

The Scouts Canada MEMBERSHIP MANAGEMENT SYSTEM



GROUP REGISTRARS GUIDE

Guide Version 1.5



The Scouts Canada Membership Management System Group Users Guide
Guide Version 1.5

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Chapter 1- The Membership Management System Overview

Introduction to Version 1.5

Welcome to Version 1.5 of the Membership Management System. This version exists thanks to you, the registrars that use the system. Your comments and feedback about what you liked, and didn't like, about Version 1.2 were the guiding force behind the changes you will see in version 1.5.

This version includes a Forms Review screen, that consolidates all of the information from an Application for Membership form (or pre-printed form) on one screen, and serves as a central place to view, add or make changes to a members profile, parents/guardians and emergency contact, organizational units and roles. This "closes the loop" between the active and prospective lists for an org unit, and allows a registrar to move between their org unit profiles and member profile information seamlessly.

As well the majority of lists in the System have moved from 10 items per screen list to 30 items per screen list. This will be especially helpful in the active and prospective member lists, because now an entire sections membership can be viewed at one time.

The last major change you will find in Version 1.5 is that we have increased the Internet access for the System, enabling more users to be using the System at once without affecting performance.

As always, if you see something you like, or don't like about the System, please let us know at mms@scouts.ca. Your feedback will help make subsequent versions of the software that much better!

Changing the Way We Do Business...

The Scouts Canada Membership Management System (the System) is a unified database of all Scouts Canada members that uses the World Wide Web to communicate between this unified database and your computer. The System was built on two simple premises:

Many hands make light work. By giving all members access to this centralized database of information, everyone can play a part in keeping their information up to date. In the past, data entry was the last step in the registration process, and in most cases happened too late to be of use by section leaders or councils. By having each registrar keep their portion of the database up to date, we can finish faster, making the information available to those that need it sooner.

Enter it once. If each group enters the information on their members into a database, then passes the forms onto their council who does the same, and so on up the Scouting organizational chart, what we end up with is several different versions of the same information, none of which we can be assured is up to date. By entering the information once into a central database, everyone can be assured that those that need access to the information will be using the most accurate information available.

We wanted the Membership Management System to be more than just a database of members. It was important for us that the information be available for analysis and reporting as appropriate at the section, group, and council levels. To that end we incorporated the Databeacon analysis and publishing tool with the System. Databeacon shows the information for your group in a spreadsheet-like viewer, and lets you extract the information you need from the Membership Management System to a spreadsheet on your computer. Databeacon will allow registrars and Section Scouters to create custom mailing labels, invitations, and other reports to meet the needs of your group and section. This is in addition to the standard reports a group or section would need to operate efficiently. This means that the System is not all input, but output as well.

Privacy and Security

Whenever information is transferred using the Internet, concerns arise about security and use of that information. Privacy and security are key issues for Scouts Canada, too. Our Privacy Policy governs all use of information provided to Scouts Canada. It spells out how long we are required to keep personal information, and gives choices regarding the use of that information. Check out the policy on the Scouts Canada web site.

The Membership management System operates in a secure web environment, using the same security software used by banks and major retailers to safeguard their systems. The security software encrypts all data being sent between a computer and our servers, and verifies that all information is being sent directly to the Membership Management System. You can rest assured that the information provided to the system is secure, and that its use is governed by our policy.

As well, we are committed to ensuring that only those persons in Scouting that have a demonstrated need to see member personal information will get access to that information.

Technical Requirements

The Scouts Canada Membership Management System has been designed with the intent of delivering meaningful access to membership information to all members of Scouts Canada. In doing so every attempt has been made to ensure that the application will interact properly with member personal computers. To provide powerful flexibility the membership management system employs and requires several technologies of which you should be aware. Before contacting technical support, please ensure that your system complies with the following *requirements*:

- A 56k (or higher) connection to the Internet
- Internet browser: either Netscape Communicator version 4.74 (or newer) or Microsoft Internet Explorer version 5.0 (or newer)
- The Internet browser should support 128-bit SSL encryption
- The Internet browser must have cookies, JavaScript and style sheets enabled
- A minimum screen resolution of 800x600

Additionally, the following system configuration is *recommended*:

- Pentium, PowerPC or better
- Windows 98, MacOS 8.6 or newer
- A high speed connection to the Internet (i.e. DSL, cable)
- A monitor and graphics card configuration supporting a resolution of 1024x768 or higher

To use the DATABASEACON reporting system, the following are required or recommended:

- RAM – Minimum 32 MB, recommended 64 MB
- Disk Space – Minimum 2 MB (optional for working offline)
- Operating Systems:
 - Microsoft Windows 95, 98, NT 4.0, 2000, ME, or XP
 - Apple Macintosh OSX.1
 - IBM AIX 4.3.2 or 4.3.3
 - Sun Solaris 2.6, 2.7, or 8
 - Hewlett Packard version for Unix (HP-UX) 11
 - Linux (Red Hat Linus 6.1 or later, and other distributions that use the core Linux 2.0)
- Browser – Java-enabled Web browser that supports JDK 1.1 such as IE (versions 4.01 or later) or Netscape (versions 4.06 or later)
- Adobe Acrobat Reader – Version 4 or later – for viewing documentation and printing

All access to the Membership Management System is monitored and reviewed on a regular basis.

Logging In

All users must log into the System using a user name and password assigned to them.

To log into the System, open your web browser, and type www.scouts.ca into the address (location) box.

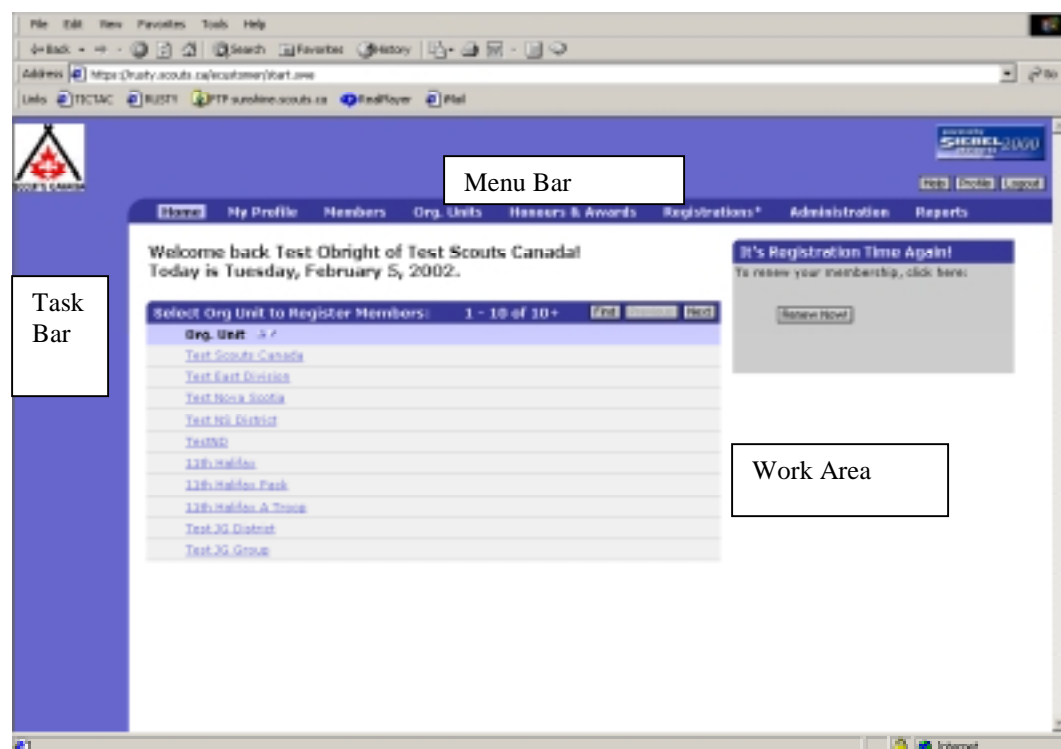
Alternately, you can go to the login page of the System. To do so, open your web browser, and type this URL into the address (location) box: <https://tictac.scouts.ca/ecustomer>

Enter your user name and password in the boxes shown on the screen exactly as they appear in your welcome letter (upper or lower case matters), then press the Log In arrow to enter the system. You may be asked to log in again if you leave the System inactive on your browser for too long. When you log back in you will be returned where you left off.

Once you have logged in successfully, a home screen will appear. This screen will change as we add more functionality to the System. The screen is composed of three areas:

- A work area shown in white in the screenshot below. This is where information will be displayed and added.
- A menu bar directly above the work area. This indicates the major areas of interest, including your profile information, member information, Organizational Units, Honours and Awards, Registrations, Administration and Reports.
- A task bar to the left of the work area. On this screenshot the task bar is empty, but it will display tasks related to the menu area you are working in.

Caution: You should not use your browser's Back button to move from one screen to another. The System creates a customized web page for each command you give it, and expires those views very quickly. Using the Back button on your browser re-sends the same commands used to create the original page, which once expired will result in error messages. Use the Menu Bar and Task Items to move within the System, and only use the Back buttons that appear within the System.



Chapter 2 - Information for Group Registrars

Overview

The Group Registrar role is now the most important role in the registration process. Working with other members of the Group Committee, the Leadership teams, parents, and youth themselves, the registrar sets up the System to accept members, and is vital to all parts of the registration process. As an appendix to this guide you will find a job description. Please make sure you review it carefully and clarify any questions you may have with either your Group Committee Chair or with your Council Registrar.

Some Definitions

The System has introduced some new definitions and concepts to a registrar's vocabulary. They are:

Session – the length of time a section program operates. For Beavers, Cubs, Scouts, Venturers, and Rovers each session lasts one year.

Organizational Unit (Org Unit) – the universal name for any cause for Scouting members to gather. For Group Registrars the two most common org unit groupings will be the program sections (Colony, Pack, Troop, Company and Crew) and Group represented by the Group Committee

Register (registration) – the act of a member or prospective member indicating that they want to be a part of your group.

Confirming registration – the acceptance of a registration, and making the person a member of your group, and Scouts Canada. Confirming registrations can only be performed by a registrar.

The Registration Process

Planning for next year using the Group Committee Worksheet.

Successful groups start with successful plans. The Group Committee Worksheet is the document a group registrar will use to work with the other members of the Group Committee and members of the leadership teams to create a plan for next year (or session as the System calls it). Fill in the meeting locations for each of the sections your group plans to operate next session, including full street addresses and postal codes. This is also a good time to discuss with your leadership teams the maximum number of youth and volunteers they can work with. These numbers are then entered into the appropriate areas of the worksheet.

Find out who is coming back by running a Pre-Registration.

Before the end of the current session, have your members pre-register for the next session, using the Membership Management System or by filling out an Application for Membership. The System is set to exclusively pre-register existing members in April and May. Pre-Registration can be formal, with the payment of a registration fee or deposit, or be informal to just indicate a commitment to return. Pre-registration helps a group to hone the plans for next year, in that the number of renewing members is known. Some groups combine a Pre-Registration for existing members with a spring recruitment campaign, an even better way to find out how many people you will need to plan for. If you run a formal pre-registration, you can confirm these members for next year using the Register button in the Next Session task area.

Pre-registration also ensures that new and returning leaders can complete any outstanding steps in the volunteering screening process before your group starts in the fall. In some parts of Canada it can take up to twelve weeks to obtain a Police Record Check, so the sooner the process is started, the better.

Prepare your advertising plan for your fall recruiting drive.

Now is the time to begin to plan and order supplies you will need to advertise for new leaders and youth. Remember, you need to start recruiting leadership early, so that the volunteer screening process is completed prior to the fall.

Run your registration meeting

Your registration meeting brings together members of your group committee, leadership team, youth and their parents to get your group going in the fall. This is an excellent time for your section leaders to introduce new youth to their sections, and for parents to meet the group committee and find out that Scouting is a family affair. As a registrar, your role is to plan the meeting, collect the Application for Membership and Confirmation forms, collect registration fees, and answer any questions parents may have.

The application process will continue to be a paper-based process. New and renewing members who register on-line will print a confirmation form as the last step of their on-line process. These forms are pre-filled Application for Membership forms, and they will be brought to your registration meeting in the fall. In addition to the confirmation forms, there will be Application for Membership forms for those who choose not to register on-line. All confirmation and application forms must be signed by a parent or guardian, or the youth themselves if they are over 18 years of age.

