

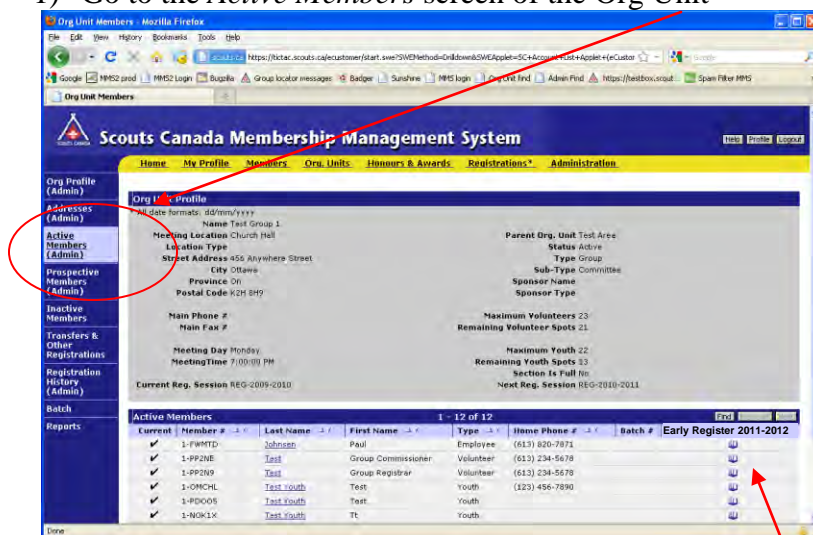
Early Registration Instructions for the 2011-2012 Scouting Year

Early registration in MMS starts May 5th and ends August 31st. During this time it is possible in MMS to register a member for either the current registration year (2010-2011) or for the next registration year (2011-2012). After the roll-over to the new Scouting year on September 1st, it will only be possible to register a member for the 2011-2012 year.

In the Reports page of org units, there is a 'Next session registrants' report which lists all members who have been registered for the 2011-2012 session.

A) To register returning members for the next session:

1) Go to the *Active Members* screen of the Org Unit



- 2) Click on the book icon under 'Early Register 2011-2012' that corresponds to the member you want to register for 2011-2012. This will bring you to the *Registration Confirmation* screen.
- 3) Enter the payment information and then click the 'Confirm Registration' button.
- 4) The member will now appear in the *Transfers and Other Registrations* screen and will still appear in the *Active Members* screen.

Note**

If a member is advancing up to a new section (the member is a beaver this year but should be registered in the pack next year), you add the pack to the member record, make the pack the member's primary org unit, and then register the member. If you do not, the member will be registered in the beaver colony and will appear in the beaver colony next year.

Transferring a member and changing the primary org unit can both be done from the Forms Review screen.

B) To register a prospective or new member for the next session:

- 1) Go to the Org. Unit, *Prospective Members* screen
- 2) If you are registering a new member, create a new member in the same way as during normal registration (click on the 'new' button to the right of the Prospective Members list). After creating the new member you will be back at the *Prospective Members* screen where the newly created member now appears.
- 3) Click on the '*Register 2010-2011*' book icon to register for the current session. Or, click on the '*Early Register 2011-2012*' book icon to register for the next session

The screenshot shows the Scouts Canada Membership Management System interface. The left sidebar contains navigation links, with 'Prospective Members (Admin)' circled in red. The main content area displays the 'Org Unit Profile' for 'Test Pack' and a table of 'Prospective Members'. A red arrow points from the 'Prospective Members (Admin)' link to the table. Another red arrow points from the 'New' button in the table to the 'Register 2010-2011' and 'Early Register 2011-2012' columns.

Org Unit Profile

* All date formats: dd/mm/yyyy

Name Test Pack

Meeting Location Church Hall

Location Type

Street Address 456 Anywhere Street

City Ottawa

Province ON

Postal Code K2H 8H9

Main Phone #

Main Fax #

Meeting Day Tuesday

MeetingTime 7:00:00 PM

Current Reg. Session REG-2009-2010

Parent Org. Unit Test Group 1

Status Active

Type Section

Sub-Type Scout Troop

Sponsor Name

Sponsor Type

Maximum Volunteers 13

Remaining Volunteer Spots 11

Maximum Youth 12

Remaining Youth Spots 7

Section Is Full No

Next Reg. Session REG-2010-2011

Prospective Members 1 - 1 of 1

| Member # | Last Name* | First Name* | Type | Home Phone # | Next Reg Year | Status | Early Register 2010-2011 | Early Register 2011-2012 |
|----------|------------|-------------|-------|--------------|---------------|-------------|--------------------------|--------------------------|
| 1-PXF8Z | Test | Register | Youth | | REG-2010-2011 | Prospective | | |

- 4) Either action will bring you to the *Registration Confirmation* screen. Enter the payment info and confirm the registration.

- 5) Please verify that the correct year has been selected in the *Registration Confirmation* screen.

The screenshot shows the 'Registration Confirmation' screen in the Scouts Canada Membership Management System. The page includes a navigation menu with options like Home, My Profile, Members, Org. Units, Honours & Awards, Registrations*, and Administration. The main content area displays registration details for a member named Register Test, including their first and last name, member type (Youth), and registration date (05/05/2010). A table at the bottom, titled 'Registration Details', shows a single entry for 'Membership Registration 2010-2011' with a payment type of 'Cash' and an actual fee of \$50.00. A red arrow points to the 'Memb. Product' column of this table.

| Memb. Product | First Name | Last Name | Member Type | Member Role | Pmt Type | Actual Fee | Amt. Paid | Cheque # | Reg. Date | Memb. Type | Edit |
|-----------------------------------|------------|-----------|-------------|----------------|----------|------------|-----------|----------|-----------|------------|------|
| Membership Registration 2010-2011 | Register | Test | Youth | Member (Youth) | Cash | \$50.00 | \$50.00 | | | Membership | |

If the wrong year has been selected, corrections can only be done at MMS support at the National Office. Please email mms@scouts.ca to correct any changes.

Please be careful when choosing the registration year!

*Notes:***For currently *Active* and *Prospective* members registered for 2011-2012**

- You can view the registration record in the *Registration History* screen.
- If you click the '*Register*' book icon in the transfers screen you should get an error message that the member has already been registered for this year.
- After you register a member for next session, their Status Next Session should be 'Active'.
- As soon as you click either the register for 09/10 or 10/11 book icon, an unpaid registration record will be created. The record is only confirmed (i.e. 'paid') after you click the '*Confirm Registration*' button.
- It is important that next session org unit information has been entered in the system (go to Org Profile Admin screen). Maximum youth (next session) and Maximum Volunteers (next session) should be greater than zero. If these values are zero then any member registered for next year will have the status of wait listed. Most org units that had zero values in these fields have been changed to a non zero value so this should not happen often.
- If you click '*Next Registration step*' button in the *Member Profile Admin* Screen you will be able to enter the members role and then be navigated back to the *Prospective Members* screen.
- There is a '*Next Session Registrants*' org unit report that will list all members registered for next year.

Active Members registered for 2011-2012

- The member's Next Registration Year should now be REG-2011-2012.
- The Last Registration Year should remain REG-2010-2011.
- Member status will still be Active or Probationary.
- The current checkmark will remain (the current check mark in the active members screen appears if the current registration year is the same as the last registration year).

Prospective Members registered for 2011-2012

- If you register a prospective member for next year (11/12) and not for this year (10/11) their status will remain as prospective. Registering them next year does not mean they are registered for this year. Only members registered for this year will be Active.