrar can affect records only within their administrative hierarchy.



Update Member Role Records

Add a Member Role Record

The screenshot shows the Myscouts.ca member profile for Theodore Chipmunk, 1st Expedition Group. The page includes a navigation bar with links for 'My Profile', 'Find a Group', 'Support', 'Logout', and 'Franchise'. The profile is divided into several sections: 'My Menu' with search and options; 'Member Details' with personal information; 'Contact Information' with address and phone; 'My Profile' with membership status; 'Volunteer Screening Information' with VRAD and PRC status; and 'My Organizations' with a list of roles. A table at the bottom lists the member's roles in detail.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	Yes	Active	
1st Expedition Pack	Assistant Cub Leader	Volunteer	No	Active	



Update Member Role Records

Add a Member Role Record

Search for an organization:

The screenshot shows a web application window with a title bar. Inside the window, there is a small Scouts Canada logo in the top left corner. The main heading is "Find an Organization & Add a Member". Below this heading, there are two input fields: "Organization Name" followed by a text input box, and "Organization Type" followed by a dropdown menu currently showing "- ALL -". Below these fields is a dark green button with a white right-pointing arrow and the text "FIND ORGANIZATION". On the right side of the window, there is a vertical toolbar with four icons: an upward arrow, a list icon (three horizontal lines), a downward arrow, and a close icon (an 'X' in a circle).



Update Member Role Records

Add a Member Role Record

Select the organization where the record is to be added:

Find an Organization & Add a Member

Organization Name: Organization Type:

FIND ORGANIZATION

Organization Name	Organization Type	Organization Subtype	Status	
1st Expedition Colony	Section	Beaver Colony	Active	ADD ROLE
1st Expedition Company	Section	Venturer Company	Active	ADD ROLE
1st Expedition Crew	Section	Rover Crew	Active	ADD ROLE
1st Expedition Group	Group	Committee	Active	ADD ROLE
1st Expedition Pack	Section	Cub Pack	Active	ADD ROLE
1st Expedition Troop	Section	Scout Troop	Active	ADD ROLE
2nd Expedition Group	Group	Committee	Active	ADD ROLE



Update Member Role Records

Add a Member Role Record

Enter the member role record:

The screenshot shows a web-based form titled "Add Role" for the Scouts Canada system. The form contains the following fields and values:

- INDIVIDUAL NAME:** Chipmunk, Theodore
- ROLE:** Troop Scouter (selected from a dropdown menu)
- START DATE:** 02/09/2012 (with a calendar icon)
- MEMBER TILL DATE:** 08/31/2012 (with a calendar icon)
- MEMBER TYPE:** Volunteer
- STATUS:** Active (selected from a dropdown menu)

At the bottom of the form is a green button with a right-pointing arrow and the text "ADD ROLE". The form is displayed in a window with a scrollbar on the right side.



Update Member Role Records

Add a Member Role Record

View the new member role record:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk

1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organisation
 - Find an Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
Birth Date: 08/17/1970
Faith Affiliation: Unknown
Gender: Male
Primary Language: English
Status: Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@caltree.nt
(444) 444-4444 (Evening Phone)

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
PRC Status: Passed
PRC Due Date: 2013-02-10
vss_status: Passed
vss_date: 2010-02-19

My Organizations

- [X] 1st Expedition Group (Group Registered)
- 1st Expedition Pack (Assistant Cub Leader)

* The Bolded Organization is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Co-ordinator	Volunteer	YES	Active	
1st Expedition Pack	Assistant Cub Leader	Volunteer	No	Active	
1st Expedition Troop	Scout Co-ordinator	Volunteer	No	Active	



Update Member Role Records

Add an Existing Volunteer to an Organization

- A Registrar can add an active volunteer to an organization whenever a volunteer takes on a new or additional role.
- The Registrar can affect records only within their administrative hierarchy.



Update Member Role Records Add an Existing Volunteer to an Organization

The screenshot shows the MyScouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below this is a banner for "1st Expedition Pack" with a photo of a smiling boy in a tent. The main content area is divided into several sections:

- Search Options:** Includes links for "Find Organization", "Find an Individual", and "Volunteer / Employee Directory".
- Org Options:** A section for organization management.
- My Profile:** Displays user information: Member Number: 070031, Status: Active, PNC Status: Faced, PNC Exp Date: 2013-12-31.
- My Organizations:** Lists the user's organizations, with "1st Expedition Group (Group Register)" and "1st Expedition Pack (Assistant Cub Leader)" highlighted.
- Organization Details:** Provides information for the "1st Expedition Pack" organization, including Charter Number (1234), Section (Yellowknife, NT X1A 5A9), and Contact Information (Meeting Location Phone, Meeting Location Fax, Primary Contact Name: Eng, Emy, (92) 211-1211, Contact Phone Number, Contact Email: Eng_Emy@weytor.ca).
- Participants:** A table listing all participants in the organization, with tabs for "Volunteers" and "Senior/Teacher Participants".

Name	Role	Start Date	End Date	Status	Birth Date
Beil, Tadeo	Cub Scout	09/01/2011	08/31/2012	Active	05/07/2002
Brown, Charlie	Cub Scout	09/01/2011	08/31/2012	Active	09/14/2001
Becitoo, Ian	Cub Scout	02/09/2012	08/31/2012	Active	01/01/2008
Cass, Khabod	Cub Scout	09/01/2011	08/31/2012	Active	06/20/2004
Criket, Jimmy	Cub Scout	09/01/2010	08/31/2011	Not Recieved	08/26/2002
Dog, Scooby	Cub Scout	09/01/2011	08/31/2012	Active	01/01/2002
Flattose, Feliks	Cub Scout	12/09/2011	08/31/2012	Active	01/22/2005
Ghost, Casper	Cub Scout	01/12/2012	08/31/2012	Active	10/22/2005
Gaskie, Cary	Cub Scout	09/01/2011	08/31/2012	Active	01/04/2000
Hobbs, Calin	Cub Scout	09/01/2011	08/31/2012	Active	01/01/2000
McDecl, Ethan	Cub Scout	09/01/2010	08/31/2011	Not Recieved	01/14/2000
Mooster, Coolin	Cub Scout	08/01/2011	08/31/2012	Not Recieved	06/29/2001



Update Member Role Records

Add an Existing Volunteer to an Organization

Search for the volunteer:

The screenshot shows a web interface for finding and adding a volunteer. It features the Scouts Canada logo in the top left corner. The main heading is "Find & Add an Existing Volunteer". Below this, there are two input fields: "First Name:" followed by a text box, and "Last Name:" followed by another text box. A green button with a white arrow icon and the text "FIND AN INDIVIDUAL" is positioned below the input fields. On the right side of the form, there is a vertical scrollbar with up and down arrows, and a close button (an 'X' in a circle) at the bottom right corner.



Update Member Role Records

Add an Existing Volunteer to an Organization

Select the volunteer:

Find & Add an Existing Volunteer

First Name: Last Name:

FIND AN INDIVIDUAL

First Name	Last Name	Organization Name	scouting Role	Status
Sam	Member		Scout	ADD ROLE
Simon	Chipmunk	1st Expedition Group	Group Treasurer	Active ADD ROLE
Simon	Chipmunk	1st Expedition Group	Staff	Active ADD ROLE
Simon	Chipmunk	3rd High Ropes Committee	Group Committee Member	Active ADD ROLE
Simon	Chipmunk	3rd High Ropes Group	Group Committee Chair	Active ADD ROLE
Simon	Chipmunk	3rd High Ropes Pack	Cub Leader	Active ADD ROLE



Update Member Role Records

Add an Existing Volunteer to an Organization

Enter the member role record:

The screenshot shows a web form titled "Add Role" with the following fields and values:

- INDIVIDUAL NAME:** C Mpanant Simon
- ROLE:** Assistant Cub Leader (selected from a dropdown menu)
- START DATE:** 02/09/2012 (with a calendar icon)
- MEMBER TILL DATE:** 08/31/2012 (with a calendar icon)
- MEMBER TYPE:** Volunteer
- STATUS:** Active (selected from a dropdown menu)

At the bottom of the form is a green button labeled "ADD ROLE".



Update Member Role Records Add an Existing Volunteer to an Organization

View the new member role record:

The screenshot shows the MYscouts.ca website interface. The top navigation bar includes the Scouts Canada logo, the MYscouts.ca logo, and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main header displays '1st Expedition Pack' and '— 1ST EXPEDITION GROUP'. Below the header, there are sections for 'Search Options', 'Org Options', 'My Profile', and 'My Organizations'. The 'My Profile' section shows Member Number: 076031, Status: Active, PRC Status: Passed, and PRC Due Date: 2015-12-31. The 'My Organizations' section lists '1st Expedition Pack (Assistant Cub Leader)' as the primary organization. The 'Organization Details' section shows Charter Number: 1234, Organization Type: Section, Sponsor Name: Yellowknife Youth Programs, and Status: Active. The 'Contact Information' section shows the address: 456 Central Park, Yellowknife, NT X1A 3A9, CANADA, and contact details for Betsy Beary. The 'Participants' tab is selected, showing a table of role records. The table has columns for Name, Role, Status, Start Date, End Date, and Birth Date. The row for 'Clapineal, Simon' is highlighted with a red box.

