ScoutMap

# Parent/Guardian Handbook

Scouts
WA

# Handbook Guide

Here's what you'll find in this course:

- How to log in to ScoutMap

- How to view my family's membership details

- How to update my child's details

- How to update a Member's details

- How to submit a Support Request

- How to register for an Event

- How to view invoices and make payments

- How to submit Youth Expression of Interest

- How to submit Volunteer Expression of Interest
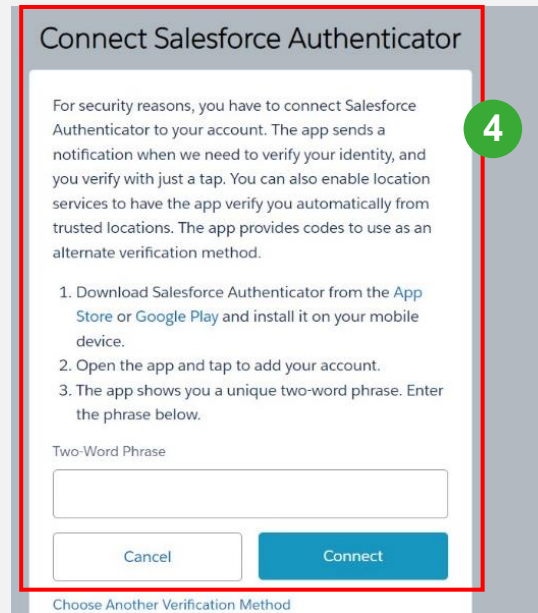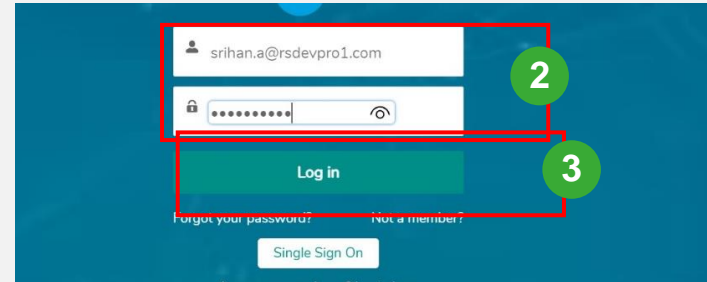
# How to Log in to ScoutMap

# How to log in to ScoutMap

## Parent

### Steps

1. Click on the below link:

   scoutmap.com.au

2. Enter your Username & Password

3. Click Login

4. You will be prompted to connect to the Salesforce Authenticator App

# How to log in to ScoutMap
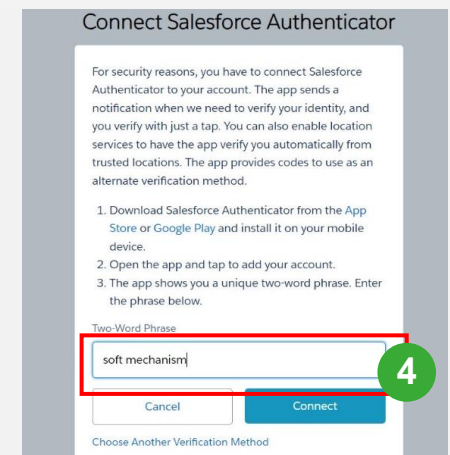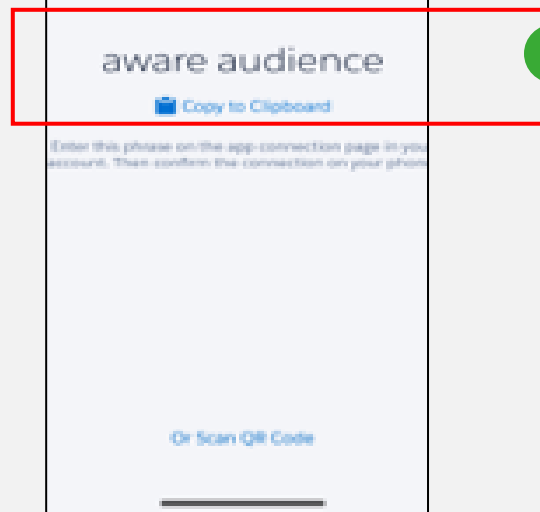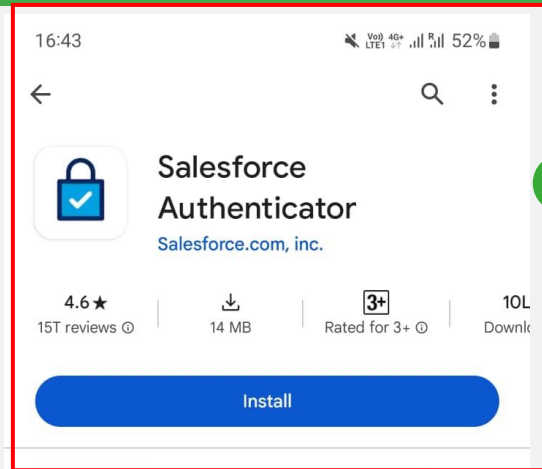
## Parent