Sort the forms into three piles

Sort the forms you received at registration night first into program sections. Then take a section pile and sort it into three piles:

1. Renewal Confirmation forms, pre-printed Application for Membership forms, and hand filled-out Application for Membership forms for returning members
2. Reservation Confirmation forms for new members, and hand filled-out Application for Membership forms for new members that have reserved on-line but forgotten their forms
3. Hand filled-out Application for Membership forms for new members that have not reserved on-line

Enter the information for those applications in pile three using the New button on the Prospective Members list for the section organizational unit. Once you have done each one, place it on pile two with the reservation confirmation forms.

For each form you have in pile one, click their last name in the active list, and check that the information matches what is in the System using the Forms Review screen. Once the information is verified, use the Register book icon in the Active List to confirm their membership for this year.

Sort the forms from pile two (including those from pile three) into the order you are accepting them, and using the Prospective List check that their information matches what is in the system using the Forms Review Screen. Once the information is verified, use the Register book icon in the Prospective List to confirm their membership.

Be sure that the Volunteer Screening Worksheet for each new leader is promptly filled out by your group committee and service team, and forward those forms to your council office, either with the forms, or as soon as the Worksheet is complete.

Send the package of forms, along with a cheque for your initial membership fee payment, to your council office.

Group Registrar Tasks

Access to the Group Registrar's Functions

Before you can be given access to the Group Registrar's Functions, you must be a registered adult member and currently entered in the system with *Active* member status. The full volunteer screening process must be completed for a group registrar, so be sure to provide enough time for the process to be completed prior to your groups registration meeting. You or your Group Committee Chair must contact your council registrar to arrange for administrator functions to be granted to your registrar..

Administrator functions will then allow you to do the following:

- Enter or change the information listed about your group and sections such as the meeting place night, time, location and address, and maximum space for youth and adult volunteers.
- Add new sections (known as Org Units in the system).
- Make a section inactive.
- Enter registration information on *Prospective* youth and adult members.
- Change youth members from *Prospective* to *Active* status after receiving their signed application and fees.
- Change basic information about adults and youth members such as email and mailing addresses, telephone numbers, etc.
- Change member user names and passwords.

Methods for finding records

The primary method of accessing Member and Organizational Unit information is to pick the person or unit you are looking for from a list. The first lists you will encounter are the lists that appear when the Members or Org Units menu items are clicked. These lists come as two tasks, My and My Teams. The My listing are the members and Org Units that you are directly associated with. As a group registrar you would typically be registered at the Group level, so the members shown in the My Members list would just be your fellow members of the Group Committee. The My Teams lists show the members or Org Units that you are a part of, as well as members and Org Units that have the Org Unit you are registered with as a parent. As a group registrar, this would include the members and Org Unit profiles for all of the program sections in your group.

When the System shows you a list of information, it is broken down into units of up to 30 for convenience, and shown one screen at a time. You can use the Next button to move from one screen to another, or the up and down arrows to the right of each column title to sort the list in an ascending or descending order. If the list is long, the easiest way to find a specific record is to use the Find button. When you click on the Find button, a search screen appears with edit boxes of some of the fields in the list. Information filled in one or more boxes when the Search button is pressed will be used to find the appropriate record in the list (if it exists). Wild cards can be used to substitute for parts of words in edit boxes. The asterisk "*" wild card can substitute for one or more characters, the question mark "?" wild card can substitute for one character. For instance, typing Jo* in the first name field will bring up everyone with Jo as the first two letters of their first name, like John, Joan and Johan. Typing K2? 0A7 in the postal code field will bring up K2A 0A7, K2B 0A7, K2C 0A7.

Setting up or editing The Group/Section (Organizational Unit) Information

The first task you must undertake is to ensure the information about your group and sections is up to date. The System calls each of your sections and your group committee Organizational Units (Org Units for short).

This is where the Group Committee Worksheet comes in. There are several pieces of group/section information that are essential for complete System operation. They are:

- The full street address and postal code for each of your section meeting locations. This information is used by the System to direct new youth and volunteers to your group, initially based on postal code. If there is a change to a meeting location for the next session, wait until your section closes for the current session to update this information (so that members registering in the Spring are not given incorrect meeting location information).
- The maximum number of youth and adults that your group can accommodate. This value must be greater than zero. Be sure you put the maximums for next year in the Next Session boxes. These will become the current information when the system moves from one year to another on August 31st.
- Your sponsor/partner name and sponsor/partner type. Again, these help to direct new youth and volunteers to your group. For instance your sponsor/partner name might be Saint Johns Anglican Church. In this case your sponsor type is Anglican Church in the list of sponsor types.
- Your registration date, starting date for your section, and meeting day and time.

Click the Org Unit menu item, and then click on the My Teams Org Units task item. From the list that appears in the work area, select the group or section you wish to update. My Org Units shows organizational unit you belong to (if you are a registrar, this would be the group), and My Teams Org Units shows not only your group, but also each section in your group as well. Click the Edit button at the right of the Org Unit Profile title bar, and a new profile will appear, with boxes in white to enter information. Some of the fields may already contain information. If changes are required, erase the information already in the box, and type in the new information. To enter in address information, use the Addresses task to the left of the screen.

An optional item that your group may wish to use is the "Fee retained by this Org Unit" box. If your group charges a section and/or a group membership fee you should enter the amount that is retained by the section or group in the box provided. This fee is added to fees charged by your council, to determine the total fee a member would pay. This total fee is displayed on the next line.

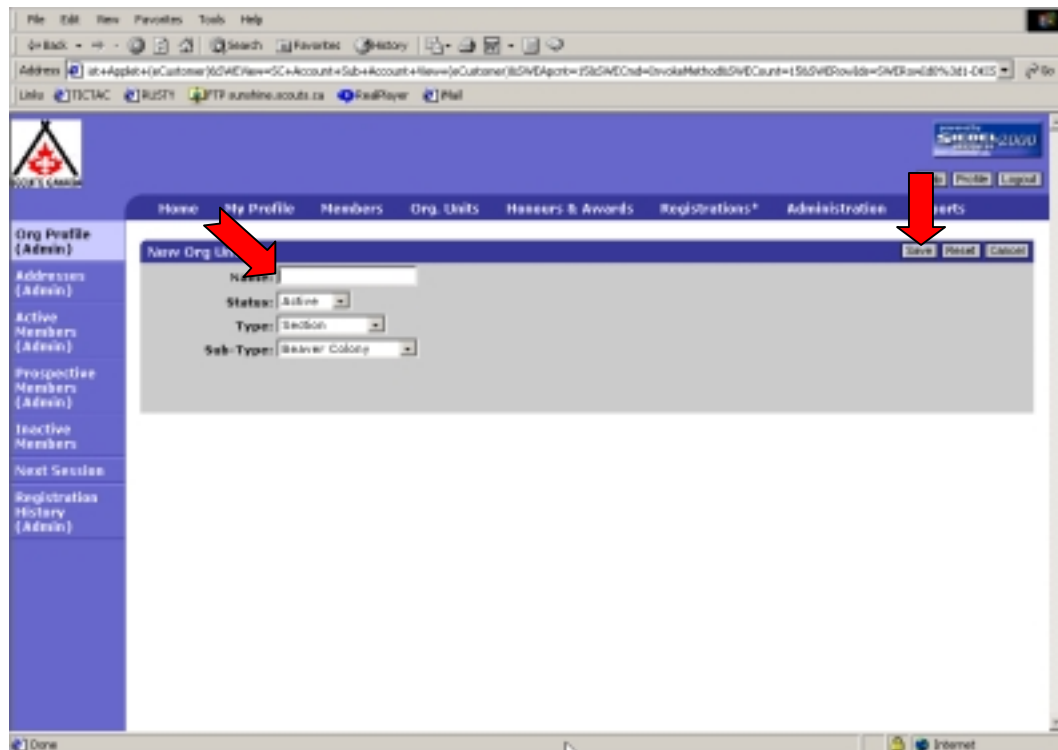
The highlight arrows on the screenshot (next page) show the location of the information likely to require updating for an Org Unit.

Adding a New Section

From the Org Unit menu item, select the parent Org Unit (which is your Group) for this new entry. When the Org Unit profile appears, click the *Org Unit Profile* task item, and scroll to the bottom of the screen. There you will see a list box labeled Child Org Units. To add a new section (Org Unit), press the *New* button.

Name	Status	Type	Sub-Type
Test Nova Scotia	Active	Province	Volatility Group

A New Org Unit box appears, and asks you for the name of the Org Unit. There have been standards set for how Org Units are named. See Chapter 8 to review these standards. Select a status, a type, and a sub-type. Press Save to save the information, or Cancel to exit without saving your work.



A new Org Unit will be created and appear in the Child Org Units list. Click on the underlined Org Unit Name to bring up the profile of your new section (Org Unit), and click Edit to add location and other information. Click Save to save your changes, or Cancel to exit without saving your work.

CAUTION: Only your council registrar should change The Parent Organizational Unit field. This field is used to “link” a group or section to the appropriate area, region, or province, and any changes to this field could make your group or section not visible to you.

Making a Group or Section inactive

A section becomes inactive when a group decides that the section will no longer operate. When a section is inactive, it will not be presented as a choice for those searching for sections to join. The inactive section will still appear in organizational unit lists, and its status can be changed to active again at any time.

On the *Menu Bar* select Org Units. From the *Task Bar* select My Team’s Units. Click on the underlined Org Unit name to bring up the profile of the new Org Unit and click Edit. From the pick list in the Status field, select Active or Inactive as appropriate. Click Save to save your changes, or Cancel to exit without saving your work.

New Youth Registrations

A youth can apply three ways for membership with Scouts Canada:

1. By registering themselves online:
 - a. Access the “I’m a New Youth” section of the Membership Management System from Scouts Canada’s website at www.scouts.ca.
 - b. Complete the online registration steps that include selecting a group and section.
 - c. As the last step, print off a Reservation Confirmation Form that indicates that they are now a *Prospective Member* with your group.
 - d. The parent/guardian signs the reservation form, takes it to the meeting place or registration night and submits it to the group with the appropriate registration fee.

2. By telephone to the Group or Council Registrar:
 - a. The Group Registrar can enter the information into the system using the New button on the Prospective Members list for the section.
 - b. The Group Registrar prints off the Reservation Form and arranges to have it signed by the parent and to collect the registration fee.
3. By visiting a meeting or registration night
 - a. The applicant and his parents complete and sign a blank registration form and pay the appropriate fee. Blank registration forms are available from the Scouts Canada's Website at www.scouts.ca
 - b. The Group Registrar then enters the information into the system using the New button on the Prospective Members list for the section.
 - c.

Regardless of which method is used, when the Group Registrar has received the application form, complete with parent/guardian signature, and the membership fee, then the Group Registrar must go into the system using the "Prospective Members (Admin)" function and follow the steps to confirm the registration for the member. This will change their status from *Prospective Member* to *Active*.

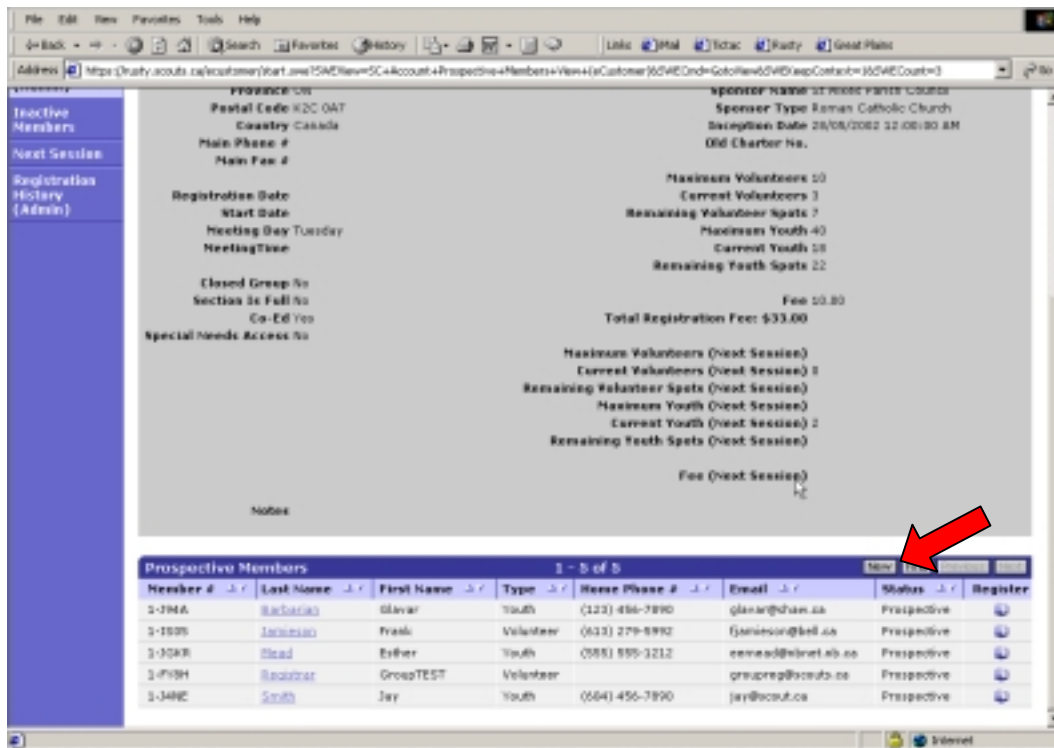
This method does not assign a role to the member. See the section on Member Roles for information on adding a member role.