Name	Role	Status	Start Date	End Date	Birth Date
Berry, Drew	Assistant Cub Leader	Active	01/23/2012	00/31/2012	01/01/1900
Beaton, Timothy	Assistant Cub Leader	Active	02/09/2012	00/31/2012	01/01/1900
Clapineal, Simon	Assistant Cub Leader	Active	02/09/2012	00/31/2012	05/07/1946
Clapineal, Simon	Assistant Cub Leader	Active	02/09/2012	00/31/2012	05/07/1946
Holmes, SheriKcl	Assistant Cub Leader	Active	09/01/2011	00/31/2012	12/02/1979
Rabbit, Threnger	Assistant Cub Leader	Not Reserved	09/01/2010	00/31/2011	10/12/1975
Beary, Betsy	Cub Leader	Active	09/01/2011	00/31/2012	04/12/1969
Flintstone, Boulder	Cub Leader	Active	01/12/2012	00/31/2012	01/10/1905
Goatse, Speedy	Cub Leader	Active	01/30/2012	00/31/2012	01/01/1900



Update Member Role Records

Remove a Member Role Record

- Member role records are removed when the member will no longer perform the role.
- The Registrar can remove a member role record when required, at any time throughout the year.
- The Registrar can affect records only within their administrative hierarchy.



Update Member Role Records Remove a Member Role Record

The screenshot shows the MYscouts.ca member profile for Theodore Chipmunk, 1st Expedition Group. The page includes a navigation bar with 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The profile is divided into several sections: 'My Menu' with search and options; 'Member Details' with personal information; 'Contact Information' with address and phone; 'My Profile' with membership status; 'Volunteer Screening Information' with VRAD and PRC status; and 'My Organizations' with a list of roles. The 'My Roles' section is expanded to show a table of current roles.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group Cobey	Contact Beaver Leader	Volunteer	NO	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	
1st Expedition Pack	Assistant Cub Leader	Volunteer	NO	Active	
1st Expedition Troop	Scout Counsellor	Volunteer	NO	Active	



Update Member Role Records

Remove a Member Role Record

Select the member role record to be removed:

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk
1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organisation
 - Find an Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
Birth Date: 03/17/1990
First Affiliation: Unborn
Gender: Male
Primary Language: English
Status: Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@coaltree.at
(444) 444-4444 (Evening Phone)

My Profile

Member Number: 076051
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
PRC Status: Passed
PRC Due Date: 2013-02-10
vss_status: Passed
vss_date: 2010-02-19

My Organizations

[P] 1st Expedition Group (Group Registrar)
1st Expedition Fac (Assistant Cub Leader)

* The Bolded Organisation is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	Yes	Active	
1st Expedition Fac	Assistant Cub Leader	Volunteer	No	Active	
1st Expedition Troop	Scout Counsellor	Volunteer	No	Active	



Update Member Role Records

Remove a Member Role Record

Confirm the member role record to be removed:

The screenshot shows a web-based dialog box titled "Confirm Remove Role". It contains the following information:

- INDIVIDUAL NAME:** Chipmunk Theodore
- ROLE:** Assistant Cub Leader
- START DATE:** 02/07/2012
- MEMBER TILL DATE:** 02/07/2012
- MEMBER TYPE:** Volunteer
- STATUS:** Active

At the bottom of the dialog, there is a green button with a white right-pointing arrow and the text "REMOVE ROLE". The dialog also features a vertical scrollbar on the right side and a close button (an 'x' in a circle) at the bottom right corner.



myscouts.ca

Module 9 Update a Member Profile

**User Training
Release 1.0
February 2012**

© Copyright Scouts Canada 2012



Update a Member Profile

View/Edit a Member Profile

- Contact Information
- Emergency Information
- Medical Information
- Photo Release, Fundraising Release, Scouting Life Subscription, and Volunteer/Employee Directory Option
- Parent/Guardian Involvement



Update a Member Profile

- Registrars can update information in member profiles for members within their administrative hierarchy.
- Volunteers and employees can view/edit their own member profile and the member profile content of their family member(s) at any time.
- Parents/guardians who have an account can view/edit their member profile content and the member profile content of their children/charges.
- Participants 18 years of age and over who have an account can update their own member profile content.
- Member profiles can be viewed/edited at any time.



Update a Member Profile

View/Edit a Member Profile

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below this, the user's name "Theodore Chipmunk" and group "1ST EXPEDITION GROUP" are displayed. The main content area is divided into several sections:

- My Menu:** A sidebar menu with options: Search, Find Organisation, Find an Individual, Volunteer / Employee Directory, Member Options, and Admin Options.
- Member Details:** A box containing personal information: Member Number (012124), Birth Date (08/17/1970), Email Address (theodore@scouts.ca), Gender (Male), Primary Language (English), and Status (Active).
- Contact Information:** A box with address (2 Acorn Lane, Yellowknife, NT X1A 5V9, Canada), email (tchipmunk@outlook.ca), and phone number ((443) 444-4444 (Home)).
- My Profile:** A box with Member Number (376031), Status (Active), PFC Status (Failed), and PFC Exp Date (2013-12-31).
- Volunteer Screening Information:** A box with VRAD status (Fully screened default), PFC Status (Failed), PFC Exp Date (2013-02-10), and last update date (2010-02-10).
- My Organizations:** A box listing the user's current organization: 1st Expedition Group (Group Registered), 1st Expedition Pack (Assistant Cub Leader).
- My Roles:** A table showing the user's roles across different organizations.

Organizations	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Contact Email Leader	Volunteer	No	Active	
1st Expedition Group	Group Contributor	Volunteer	YES	Active	
1st Expedition Troop	Scout Counselor	Volunteer	No	Active	



Update a Member Profile

View/Edit a Member Profile

Access a family member profile:

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk
1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find an Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
Birth Date: 08/17/1970
Units: Unknown
Gender: Male
Primary Language: English
Status: Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 5X9
CANADA
tchipmunk@goaltree.net
(444) 444-4444 (Evening Phone)

My Profile

Member Number: 010031
Status: Active
PRC Status: Passed
PRC Exp Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
PRC Status: Passed
PRC Exp Date: 2013-02-10
VSS Status: Passed
VSS Date: 2010-02-10

My Organizations

[P] 1st Expedition Group
(Group Registrar)
1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

My Family

Name	Relationship	Organization	Role	Status
Pope Le Pen	Child	1st Expedition Colony	Beaver Scout	Active



Update a Member Profile

View/Edit a Member Profile

Select content to be edited:

The screenshot shows the MyScouts.ca website interface for a member named Theodore Chipmunk. The page is divided into several sections:

- My Menu:** Contains a search bar and two main categories: **Member Options** and **Admin Options**. The **Member Options** category is expanded, showing a list of options: **Becker Member**, **Contact Info**, **Emergency Info**, **Medical Info**, **Update Photo Release, Fundraising Release**, and **Parent/Guardian**. The **Contact Info** option is highlighted with a red box.
- Member Details:** Displays personal information such as Member Number (012124), Birth Date (08/17/1970), Faith Affiliation (Ursalova), Gender (Male), Primary Language (English), and Status (Active).
- Contact Information:** Lists the member's address (2 Acorn Lane, Yellowknife, NT X1A 3X9, Canada), email (tchipmunk@outlook.ca), and phone number ((444) 444-4444 (Eventing Phone)).
- Volunteer Screening Information:** Shows VRAD Status (Fully Screened (default)), PRC Status (Passed), PRC Due Date (2019-02-10), vss_status (Passed), and vss_date (2019-02-19).
- My Profile:** Shows Member Number (076031), Status (Active), PRC Status (Passed), and PRC Due Date (2019-12-31).
- My Organizations:** Lists the member's affiliations, including the 1st Expedition Group (Group Registrar) and the 1st Expedition Pack (Assistant Cub Leader).
- My Roles:** A table listing the member's current roles in various organizations.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Committee Member	Volunteer	YES	Active	
1st Expedition Troop	Scout Counsellor	Volunteer	No	Active	



Update a Member Profile Contact Information


The screenshot shows a web browser window with a small Scouts Canada logo in the top left corner. The page title is "Edit Contact Information". Below the title is a section titled "Member Information" which contains a light blue shaded form area. The form has the following fields:

- PREFIX:** A dropdown menu with a downward arrow.
- LAST NAME:** A text input field containing "Chipmunk".
- FIRST NAME:** A text input field containing "Theodore".
- MIDDLE NAME:** An empty text input field.
- NICKNAME:** An empty text input field.
- GENDER:** A dropdown menu with "Male" selected and a downward arrow.
- DATE OF BIRTH:** A partially visible dropdown menu at the bottom of the form area.