### ▷▷ Steps

**5** Install the Salesforce Authenticator App from App Store/Google Play

**6** Open the app and tap to add account

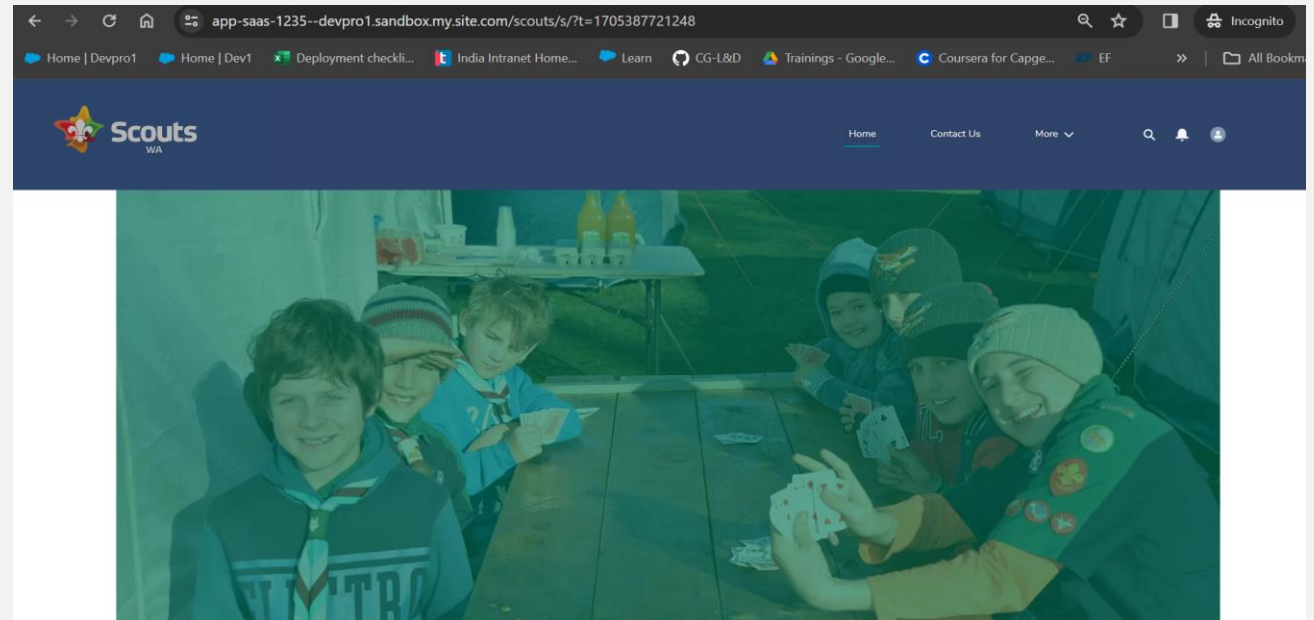**7** The mobile app will show a two-word phrase which needs to be entered into the input box in Step 4

# How to log in to ScoutMap

## Steps

The user's account is now connected to the Authenticator app.

Any successive login attempts will trigger a notification on the authenticator app as part of our secure two-step authentication process.
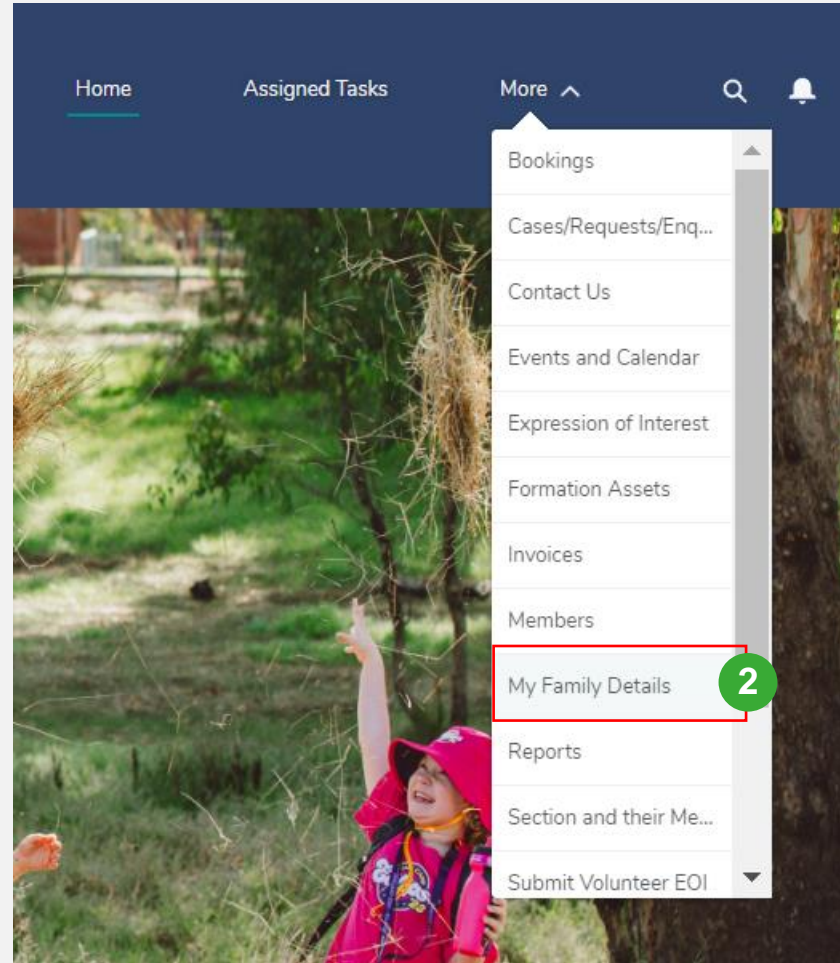
# How to View My Family's Membership Details

# How to view my family's membership details

## Steps

1. Log in to ScoutMap

2. Go to  My Family tab to:
   From the menu, click:
   More > My Family Details

# How to view my family's membership details

▷▷ Steps

**3** You can view and click on all your children who are onboarded with Scouts

**MY CHILDREN**

| Name | Account Name | Phone | Email |
|---|---|---|---|
| Ananya Vardhan | Anand Vardhan Household | 0748383212 | anand.vardhan@yopmail.com |
| Ananya Vardhan | Anand Vardhan Household | | anand.vardhan@yopmail.com |