Adding new youth or adult volunteer using the New button from the Prospective Members List

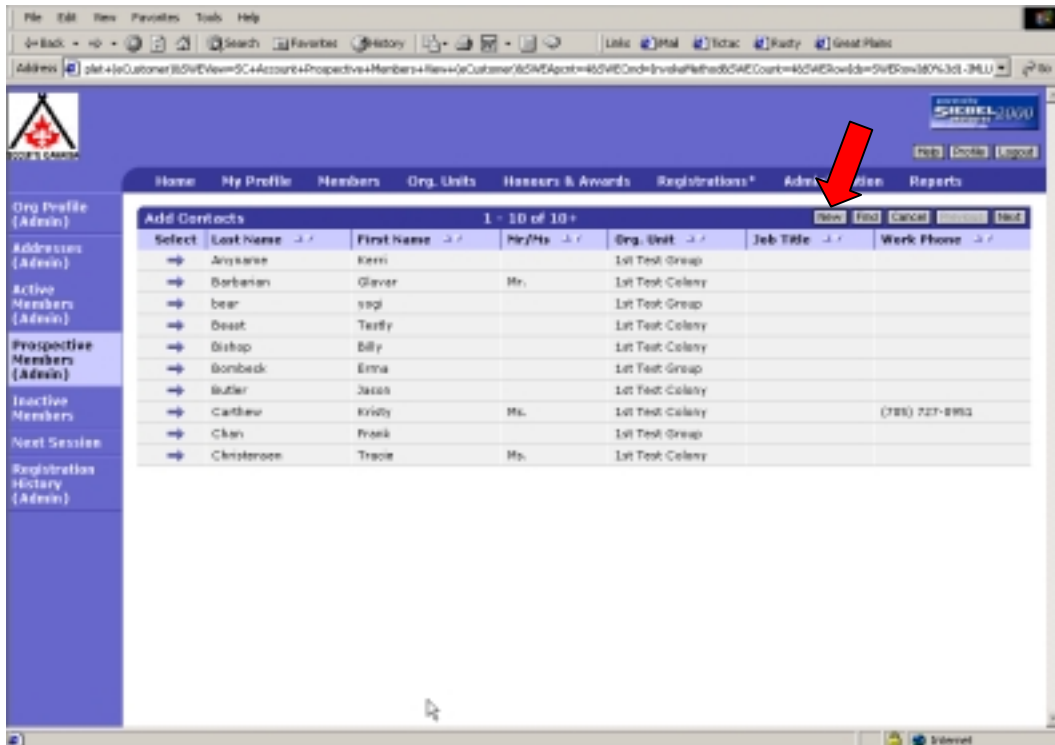
Adding new members using this process involves two steps, adding the member to your group or section from the Org Units menu, and then adding their Username and Password to access the System from the Administration menu.

Step 1 – Adding the Member

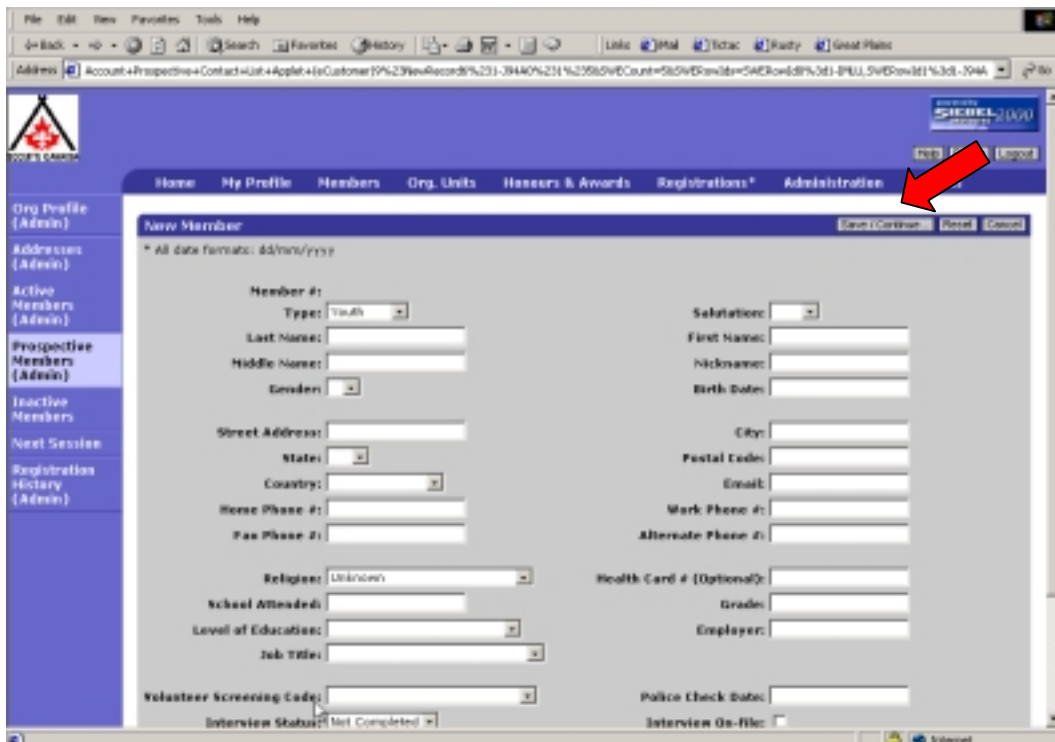
From the Org Units menu click on My Teams Org Units. Click on the group or section you wish to add the member to. The Org Unit Profile will appear. Click on the Prospective Members (Admin) button. This will bring up the Prospective Members list after the Org Unit Profile in the work area. From the title area of the Prospective Members list click the New button.



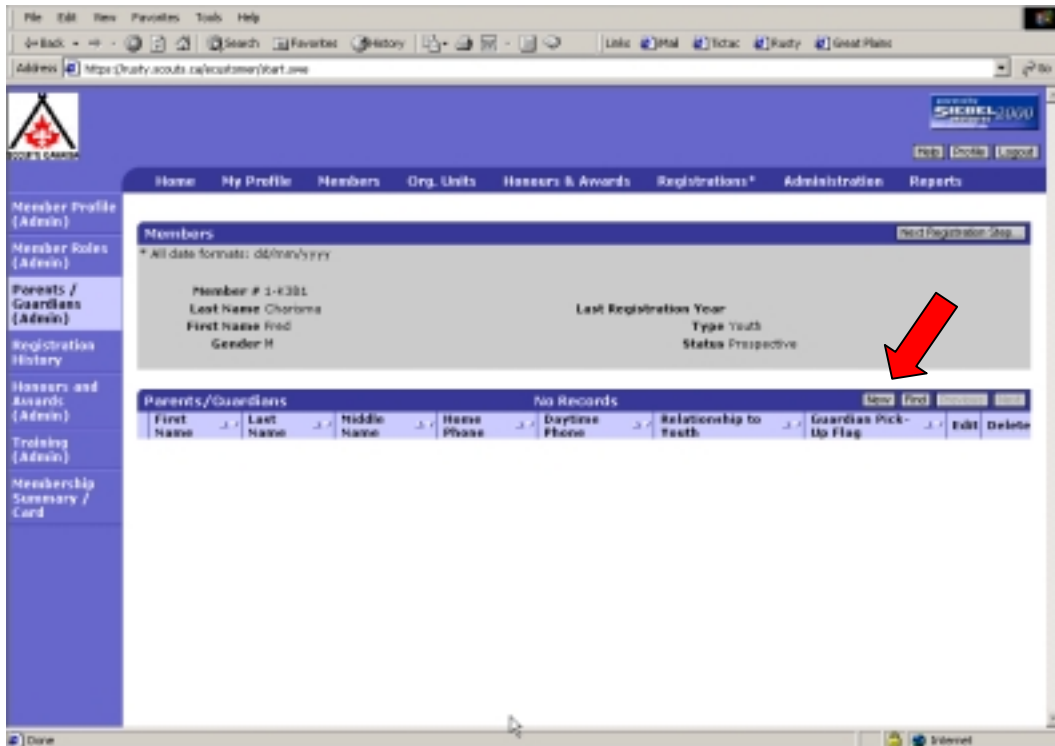
This will bring up a screen showing all existing members in your group and sections. Click the New button in the title area to continue.



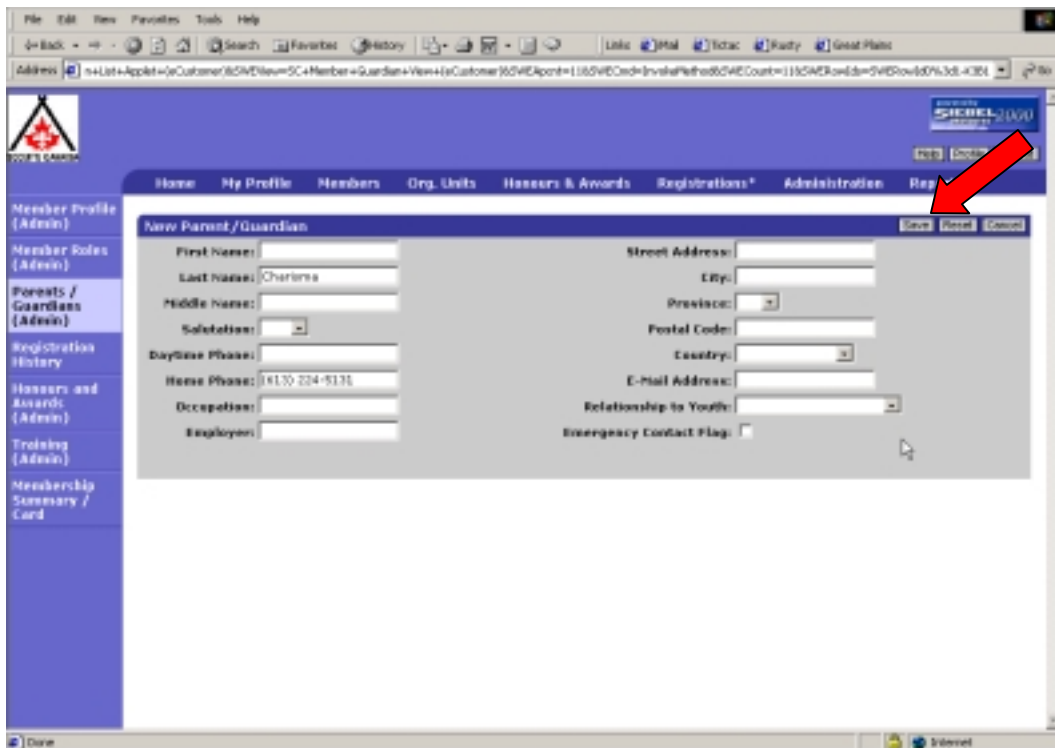
A member profile edit screen will appear. From the Application for Membership form fill in each of the fields on the edit screen. When you have completed this, click the Save/Continue button.