On the right side of the form area, there is a vertical scrollbar. At the bottom right of the browser window, there is a close button (an 'X' in a circle).



Update a Member Profile Emergency Information

 **Edit Emergency Information**

Emergency Contact #1

LAST NAME

FIRST NAME

DAY TIME PHONE

EVENING PHONE


OTHER PHONE

RELATIONSHIP

Consider me To Be Worth It From Motion/Activity



Update a Member Profile Medical Information



Edit Medical Information

Other Medical Information

PROVINCIAL HEALTHCARE NUMBER

PHYSICIAN NAME

PHYSICIAN PHONE NUMBER

DO YOU HAVE INSURANCE? *
Not Selected


INSURANCE DETAILS

ALLERGIES *



Update a Member Profile

Photo Release, Fundraising Release, Scouting Life Subscription, and Volunteer/Employee Directory



Update Photo Release, Fundraising Release

PHOTO CONSENT? *

Yes

FUNDRAISING? *

Yes

I WISH TO RECEIVE SCOUTING LIFE MAGAZINE. *

Yes

Include in Directory

[▶ SAVE SCREENING DETAILS](#)



Update a Member Profile Parent/Guardian Involvement

The screenshot shows a web form titled "Volunteer Information" with a "Parent/Guardian Involvement" section. The section contains a list of 16 activities, each with an unchecked checkbox. The activities are arranged in two columns. The form is displayed in a browser window with a scrollbar on the right and a close button (X) in the bottom right corner.

Volunteer Information

Parent/Guardian Involvement:

- Full-Time Leader/Parent Volunteer
- Communications
- Ind_prt_env_nature_lore_flag_ext
- Part-Time Leader / Parent Volunteer
- Organization & Planning
- Outdoor Activities
- Committee Administration
- Cooking, Banquets
- Singing, Music
- Resource Person
- Drawing, Art
- Sports
- Camp Helper
- Drama Skits Play Acting
- Woodworking
- Fishing
- Games
- Science/Engineering Activities



myscouts.ca

Module 10 Volunteer Screening

**User Training
Release 1.0
February 2012**

© Copyright Scouts Canada 2012



Volunteer Screening

- Record Interview and Reference Check Information
- Record Information in the Volunteer Screening Checklist
- Record PRC and VSS Dates and Statuses
- Approve New Volunteers and Returning Volunteers with New PRC/VSS
- Approve Returning Volunteers with Full Screening



Volunteer Screening

- Before working with youth, Scouts Canada requires that volunteers go through a screening process comprised of:
 - Interview
 - Three Reference Checks
 - Police Records Check (18 years of age and older)
 - Vulnerable Sector Screening (18 years of age and older)
- When an applicant applies to be a volunteer, they are entered with a status of **Pending**; this remains their status until all aspects of the screening process are complete and passed.



Volunteer Screening

- When the applicant is entered into **myscouts.ca**, a confirmation email is sent to them to thank them for their application and inform them of the screening process; a notification email is sent to the Group and Council Commissioners indicating that the individual has applied to be a volunteer and that the screening process must occur to activate them.
- Volunteers must be approved each session year; the PRC and VSS are required every three years.



Volunteer Screening Record Interview and Reference Check Information

- Interviews are performed by the appropriate organization Commissioner (see Volunteer Screening Standard Operating Procedure) and a second volunteer; reference checks are performed by the Commissioner (or designate).
- The resulting interview and reference check information is entered into **myscouts.ca** by the Commissioner (or designate).
- Reference checks are performed and documented after the interview.
- The Commissioner (or designate) can only access records within their administrative hierarchy.



Volunteer Screening Record Interview and Reference Check Information

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Super Man
1ST EXPEDITION COMPANY

My Menu

- Search
- Member Options
- Admin Options
 - add Role
 - Screening Details
 - add Recognition
 - add Training

Member Details

Member Number	10000241
Birth Date	00/22/1970
Faith Affiliation	Not specified
Gender	Male
Primary Language	English
Status	Active

Contact Information

10 Lob Lane
Yellowknife, X1T 2L9
CANADA
smm@rogers.com
(222)222-2222 (Evening Phone)
(333)333-3333 (Afternoon Phone)

My Profile

Member Number:	076031
Status:	Active
PRC Status:	Passed
PRC Due Date:	2015-12-31

Volunteer Screening Information

VRAD Status:	Feeding	vss_status:	Feeding
PRC Status:	Not Required	vss_date:	Not Required
PRC Due Date:			

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Company	Volunteer Advisor	Volunteer	YES	Feeding	PRC,VSS,Int,Ref

My Organizations

- 1st Expedition Group (Group Commissioner)
- 1st Expedition Pack (Assistant Cub Leader)

* The Bolded Organization is your primary.



Volunteer Screening Record Interview and Reference Check Information

Access Edit Screening Details popup window content:

The screenshot shows a web application window titled "Edit Screening Details". The window contains the following fields:

- PRC / VSS Status**
 - POLICE RECORD CHECK (PRC) COMPLETED DATE: A date input field with a calendar icon.
 - PRC STATUS: A dropdown menu with "Pending" selected.
 - VULNERABLE SECTOR SCREEN (VSS) COMPLETED DATE: A date input field with a calendar icon.
 - VSS STATUS: A dropdown menu with "Pending" selected.
 - VOLUNTEER SCREENING CODE: A dropdown menu.
- Interview & Reference status**
 - INTERVIEWER NAME 1: A text input field.

The window has a small Scouts Canada logo in the top left corner, a vertical scrollbar on the right side, and a close button (X) in the bottom right corner.



Volunteer Screening Record Interview and Reference Check Information

Enter interview and reference status:

The screenshot shows a web form titled "Interview & Reference status" with a small Scouts Canada logo in the top left corner. The form is set against a light blue background and contains the following fields:

- INTERVIEWER NAME 1**: A text input field.
- INTERVIEWER NAME 2**: A text input field.
- INTERVIEW DATE**: A date input field with a calendar icon.
- INTERVIEW STATUS**: A dropdown menu with "Not Completed" selected.
- REFERENCE CHECKER NAME**: A text input field.
- REFERENCE CHECK STATUS**: A dropdown menu with "Not Completed" selected.

Below the main form is a section titled "Personal References" with a "REFERENCE 1 NAME" field. The form has a vertical scrollbar on the right side and a close button (X) in the bottom right corner.



Volunteer Screening Record Interview and Reference Check Information

Enter reference information:

The screenshot shows a web-based form titled "Personal References" with a light blue background. The form contains the following fields and controls:

- REFERENCE 1 NAME:** Text input field containing "Fred Flintstone".
- RELATIONSHIP:** Dropdown menu with "Relative" selected.
- EVENING PHONE:** Text input field containing "(878) 798-7987".
- OTHER PHONE:** Text input field containing "(878) 798-7987".
- REFERENCE 1 CHECK DATE:** Text input field with a calendar icon to its right.
- REFERENCE 2 NAME:** Text input field containing "Jessica Rabbit".
- RELATIONSHIP:** Dropdown menu with "Friend" selected.
- EVENING PHONE:** Text input field (empty).

The form is displayed within a window that includes a small Scouts Canada logo in the top left corner, a vertical scrollbar on the right side, and a close button (X) in the bottom right corner.



Volunteer Screening Record Interview and Reference Check Information

View results:

The screenshot shows the MYscouts.ca user profile for 'Super Man' (1st Expedition Company). The page includes a navigation bar with 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. A 'My Menu' sidebar lists options like 'Search', 'Member Options', and 'Admin Options'. The main content area displays 'Member Details' (Member Number: 10000241, Birth Date: 00/22/1970, Gender: Male, Primary Language: English, Status: Active), 'Contact Information' (Address: 10 Lot Lane, Yellowknife, XT 2L9, Canada; Email: savaa@rogers.com; Phone: (222) 222-2222 (Evening Phone), (333) 333-3333 (Alternate Phone)), and 'Volunteer Screening Information' (VRAD Status: Pending, PRC Status: Not Required, VSS Status: Pending, VSS Date: Not Required). A 'My Roles' table lists the user's roles, with a red arrow pointing to the 'PRC_VSS' status for the '1st Expedition Company' role.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Company	Volunteer Advisor	Volunteer	YES	Pending	PRC_VSS



Volunteer Screening Record Information in the Volunteer Screening Checklist

- The **Volunteer Screening Checklist** is used to record information collected for each volunteer applicant during the screening process.
- Information is recorded and/or viewed in the **Volunteer Screening Checklist** by the Commissioner (or designate) and the Council Executive Director for volunteer applicants within their administrative hierarchy.
- Returning volunteers may or may not require an interview or new references.
- The **Volunteer Screening Checklist** is available throughout the session year; information for a volunteer applicant can be added/edited/viewed until the volunteer applicant is given final approval by the Council Executive Director.