**DETAILS**    RELATED

⌄ Membership Information

Member Number

Account Name
Anand Vardhan Household

Name
Ananya Vardhan ✏

Formation Leader

Preferred Name
Anu

Post Nominal

Youth Gender
Female

Is Primary Contact
☐

Age (In Years)
8

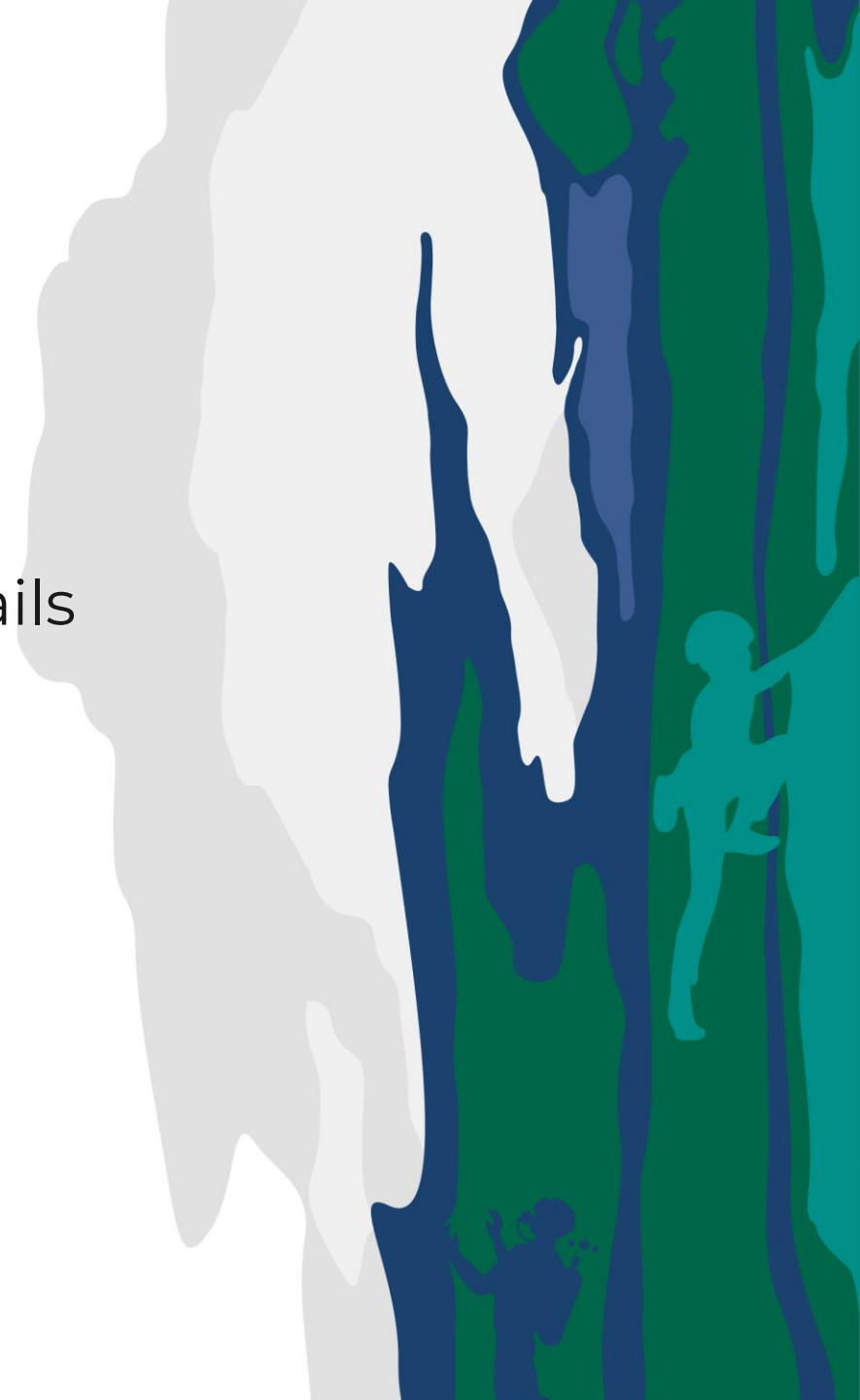Birthdate
15/2/2016

Age (In Months)
97

IsActive
☐

Contact Type
Child

Status

# How to Update a Member's Details

# How to update a Member's details

## Parent/Guardian

▷▷ Steps

From the menu, click:

More > My Family

**1** Click the Member whose details need updating

**2** Find the relevant section and click the pencil icon to update

**3** If there is no pencil icon, you do not have permission to update that data; please raise a support request to Membership Services to do this for you

∨ Medical Information

| Disability | Disability Type | |
|---|---|---|
| ☐ ✎ | ✎ | **1** |
| Allergies | Allergy Details | |
| ☐ ✎ | ✎ | |
| Medications | Medication Details | |
| ☐ ✎ | ✎ | |
| Medical Conditions | Additional details | |
| ✎ | ✎ | |
| Additional Information | More information | |
| ☐ ✎ | ✎ | |

