

82nd Sheffield Scout Group: Direct Debit Payments

Introduction

This guide explains the process for paying your child's membership fees and also paying for camps and activities by direct debit.

The group is run entirely by volunteers, who receive no payment for their time. Please help us to dedicate as much time as possible to our programme by signing up for automated direct debit payments through Online Scout Manager (OSM).

Frequently Asked Questions

What are membership fees (Subs) for ?

The Scout group has a number of financial commitments related to the operation of our headquarters, payments to the county and national Scout Associations, programme, badges, equipment, and insurance for our members. We ask all members to contribute to these costs through membership fees.

How much does it cost ?

Our fees are £2.50 a week (in school term time)

When do I have to pay ?

Fees are payable at the start of each Half Term.

How do I pay ?

We use a computer system called Online Scout Manager (OSM) to run the group as efficiently as possible. OSM automatically processes our membership payments by direct debit. This guide shows you how to setup a direct debit payment. You can also pay by cheque or cash if necessary.

What if I can't pay ?

It is the policy of the group that no young person should be excluded from scouting activities on financial grounds. If you are not able to pay please discuss this with your section leader who can arrange to discuss further with the Group Treasurer.

Setting Up Direct Debit Payments

Before you can pay by direct debit you must be setup on the OSM database, part of this information is a valid email address.

We will use this email address as our primary method of contact for non-emergency purposes.

When we have your email address we will send you an invitation to the Online Scout manager system by email.

Please setup a Direct Debit

Dear Parent/Guardian,

Please could you logon to Online Scout Manager to setup a direct debit for Subs for Charlotte.

You can login here: <https://www.onlinescoutmanager.co.uk/parents/payments.php?sc=384982&se=8248&a=v&s=153&c=7067f8ef55769323df3735a868bb676a>

Yours in Scouting,

Carol Brown
Scout Leader
82nd Chapelton Scouts

This email has been sent by My.SCOOUT from Online Scout Manager, which is a trading name of Online Youth Manager Ltd., registered company number 8084641. Email sent at 26/09/2016 22:34.

Click on the link in this email to begin the payment process.

Payment Schedules

OSM Payments Events Programme Badges Account

Welcome to My.SCOOUT payments for **Example**

What is this?

We are using Online Scout Manager to let you pay online for your child's scouting online - this is easier for you and easier for us!

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.

Payment Schedules

Name	Description	Actions
Explorer Membership	This is your explorer section membership fee. It covers the day to day running of the section, the equipment we purchase, insurance and the scout association membership fee. Please click the "Setup Subscription" button to sign up for direct debit payments. Direct debit payment is the preferred option as the process is automated for the leaders. You can still pay by cheque or cash. Please make cheques payable to "1st Cringleford Scout Group", write your child's name on the back and give them to your leader.	View details
Explorer Camps & Activities	Payments for camps and activities in the Explorer Scout programme.	View details

The page similar to that shown above should open in your web browser.

This shows the payment schedules for your child. There will usually be two schedules, one for membership fees (Subs) and one for events and other activities.

You can subscribe to one or more schedules to automatically make the correct payments by direct debit.

The membership schedule requires all payments to be made and will automatically deduct these from your nominated bank account at the start of each Half Term on the dates shown.

The other schedules may allow you to make selected payments for specific activities. If you subscribe to these schedules only the relevant payments will be deducted from your nominated

bank account. If your child does not book a place on an activity or camp then the payment will not be taken.

Click on the 'View Details' for the schedule to see more details and subscribe.

Schedule Details

OSM Payments Events Programme Badges Personal Details Account

Subs

Subs Payment per School Half term

Please setup a direct debit subscription by clicking 'Setup Subscription' below. You will automatically be charged according to the payment schedule; you will always be informed of new payments and given the opportunity to cancel the direct debit at any time. Alternatively, you can pay for individual items using the Pay Now buttons.

[Setup Subscription](#)

Description	Payment Date	Amount	Pay Now	Last updated	Status
September to October Half Term 2016	05/09/2016	£15.00	Pay Now	n/a	Overdue
October Half Term to Christmas 2016	31/10/2016	£17.50	Pay Now	n/a	Not due yet

When you click on the 'View Details' button, the page above will be displayed.

This shows the payment amounts and dates. It also shows the status of your payments.

Click 'Setup Subscription' to subscribe to the schedule.

You will be taken to the website of our payment provider GoCardless to complete this process.

The 'Pay Now' buttons are not available for membership fees, but can be used in other payment schedules.

GoCardless Account Setup

OSM ONLINE SCOUT RESOURCES

Direct Debit payments
Subs

Email address

First name Last name

I'm paying on behalf of an organisation

Billing address line 1
Address line 1

Billing address line 2
Address line 2 (optional)

Town or City Post code

Sort code
e.g., 10-20-30

Account number
7 or 8 digits

More than one person is required to authorise debits on this account

[Continue](#)

If you already have a GoCardless account you can click on 'Sign In', otherwise please complete the form and click 'Continue'.