Volunteer Screening Record Information in the Volunteer Screening Checklist

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Marvin Martian
1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 10000006
 Birth Date: 01/01/1990
 Path Affiliation: Not specified
 Gender: Male
 Primary Language: English
 Status: Active

Contact Information

20 Plato Lane
 Yellowknife, NT X1A 3X7
 CANADA
 mmartian@yahoo.ca
 (444) 444-4444 (Evening Phone)

My Profile

Member Number: 076031
 Status: Active
 PFC Status: Passed
 PFC Exp Date: 2015-12-31

My Organizations

[P] Training Council (Executive Director)

1st Expedition Pact (Asst Dist Club Leader)

1st Expedition Group (Group Register)

* The Bolded Organization is your primary.

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Council	Asst Dist Rover Advisor	Volunteer	No	Pending	PFC,VSS,Int,Ref
1st Expedition Group	Group Committee Treasurer	Volunteer	YES	Pending	PFC,VSS,Int,Ref



Volunteer Screening Record Information in the Volunteer Screening Checklist

Enter data in the Volunteer Screening Checklist:

Add - Volunteer Screening Checklist

FULL NAME: THEODORE CHIPMUNK

COMMENTS TO ACTIVE EXPRESSION OF THE MISSION, PRINCIPLES AND PROMISE:

YES

COMMENTS IF NO OR UNCERTAIN

COMMENTS TO CHILD PROTECTION AND SAFE PROGRAMMING:

YES

COMMENTS IF NO OR UNCERTAIN

COMMENTS TO BEING OPEN, HONEST AND OBJECTIVE:

YES

COMMENTS IF NO OR UNCERTAIN



Volunteer Screening

Record PRC and VSS Dates and Statuses

- For volunteer applicants 18 years of age and over, the Council Executive Director ensures that the Police Records Check (PRC) and Vulnerable Sector Screening (VSS) are complete and approved.
- The Council Executive Director (or designate) enters the PRC and VSS dates and statuses into **myscouts.ca**.



Volunteer Screening Record PRC and VSS Dates and Statuses

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Super Man
1ST EXPEDITION COMPANY

My Menu

- Search
- Member Options
- Admin Options
 - Add Role
 - Screening Details
 - Add Recognition
 - Add Training

Member Details

Member Number	10000241
Birth Date	06/22/1970
Faith Affiliation	Not specified
Gender	Male
Primary Language	English
Status	Active

Contact Information

10 Lois Lane
Yellowknife, X1T 2L9
CANADA

sman@rogers.com

(222)222-2222 (Evening Phone)
(333)333-3333 (Alternate Phone)

My Profile

Member Number:	076031
Status:	Active
PRC Status:	Passed
PRC Due Date:	2013-12-31

Volunteer Screening Information

VRAD Status:		vss_status:	Pending
PRC Status:	Pending	vss_date:	Not Required
PRC Due Date:	Not Required		

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Company	Venturer Advisor	Volunteer	YES	Pending	PRC,VSS,Int,Ref

My Organizations

[P] 1st Expedition Group
(Group Commissioner)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.



Volunteer Screening

Record PRC and VSS Dates and Statuses

Enter PRC and VSS dates and statuses:

The screenshot shows a web application window titled "Edit Screening Details". The window has a small Scouts Canada logo in the top left corner. The main content area is a light blue form with the following fields:

- PRC / VSS Status** (Section Header)
- POLICE RECORD CHECK (PRC) COMPLETED DATE**: A text input field followed by a calendar icon.
- PRC STATUS**: A dropdown menu.
- VULNERABLE SECTOR SCREEN (VSS) COMPLETED DATE**: A text input field followed by a calendar icon.
- VSS STATUS**: A dropdown menu.
- VOLUNTEER SCREENING CODE**: A dropdown menu.
- Interview & Reference status** (Section Header)
- INTERVIEWER NAME 1**: A text input field.

On the right side of the form, there is a vertical scrollbar and a close button (X) at the bottom right corner.



Volunteer Screening Record PRC and VSS Dates and Statuses

View results:

The screenshot shows the MYscouts.ca user profile for 'Super Man' (1st Expedition Company). The page includes a navigation bar with 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. A 'My Menu' sidebar on the left contains sections for 'Search', 'Member Options', and 'Admin Options'. The main content area features a yellow notification bar stating 'The changes to the member record have been saved.' Below this are three panels: 'Member Details' (Member Number: 10000241, Birth Date: 08/22/1970, Status: Active), 'Contact Information' (Address: 90 Lois Lane, Yellowknife, NT X1T 2L9, Email: sroan@rogers.com), and 'Volunteer Screening Information' (VRAD Status: Fully Screened (default), PRC Status: Passed, PRC Due Date: 2015-02-05; VSS Status: Passed, VSS Due Date: 2012-02-06). At the bottom, a 'My Roles' table lists the user's role as 'Volunteer Advisor' for the '1st Expedition Company' with a 'Pending' status. The 'Register' column in this table is highlighted with a red box.

Organization	Role	Member Type	Primary Org	Status	Register
1st Expedition Company	Volunteer Advisor	Volunteer	YES	Pending	



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

- The Council Executive Director (CED) or designate must provide final approval of new volunteer applicants by confirming that the screening process is complete
- The CED or designate must also provide approval of returning members who require a new PRC/VSS.
- When the screening process is complete, a returning volunteer/successful volunteer applicant can be approved.
- To approve a new volunteer or returning volunteer with new PRC/VSS, the CED (or designate) changes the volunteer's member status to **Active** (if the volunteer is not approved, the volunteer's member status is set to **Decline Service**) – this constitutes confirmation that the screening process has been completed and records the user's electronic signature and date.
- This task applies to new volunteers, and returning volunteers with a new PRC/VSS approval.



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français



MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Training Council

← SCOUTS CANADA

Search Options

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

Org Options

My Profile

Member Number: 876031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

My Organizations

[P] Training Council
(Executive Director)

1st Expedition Pacl
(Assistant Cub Leader)

1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.

Organization Details

Charter Number	—
Organization Type	Council
Organization Subtype	Service Team
Sponsor Name	—
Sponsor Type	—
Status	Active

Contact Information

unknown	—
unknown, MB	—
CANADA	—
Meeting Location Phone	—
Meeting Location Fax	—
Primary Contact Name	—
Contact Phone Number	—
Contact Email	—

Child Orgs Employees Volunteers Fees Screening

Organization Name	Organization Sub Type	Status
Central Plains Area	Service Team	Active
West Coast Area	Committee	Active



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

Access the Screening tab and select a volunteer to approve:

The screenshot shows the MYscouts.ca website interface for a Training Council. The page includes a navigation bar with 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main content area is divided into several sections:

- Search Options:** Find Organization, Find As Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076091, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31.
- My Organizations:** [P] Training Council (Executive Director), 1st Expedition Pack (Assistant Cub Leader), 1st Expedition Group (Group Registrar). A note states: "The bolded Organization is your primary."
- Organization Details:** Charter Number, Organization Type, Organization Subtype, Sponsor Name, Sponsor Type, Status (Active).
- Contact Information:** Address (Walsorn, Walsorn, MB, CANADA), Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, Contact Email.
- Navigation Tabs:** My Orgs, Employees, Volunteers, Fees, **Screening** (highlighted in red).
- Table:** A table with columns: Name, Role, Member Type, Unit, Start Date, Status. The first row is highlighted in red:

Name	Role	Member Type	Unit	Start Date	Status
Max Seper	Council Youth Commissioner	Volunteer		08/31/2012	Feeding EDIT STATUS



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

Access the Edit Screening Details popup window:

The screenshot shows the MyScouts.ca user interface for a user named 'Super Man' from the '1st Expedition Company'. The 'My Menu' sidebar on the left has 'Screening Details' highlighted with a red box. The main content area is divided into several sections:

- Member Details:** Member Number: 10000241, Birth Date: 00/22/1970, Faith Affiliation: Not specified, Gender: Male, Primary Language: English, Status: Active.
- Contact Information:** 10 Lois Lane, Yellowknife, X1T 2L9, CANADA, Email: sanna@rogers.com, Phone: (222) 222-2222 (Evening Phone), (333) 333-3333 (Afternoon Phone).
- Volunteer Screening Information:** VRAD Status: Fully Screened (default), PRC Status: Pending, PRC Due Date: 2015-02-05, vss_status: Pending, vss_date: 2012-02-06.
- My Profile:** Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31.
- My Organizations:** [P] Training Council (Executive Director), 1st Expedition Pack (Assistant Cub Leader), 1st Expedition Group (Cubmaster).
- My Roles:** A table listing roles for the user.

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Company	Volunteer Advisor	Volunteer	YES	Pending	PRC/VSS
Training Council	Council Youth Commissioner	Volunteer	NO	Pending	PRC/VSS

* The Bolded Organization is your primary.



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

View Edit Screening Details popup window content:

The screenshot shows a web-based form titled "Edit Screening Details" with a small Scouts Canada logo in the top left corner. The form is divided into two main sections: "PRC / VSS Status" and "Interview & Reference status".