# How to Submit a Support Request
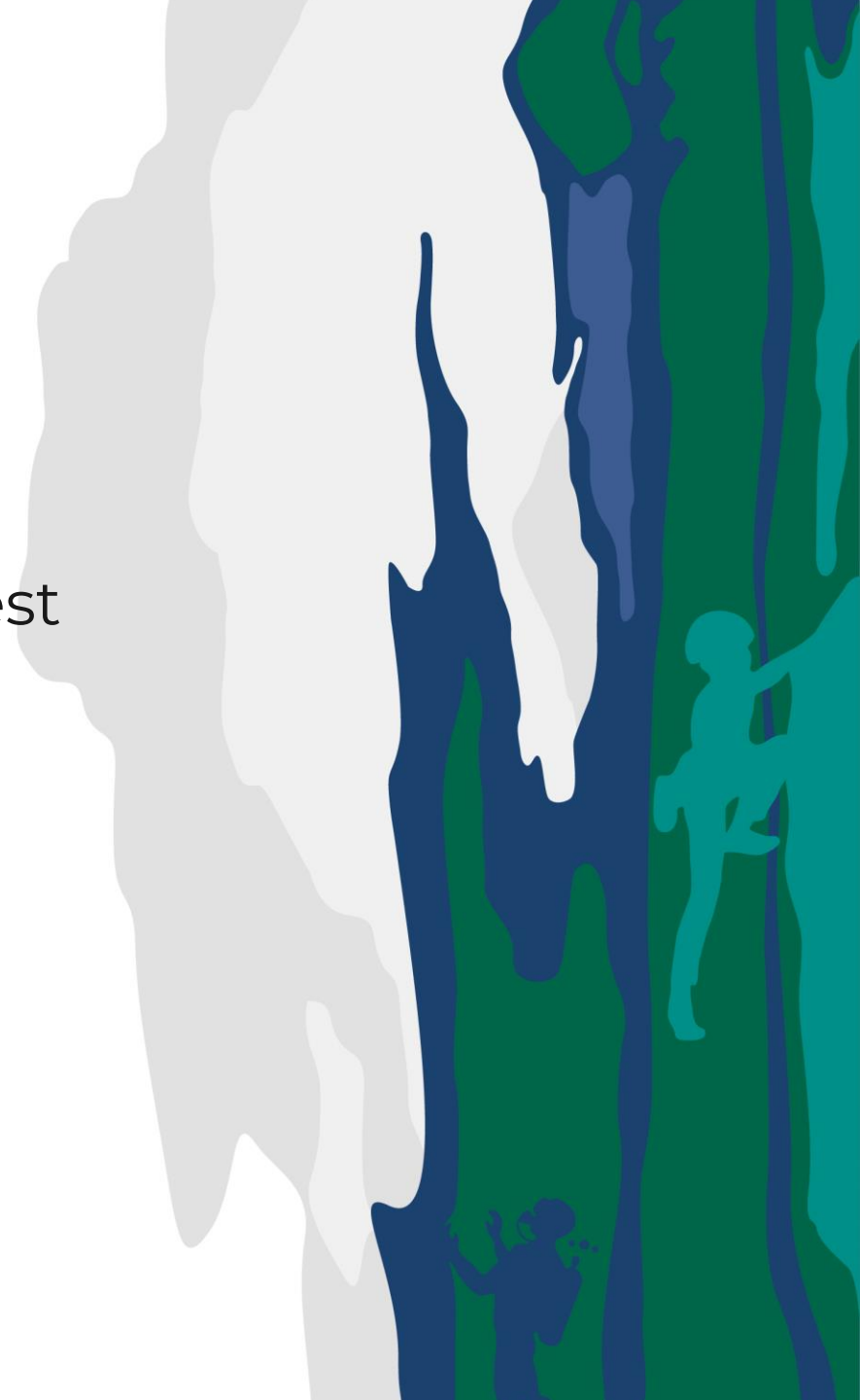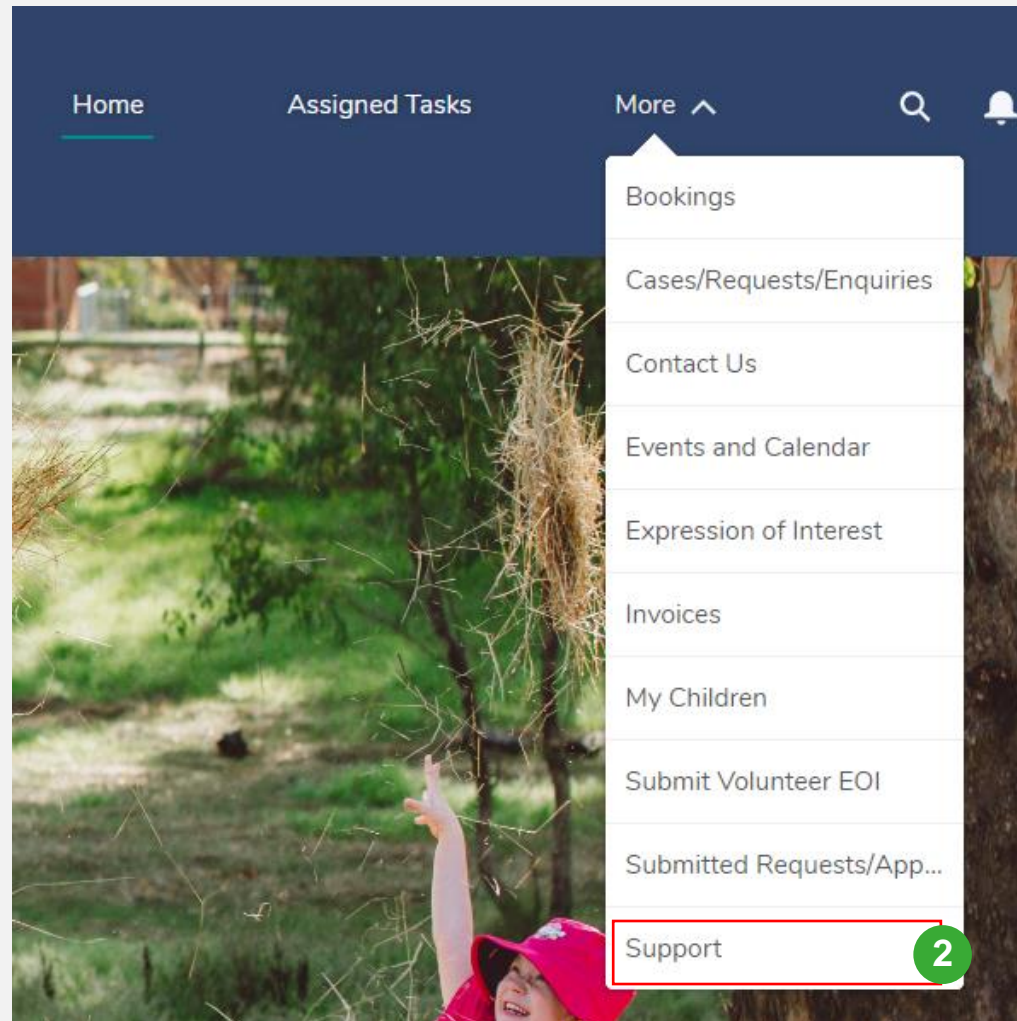
# How to submit a Support Request

