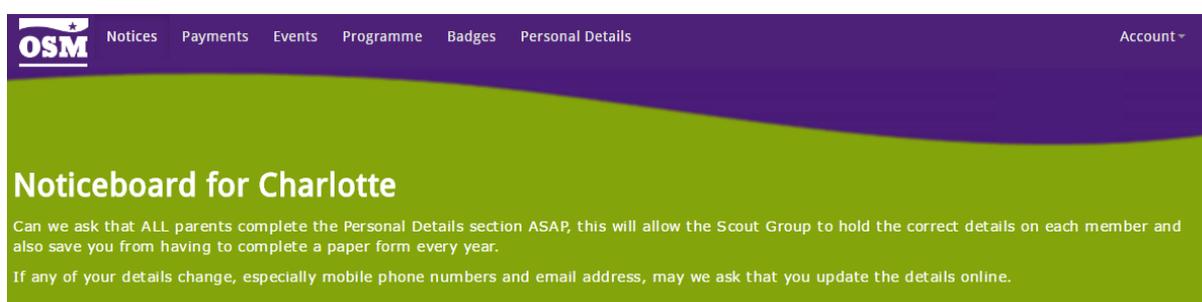


82nd Sheffield Scout Group: Using My.Scout

General

On joining, the Section Leader takes the Beaver's/Cubs's/Scout's name and date of birth, parent's contact number and e-mail address. The Section Leader then enters these details into the My.Scout database. The parent is sent a secure email link to the My.Scout site and has the option of setting up their own user name and password so they can log in at any time. If you choose not to register, emails sent out by section leaders will contain a personal link to the relevant activity. Once logged in the parents can see a 'Noticeboard' giving messages from the leaders:



Along the top of the page are links to Payments, Events, Programme, Badges and Personal details. There is also an 'Account' button for changing passwords. We'll look at each of these links in turn.

Programme

This is what's coming up in the next few weeks. It tells parents' and young people what to expect. The programme also ties in with a register held by the Leaders so we can keep track of who was present on a particular day and which badges are being worked on.

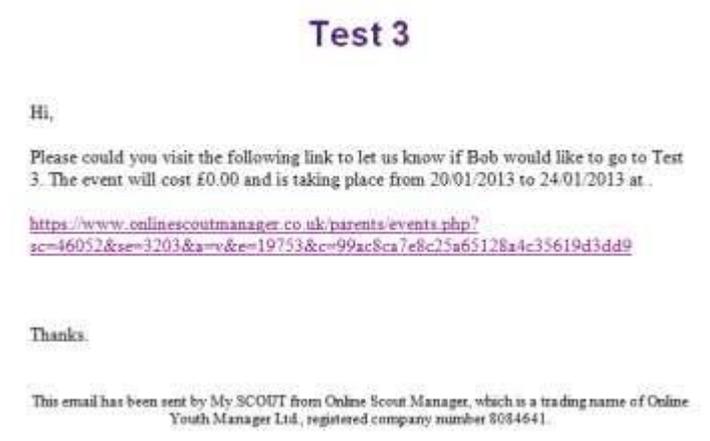


The screenshot shows the "Upcoming Programme for Martin" section of the My.Scout website. It features a table with columns for Date, Time, Name, and Details. The table lists several activities scheduled for the next few weeks, including a Korfball game, a "Doing their best" activity, a "Possible link activities from Outposts" session, a Chinese New Year celebration, a Fattisole activity, an Experiment Sledge activity, and a "Hill's from 1974" activity.

Date	Time	Name	Details
06/01/2014		Korfball	
13/01/2014		Doing their best	Draw round their hand, cut out shape, write name and decorate back. Take hand home and do 3 different deeds and write each one on each digit.
20/01/2014		Possible link activities from Outposts	
27/01/2014		Chinese new year	
03/02/2014		Fattisole	
10/02/2014		Experiment Sledge - evening run by day	
17/02/2014		Hill's from 1974	

Events

Now to the good stuff.... All new events will be e-mailed out to you with a secure link. No more letters home to be lost! You will receive an email like this:



When you click on the link, you will be taken to a page like this:



Click on 'Yes' or 'No' as appropriate.

For some events there may be additional questions, such as dietary needs.

You will then see a confirmation:



If you would prefer, you can still reply to the invitation by email, word of mouth etc, and we will update the system on your behalf.

If you are logged on clicking on 'Events' brings up a list of current events on offer for your Son/Daughter. It gives you the option of saying if they want to attend and gives

you all the details of the event. The times dates and costs are all there. If you click on attending, and then change your mind you can always back out before a 'closing date' and if you speak to the section leader may be able to back out after the date.

Payments

The Payments page shows any events due for payment.

The screenshot shows the 'Payments' page in the OSM system. The header includes the OSM logo and navigation links for Payments, Events, Programme, Badges, and Personal Details. The main content area is green and contains a welcome message for Charlotte, a 'What is this?' section explaining the online payment system, and a 'Payment Schedules' table. The table lists a 'Subs' payment for 'Subs Payment per School Half term' with a 'View details' button.

Welcome to My.Scout payments for **Charlotte**

What is this?