PRC / VSS Status

- POICE RECORD CHECK (PRC) COMPLETED DATE:** 02/06/2012 (with a calendar icon)
- PRC STATUS:** Pending (with a dropdown arrow)
- VULNERABLE SECTOR SCREEN (VSS) COMPLETED DATE:** 02/06/2012 (with a calendar icon)
- VSS STATUS:** Pending (with a dropdown arrow)
- VOLUNTEER SCREENING CODE:** Fully screened (default) (with a dropdown arrow)

Interview & Reference status

- INTERVIEWER NAME 1:** D. Barr

The form has a vertical scrollbar on the right side and a close button (X) in the bottom right corner.



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

Access the Volunteer Screening Checklist:

The screenshot shows the MyScouts.ca user interface. The top navigation bar includes the Scouts Canada logo, the website name 'MYscouts.ca', and links for 'ABOUT MYSOUTS.CA', 'TRAINING', and 'CONTACT US'. The user is logged in as 'Super Man' from the '1ST EXPEDITION COMPANY'. The 'My Menu' sidebar on the left contains several options: 'Search', 'Member Options', 'Admin Options', 'Screening Checklist' (highlighted with a red box), 'Add Training', 'My Profile', and 'My Organizations'. The main content area displays 'Member Details' (Member Number: 10000241, Birth Date: 00/22/1970, etc.), 'Contact Information' (10 Lois Lane, Yellowknife, NT X1A 2L9, CANADA), 'Volunteer Screening Information' (VRAD Status: Fully Screened (default), PRC Status: Pending, PRC Due Date: 2015-02-05), and 'My Roles' (1st Expedition Company as a Vestibule Advisor and Training Council as a Council Youth Commissioner).



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

View Add - Volunteer Screening Checklist content:

A screenshot of a web-based form titled "Add - Volunteer Screening Checklist". The form is displayed in a window with a small Scouts Canada logo in the top left corner. The form content is as follows:

Add - Volunteer Screening Checklist

FULL NAME: THEODORE CHIPMUNK

COMMENTS TO ACTIVE EXPRESSION OF THE MISSION, PRINCIPLES AND PROMISE:

YES

COMMENTS IF NO OR UNCERTAIN

COMMENTS TO CHILD PROTECTION AND SAFE PROGRAMMING:

YES

COMMENTS IF NO OR UNCERTAIN

COMMENTS TO BEING OPEN, HONEST AND OBJECTIVE:

YES

COMMENTS IF NO OR UNCERTAIN

The form has a light blue background and a white border. There are three sections, each with a "YES" checkbox and a text area for "COMMENTS IF NO OR UNCERTAIN". The form is shown in a window with a scroll bar on the right and a close button (X) in the bottom right corner.



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

Access the Council-level organization:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the text "MYscouts.ca", and links for "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". Below this is a banner image of a smiling child. The main content area is titled "Training Council" and includes several sections:

- Search Options:** Find Organization, Find An Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076051, Status: Active, PRC Status: Faced, PRC Due Date: 2013-12-31.
- My Organizations:** [P] Training Council (Executive Director), 1st Expedition Pack (Assistant Cub Leader), 1st Expedition Group (Group Register). A note states: "The Bolded Organization is your primary."
- Organization Details:** Charter Number, Organization Type (Council), Organization Subtype (Service Team), Sponsor Name, Sponsor Type, Status (Active).
- Contact Information:** eslaora, eslaora, HB, CANADA, Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, Contact Email.
- Child Orgs:** A table listing child organizations with columns for Organization Name, Organization Sub Type, and Status.

Organization Name	Organization Sub Type	Status
Central Plains Area	Service Team	Active
West Coast Area	Committee	Active



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

Access the Screening tab:

The screenshot shows the MYscouts.ca website interface for a Training Council. The page is titled "Training Council" and includes a navigation menu with "ABOUT MYSCOUTS.CA", "TRAINING", and "CONTACT US". The main content area is divided into several sections:

- Search Options:** Find Organization, Find As Individual, Volunteer / Employee Directory.
- Org Options:** (Empty)
- My Profile:** Member Number: 076091, Status: Active, PRC Status: Passed, PRC Exp Date: 2019-12-31.
- My Organizations:** [P] Training Council (Executive Director), 1st Expedition Pack (Assistant Cub Leader), 1st Expedition Group (Group Registrar). A note states: "The bolded Organization is your primary."
- Organization Details:** Charter Number, Organization Type, Organization Subtype, Sponsor Name, Sponsor Type, Status (Active).
- Contact Information:** Address, Meeting Location Phone, Meeting Location Fax, Primary Contact Name, Contact Phone Number, Contact Email.
- Tabbed Interface:** Child Orgs, Employees, Volunteers, Fees, **Screening** (highlighted with a red box).
- Table:** A table with columns: Name, Role, Member Type, Unit, Start Date, Status. The first row shows "Mia Seper" as a "Council Youth Commissioner" with a "Volunteer" member type, "00/31/2012" start date, and "Feeding" status. A "EDIT STATUS" button is visible next to the status.



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

Access the Update Screening Status popup window:

The screenshot shows the MYscouts.ca website interface. The top navigation bar includes the Scouts Canada logo, the text 'MYscouts.ca', and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. The main heading is 'Training Council'. On the left, there are sections for 'Search Options', 'Org Options', 'My Profile', and 'My Organizations'. The 'My Profile' section shows: Member Number: 076031, Status: Active, PRC Status: Passed, PRC Due Date: 2013-12-31. The 'My Organizations' section lists: [P] Training Council (Executive Director), 1st Expedition Pack (Assistant Cub Leader), and 1st Expedition Group (Group Registrar). The main content area displays 'Organization Details' and 'Contact Information'. Below this is a table with tabs for 'Child Orgs', 'Employees', 'Volunteers', 'Fees', and 'Screening'. The 'Screening' tab is active, showing a table with columns: Name, Role, Member Type, Until, Start Date, and Status. The table contains one row: 'Man, Super' (Council Youth Commissioner), Volunteer, 06/31/2012, Pending. A red box highlights a green 'EDIT STATUS' button in the 'Status' column of this row.

Name	Role	Member Type	Until	Start Date	Status
Man, Super	Council Youth Commissioner	Volunteer	06/31/2012		Pending



Volunteer Screening

Approve New Volunteers and Returning Volunteers with New PRC/VSS

Set the Status:

The screenshot shows a web-based form titled "Update Screening Status" with a Scouts Canada logo in the top left corner. The form contains the following fields:

- ORGANIZATION NAME: Training Council
- INDIVIDUAL NAME: Man Super
- MEMBER TYPE: Volunteer
- ROLE: Council Youth Commissioner
- START DATE: 02/10/2012
- MEMBER TILL DATE: 02/10/2012
- STATUS: Pending (highlighted with a red box)

The "STATUS" field is a dropdown menu currently showing "Pending" and a downward arrow icon. A red rectangular box highlights this field. The form also includes a vertical scrollbar on the right side and a close button (X) in the bottom right corner.



Volunteer Screening

Approve Returning Volunteers with Full Screening

- To approve a returning volunteer with fully approved screening, the Commissioner or designate of the parent organization changes the volunteer's member status to **Active** (if the volunteer is not chosen for approval, the volunteer's member status is set to **Decline Service**).
- This constitutes confirmation that the screening process has been completed and records the user's electronic signature and date.



Volunteer Screening

Approve Returning Volunteers with Full Screening

d.berry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

— WEST COAST AREA

Search Options

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

Org Options

Organization Details

Charter Number	1234
Organization Type	Group
Organization Subtype	Committee
Sponsor Name	Yellowknife Youth Groups
Sponsor Type	Community
Status	Active

Contact Information

456 Central Park
Yellowknife, NT X1A 3A9
CANADA

Meeting Location Phone: —
Meeting Location Fax: —
Primary Contact Name: Theodore Chipmunk
Contact Phone Number: (444) 444-4444
Contact Email: tchipmunk@oal.tree.nt

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Child Orgs | Batches | Volunteers | Fees | Screening

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active



Volunteer Screening

Approve Returning Volunteers with Full Screening

Access the Screening tab and select a volunteer to approve:

The screenshot shows the MYscouts.ca interface for the 1st Expedition Group. The page includes a search options sidebar, a user profile section, and a list of organizations. The 'Screening' tab is highlighted in red, and a table below it lists a volunteer named Mia Saper with a 'Pending' status. A red arrow points to the 'Mia Saper' row in the table.

Organization Details

Member Number	1734
Organization Type	Group
Organization Subtype	Committee
Sponsor Name	yellowknife north groups
Sponsor Type	Community
Status	Active

Contact Information

Address	456 Central Park
City	Yellowknife, NT X1A 5A9
Country	CANADA
Meeting Location Phone	—
Meeting Location Fax	—
Primary Contact Name	thead@redchip.net
Contact Phone Number	(444)444-4444
Contact Email	thead@redchip.net

My Profile

Member Number	07683*
Status	Active
FRC Status	Passed
FRC Due Date	2018-12-31*

My Organizations

[P] 1st Expedition Group (Group Registrar)
1st Expedition Pack (Assistant Cub Leader)

* The Bolded Organization is your primary.