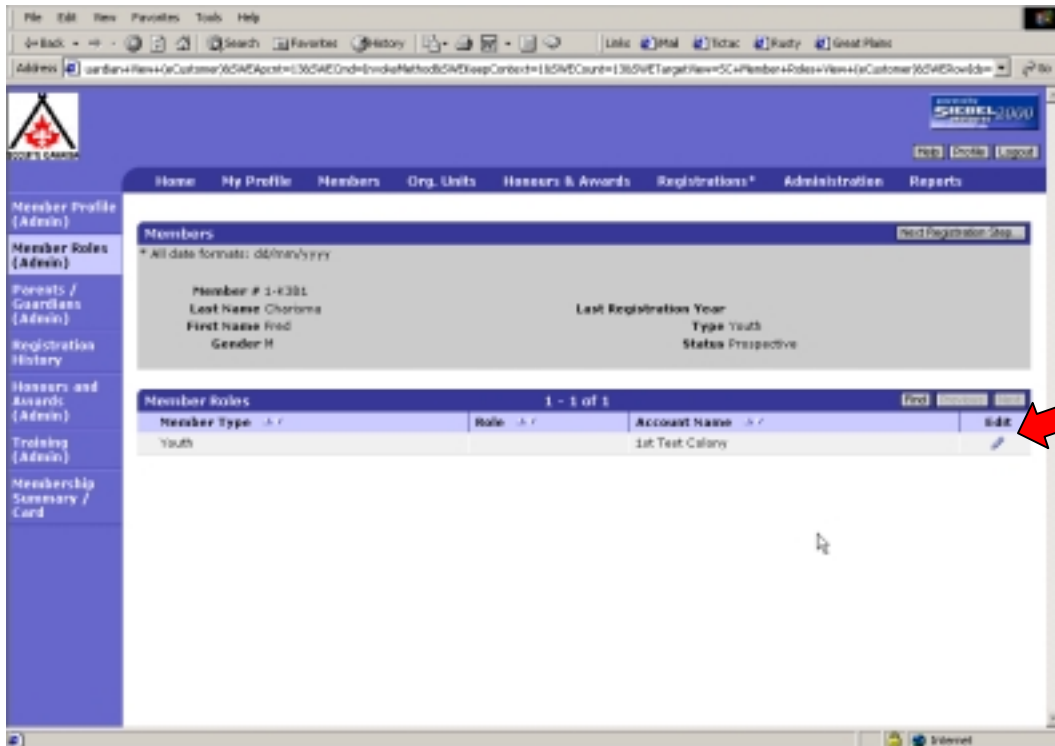
The next view asks for parent/guardian information. Click on the New button in the parents/guardians area to add a person.



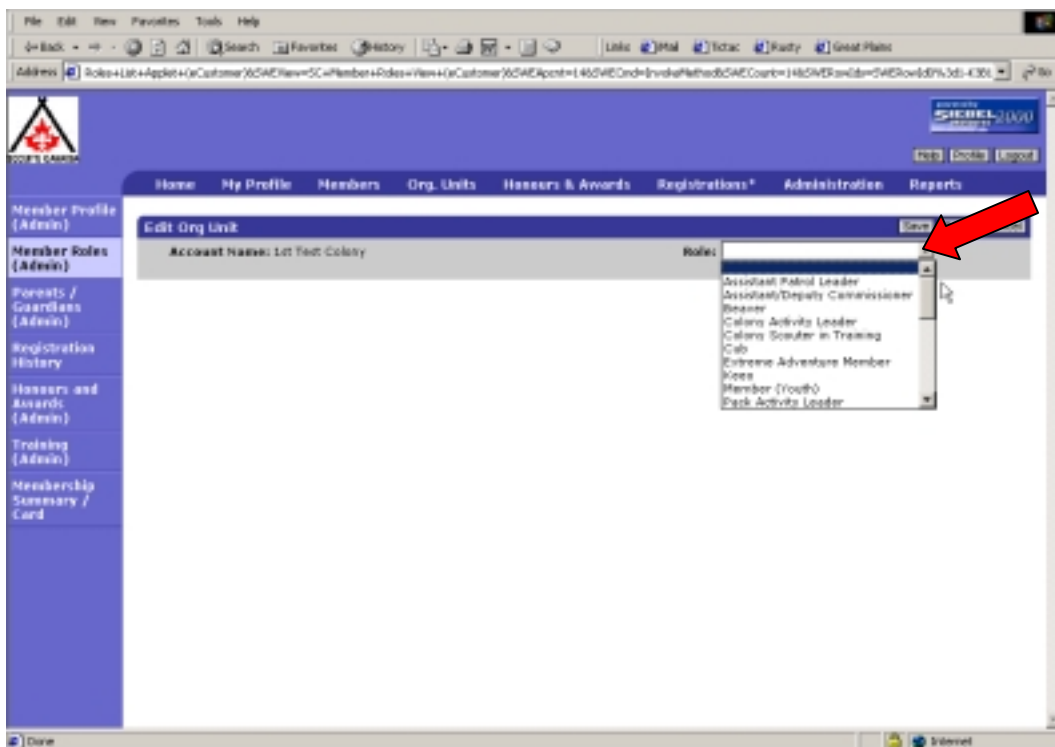
The parent/guardian/emergency contact edit view will appear. Enter the parent/guardian/emergency contact information off the Application for Membership form. Click Save to save the parent information, and to be returned to the parents/guardians list. To add more parent/guardians click the New button again, and add the information. When you have added all the parent/guardian information from the Application for Membership form, press the Next Registration Step button to continue.



The Member Role list appears next. To give the member a role, click the Edit “pencil” icon to the left of the section you are adding them to.



From the drop-down list, pick the member role. There will separate lists with youth and adult volunteer roles.



You will then be returned to the Prospective Members area of the group or section you were adding the member to, so you can confirm their registration.

Renewing Youth and Adult Volunteer Registrations

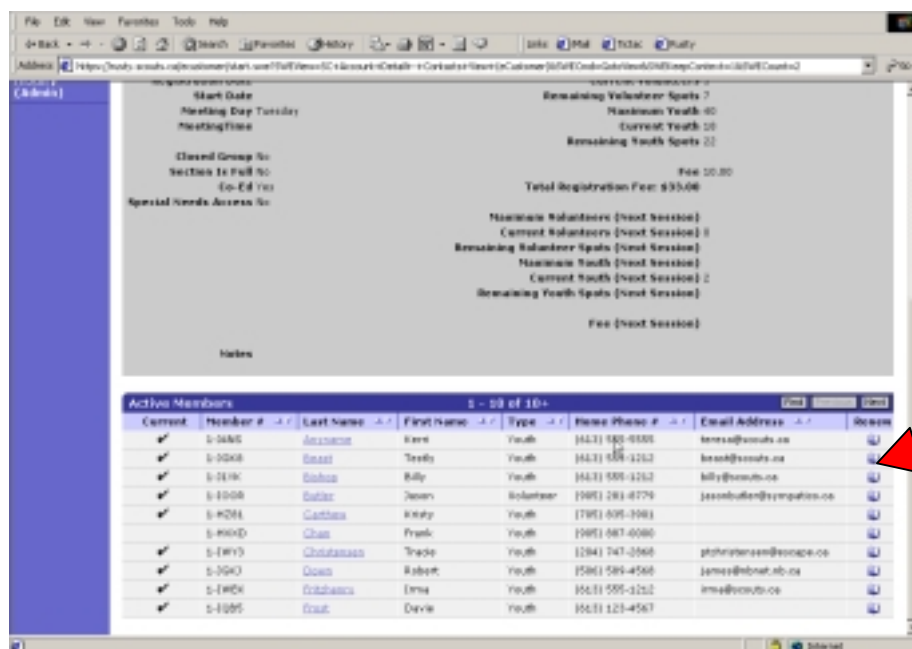
Youth and volunteers can renew their memberships with your group using any of these three methods:

By renewing themselves online:

- They log into the Membership Management System from Scouts Canada's website, using the Username and password they have been assigned, at www.scouts.ca.
- If they are within the renewal period, a grey box will appear on the right hand side of the work area, indicating it is time to renew their registration. Clicking the Renew Now! Button will start the renewal process. This process asks a renewing member to review their profile, then indicate if they wish to renew in the same group and section they were in last year (or pick a new group or section).
- As the last step, they print off a Renewal Confirmation Form.
- The parent/guardian signs the reservation form, takes it to the meeting place or registration night and submits it to the group with the appropriate registration fee.

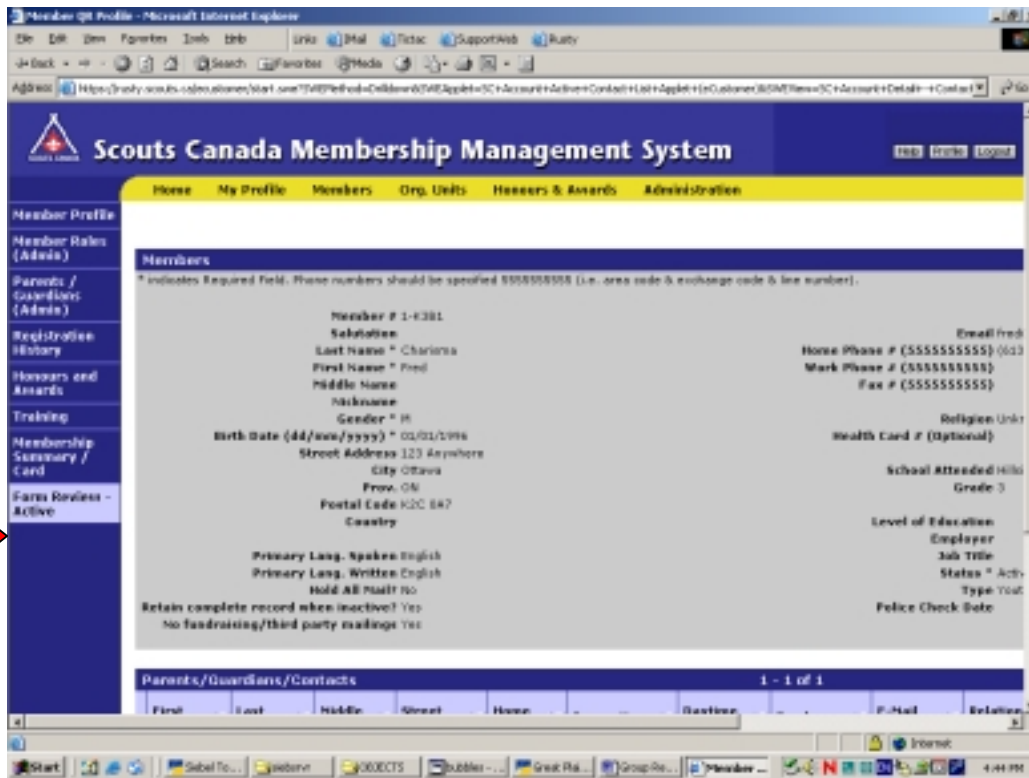
By telephone to the Group or Council Registrar:

- The Group Registrar can update a member's profile using the Members, My Team's Members, and picking the youth to edit.
- Once the profile information has been updated, the Registrar can renew the member using the Renew "book" button located in the Active members listing in the Org Unit member area for the appropriate section.



By visiting a meeting or registration night

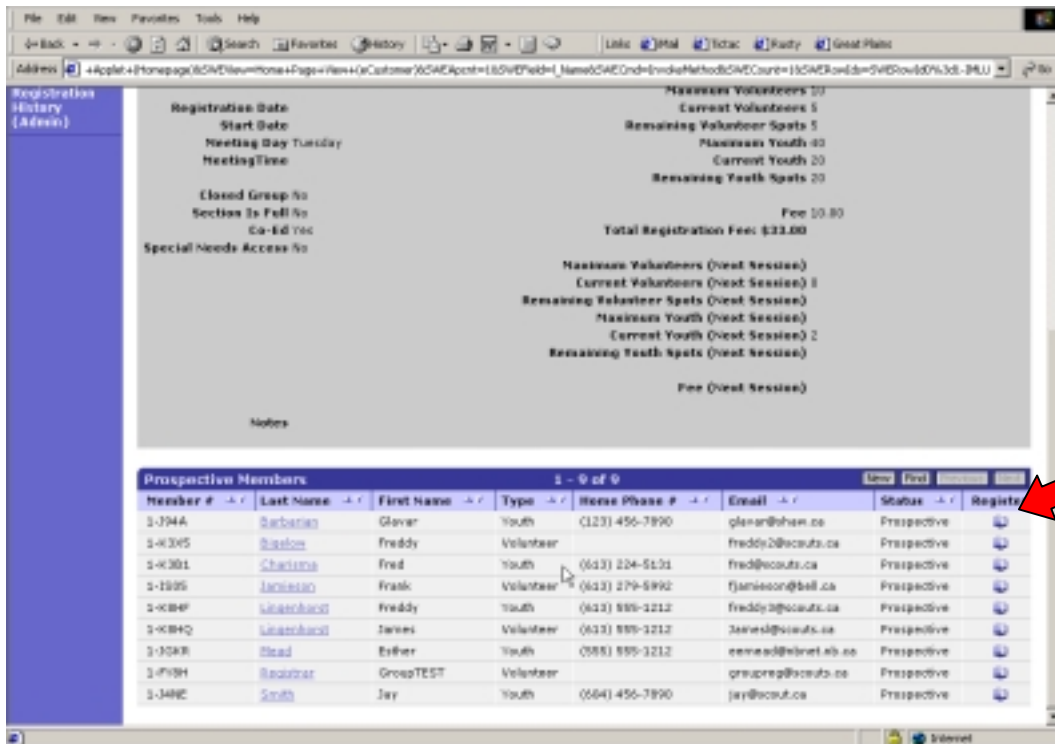
- The applicant and his parents complete and sign a blank registration form, or correct a pre-printed Application for Membership form, and pay the appropriate fee. Blank registration forms are available from the Scouts Canada's Website at www.scouts.ca
- The Group Registrar can update a member's profile by going to the section they were registered in at the end of last year, clicking on the Active Members task, and clicking the member's surname. This takes the registrar to the Forms Review screen, where all the information on the form is displayed. Information can be added, and edited from this view.
- Once the profile information has been updated, the Registrar can renew the member using the Renew "book" button located in the Active members listing in the Org Unit member area for the appropriate section.