Dear Parent/Guardian,

We are pleased to announce the introduction of a new online payment system which is supplied by "Online Scout Manager" and "Go Cardless". This new online payment system will make it much easier for you to pay for Subs/Camps and Activities and it will take under a minute to set up - all you need is your bank details.

We are using Online Scout Manager to let you pay online for your child's Subs/Camps and Activities. This makes life much easier for both the parents and the leaders because there is lots of features that are automated or can be done at the click of a button.

We would like you to set up direct debits for the payment schedules below - you will be notified each time a new payment is added to the schedule and you can cancel the direct debit at any time. Alternatively, you can pay for individual items from the payment schedules as one-off transactions.

Using this system is very safe as direct debits are protected by the Direct Debit Guarantee, and Go Cardless (the payment system) is regulated by the Financial Services Authority and sponsored by the Royal Bank of Scotland.

Yours in Scouting

Carol Brown
Scout Leader
82nd Chapeltown Scouts

Payment Schedules

Name	Description	Actions
Subs	Subs Payment per School Half term	View details

Badges

The screenshot shows the 'Badges' page in the OSM system. The header includes the OSM logo and navigation links for Payments, Events, Programme, Badges, and Personal Details. The main content area is green and features a large illustration of a Scout uniform jacket with various badges pinned to it. To the right of the jacket, there are sections for 'Badge Progress for Charlotte', 'Challenge Badges', 'Activity Badges', 'Core Badges', and 'Staged Badges', each displaying a row of badge icons.

Badge Progress for Charlotte

You can share a public view of this badge page using [this link](#).

Challenge Badges

Activity Badges

Core Badges

Staged Badges

What have they got and where do they go.... Keep track of all badges gained, what's left to do and once earned where they go. As some of the activities we do can count towards multiple badges OSM makes sure nothing gets missed. It's quite possible a young person can get a badge without even realising they've done it if the leaders get the combination of activities right!

Personal Details

OSM Payments Events Programme Badges Personal Details Account

Security Check

This page allows you to see and update personal details for Charlotte. For additional security, please enter the date of birth below in dd/mm/yyyy format for Charlotte.

dd/mm/yyyy

Once you have given permission for us to hold your son/daughters personal data it goes here. **It is the parents responsibility to make sure all the data we hold is correct and up to date.**

Creating a Parent Account on My.Scout

You do not need to create an account with My.Scout. However, having an account can make it easier for you to go online and see information about events.

To create an account, click on the link in any invitation emails. Click on 'Account' in the top-right, and then on 'Create Account'. You will be asked to enter your email address and choose a password:

Create Account

You can optionally create an account so you can visit this site in the future without needing to click the private link in the automatic emails. If you have several children in this system, use the same email address and password to link the accounts together.

Your email

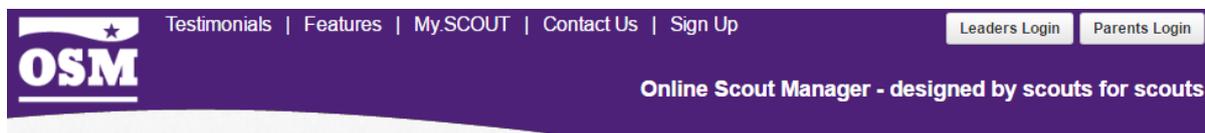
Password

Account created

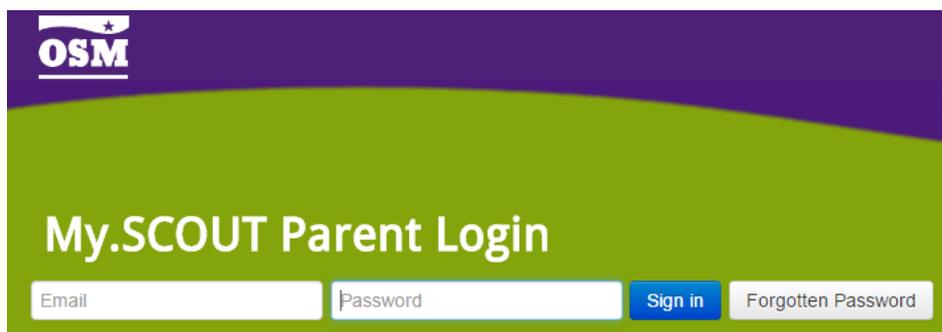
Your account has been created. If you have several children, please click the link on each email sent to you by your leaders and follow the same 'Create Account' process to add each child to your account.

Using your Parent Account

Go to <https://www.onlinescoutmanager.co.uk/> and click on 'Parents Login' in the topright:



You will be asked to login:



Login with your email address and password. You will see a summary of the events in the system, and whether or not your child is attending:



For each event you can view the event details. For some events you can change your decision about attendance up to a 'confirmation deadline' chosen by us.

Whilst logged-in, you are able to change your password and log out:



More Help

If you would like more information about My.Scout, please contact the Section Leader who will put you in touch with someone who can help.

Data Protection

Some personal information is held on Online Scout Manager, the system behind My.Scout. The information is held online on a secure website, hosted in the UK, and accessible only to the section leaders.

The information we hold is:

- Parent contact details.
- Member names, dates of birth and limited medical information (allergies etc) that are notified to us by parents.
- Attendance and badge records.

Please contact us if you would like to see the information we hold about you or your child.