1 Log in to ScoutMap

2 From the menu, click:

More > Support

# How to submit a Support Request

## Steps
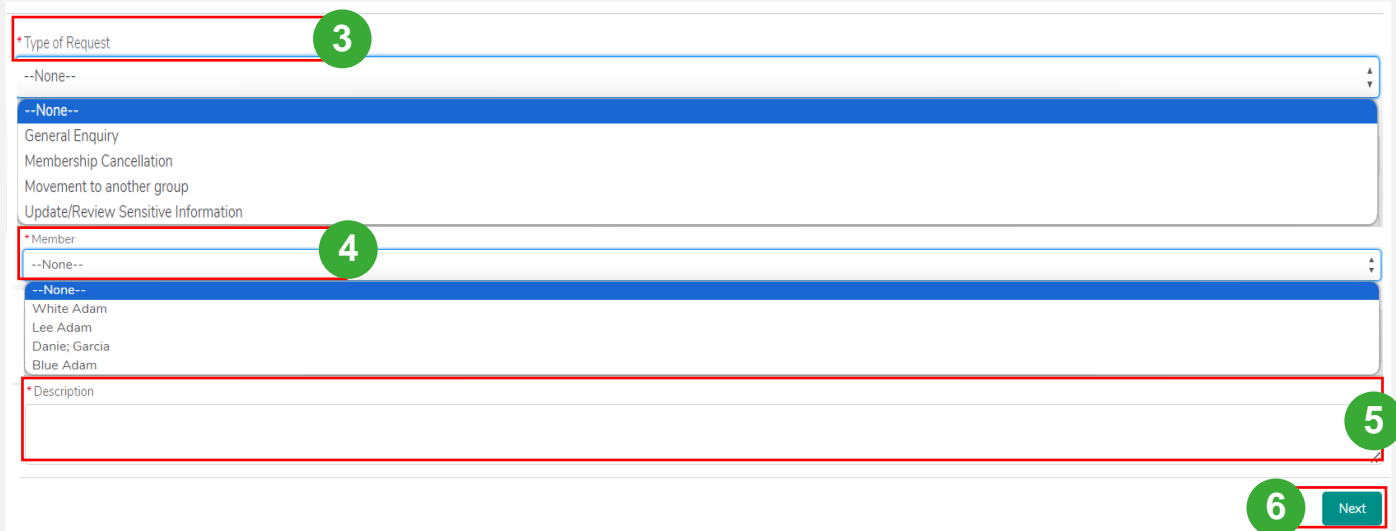
**3** Select the request type

**4** Select the Member's name

**5** Enter a short description of the request

Click Next

**6**

You will receive a support request number

---

**3**

* Type of Request

--None--

--None--
General Enquiry
Membership Cancellation
Movement to another group
Update/Review Sensitive Information

**4**

* Member

--None--

--None--
White Adam
Lee Adam
Danie; Garcia
Blue Adam

**5**

* Description

**6** Next

---

Case 00001305 created successfully.

Previous    Finish

# How to submit a Support Request
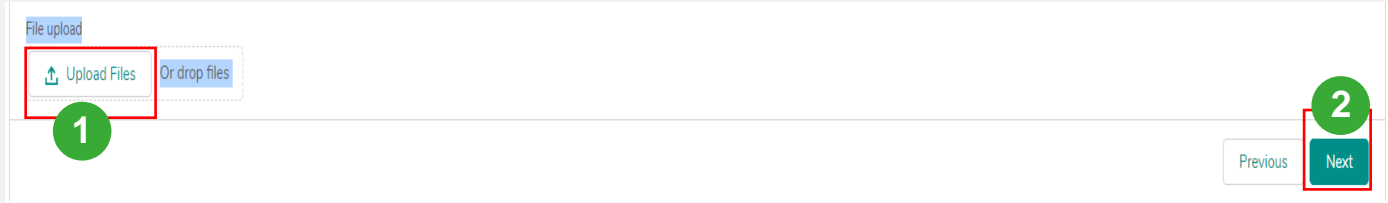
## Steps

1. To update sensitive information, you will be asekd to upload supporting documents

2. Click Next

3. You will receive a support request number
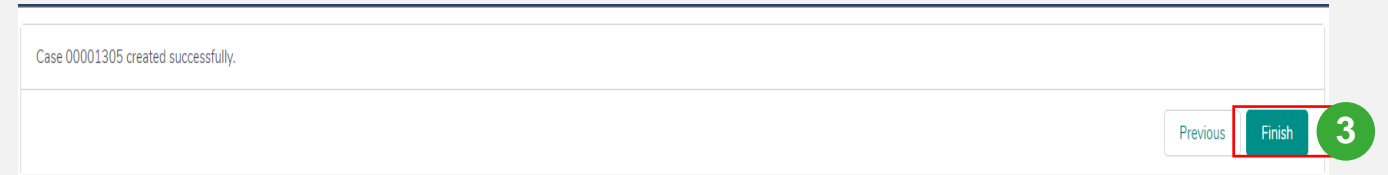
4. Click Finish

File upload

⬆ Upload Files    Or drop files

**1**

**2**

Previous    Next

Case 00001305 created successfully.

