

Focal Point - Greetings and Guidance from Member Services

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Registration Support
(Registration@scouts.ca)

Get Ready for Registration - Group To-Do List

Before 15 August:

- Set 2023 Group Fee, if needed^{\$}
- Review Group Organization Details; edit if needed
- Review Group Meeting Details; edit if needed
- Verify that Group appears in “Find a Group” search

For each Section:

- Review Section Organization Details; edit if needed
- Review Section Meeting Details; edit if needed
- Verify Section appears in “Find a Group” search
- Move advancing Participants to new Sections*
- Run a Waitlist report
- Follow-up with current member and Waitlisted families to let them know about 2023 registration

^{\$} “Group Fee”:

- Amount above the national fee added by some Groups to help off-set their costs and reduce activity fees charged during the year.
- Set up only needed for Groups that will charge an additional fee for Participants.
- Fees do not have to be set up for Volunteers.

* If moving Participants on or before July 23 (when 2022 registration will close), reduce 2022 capacities to zero; edit again after all Participant transfers have been completed (ideally after July 23).

TIPS:

Group Fee – To ensure that the fee will be applied to all registrations for 2023:

- “From” = today’s date (the date you set up the fee using format MM/DD/YYYY or calendar selection)
- “To” = “12/31/2023” (calendar may not offer this option; manual entry may be necessary)
- “Amount” = only the Group amount (not including any portion of the national fee)

Organization Details (both Group and Section) – minimum required:

- Postal Code
- Primary Contact email address

About “Primary Contact”:

- Manually entered field (Unlike “Group Commissioner” which is role-based)
- Email address is used to notify of both Participant and Volunteer registrations
- Should be someone prepared to act on notifications – checking rosters and contacting registrant/family
- For Section should be a Scouter in the Section

Meeting Details (both Group and Section) – minimum required:

- Meeting day and time (“various” is an option)

Sections only

- “Max Participants (2022)” Total number of Participants the Section will accept for remainder of 2022 (can be edited)
- “Max Participant (2023)” Total number of Participants the Section will accept for 2023 (can be edited)

About Zero (0) “Max Participants” Capacity

- Recommended before mass transfers between Sections using “Transfer Participants” tabs
- Recommended before opening/reopening a Section (before changing Section status from “Inactive” to “Active”)
- Allows for Volunteer Registration and Participant Waitlisting, but not Participant Registration (except by “Active” Scouters registering their own youth in Sections they support)
- Does not impact “Active” Participants in Section nor prevent transfers actioned or approved by Group

About **Find a Group** Searches:

- Run searches for the Group (or Camp) Committee and each “Active” Section
- Volunteer Searches show only the closest 10 Group (and/or Camp) Committees
- Public access Participant Find a Group search (www.scouts.ca > Join option) is also limited; in registration system, the list is extensive
- Yours may not always be the top option
- If using own postal code doesn't bring up your Group (or Camp) Committee or Section, try postal code from the Committee or Section profile. If it still doesn't appear, go back to “Edit Organization Details” and “Edit Meeting Details” to confirm details have been entered (correctly). If problem persists, contact Registration@scouts.ca.

Advancing Participants

- “Transfer Participants” tab includes dates of birth to help identify (default) eligible Participants. Based on birth year:
 - 2014 Beavers to Cubs
 - 2011 Cubs to Scouts
 - 2007 Scouts to Venturers
 - (2004 Venturers should *self-register* as Rovers when able later this year unless they're already “Active” in Volunteer roles in the same Group – because Rovers, like volunteers, require references and other screening)
- Spaces become immediately available after transfers – reducing 2022 “Max Participants” capacity (to zero) is recommended before mass transfers to avoid surprise registrations

Be Set for September: Individual To-Do List

As soon as possible/Before 1 September

- | | |
|--|---|
| <input type="checkbox"/> Renew as a Scouter in MyScouts - “Volunteer Renewal” ¹⁸⁺ | ¹⁸⁺ Adult Scouters only; <i>all</i> roles renew as “Pending”. Where Scouter is <i>not</i> returning to renewed role and for “GCap” info, see “TIPS-Scouter Approval feature” below |
| <input type="checkbox"/> If parent to youth (14-17) who wants to volunteer, register youth using “Register as Volunteer” ⁺⁺ | ⁺⁺ Includes current youth Scouters under 18 who require parent consent so cannot self-register nor renew |
| <input type="checkbox"/> Review and accept the Code of Conduct | ^{**} Re-certification requires payment (of \$15 plus tax) <i>before</i> starting the course. If you start before paying, you are “reviewing”; a new certificate will not be issued. |
| <input type="checkbox"/> Check PRC expiry; renew if needed | |
| <input type="checkbox"/> Check RiS expiry; re-certify if needed ^{**} | |
| <input type="checkbox"/> Check other training needs; complete if needed | |

Engage and Approve: Commissioner/Committee Chair/Relationship Manager To-Do List

Peak time: Now to end of August 2022; Ongoing thereafter

- Contact current Scouters to discuss membership plans for coming Scouting year (Coming back? Changing roles/Sections?)
- Encourage Scouters to complete Renewal/Readiness steps (Individual To-Do List above)
- Review “Scouter Approvals” via option in Group profile
- Use Scouter Approval feature to edit/approve or remove roles of renewed Scouters
- Contact others who've expressed interest in volunteering
- Set up interviews as needed with new volunteers

TIPS - Scouter Approval feature:

- Used to “Approve” (add “GCap” – approval of appointment) or “Delete” renewed “Pending” Scouter roles
- (“GCap” for new Volunteers is added with Interviews on Screening Checklist)
- Group Commissioners are approved by Council Commissioner or Relationship Managers (via *Area* profile – Volunteer Readiness and other reports with “Hierarchy” columns can help identify needed Area)
- Options include ability to:
 - Change Committee roles
 - Change Section Scouter roles to/from “Contact Scouter”
 - Change a Section Scouter's Section (example from Colony to Pack)

Where a change is needed but cannot be completed using this feature (example already approved role or “Pending” role for new volunteer-applicant), contact Registration@scouts.ca for help.