Rest assured that your bank details and payments are secure. GoCardless is backed by the Royal Bank Of Scotland and protected by the direct debit guarantee.

Once the GoCardless account has been created you will receive an email confirming the creation as below.

Payments by **GOCARDLESS**



Important: confirmation of the setup of your Direct Debit Instruction for payments to 82nd Chapeltown Scouts

82nd Chapeltown Scouts can now collect payments from you for Subs by Direct Debit.

We will notify you via email 3 working days in advance of any changes to the amount, date or frequency of your payments.

Payments will be debited from your bank account ****0847 (HSBC BANK PLC) via Direct Debit, and will appear on your bank statement as **GOCARDLESS.COM**, ref: [SCOUTS-PS29EK48Y47](#).

Please check the details above - if they are incorrect or there are any other issues with this Direct Debit, please contact 82nd Chapeltown Scouts. If your details are correct, your Direct Debit will be processed as normal.

You have the right to cancel your Direct Debit at any time. [View the Direct Debit Guarantee.](#)

Interested in collecting payments? [Get started at gocardless.com.](#)

GoCardless processes [Direct Debit](#) payments on behalf of 82nd Chapeltown Scouts.

GoCardless is regulated by the Financial Conduct Authority as an Authorised Payment Institution.

GoCardless Ltd, 338-346 Goswell Road, London, EC1V 7LQ, 020 7183 8674

Setting Up Multiple Schedules

The easiest way to pay for all Scouting activities is by direct debit. Sign up for all available schedules to ensure that you are able to pay by direct debit.

Once in OSM you can click on 'Payments' at the top of the screen to view all schedules.

After your first schedule you do not need to register with GoCardless again. Simply sign in using your email address and password.

If you have more than one child in the Scout group you can use the same GoCardless account, but will need to subscribe to individual schedules for each child. You should receive a welcome email for each child.

Sign Up For Events

We use OSM to manage events like camps and paid for activities. When a new event is created you should receive an email invitation like the one shown below.

Tall Ships Sailing Weekend

Hi,

Please could you visit the following link to let us know if Example would like to go to Tall Ships Sailing Weekend. The event will cost £45.00 and is taking place from 18/10/2013 at 18:00 to 20/10/2013 at 16:00 at Royal Harwich Yacht Club, Woolverstone.

<https://www.onlinescoutmanager.co.uk/parents/events.php?sc=298587&se=11563&a=v&e=32625&c=3147aa9036c02d0a563d9dc289e08ca8>

Tall Ships Sailing Weekend

18th – 20th October 2013 (Book before 1st August)

Royal Harwich Yacht Club, Harwich

We have booked a weekend voyage on the Faramir from Harwich. This is heavily supported by grant funding that brings the price down from over £200 per person to just £45. You will get to sail the boat for two days and live onboard. The voyage is supported by a trained crew, who will show you the ropes. Places are limited by the number of cabins, so book now to avoid disappointment.

Thanks.

This email has been sent by My.SCOUT from Online Scout Manager, which is a trading name of Online Youth Manager Ltd., registered company number 8084641. Email sent at 01/09/2013 12:52.

Click on the link to tell us if your child will be attending or not. It is equally important to tell us if your child won't be attending.

Payments Events Programme Badges Account ▾

Tall Ships Sailing Weekend

When	From 18/10/2013 at 18:00 to 20/10/2013 at 16:00
Where	Royal Harwich Yacht Club, Woolverstone
Cost	£45.00
Sign up before	01/10/2013
Attending	Invited

Would you like to book a place on this event?

Details

Tall Ships Sailing Weekend
18th – 20th October 2013 (Book before 1st August)
Royal Harwich Yacht Club, Harwich

We have booked a weekend voyage on the Faramir from Harwich. This is heavily supported by grant funding that brings the price down from over £200 per person to just £45. You will get to sail the boat for two days and live onboard. The voyage is supported by a trained crew, who will show you the ropes. Places are limited by the number of cabins, so book now to avoid disappointment.

When you click the 'No' button your leader will be informed that your child is not able to attend. If you change your mind your leader can change your booking status for you.

When you click 'Yes' a place will be booked for you. If you have subscribed to the relevant payment schedule then payment will be automatically taken on the specified dates. If you have not subscribed you will receive a payment request email with further instructions.

Cancelling Payments

You will receive an email notification before any payments are taken from your bank account.

You can cancel payments by clicking on the link in the notification email.

My.Scout Accounts

When you are in the OSM system you can set up a My.Scout account by clicking on the 'Account' menu in the top right-hand corner of the screen.

Creating an account will allow you to sign in at any time to check your payments and event bookings.

Paying By Cash or Cheque

We would prefer everyone to pay by direct debit as this automates the process for leaders completely and removes the need for a trip to the bank. If you need to pay by cash or cheque this is still possible.

Please write the name of your child and what the payment is for on an envelope and place the payment inside. Please use separate envelopes for membership fees and any other activities. Cheques should be made payable to '82nd Sheffield (Chapelton) Scout Group'

However you pay, you can see the status of all your payments on the OSM system. Cash and Cheque payments may take a few day's to show online.