Previous    Finish    **3**

# How to Register for an Event

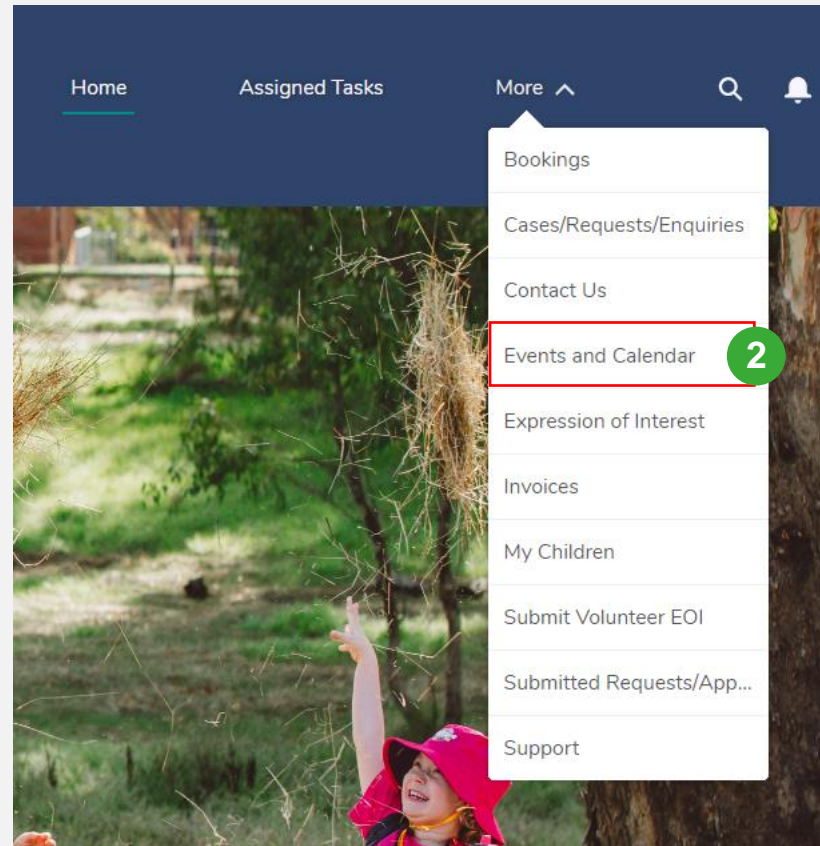# How to register for an Event

## Steps

1. Log in to ScoutMap

2. In the menu, click Events and Calendar

# How to register for an Event

## Steps

**3** Select the Formation Events sub tab

To register, ensure the event's status is set to 'Registration Open'

**4** Click on the event you want to register

**5** On the Event Details page, click Register (located top right, just under the menu). You will then be redirected to a registration form.



Formation Events | Bra... ...ents | Registrations Pending Approval | My Event Registrations

**FORMATION EVENTS**

| Reservation Name | Event Name | Status | Local Start Date |
|---|---|---|---|
| R-000263 | FT Event | Registration Open | 10/2/2024 |
| R-000327 | Public Event | Registration Open | 16/2/2024 |
| R-000333 | | Registration Open | 16/2/2024 |

Reservation
**R-000263**

+ Follow | Register

DETAILS | RELATED

Post | Question | Poll

Share an upd...

Search this fee...

### Reservation Information

Reservation Name
R-000263

Reservation Type
Event Reservation Type

Status
Registration Open

Event Name
FT Event

Logo

Account
SW Group

Type
Event

Has Teams

Registration Closing Date
16/2/2024

Free Event
✔

Event Fee Required

Allow Group Registration
✔

Collect Event Fee Outside Registration

More Info URL

# How to register for an Event

⏩ Steps

6  On the registration form from the dropdown menu select 'Participant Type', and 'Participant Name

7  Click Next

8  Select any relevant event-specific options, confirm medical details are correct (checkbox), and read terms and conditions (checkbox)

9  Click Finish

**6**
*Participant Type
--None--

**7**
Participant Name
--None--

**8** Next

Fee: $110

Participant Member Number:

Medical Information:
1) Allergies: AD
2) Medical Conditions: Diabetes;Epilepsy
3) Medications: MD
4) Additional Information provided: INF
5) Disabilities: Intellectual

**9**
*Option 3
Select an Option

*Confirm Medical details are Correct
☐ All the above details are correct.

**10**
Previous   Finish

Scouts WA

# How to register for an Event

## Parent/Guardian

▷▷ **Steps**

**10** ▶ Select Payment Method

**11** ▶ Provide details

**12** ▶ Click Pay

You will receive a registration confirmation email upon successful payment



Amount Payable : $null

Please select payment method

○ Credit Card    ◉ Bank Account **11**

**Account Name**

SMITH, JOHN

**BSB**

999-999

**Account Number**

999999999

**12**

Pay    **13**

# How register for an Event

## Parent/Guardian

### Steps

If Endorsement is required:

**1** Enter the relevant Endorser's email

**2** Click Finish

**3** After the Endorsement is completed by the referee, you will receive a notification to complete the payment

---

**2**

*Email

mark.batter@scoutswa.com.au

Fee: $110

Participant Member Number:

Medical Information:
1) Allergies: AD
2) Medical Conditions: Diabetes;Epilepsy
3) Medications: MD
4) Additional Information provided: INF
5) Disabilities: Intellectual