Screening

Name	Role	Member Type	Unit	Start Date	Status	
Mia Saper	Volunteer/Advisor	Volunteer	00/01/2012		Pending	EDIT STATUS



Volunteer Screening

Approve Returning Volunteers with Full Screening

Access the Edit Screening Details popup window :

The screenshot shows the MyScouts.ca user profile for 'Super Man' (1st Expedition Company). The 'My Menu' sidebar on the left has 'Screening Details' highlighted with a red box. The main content area displays member details, contact information, volunteer screening information, and a table of roles.

Member Details

Member Number	10000241
Birth Date	06/22/1970
Faith Affiliation	Not specified
Gender	Male
Primary Language	English
Status	Active

Contact Information

10 Lob Lane
Yellowknife, X1T 2L9
CANADA
sman@rogers.com
(222) 222-2222 (Evening Phone)
(333) 333-3333 (Alternate Phone)

Volunteer Screening Information

VRAD Status:	Fully Screened (default)	vss_status:	Pending
PRC Status:	Pending	vss_date:	2012-02-06
PRC Due Date:	2015-02-05		

My Roles

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Company	Venturer Advisor	Volunteer	YES	Pending	
Training Council	Council Youth Commissioner	Volunteer	No	Pending	

* The Bolded Organization is your primary.



Volunteer Screening

Approve Returning Volunteers with Full Screening

View Edit Screening Details popup window content:

The screenshot shows a web-based form titled "Edit Screening Details" with a Scouts Canada logo in the top left corner. The form is set against a light blue background and contains the following fields:

- PRC / VSS Status** (Section Header)
- POLICE RECORD CHECK (PRC) COMPLETED DATE:** A text input field containing "02/01/2010" and a calendar icon to its right.
- PRC STATUS:** A dropdown menu with "Passed" selected.
- VULNERABLE SECTOR SCREEN (VSS) COMPLETED DATE:** A text input field containing "02/01/2010" and a calendar icon to its right.
- VSS STATUS:** A dropdown menu with "Passed" selected.
- VOLUNTEER SCREENING CODE:** A dropdown menu with "Fully Screened (default)" selected.

The form is enclosed in a window with a vertical scrollbar on the right and a close button (X) in the bottom right corner.



Volunteer Screening

Approve Returning Volunteers with Full Screening

Access the Volunteer Screening Checklist popup window:

The screenshot shows the MyScouts.ca user profile for 'Super Man' (1st Expedition Company). The 'My Menu' sidebar on the left has a red box around the 'Screening Checklist' option. The main content area includes sections for Member Details, Contact Information, Volunteer Screening Information, and My Roles.

Member Details

Member Number	10000241
Birth Date	00/22/1970
Faith Affiliation	Not specified
Gender	Male
Primary Language	English
Status	Active

Contact Information

10 Lois Lane
Yellowknife, X1T 2L9
CANADA
sman@rogers.com
(222)222-2222 (Evening Phone)
(333)333-3333 (Afternoon Phone)

Volunteer Screening Information

VRAD Status:	Fully Screened (default)
PRC Status:	Pending
PRC Due Date:	2015-02-05
vss_status:	Pending
vss_date:	2012-02-05

My Roles


Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Company	Volunteer Advisor	Volunteer	YES	Pending	PRC/VSS
Training Council	Council Youth Commissioner	Volunteer	NO	Pending	PRC/VSS



Volunteer Screening

Approve Returning Volunteers with Full Screening

View Add - Volunteer Screening Checklist content:



Add - Volunteer Screening Checklist

FULL NAME: THEODORE CHIPMUNK

COMMITTS TO ACTIVE EXPRESSION OF THE MISSION, PRINCIPLES AND PROMISE: YES


COMMENTS IF NO OR UNCERTAIN

COMMITTS TO CHILD PROTECTION AND SAFE PROGRAMMING: YES

COMMENTS IF NO OR UNCERTAIN

COMMITTS TO BEING OPEN, HONEST AND OBJECTIVE: YES

COMMENTS IF NO OR UNCERTAIN





Volunteer Screening

Approve Returning Volunteers with Full Screening

Access the organization where approval of the volunteer is required:

The screenshot shows the MYscouts.ca website interface. At the top, there is a navigation bar with the Scouts Canada logo, the MYscouts.ca logo, and links for 'ABOUT MYSCOUTS.CA', 'TRAINING', and 'CONTACT US'. Below the navigation bar is a banner image of a smiling child. The main content area is titled 'Training Council - SCOUTS CANADA'. On the left side, there are several sections: 'Search Options' with links for 'Find Organization', 'Find an Individual', and 'Volunteer / Employee Directory'; 'Org Options'; 'My Profile' showing Member Number 076051, Status Active, PFC Status Passed, and PFC Due Date 2013-12-31; and 'My Organizations' listing roles like Training Council (Executive Director), Expedition Pack (Assistant Cub Leader), and Expedition Group (Group Registrar). The main content area is divided into 'Organization Details' and 'Contact Information'. 'Organization Details' includes Charter Number, Organization Type, Organization Subtype, Sponsor Name, Sponsor Type, and Status (Active). 'Contact Information' includes email addresses, meeting location phone and fax, primary contact name, contact phone number, and contact email. At the bottom, there is a 'Child Orgs' section with tabs for 'Employees', 'Volunteers', 'PFC', and 'Screening'. A table lists child organizations with columns for Organization Name, Organization Sub Type, and Status.

Organization Name	Organization Sub Type	Status
Central Plains Area	Service Team	Active
West Coast Area	Committee	Active



Volunteer Screening

Approve Returning Volunteers with Full Screening

Access the Update Screening Status popup window:

The screenshot shows the MYscouts.ca website interface. The top navigation bar includes the Scouts Canada logo, the MYscouts.ca logo, and links for ABOUT MYSCOUTS.CA, TRAINING, and CONTACT US. The main header displays 'Training Council' and 'SCOUTS CANADA'. The left sidebar contains sections for 'Search Options', 'Org Options', 'My Profile', and 'My Organizations'. The 'My Profile' section shows Member Number: 076031, Status: Active, PRC Status: Passed, and PRC Due Date: 2013-12-31. The 'My Organizations' section lists [P] Training Council (Executive Director), 1st Expedition Pack (Assistant Cub Leader), and 1st Expedition Group (Group Registrar). The main content area displays 'Organization Details' and 'Contact Information'. Below this is a tabbed interface with 'Screening' selected. A table lists volunteers with columns for Name, Role, Member Type, Until, Start Date, and Status. The first row shows 'Man, Super' as a 'Council Youth Commissioner' with a 'Volunteer' member type, 'Until' date of 06/31/2012, and a 'Pending' status. A red box highlights a green 'EDIT STATUS' button next to the 'Pending' status.

Name	Role	Member Type	Until	Start Date	Status
Man, Super	Council Youth Commissioner	Volunteer	06/31/2012		Pending



Volunteer Screening

Approve Returning Volunteers with Full Screening

Set the Status:

The screenshot shows a web interface for updating a volunteer's screening status. The form is titled "Update Screening Status" and includes the following fields:

- ORGANIZATION NAME: Training Council
- INDIVIDUAL NAME: Man Super
- MEMBER TYPE: Volunteer
- ROLE: Council Youth Commissioner
- START DATE: 02/10/2012
- MEMBER TILL DATE: 02/10/2012
- STATUS: Pending (highlighted with a red box)

The "STATUS" field is a dropdown menu currently showing "Pending". A red rectangular box highlights this field. The interface also includes a small Scouts Canada logo in the top left corner, a vertical scrollbar on the right, and a close button (X) in the bottom right corner.



myscouts.ca

Module 11

Process Registration Financial Transactions

User Training
Release 1.0
February 2012



Process Registration Financial Transactions

- Enter Subsidies/Discounts and Close a Batch
- Reconcile Registration Fees



Process Registration Financial Transactions

- A registration invoice is created when a member is registered; a batch is comprised of a group of registration invoices.
- Upon entry of the first member registration, **myscouts.ca** opens a new batch and subsequent registration invoices accumulate in the batch (see Batch Standard Operating Procedure).
- Group-level, Council-level, and National-level fees are applied to each registration received.
- The Registrar closes the batch and, once subsidy approvals are received, enters subsidies and discounts.



Process Registration Financial Transactions

- When a batch is closed at the Group level and all subsidies and discounts are entered, the Group sends a cheque and the paperwork to the Council.
- The cheque amount equals the batch total, minus the group fees, minus the subsidies, and minus the discounts.
- Payments are sent from the Group to the Council (according to Council instructions).
- The Council reconciles this payment with their records and sends the balance owed to National.