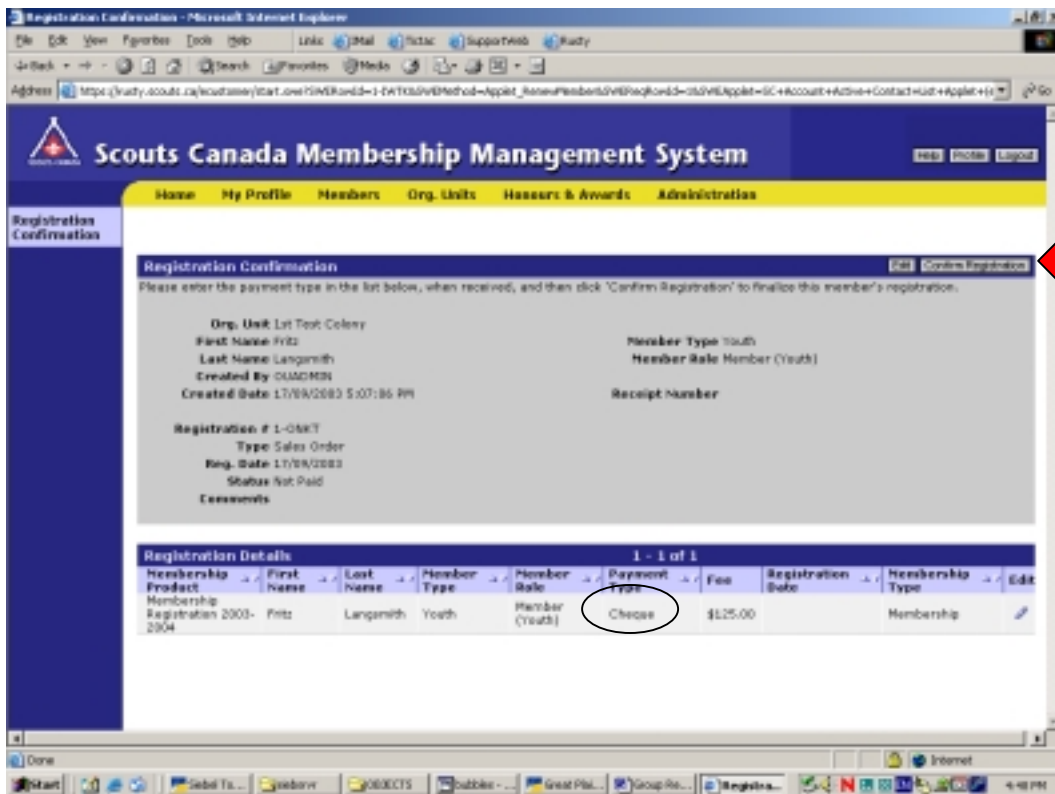
Confirming both Youth and Adult Registrations

The process of registration consists of two steps for every member. The first step is when a member shows interest in joining, or renewing their membership with your group. This is done by filling out an Application for Membership form. Filling out the form does not automatically make them a member. Once they have been accepted in your group, paid the appropriate fee, and in the case of adult volunteers, go through the volunteer screening process, the second step of confirming them as a member can be done. Only a registrar has the necessary administrative function to confirm members. Confirming a member indicates that they have been accepted as a member of your group, and Scouts Canada. Confirming a member also commits your group to paying their fees to your council, so confirmation should typically be done only after the fees have been paid and application received.

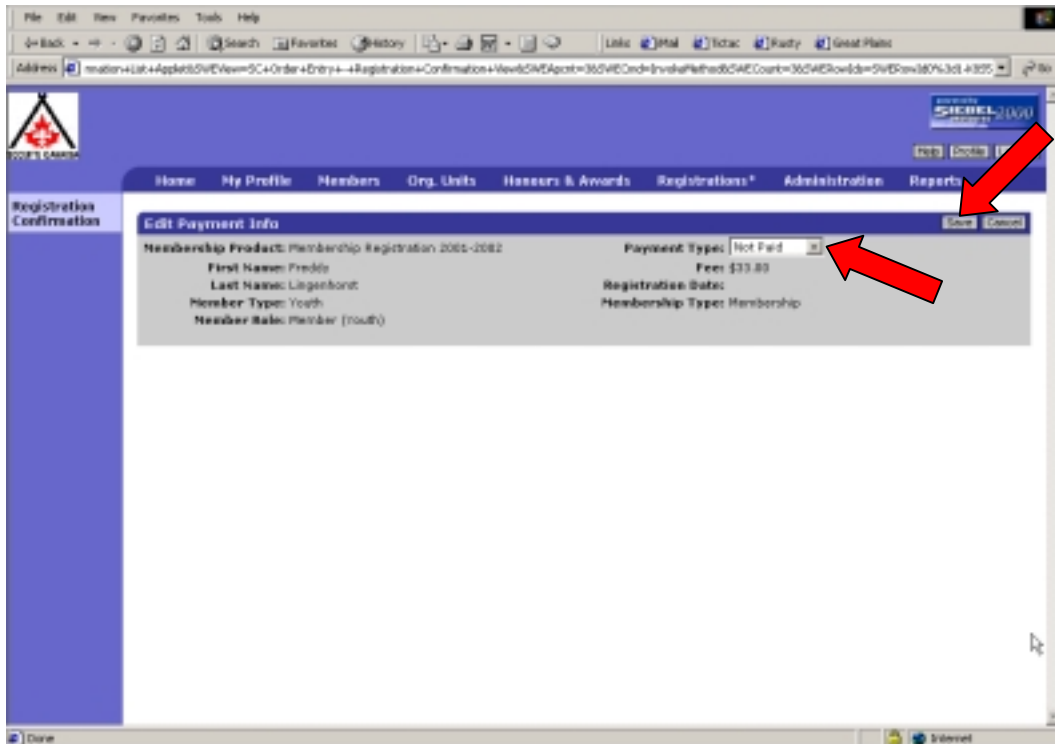
All prospective members are listed in the Prospective Members task of the group or section Org Unit. To find a list of prospective members for an Org Unit first click on the Org Unit menu item, then click on the My Teams Org Units task. From the list view shown pick the section you wish to work with. Once the Org Unit profile appears for the section, click the Prospective Members (Admin) task, and then scroll to the bottom of the webpage to see a list of prospective members. From this list select the person you wish to confirm by clicking the Register “book” icon to the right of the persons name in the list view.



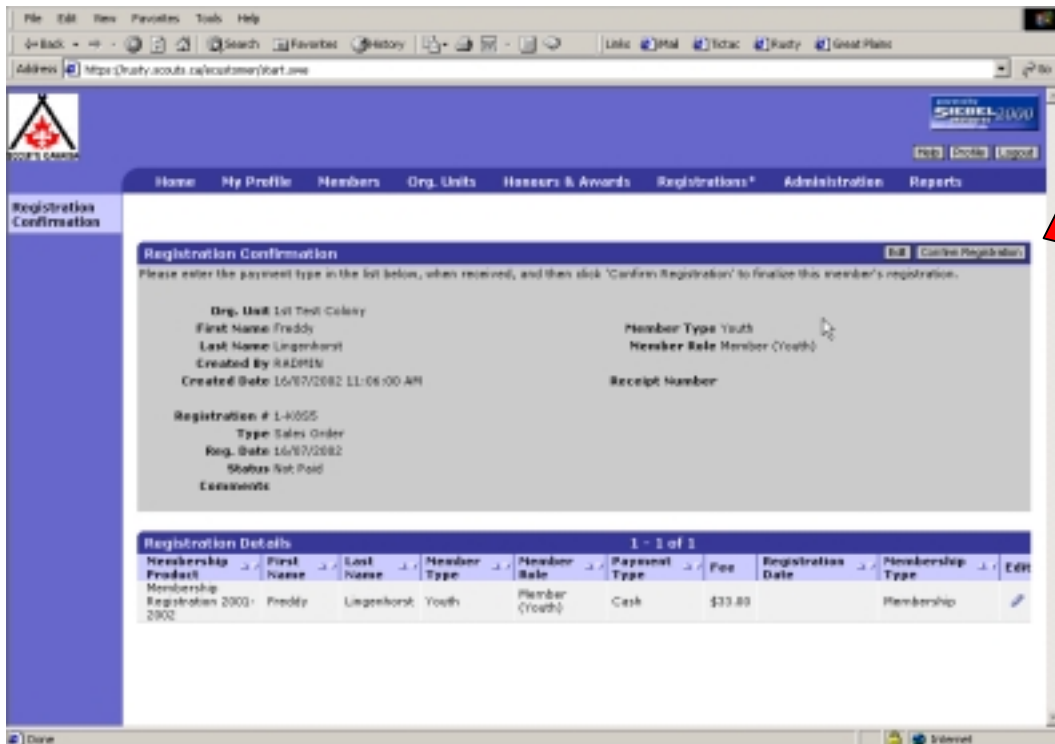
A Registration Confirmation screen appears. The payment type has been pre-defined as Cheque. If you wish to change the payment type for your records (the System does not use the payment type field for any its processing at this time) click on the edit “pencil” icon to the right of their registration record for this year. Otherwise skip this step and press the Confirm Registration button to confirm the member.



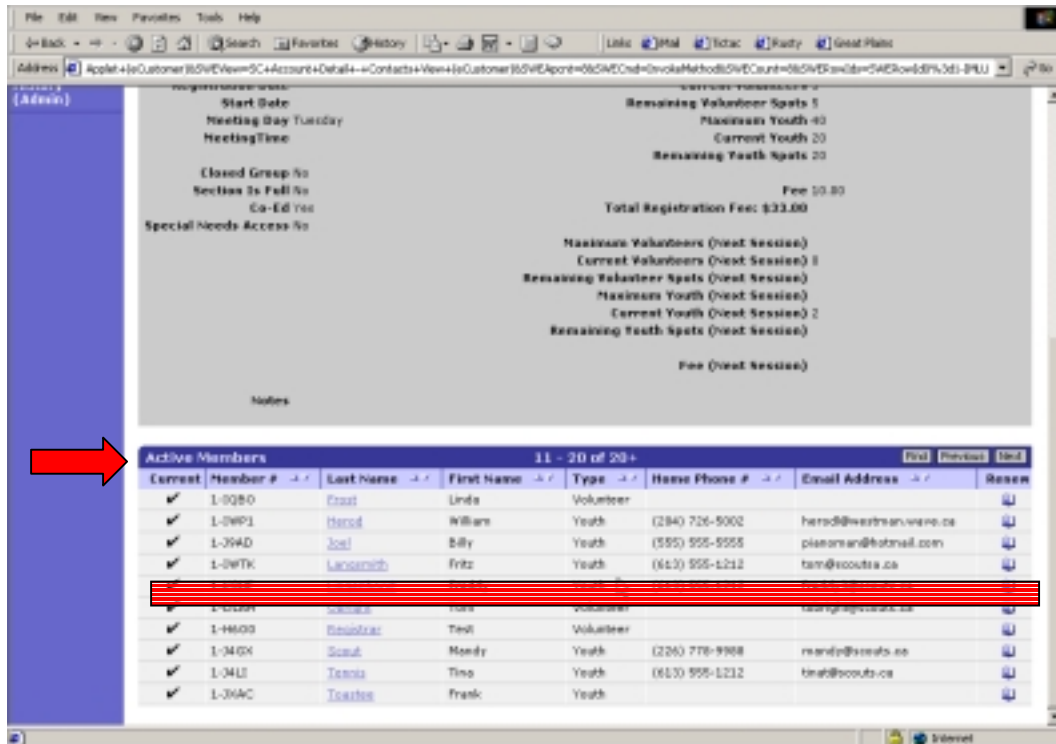
. This will bring up the Payments Info Edit screen, with one pick box shown. This pick box has choices for cash, cheque, credit card, and JV. Credit card and JV are choices only your council office can use, so your choice must be cash or cheque. Once you have chosen a payment type, click the Save button to return to the confirm registration screen.
Remember: this step is optional