**3**
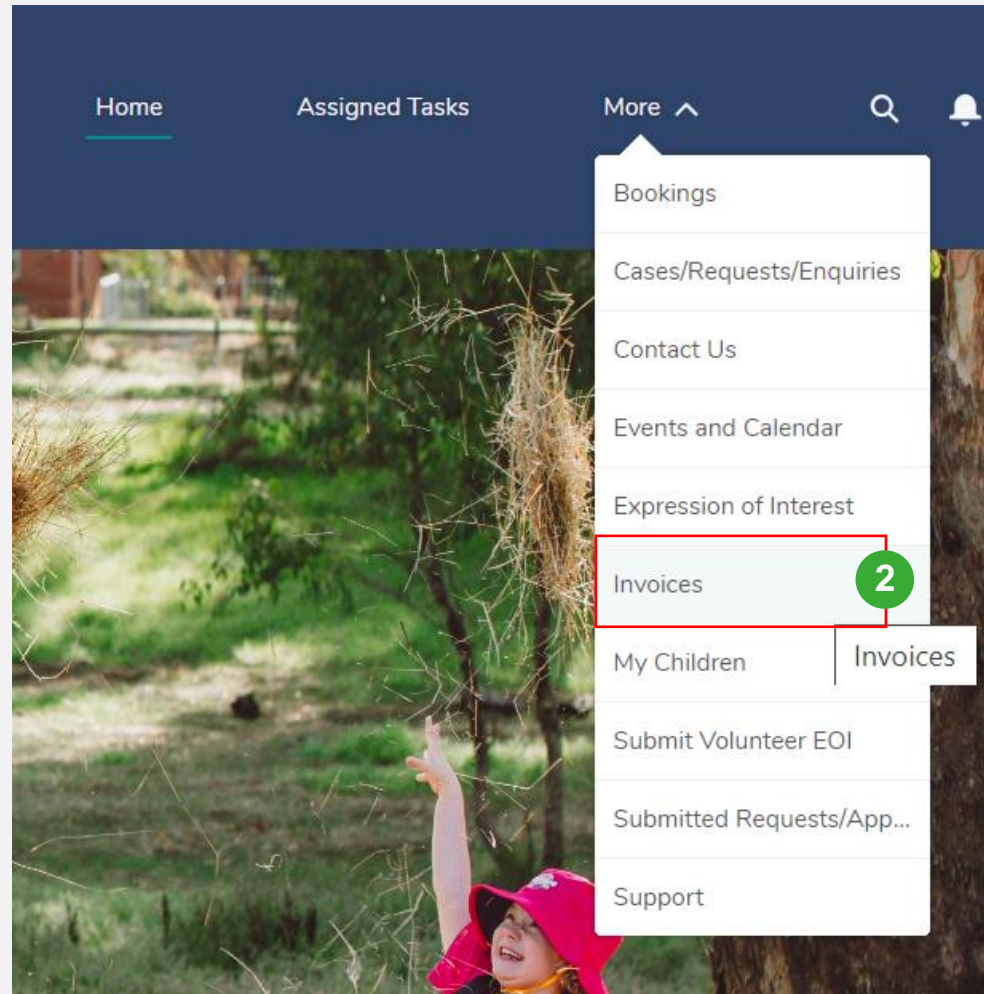
Previous      Finish

# How to View and Pay Invoices

# How to view and pay invoices

## Steps

1. Log in to ScoutMap

2. Click: More > Invoices

All outstanding invoices will now display

# How to view and pay invoices

## Parent

### Steps

**3** Check for Unpaid in Status column

**4** Click on the invoice number you wish to pay

**5** On the Invoice Detail page, scroll to Payment and click 'Click here for payment'. Alternatively, you can click directly on 'Click here for payment' from the previous screen.



All ▾

Printable View

50+ items • Sorted by Status • Filtered by All invoices

Search this list...

| | Invoice Number | ∨ | Type of Invoice | ∨ | Status ↓ | ∨ |
|---|---|---|---|---|---|---|
| 1 | I-000314 | | Event | | Unpaid | ▾ |
| 2 | I-000313 | | Event | | Unpaid | ▾ |

**Invoice**
**I-000225**

DETAILS     RELATED

Invoice Number
I-000225

Due Date

Amount

Status
Unpaid

Type of Invoice
Event

Member
Jennith A

Transaction Id

Receipt Number

Payment
Click here for payment

Reservation
R-000423

# How to view and pay invoices

## Parent/Guardian

### Steps

6 Select Payment Method

7 Provide details

8 Click Pay

You will receive a registration confirmation email upon successful payment

Amount Payable : $null

Please select payment method

○ Credit Card   ◉ Bank Account  **5**

Account Name

SMITH, JOHN

BSB

999-999

Account Number

999999999

**6**

Pay  **7**

# How to view and pay invoices

Steps

Once the payment is successfully completed:

- The invoice will be updated to 'Paid'
- The Transaction ID will be updated on Invoice Detail page