Process Registration Financial Transactions Enter Subsidies/Discounts and Close a Batch

- When registering, a parent/guardian of a participant may inquire about a subsidy; the Group makes the subsidy request to the Council on their behalf.
- Subsidies and discounts are applied to the batch; they are not tied to individual registrations.
- The Group Registrar closes all batches formed by Group-level registrations; the Council Registrar closes all batches formed by Council-level and Area-level registrations.
- Batches are closed and once subsidies approvals are received, subsidies and discounts are entered.



Process Registration Financial Transactions Enter Subsidies/Discounts and Close a Batch

- Each Group or Council has only one batch open at a time – invoices are added to the batch until the batch is closed; if no open batch exists, **myscouts.ca** opens a new batch when the next registration is saved.
- The Group Registrar enters Council and National subsidies and/or batch discounts applicable to the registrations in the batch.
- The National Finance Manager closes all batches formed by self registrations and National-level registrations.



Process Registration Financial Transactions Enter Subsidies/Discounts and Close a Batch

dhenry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

1st Expedition Group

— WEST COAST AREA

Search Options

Org Options

- Add Existing Volunteer
- Register A Volunteer
- Edit Organization Details
- Edit Meeting Details
- Add fee

Organization Details

Charter Number	1234
Organization Type	Group
Organization Subtype	Committee
Sponsor Name	Yellowknife Youth Groups
Sponsor Type	Community
Status	Active

Contact Information

456 Central Park	—
Yellowknife, NT X1A 3A9	—
CANADA	—
Meeting Location Phone	—
Meeting Location Fax	—
Primary Contact Name	Theodore Chipawal
Contact Phone Number	(444) 444-4444
Contact Email	tchipwal@coastline.nt

My Profile

Member Number:	076031
Status:	Active
PRC Status:	Passed
PRC Due Date:	2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Child Org **Batches** **Volunteers** **Fees**

Organization Name	Organization Sub Type	Status
1st Expedition Colby	Beaver Colby	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Power Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active



Process Registration Financial Transactions Enter Subsidies/Discounts and Close a Batch

Access the required batch:

Organization Details

Charter Number	1234
Organization Type	Group
Organization Subtype	Committee
Sponsor Name	Yellowknife Youth Groups
Sponsor Type	Community
Status	Active

Contact Information

456 Central Park	
Yellowknife, NT X1A 3A9	
CANADA	
Meeting Location Phone	--
Meeting Location Fax	--
Primary Contact Name	Theodore Chipman
Contact Phone Number	(444)444-4444
Contact Email	tchipman@gcaltree.at

My Profile

Member Number:	076031
Status:	Active
PRC Status:	Passed
PRC Exp Date:	2013-12-31

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Fac.
(Assistant Cub Leader)

* The Bolded Organization is your primary.

Batch Code	Batch Date	Total fee	Subsidy	Discount	Invoice Total	Status
02101200-242901	02/10/2012	150.60	0.00	0.00	150.60	Open
01271200-242901	11/22/2011	1157.49	30.00	9.00	1110.49	Closed
01271200-242901	01/27/2012	474.75	0.00	0.00	474.75	Closed



Process Registration Financial Transactions Enter Subsidies/Discounts and Close a Batch

View invoices:

Batch Dashboard

Batch #02101200-242901

Search Options

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

Org Options

Close Batch

My Profile

Member Number: 07021
Status: Active
FAC Status: Faced
FAC Exp Date: 2013-12-31

My Organizations

[X] 1st Expedition Group (Group Registered)
1st Expedition Pack (Group Not Yet Active)
1st Expedition Cub Pack (Group Not Yet Active)

* The Bolded Organization is your primary.

Batch Information

Batch Date	2013-02-10
Service Number	4
Status	Open
Fee Total	150.00

Batch Financial Information

Council Subsidy	0.00
National Subsidy	0.00
Discount Total	0.00
Invoice Total	150.00

Invoices

Member Name	Member Type	Section Type	Fee
Katharine Devil	Participant	Vendor Company	50.00
Forest Frog	Participant	Scout Troop	50.00
Intrepid Catgirl J	Participant	Vendor Company	50.00
Jody Jiracek	Participant	Cub Pack	50.00



Process Registration Financial Transactions Enter Subsidies/Discounts and Close a Batch

Enter subsidies/discounts:

Close Batch

BATCH CODE
01271300-242901

APPROVED NATIONAL SUBSIDY
0.00

APPROVED COUNCIL SUBSIDY
0.00

APPROVED GROUP SUBSIDY
0

BATCH DISCOUNT #1 AMOUNT
0.00

BATCH DISCOUNT #1 DESCRIPTION

BATCH DISCOUNT #2 AMOUNT
0.00

BATCH DISCOUNT #2 DESCRIPTION



Process Registration Financial Transactions Reconcile Registration Fees

Group Level

- When a batch is closed at the Group level, the Group sends a cheque to the Council (see Payment and Reconciliation Standard Operating Procedure).
- The cheque amount equals the (council fees + national fees) – (council subsidies + national subsidies).
- Payments are sent from the Group to the Council (according to Council instructions).
- The Council reconciles this payment with their records and sends the balance owed to National.



Process Registration Financial Transactions Reconcile Registration Fees

Council Level

- When a batch is closed at the Council level, the Council sends a cheque to National.
- The cheque amount equals the National fees and minus National subsidies.
- Payments should be sent from Council to National monthly.



Process Registration Financial Transactions Reconcile Registration Fees

National Level

- The National Finance Manager closes all batches formed by self registrations and National-level registrations.
- When a batch is closed at the National level, an electronic funds transfer (EFT) occurs; the total fees collected for each level are transferred directly into Group and Council bank accounts.
- EFT is an automated process; funds should be received by the Group and Council bank accounts no more than five business days after the daily National batch closes.



myscouts.ca

Module 12

Access Recognition/Training/Registration History Records

User Training
Release 1.0
February 2012

© Copyright Scouts Canada 2012



Access Recognition/Training/ Registration History Records

- View Recognition Records
- View Training Records
- View Registration History Records
- Add Recognition Records
- Add Training Records



Access Recognition/Training/ Registration History Records

- Employees and volunteers can view recognition, training, and registration history records for members within their administrative hierarchy, at any time throughout the year.
- Select volunteers and employees who have administrative rights can add recognition and training records for members within their administrative hierarchy, at any time throughout the year.
- Parents/guardians can view the recognition, training, and registration history records for their children/charges; volunteers and participants 18 years of age and over who are not registered under a parent or guardian can view their own recognition, training, and registration history records.



Access Recognition/Training/ Registration History Records View Recognition Records

myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk
1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find an Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
Birth Date: 05/17/1970
Path Affiliation: Ualacorn
Gender: Male
Primary Language: English
Status: Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@outlook.ca
(444) 444-4444 (Evening Phone)

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2015-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
PRC Status: Passed
PRC Due Date: 2015-02-10
vss_status: Passed
vss_date: 2010-02-19

My Roles

My Part: My Recognition My Training My Registration History

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	YES	Active	
1st Expedition Troop	Scout Counsellor	Volunteer	No	Active	

* The Bolded Organization is your primary.



Access Recognition/Training/ Registration History Records View Recognition Records

dierry@scouts.ca | My Profile | Find a Group | Support | Logout | Français



myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk

1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number	012124
Birth Date	05/17/1970
Fault Affiliation	Uttara
Gender	Male
Primary Language	English
Status	Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@post.quebec.ca
(444) 444-4444 (Evening/Flour)

My Profile

Member Number	076031
Status	Active
PRC Status	Passed
PRC Exp Date	2013-12-31

Volunteer Screening Information

VRAD Status	Fully Screened (default)
PRC Status	Passed
PRC Exp Date	2013-02-10
vss_status	Passed
vss_date	2010-02-19

My Organizations

[P] 1st Expedition Group <i>(Group Registrar)</i>
1st Expedition Pack <i>(Assistant Cub leader)</i>

* The Bolded Organization is your primary.

My Roles My Family My Recognition My Training My Registration History

Recognition Name	Recognition Code	Approval Date	Recognition Date
5 Year Service Pin	1021	10/01/2010	02/22/2011
Warrant of Appointment	WA	11/30/2009	02/22/2010



Access Recognition/Training/ Registration History Records View Training Records

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk
1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
Birth Date: 05/17/1970
Faith Affiliation: Unknown
Gender: Male
Primary Language: English
Status: Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@caltree.at
(444) 444-4444 (Evening Phone)

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
PRC Status: Passed
PRC Due Date: 2013-02-10

vss_status: Passed
vss_date: 2010-02-19

My Roles | My Family | My Recognition | **My Training** | My Registration History

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	Yes	Active	
1st Expedition Troop	Scout Counsellor	Volunteer	No	Active	

My Organizations

[P] 1st Expedition Group (Group Registrar)
1st Expedition Pack (Assistant Cub Leader)

* The Bolded Organization is your primary.