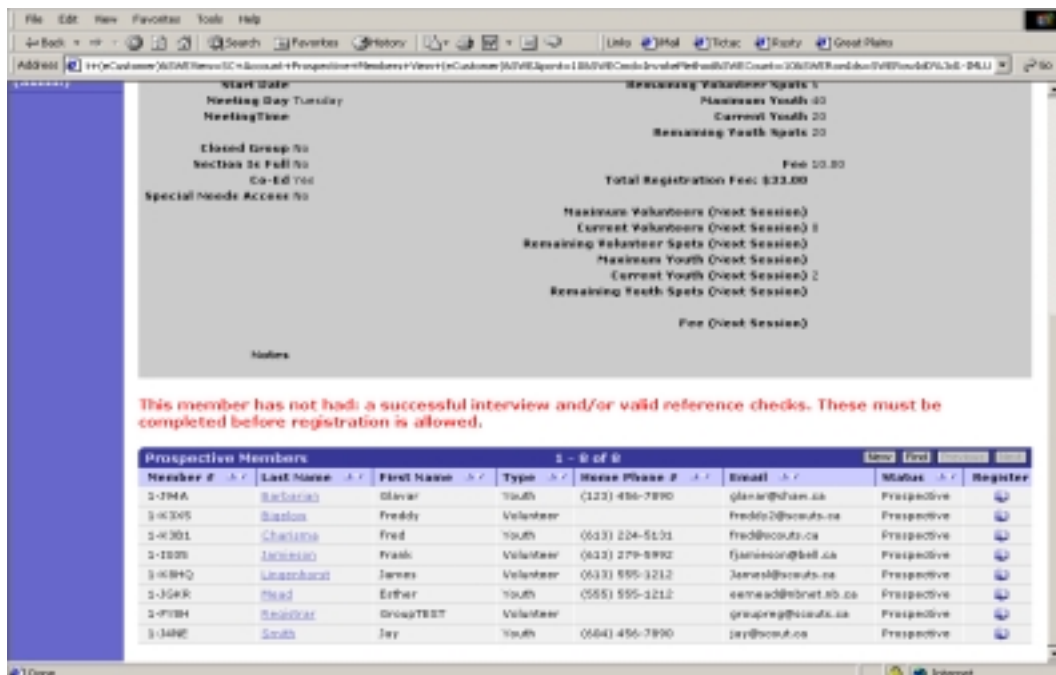
Once the payment type has been entered, you can either click the Edit button on the Registration Confirmation screen to open an edit box for entry of registration notes or a receipt number, or click the Confirm Registration button to confirm this person's membership in your group and Scouts Canada.



Once the Confirm Confirmation button is pressed the confirmation is processed and the Active Members screen for the section you were working with appears, indicating that the member has been confirmed and is now an active member of the section.



Caution: If you try and confirm the membership for a new volunteer, or an existing volunteer whose Police Record Check is not up to date, the system will produce an error as shown below. This error indicates that all steps in the volunteer screening process have not yet been completed, and the member cannot be confirmed. If you get this error for an adult volunteer, they HAVE NOT BEEN CONFIRMED AS A MEMBER. Your council registrar will perform this task on your behalf.



The same confirmation process can be accomplished for pre-registrations. In this case the prospective members for the next session are indicated in the Transfers and Other Registrations task area. Clicking the Register “book” icon to the right of the members name will start the same confirmation process as above.

The screenshot shows a web browser window with the URL: [https://husty.scouts.ca/eCustomer/start.asp?SWView=SC+Account+Next+Session+Members+View+\(eCustomer\)/SCHECmd=GoldViewSCHEKeepCorbett=1&SWCount=14](https://husty.scouts.ca/eCustomer/start.asp?SWView=SC+Account+Next+Session+Members+View+(eCustomer)/SCHECmd=GoldViewSCHEKeepCorbett=1&SWCount=14)

Members (Admin)

Prospective Members (Admin)

Inactive Members

Transfers & Other Registrations

Registration History (Admin)

Reports

Meeting Location: 1345 Baseline Road, Ottawa, ON
Location Type:
Street Address: 1345 Baseline Road
City: Ottawa
Province: ON
Postal Code: K2C 8A7
Country: Canada
Main Phone #:
Main Fax #:

Parent Org. Unit:
Status: Active
Type: National
Sub-Type: Visibility Group
Sponsor Name:
Sponsor Type:
Inception Date: 26/12/2001 12:00:00 AM
Old Charter No.:

Registration Date:
Start Date:
Meeting Day:
Meeting Time:

Maximum Volunteers: 10
Current Volunteers: 6
Remaining Volunteer Spots: 4
Maximum Youth: 30
Current Youth: 10
Remaining Youth Spots: 20

Fee retained by this Org Unit: 25.00

Maximum Volunteers (Next Session): 0
Current Volunteers (Next Session): 1
Remaining Volunteer Spots (Next Session): 0
Maximum Youth (Next Session): 0
Current Youth (Next Session): 0
Remaining Youth Spots (Next Session): 0

Fee (Next Session): 0.00

Notes:

Prospective Members (Transfers / Other Regs)									
Member #	Last Name	First Name	Type	Current Org. Unit	Home Phone #	Next Reg Year	Status	Register	
1-FKHT	Stephenson	Johan	Volunteer	Testing Scouts Canada		RSG-2001-2002	Prospective		

New Adult Registrations

Adult member registrations are entered into the system in the same manner as youth members. The only exception is that a new volunteer cannot be confirmed until all the steps of the volunteer screening process have been completed. Your council registrar will confirm new leaders on your behalf, and will let you know so that they can become active with a program section.

Renewing Adult Registrations

Renewing adult registrations can be done in the same manner as youth registrations. The Police Record check must be current (i.e. less than three years old) for you as a registrar to confirm the member. If a new Police Record Check must be completed, your council registrar will confirm the member on your behalf, and let you know when they can be active with a program section.

Position Titles (Member Roles)

Position titles in the System are called Member Roles. To indicate a member role use the Member menu item, find the member in the My Team’s Members list, and click the Member Role menu item. A list of the Organizational Units a member is in appears. Click the Edit “pencil” icon at the right of the organizational unit you wish to assign a role. Select a role for the member from the drop-down list of the screen that appears. The drop-down list is separated into youth and volunteer positions. Click Save to save your work.

Multiple Roles

Volunteers can have multiple roles in Scouting, to the limits your council and policy will allow. Additional roles are added in two areas, the Org Units list at the bottom of a member’s profile, and adding a role using the Member Roles task.

Member Profile - Microsoft Internet Explorer

Address: https://scoutsc.ca/.../MemberProfileView.aspx?MemberID=...

Registration History

Honours and Awards (Admin)

Training (Admin)

Membership Summary / Card

Form Review - Prospective

Reports

Last Name: TAYLOR
 First Name: Simon
 Middle Name:
 Nickname:
 Gender: M

Street Address: 1345 Baseline Road
 City: Ottawa
 Prov.: ON
 Postal Code:
 Country:

Primary Lang. Spoken: English
 Primary Lang. Written: English
 Religion: Unknown

Health Card # (Optional):
 School Attended:
 Grade:
 Special Needs: M

Last Registration Year: RSG-2002-2003
 Org. Unit Name: Testing Scouts Canada
 Type: Youth
 Status: Active - Not Renewed
 Last Status Change: 25/08/2003 2:50:08 PM
 Preferred Program: Beaver Colony

Hold All Mail? No
 Non-entered Yrs / Sec: 0
 Reg. Yrs / Sec: 1
 Total Yrs / Sec: 1
 Member Note:

Home Phone # (5555555555)
 Work Phone # (5555555555)
 Fax # (5555555555)
 Alternate Phone # (5555555555)

Volunteer Info:
 Birth Date (dd/mm/yyyy): 01/01/1998
 Level of Education:
 Employer:
 Job Title:

Status (Next Session): Prospective
 Preferred Program (Next Session):

Volunteer Screening Code:
 Final Check Completed (dd/mm/yyyy):
 Police Check Date (dd/mm/yyyy):
 Interview Status: Not Completed
 Interview Date:
 Interviewer ID:
 Interview On-File: No
 Reference Check Status: Not Completed
 Reference Check Date:
 Reference Checker ID:
 Reference On-File: No
 Group Check Status: Not Completed
 Group Check Date:
 Group Checker ID:
 Force Leader Negative: No

Org Units: 1 - 1 of 1

Primary	Name	Street Address	City	Prov.	Country	Edit	Delete
<input checked="" type="checkbox"/>	Testing Scouts Canada	1345 Baseline Road	Ottawa	ON	Canada		

To add another group or section to a members record, use the Member menu item, find the member in the My Team's Members list, and scroll to the bottom of the member profile area. A listing titled Org Units will appear. As a registrar, you have the New button to the right of the Org Units title.

Add Org Units - Microsoft Internet Explorer

Address: https://scoutsc.ca/.../AddOrgUnits.aspx?MemberID=...

Scouts Canada Membership Management System

Home My Profile Members Org Units Honours & Awards Registrations* Administration

Member Profile (Admin)

Member Roles (Admin)

Parents / Guardians (Admin)

Registration History

Honours and Awards (Admin)

Training (Admin)

Membership Summary / Card

Form Review - Prospective

Reports

Add Org Units: 1 - 10 of 50+

Select	Full Y	Name	Street Address	City	Province	Country	Edit	Cancel	Remove	New
<input type="checkbox"/>		Testing Scouts Canada	1345 Baseline Road	Ottawa	ON	Canada				
<input type="checkbox"/>		199th Ottawa Group								
<input type="checkbox"/>		The Scout Association	Chingford			Canada				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lot Test Company	1345 Baseline Road	Ottawa	ON	Canada				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	199th Ottawa & Colony								
<input type="checkbox"/>		Test NS District	6211 Quinpool Rd	Halifax	NS	Canada				
<input type="checkbox"/>		TestND								
<input type="checkbox"/>		11th Halifax								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11th Halifax Pack	2a Baker Str	Kingston	ON					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11th Halifax A Troop								

Clicking the New button will bring up a listing of the group, and all of your program sections. Click the Arrow in the Select column for the appropriate group or section to make the member a part of that Org Unit. The group or section you chose will now appear in the Org Units list. Click on the Member Roles button to assign a role for that member (see above for the detailed procedure).

Program Participants (Youth and Rovers) who also have leadership roles

Program participants, such as Scouts acting as Activity Leaders, or Rovers acting as Section Scouters, provide an additional challenge for registrars. Program participants who also have leadership roles fall into two categories. Cubs, Scouts, and Venturers who are a Keeo, Kim, Activity Leader or a Scouter-In_Training can have that leadership role added as a second organizational unit. Those roles are classed as “Youth” roles, and appear in the drop down box for youth members. They will appear in the Youth section of the Name and Address Listing Report for both their program participant and youth leadership roles. Rovers who are also section leaders fall into the second category. In this category there is a conflict between their program participant “youth” role, and their leadership “adult volunteer” role. In this case the Rover should have their member type (the Type field in the Member Profile) set to “Volunteer”. This will trigger the need for the volunteer screening steps to be completed before the member can be confirmed. To register the member as a Rover, leave the member type as Volunteer, and choose the Rover Crew organizational unit, and the appropriate program participant role from the Volunteer roles drop-down menu in the roles screen. They will appear in the Volunteer section of the Name and Address Listing Report for both their program participant and youth leadership roles.

Primary Roles

A member with multiple roles can choose which of their Organizational Units they want to make primary. The System will then use that role to determine what information the member can view and/or edit (if permitted). For instance, if a member was a Commissioner and also a Cub Leader, working with their pack they may not want to see all the other members of they can see in their Commissioner role. Choosing the Pack as their primary Org Unit will limit their view to just the members of the pack. Changing the primary back to Commissioner allows them to see everyone. A member can change primary Org Units at any time. A registrar may need to change a members primary Organizational Unit during the registration process in order to register or renew their membership. The System will let you know if this is necessary.

Transfers

There are three types of transfers: transfers within your group (e.g. Beavers swimming up to Cubs), transfers from group to group in your council, and transfers from another council. You can do transfers within your group yourself, but will need the help of your council registrar to process transfers from another group or council.

To transfer a youth member from one section to another, say from Beavers to Cubs as the result of a swim up, here is the process:

Find the member using the Members menu item and the My Team’s Members task. Add their new section as an additional role (using the Multiple Roles instructions above). The new Org Unit should now appear in the listing for the member.

Click the edit “pencil” icon at the right hand side of the new Org Unit record. Click the checkbox to make this the primary Org Unit for the member. Click Save to save your work and go back to the Member Profile.

Click the delete “x” icon to the right of the original Org Unit record. This will remove the member from the original listing, but will not have any effect on the member’s history.

Finally click on the Member roles task, (or section of the Forms Review screen) and assign them a role in the new Org Unit.

The member is now a member of the new Org Unit, and will show up in its listings.

Transfers from group to group, or from outside your council need to be handled by your council registrar. The transferring members record will appear once your council registrar has made the arrangements to transfer the member.

If a member comes to you and it is not until after you have entered the members’ information in the System that they tell you that they are a transfer, you do not need to enter in all the members’ historical information. The System automatically finds such duplicate records, and will merge your record with their existing record.

Membership Cards and Flashes

The System will allow a registrar or the member themselves to print a membership card for the current session. Your council office will distribute registration flashes.

Dealing with the paperwork, once entered into the System

Each youth and adult member must provide a properly signed application form. The confirmation forms the System provides are simply pre-filled Application for Membership forms. These forms must be promptly forwarded to the council office once processing has been completed, along with the appropriate registration fees.

Volunteer Screening Checklists can be forwarded with the Application for Membership forms for new volunteers or those who are changing sections, or can be forwarded separately when they are completed. Your council registrar will enter in the volunteer screening information. Council offices cannot change an adult's status from Prospective to Active until the Volunteer Screening Checklist and a clear Police Records Check have been received in the office.

Your council may have other forms (Such as the Group/Section Charter) for you to fill out during registration time. These local forms, and instructions on their use can be found in your group's registration kit, or from your council office.

Administration

The Administration main menu item deals with two very important parts of the System, assigning usernames and passwords, and assigning visibility rights for information in the System.

Visibility Rights

When you log into the System, your visibility rights, and your primary Org Unit determine what information you can see, and what you can do with that information.

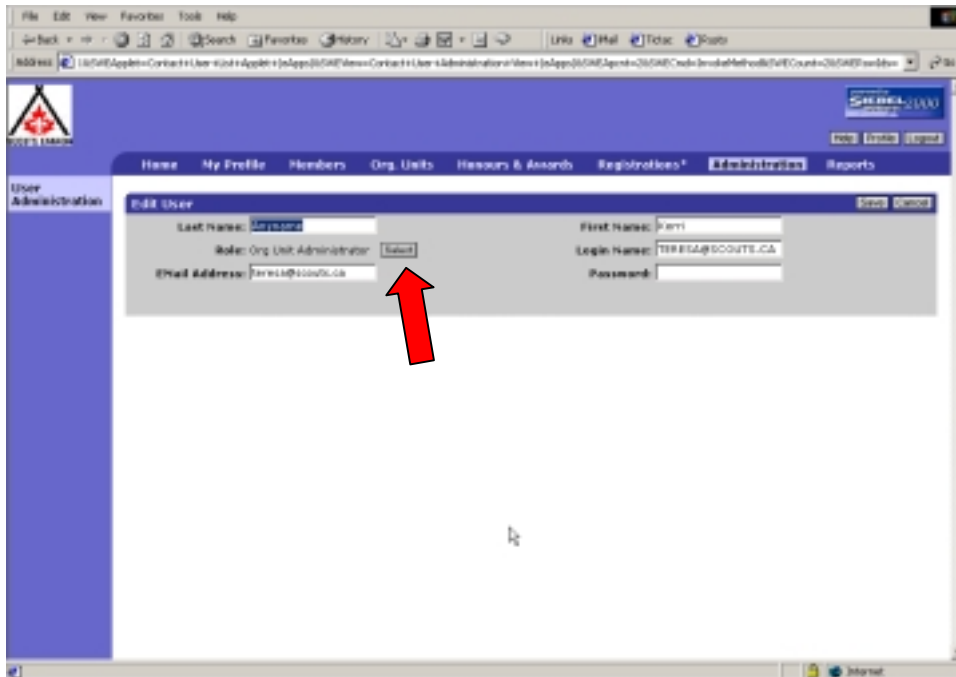
There are five levels of visibility rights in the System:

- Member – can see and edit their own profile information and training experiences, can see their honours and awards information.
- Section Leader – for any member of a section leadership team - they can see and edit their own profile information and training experiences, can see their honours and awards information and can see all fellow members of the leadership team and the youth in their program section.
- Org Unit Member – typically for a group committee member (except the registrar) - they can see and edit their own profile information and training experiences, can see their honours and awards information and can see all fellow members of the group committee, members of the leadership teams and the youth in their group.
- Org Unit Administrator – for a group registrar – they can see and edit, and add fellow members of the group committee, members of the leadership teams and the youth and their group. Can see and edit training experiences for all members of the group. Can see training milestones and honours & awards information for all members of the group. Can change visibility rights, and add or edit user names and passwords.
- Regional Administrator – for the registrar in your council office – same rights as the Org Unit Administrator, in addition can enter honours and awards information, training milestones, and volunteer screening information.

As a registrar, your council registrar has set your visibility rights at the Org Unit Administrator level. As a part of that level, you have the ability to grant other users visibility rights, up to and including Org Unit Administrator, for your group.

This means you can correct the System when it does not automatically assign the correct level of rights to a user, and assign registrar rights to other registered members in your group, to assist you.

To do this in the System, click on the Administration main menu item. A user list of everyone in your group will appear. Find the user you wish to change, and click on the Edit "pencil" icon to the right of their name. The administration box will appear.



To change or assign a user right, click on the Select box to the right of the Role item. A listing of visibility rights you can select from appears. Click the arrow in the Select column beside a rights level to make your choice.

User Names and Passwords

Every member has a unique User Name and Password to the System. The I'm a New Youth and I'm a New Volunteer functions assign User Names and Passwords as a part of the application process, and ensure they are unique. Users have a choice of their e-mail address, or their first name, underscore, last name (KERRI_ANYONE) as choices. If a User Name is already chosen, add a number after the User Name to make it unique.

As a registrar you cannot see what existing passwords are, but you can change a persons password to give them access to the system again.

If a user forgets their Password, or wants to change their User Name, simply type the changes into the appropriate box. The Password box will show the password until the Save button is pressed, and then it will return to a blank box. Be sure to let the member know that what their new password is, and that they should go to My Profile, and click on the Change Password button to change the password you assigned them to one they can remember. Passwords should be at least five characters in length, and contain at least one number, and one non-alphabetic character (like \$, %, *).

Clicking Save on the Edit User screen saves the information and makes the changes effective immediately. If a visibility right is changed and a member is currently logged into the System, they will have to log out and log back in to make the changes effective.

Reports

There are two different kinds of reports shown on the reports screen. The reports in left hand column are HTML lists, designed to be a quick way to print off section listings and other reports a group would need. These reports cannot be modified. The reports in the right hand column are Databeacon Views. Databeacon is a program that works with the System as a web based analysis and publishing tool.

HTML Reports

Clicking on the appropriate report name can access these reports. The System will load a listing of your group and sections, and you can make a choice from the drop-down box. Clicking the Display Report Button will create the report in a separate browser window. Make sure that you close the window when you have printed or distributed the report.

Databeacon Views

Databeacon is a web analysis and publishing tool, and as such operates differently from many report writers. The first difference is that the Databeacon views are grouped into broad content areas of training, honours and awards, member information, organizational unit information, and registrations. These groupings are not designed to answer a specific question, like reports are, but rather give a good base for the answering of many questions. The second difference is that unlike reports, Databeacon views are shown as numerical summaries of information, similar to a spreadsheet, pie chart, bar or line graph. From these summaries, you can “drill down” to details on specific areas, or on the entire grouping of data to produce a listing, or export the detailed information to a spreadsheet. The exported information can then be used to create custom lists, or in conjunction with a word processor mailing labels, form letters, and anything else your group might need.

Caution: Databeacon is a “front end loaded” process, in that when you click on a view Databeacon gathers all the relevant information from the System, summarizes it, compresses and encrypts it, adds a small viewer program, and sends it to your computer. This process takes time to complete, and you may have to wait between two and four minutes for the viewer to open. The good news is that once the data has been downloaded, you can perform analyses at the speed of your computer.

For more information on Databeacon, check out the What’s New section on the Home Page of the Membership Management System, or look through the Databeacon on-line guide, accessible from the “?” in any Databeacon Summary.

Chapter 3 - Membership Management System Questions and Answers

Where can I get more blank Youth or Adult application forms?

These are available for you to print from the Scouts Canada website at www.scouts.ca. As the forms are in Adobe Acrobat file format (PDF) you will need to have the free Adobe Acrobat Reader software installed on the computer you are using. This can be downloaded from <http://www.adobe.com/products/acrobat/readstep.html>

Can a youth or adult applicant pay their registration fee online?

No. At this time, applicants may complete only the data entry part of registering online, but then have to print off their application and submit it with the appropriate fees to your group.

How do we submit the fees we owe?

Your council office will explain fee payment process either in the registration kit, or in other communications with group registrars.

If a youth or adult member quits, can we get a refund for their membership fee?

Your council office has policies and procedures in place for fee refunds. When you work with your council office they, if required, can indicate that a registration fee has been refunded, and make the member inactive for your group.

What if an adult or youth wants to transfer to our group?

See the Transfers section for further information on transfers.

Who will assign the user names and password to the individual?

The User ID and password will be given to each youth and adult individually. It will be assigned by Scouts Canada and distributed to registered members with the Scout Shop Catalogue in August. Registrars can also give new members, and members who may not have received a Scouts Canada Catalogue user names and passwords.

How will Scouts Canada notify families to use this method of registration?

The primary method to notify youth and adults about the System will be to include both information and User ID and passwords with the Scouts Canada Catalogue. In addition, Scouts Canada promotional materials will direct people to the "1-888-SCOUTS NOW" (1-888-726-8876) number and the website www.scouts.ca

What will the process be for families with no Internet access?

For families without Internet access, there will be the traditional paper forms to be filled out at registration time, or they can call 1-888-SCOUTS NOW or a local Council Office, and someone at the council office will reserve a place at a group in their community – in essence going on-line on their behalf.

How will a prospective youth, parent or adult complete the on-line registration process?

With the System, a prospective youth, parent or adult who wants to complete the registration process will go to our website and click the "I want to Join" button. After finding out the membership requirements, the person will tell us a little about themselves: program section information for Groups in their neighbourhood and age group will be displayed. The person will pick a section, tell us a bit more about themselves and their family, and finally print out a "reservation confirmation form" to bring to the next meeting, along with the appropriate membership fee. This will make them a Prospective Member.

Will the parents of the Prospective Member have to meet the leaders of the Group/Section?

Yes, as Scouting is not a "virtual" organization, it's important that prospective members have an opportunity to experience the Scouting program, and that a parent meets with the leadership team before a youth becomes a full-fledged member.

How will an existing member register on-line?

An existing member who will have received their user name and password with the Scouts Canada Catalogue can go into the System and renew for the coming year. They will use their user identification and password to enter the system and

click on the Renew Now! Button in the It's Registration Time Again area of the screen. This process asks a member to confirm their member profile, confirm the group and section they wish to renew in, and asks them to print their "renewal confirmation form" and bring to either the Group Registration Night or to the next meeting, along with the appropriate fee.

What is happening with registration forms for this coming year?

All members can go on-line and renew registrations after August 1st. Members would then just print out their application as part of the renewal process and take it to their first meeting in September. This year, if a group receives preprinted membership forms from the Council Office, Group Registrars have to make sure that each individual's registration is renewed in the system. Membership forms can be downloaded from the Scouts Canada web site.

How would a Group's spring pre-registration be handled under the new method?

The System complements Groups' pre-registration processes by allowing for a members-only renewal period from April to August. Groups wishing to have an open-to-the-community spring registration campaign can do so, but the system would register new members for the existing session/year.

Will the Group Registrar have access to the program before their Screening Process (including a PRC) is completed?

According to the Volunteer Screening Procedure, the screening process must be totally completed prior to an adult becoming an active member and being in contact with youth members or, in this case, handling confidential data. In the case of the Group Registrars, it means they have to have a PRC submitted to the Regional Office before they can start working with the Membership Management System.

What about the Group that cannot recruit the right person with computer skills, or if no one in the Group has Internet access?