Access Recognition/Training/ Registration History Records View Training Records

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français



myscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk

1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
 Birth Date: 03/17/1970
 Faith Affiliation: Unknown
 Gender: Male
 Primary Language: English
 Status: Active

Contact Information

2 Acorn Lane
 Yellowknife, NT X1A 3X9
 CANADA
 tchipmunk@oattree.nt
 (444) 444-4444 (Evening Phone)

My Profile

Member Number: 076031
 Status: Active
 PRC Status: Passed
 PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
 PRC Status: Passed
 PRC Due Date: 2013-02-10
 vss_status: Passed
 vss_date: 2010-02-19

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

My Roles | My Family | My Recognition | **My Training** | My Registration History

Course Name	Course Code	Completed	Completion Date
Milestone - Colony - Wood Badge Part I	TMS1/B	Yes	01/01/2010
Milestone - Colony - Wood Badge Part II	TMS2/B	Yes	02/01/2011



Access Recognition/Training/ Registration History Records View Registration History Records

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk
1ST EXPEDITION GROUP

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 012124
Birth Date: 05/17/1970
Faith Affiliation: Unknown
Gender: Male
Primary Language: English
Status: Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@caltree.ca
(444) 444-4444 (Evening Phone)

My Profile

Member Number: 076031
Status: Active
PRC Status: Passed
PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
PRC Status: Passed
PRC Due Date: 2013-02-10
vss_status: Passed
vss_date: 2010-02-19

My Roles | My Family | My Recognition | My Training | **My Registration History**

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Colony	Contact Beaver Leader	Volunteer	No	Active	
1st Expedition Group	Group Commissioner	Volunteer	Yes	Active	
1st Expedition Troop	Scout Counsellor	Volunteer	No	Active	

My Organizations

[P] 1st Expedition Group (Group Registrar)
1st Expedition Pack (Assistant Cub Leader)

* The Bolded Organization is your primary.



Access Recognition/Training/ Registration History Records View Registration History Records

The screenshot shows the user profile for Theodore Chipmunk, a member of the 1st Expedition Group. The page includes navigation links, a search bar, and several informational sections: Member Details, Contact Information, My Profile, Volunteer Screening Information, My Organizations, and My Registration History. The registration history table shows three roles: Group Commissioner (2009-09-01 to 2010-08-31), Group Commissioner (2010-09-01 to 2011-08-31), and Activity Leader Cubboy (2012-06-30 to 2012-01-30).

Navigation: dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Theodore Chipmunk

1ST EXPEDITION GROUP

My Menu

- Search
- Find Organization
- Find an Individual
- Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number	012124
Birth Date	05/17/1970
Faith Affiliation	Unknown
Gender	Male
Primary Language	English
Status	Active

Contact Information

2 Acorn Lane
Yellowknife, NT X1A 3X9
CANADA
tchipmunk@scoutstee.at
(444) 444-4444 (Evening Phone)

My Profile

Member Number	076031
Status	Active
PRC Status	Passed
PRC Exp Date	2013-12-31

Volunteer Screening Information

VRAD Status	Fully Screened (default)
PRC Status	Passed
PRC Exp Date	2013-02-10
vss_status	Passed
vss_date	2010-02-19

My Organizations

[P] 1st Expedition Group
(Group Registrar)

1st Expedition Pack
(Assistant Cub Leader)

* The Bolded Organization is your primary.

My Registration History

Organization Name	Role	Start Date	End Date
1st Expedition Group	Group Commissioner	2009-09-01	2010-08-31
1st Expedition Group	Group Commissioner	2010-09-01	2011-08-31
1st Expedition Colony	Activity Leader Cubboy	2012-06-30	2012-01-30



Access Recognition/Training/ Registration History Records Add Recognition Records

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Drew Berry
TRAINING COUNCIL

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 076031
 Birth Date: 01/01/1990
 Faith Affiliation: Unknown
 Gender: Male
 Primary Language: English
 Status: Active

Contact Information

1 River Rd
 Yellowknife, NT X1A 3A6
 CANADA
 dberry@scouts.ca
 (222)222-2222 (Evening Phone)
 (333)333-3333 (Alternate Phone)

My Profile

Member Number: 076031
 Status: Active
 PRC Status: Passed
 PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
 PRC Status: Passed
 PRC Due Date: 2013-12-31
 vss_status: Passed
 vss_date: 2011-01-01

My Organizations

[P] Training Council
(Council Registrar)

1st Expedition Pact
(Assistant Cub Leader)

1st Expedition Group
(Group Registrar)

* The Bolded Organization is your primary.

My Roles | My Family | My Recognition | My Training | My Registration History

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Group Registrar	Volunteer	No	Active	
1st Expedition Pact	Assistant Cub Leader	Volunteer	No	Active	
Training Council	Council Registrar	Employee	YES	Active	



Access Recognition/Training/ Registration History Records Add Recognition Records

Search for the required recognition:



The screenshot shows a web interface for adding recognition records. It features the Scouts Canada logo in the top left corner. Below the logo, the heading "Add Recognition" is displayed in a teal color. Underneath the heading, there is a label "Recognition Name:" followed by a text input field containing the word "Medal". At the bottom of the form, there is a teal button with a white right-pointing arrow and the text "FIND RECOGNITION".



Access Recognition/Training/ Registration History Records Add Recognition Records

Select the recognition to be added:

Add Recognition

Recognition Name:

FIND RECOGNITION

Recognition Code	Recognition Name	Recognition Description	
1055	Medal of the Maple	Medal of the Maple	ADD RECOGNITION
1010	Medal for Meritorious Conduct	Medal for Meritorious Conduct	ADD RECOGNITION
1017	Medal of Merit	Medal of Merit	ADD RECOGNITION
1018	Medal for Good Service	Medal for Good Service	ADD RECOGNITION



Access Recognition/Training/ Registration History Records Add Recognition Records

Add the recognition record:

Add Recognition

MEMBER NAME
Drew Berry

RECOGNITION NAME
Medal of the Maple

APPLICATION DATE
[Calendar icon]

APPROVAL DATE
[Calendar icon]

RECOGNITION DATE
[Calendar icon]

NOTES

SAVE UPDATES



Access Recognition/Training/Registration History Records Add Training Records

dberry@scouts.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT MYSCOUTS.CA TRAINING CONTACT US

Drew Berry
TRAINING COUNCIL

My Menu

- Search
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Member Options
- Admin Options

Member Details

Member Number: 076031
 Birth Date: 01/01/1990
 Faith Affiliation: Unknown
 Gender: Male
 Primary Language: English
 Status: Active

Contact Information

1 River Rd
 Yellowknife, NT X1A 3A6
 CANADA
 dberry@scouts.ca
 (222)222-2222 (Evening Phone)
 (333)333-3333 (Alternate Phone)

My Profile

Member Number: 076031
 Status: Active
 PRC Status: Passed
 PRC Due Date: 2013-12-31

Volunteer Screening Information

VRAD Status: Fully Screened (default)
 PRC Status: Passed
 PRC Due Date: 2013-12-31
 vss_status: Passed
 vss_date: 2011-01-01

My Organizations

[P] Training Council (Council Registrar)
 1st Expedition Pact (Assistant Cub Leader)
 1st Expedition Group (Group Registrar)

* The Bolded Organization is your primary.

My Roles | My Family | My Recognition | My Training | My Registration History

Organization	Role	Member Type	Primary Org	Status	Requires
1st Expedition Group	Group Registrar	Volunteer	No	Active	
1st Expedition Pact	Assistant Cub Leader	Volunteer	No	Active	
Training Council	Council Registrar	Employee	YES	Active	



Access Recognition/Training/ Registration History Records Add Training Records

Search for the required course:



Add Training

Course Name:

FIND COURSE



Access Recognition/Training/ Registration History Records Add Training Records

Select the course to be added:

The screenshot shows a web interface for adding training records. At the top left is the Scouts Canada logo. The main heading is 'Add Training'. Below this is a search field labeled 'Course Name:' with the text 'Troop' entered. A green button with a right-pointing arrow and the text 'FIND COURSE' is positioned below the search field. The results are displayed in a table with three columns: 'Course Name', 'Course Code', and 'Milestone'. Each row in the table has a green 'ADD TRAINING' button to its right. The table contains five rows of data.

Course Name	Course Code	Milestone	
Milestone - Troop - Wood Badge Part I	TM51/S	Yes	ADD TRAINING
WBI Troop Module 2	WB1mod2/S	No	ADD TRAINING
WBI Troop Module 3	WB1mod3/S	No	ADD TRAINING
WBI Troop Module 4	WB1mod4/S	No	ADD TRAINING
WBI Troop Module 5	WB1mod5/S	No	ADD TRAINING



Access Recognition/Training/ Registration History Records Add Training Records

Add the training record:

Add Training

MEMBER NAME
Drew Berry

COURSE NAME
WBI Troop Module 5

TRAINING RESULTS
[Empty text box]

TRAINING COMPLETED?

EXPIRATION DATE
[Empty date picker]

COMPLETION DATE
[Empty date picker]

NOTES
[Empty text box]

SAVE UPDATES