If there is no one to take on this role at the Group level, it can be assumed by someone at the Area level, or by the Council Office.

What level of security does this system have?

The System operates in a secure web environment, using the same security software used by banks and major retailers to safeguard your data over their system. Security software verifies that all information is being sent directly to the Membership Management System at the National Office.

How will the User ID and password determine level of visibility?

Your User ID and password combined with your role in Scouting determines the amount of information you will see, or have the ability to change. The security system does not depend on an IP (Internet Protocol) address to function.

What information will new adults have to enter into the new system?

New adults can register on line to the point where the screening process begins. They will then meet with the Group/Area Registrar to begin the screening process, which will be handled according to the procedures set out in the Group/Area/Council. Validation of the screening process being completed will take place at the Council level.

How does the program restrict access to a Group until after the existing youth have had the option to return?

The System does this by allowing for a pre-registration period between April and August (this year being an exception) where new members will not be allowed to reserve a place.

How does the program give preference to the youth of a leader?

There is no preference given to youth of a leader, but a registrar has control over which prospective members are registered or renewed.

What happens when the section is full? How would new members who are signing up on-line be affected?

If a section reaches the maximum number of youth that was agreed upon, then all prospective (new) members will be placed on a waiting list. The Group Registrar will confirm the registration of members on the waiting list. Your council, to ensure everyone who wishes a Scouting experience receives one, will monitor waiting lists.

How will the Area know how much the Group is charging?

Each Section, Group and Council enters its portion of the fee in the organizational unit profile. When a person registers or renews a membership, the system combines the various fees to present the fee for membership in that Group. The Council Office will invoice the Group monthly, as necessary.

How will you notify the families if there are any restrictions to the Group fee?

The Council Office will not have to notify parents and/or families about restrictions – this is up to the Group to inform parents when they come to your group’s registration night.

What about multi-level fee plans? (Such as subsidized membership fees, a third child discount, a group charter fee, and (if applicable) a 5% discount if they register before November 1st)

Your council office has the processes and procedures in place to work with multi-level fee plans. Please contact them for more information.

How will you notify the public that you are looking for more leaders and that you could accept more youth if you had them?

The System was designed to indicate the Scouts Canada requirements of membership only. The System was not designed to replace existing methods of recruitment, but to complement them. The promotional materials, which go out at the time a new person indicates an interest or renewal, will stress the importance of adults in Scouting, but specific recruitment of adults will still be a Group/Section responsibility.

In the past we have had Group Spring pre-registration and then a Fall open registration where the families could have access to all the Groups. This allowed the parents to talk to the leaders and get a feel for the group. This also allows parents of youth with special needs to verify whether the group could handle them. How would this be handled under the new method?

It will be the same. Prospective parents, youth, and leaders would come to your Group’s Registration Night and meet with your Group/Section members. The Membership Management System would give a new youth or adult a group name, a group contact, a group contact’s phone number, a group/section meeting place, and a time and date of the Registration Night. This will be available from your Group/Section Profile, which you will have submitted through the Group Committee Worksheet. Families who do not have access to the Internet will continue to contact the Council Office to get this information.

Chapter 4 - Group Registrar Job Description

Position Title: Group Committee Registrar
Reports to: Group Committee Chairman
Prime Contacts: Section Leaders, Group Committee Members, Group Committee Treasurer
External Contacts: Council Registrar, Council office staff, general public

Major Responsibilities:

1. Arrange a meeting with Section Leaders and Group Committee to fill out the Group Committee Worksheet
2. Using the Scouts Canada Membership Management System, ensure that the group Organizational Unit Profile, and each section Profile are updated with material from the Group Committee Worksheet
3. Organize a pre-registration program in the spring for returning members, and the fall registration program.
4. Answer registration enquiries from Section Leaders, members, and the general public
5. Working with the Scouts Canada Membership Management System, confirm members registrations who have renewed or prospective members who reserved a spot with a section of your group.
6. Add new member information for members who have chosen not to register via the World Wide Web, and confirm their registrations.
7. Work with the council office to find a place for waiting list members.
8. Liaise with Section Leaders to ensure that maximum youth and adult numbers are realistic, and that prospective members entering a section after the fall registration program are entered and their registrations are confirmed.
9. Communicate with prospective members and persons on the waiting list the status of their reservation.
10. Account for all membership fees received to the Group Committee Treasurer
11. Report to the Group Committee regularly on the membership status of the group.

Attitudes, Skills and Knowledge Required:

1. Should be familiar with computer data entry, and operation of web browser software
2. Should have access to a computer with Internet access
3. Should be trustworthy, and capable of being accountable for large amounts of money
4. Should be an organized person, capable of dealing with paperwork in an orderly manner
5. Should have a customer service attitude with the general public, prospective and registered members.
6. Be or become a fully screened member of Scouts Canada

Chapter 5 – Group Committee Worksheet

SCOUTS CANADA

Date: _____

GROUP COMMITTEE WORKSHEET FOR THE _____ SESSION

Group Name: _____ Parent Org Unit (Council): _____

Sponsor Name: _____ Sponsor Type: _____

Group Committee

Meeting Location

Street Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Facility Wheelchair accessible:? YES / NO

Meeting Day and Time: Meeting Day: _____ Meeting Time ____:____ AM / PM

Maximum number of Adults: _____ Maximum number of Youth: 0 Group Fee: \$ _____

Registrar Name: _____

Registrar Contact Phone Number: _____ Contact e-mail: _____

Section 1 _____

Meeting Location

Street Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Facility Wheelchair accessible:? YES / NO

Meeting Day and Time: Meeting Day: _____ Meeting Time ____:____ AM / PM

Maximum number of Adults: _____ Maximum number of Youth: _____

Section open to members of sponsoring body only?: YES / NO Section Fee: \$ _____

Registration Contact Name: _____

Registration Contact Phone Number: _____ Contact e-mail: _____

Section 2 _____

Meeting Location

Street Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Facility Wheelchair accessible:? YES / NO

Meeting Day and Time: Meeting Day: _____ Meeting Time ____:____ AM / PM

Maximum number of Adults: _____ Maximum number of Youth: _____

Section open to members of sponsoring body only?: YES / NO Section Fee: \$ _____

Registration Contact Name: _____

Registration Contact Phone Number: _____ Contact e-mail: _____

Section 3 _____

Meeting Location Street Address: _____
City: _____ Prov.: _____ Postal Code: _____
Phone Number: _____ Fax Number: _____
Facility Wheelchair accessible:? YES / NO
Meeting Day and Time: Meeting Day: _____ Meeting Time ____: _____ AM / PM
Maximum number of Adults: _____ Maximum number of Youth: _____
Section open to members of sponsoring body only?: YES / NO Section Fee: \$ _____
Registration Contact Name: _____
Registration Contact Phone Number: _____ Contact e-mail: _____

Section 4 _____

Meeting Location Street Address: _____
City: _____ Prov.: _____ Postal Code: _____
Phone Number: _____ Fax Number: _____
Facility Wheelchair accessible:? YES / NO
Meeting Day and Time: Meeting Day: _____ Meeting Time ____: _____ AM / PM
Maximum number of Adults: _____ Maximum number of Youth: _____
Section open to members of sponsoring body only?: YES / NO Section Fee: \$ _____
Registration Contact Name: _____
Registration Contact Phone Number: _____ Contact e-mail: _____

Section 5 _____

Meeting Location Street Address: _____
City: _____ Prov.: _____ Postal Code: _____
Phone Number: _____ Fax Number: _____
Facility Wheelchair accessible:? YES / NO
Meeting Day and Time: Meeting Day: _____ Meeting Time ____: _____ AM / PM
Maximum number of Adults: _____ Maximum number of Youth: _____
Section open to members of sponsoring body only?: YES / NO Section Fee: \$ _____
Registration Contact Name: _____
Registration Contact Phone Number: _____ Contact e-mail: _____

April 2002

Chapter 6 – Glossary of Terms

Member Status

Active Member – A member whose registration has been confirmed for the current session by a registrar

Active Member – Not renewed – All active members who have not pre-registered for the next session by August 31, will have their status changed to Active – Not Registered.

Inactive Member – Deceased – A member who is no longer active because they are deceased. The System removes all inactive – deceased members from the inactive members listings to ensure that there are no attempts to contact them.

Inactive Member – No Mail – An active member who has chosen not to receive mail from Scouts Canada.

Inactive Member – Retired – A member who is no longer active. This is the default status for inactive members.

Inactive Member – Unknown – A member who is no longer active, and the reasons for becoming inactive are not known.

Probationary Members – Adults who have completed all the requirements for the Volunteer Screening Process, become Probationary Members for at least 90 days.

Prospective Member – This is an adult or youth who has applied for membership online (or been entered by a registrar) to a group/section that has room but has not yet been confirmed as a member.

Wait Listed Member – This is an adult or youth who has applied for membership online (or been entered by a registrar) to a group or section that is currently at their maximum enrollment.

Next Session – The next registration period. For Beavers, Cubs, Scouts, Venturers and Rovers this is the next Scouting year. For ScoutsAbout and Extreme Adventure, this is the next program cycle.

Organizational Unit – The term Organizational Unit refers to any part of Scouting structure. Each Organizational Unit (Org Unit) has a name, a status (active or inactive), a type (section, group, district/area, region, province, division and National), and a sub-type (Beaver Colony, Cub Pack, Scout Troop, Venturer Company, Rover Crew, ScoutsAbout, Extreme Adventure, Committee, Service Team and [Visibility Group](#)).

Session – Because ScoutsAbout and Extreme Adventure, register for less than a full year, the Management System registers in “sessions” not years. For Beavers, Cubs, Scouts, Venturers and Rovers, a session is one year in length.

Visibility Group – Visibility Group is a new term, referring specifically to councils. A council visibility group is a “placeholder” for the council as a whole. Groups and sections are children of this council visibility group, as are the committees and service teams that make up a council structure. Instead of thinking of a district as a district council, think of the district council as a committee of the district visibility group. The visibility group concept was put in place to allow registrars to select those members of committees and service teams who need access to group and section information. Members who have roles in both a committee and the council visibility group can see group and section information, members who only have roles with a committee cannot.

Chapter 7 - Standards Guide

Organizational Units (Org Units)

An Organizational Unit (Org Unit) is the building block of the structure of Scouts Canada. An organizational unit can represent the corporation (Scouts Canada), a Division, Province, Region, District or Area, Group or Section.

Org Unit Name - For Councils

The org unit name consists of two mandatory parts:

- The name of the council, as agreed to by the next senior council (e.g. Heritage, Ashbridge, Crowsnest, Little Narrows). If the name of the council consists of two or more words, each word will be capitalized.
- The name of the level or organization the council represents (one of District, Area, Region, Province, Division). The word Council is assumed as part of the level, but should not appear as part of the councils name.

The Council org unit name will have the following format: Heritage Area, Ashbridges Bay District, Crowsnest Region, Quebec Province, and Central Division)

The only exception to this naming convention is the corporate (National) body, which will be identified as Scouts Canada.

Org Unit Name - For Groups

The Group org unit name consists of three mandatory parts:

- The group number with the number expressed as a numeral, and the appropriate postfix. If no group number exists for a group, it becomes the 1st group. Example 1st, 2nd, 333rd.
- The group name, with the first letter of each word capitalized. This can be either the name of the community the group is situated in, or the name of the sponsoring body. Example: Tobermory, Our Lady Of Fatima
- The word Group. The word Scout is assumed, but should not form a part of the group name.

The Group org unit name will have the following format: 2nd Valcartier Group, 333rd Toronto Group, and 4th Knights of Columbus Group.

The group org unit applies regardless of the number of sections a group has. If a group is composed of only one section, the group org unit must still be created.

Org Unit Name - For Sections

The org unit name consists of two mandatory and one optional part:

- The group number and the group name (i.e. the group org unit name without the word Group)
- Optionally, a letter or name for the section. The section name is limited to three words or less, with each word capitalized. (e.g. A, Screaming Bed Mice, Falcons)
- The name of the section (one of Colony, Pack, Troop, Company Crew, Committee or Service Team). The respective section name (e.g. Beaver, Cub, Group (as in Group Committee)) is assumed, but should not form a part of the section name.

The completed org unit name for a section will have the following format: 2nd Erin Mills Colony, 3rd Port Du A Pack, 4th All Saints River Rats Company, 123rd Vancouver Committee.

Addresses

We will follow the Canada Post Canadian Addressing Guide with respect to addresses, with the exception that addresses will be in upper and lower case for easier report reading.