Invoice Number
I-000253

Due Date

Amount
$2,000.00

Status
Paid

Type of Invoice
Event

Member
Jennith A

Transaction Id
3700731280

Receipt Number
3700731280

Payment
Payment complete

Reservation
R-000436

# How to Download an Invoice

# How to download an Invoice

## Steps

**1** On Invoice detail page click on Printable View

**2** Select Save as PDF

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Invoice
I-000253

View Event Invoice | New Note | Submit for Approval ▾

Printable View **1**

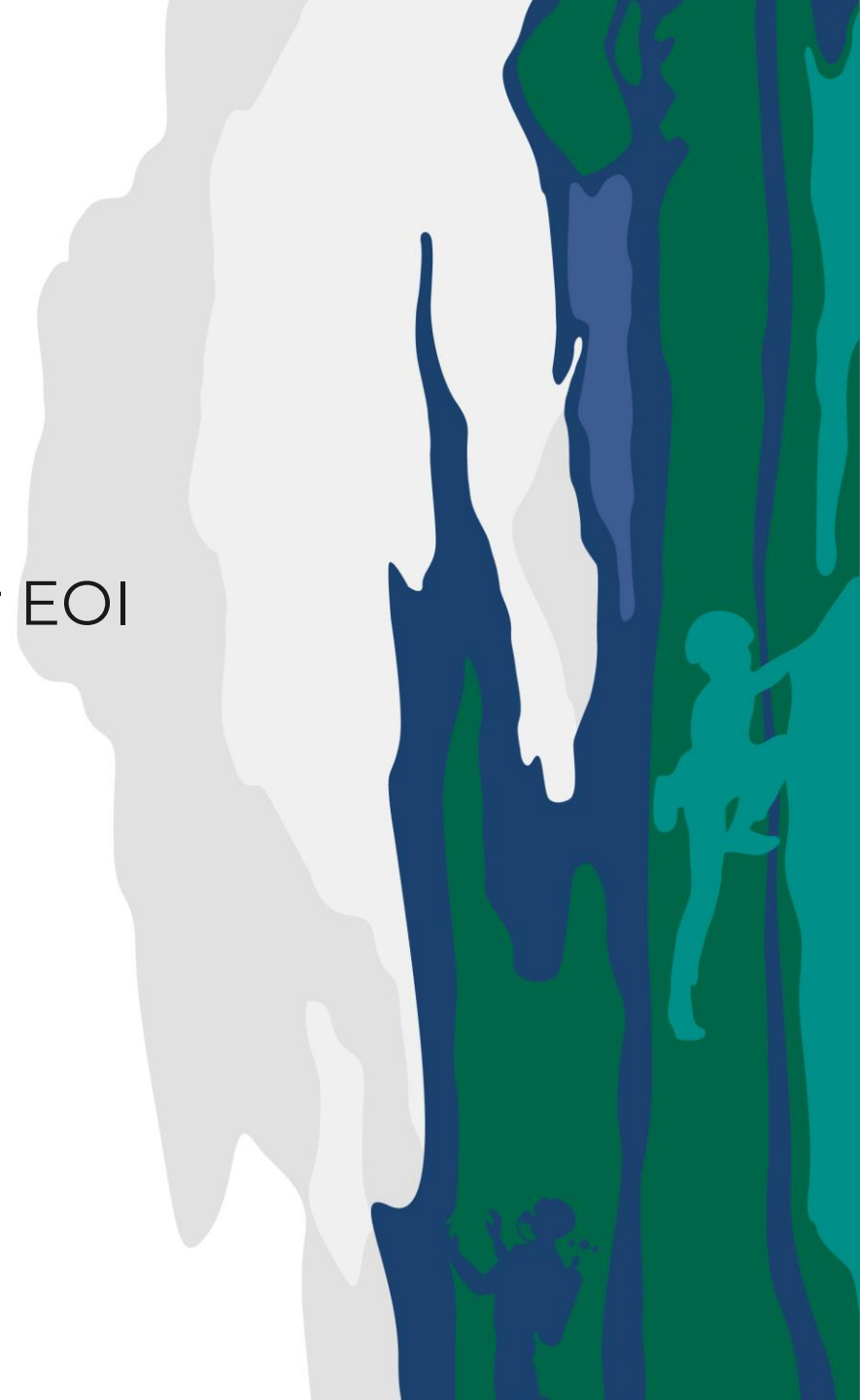Chatter isn't enabled or the user doesn't have Chatter Access.

DETAILS    RELATED

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Scout CEP

• Close Window
• Print This Page

I-000253

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Print                                    1 page

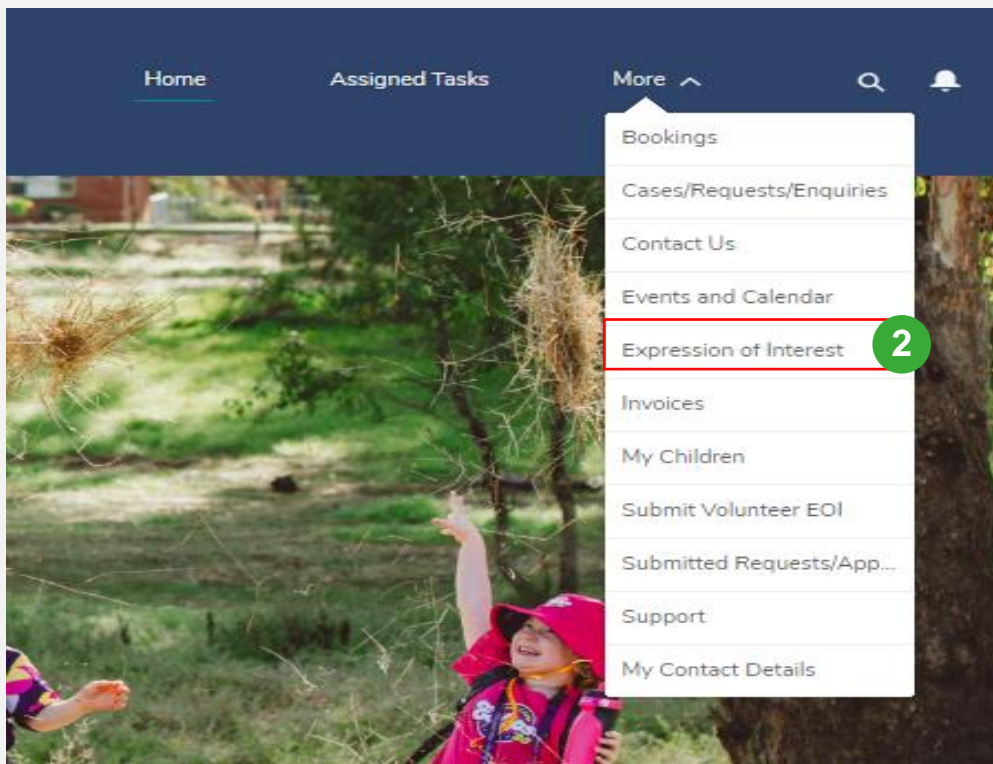Destination        📄 Save as PDF            ▾        **2**

# How to Submit a Youth Member EOI

# How to submit a Youth Member EOI

## Steps

1  Log on to ScoutMap

2  Click on Expression of Interest

# How to submit a Youth Member EOI

3 Fill the Expression Of Interest

4 (EOI) form

Click on Submit
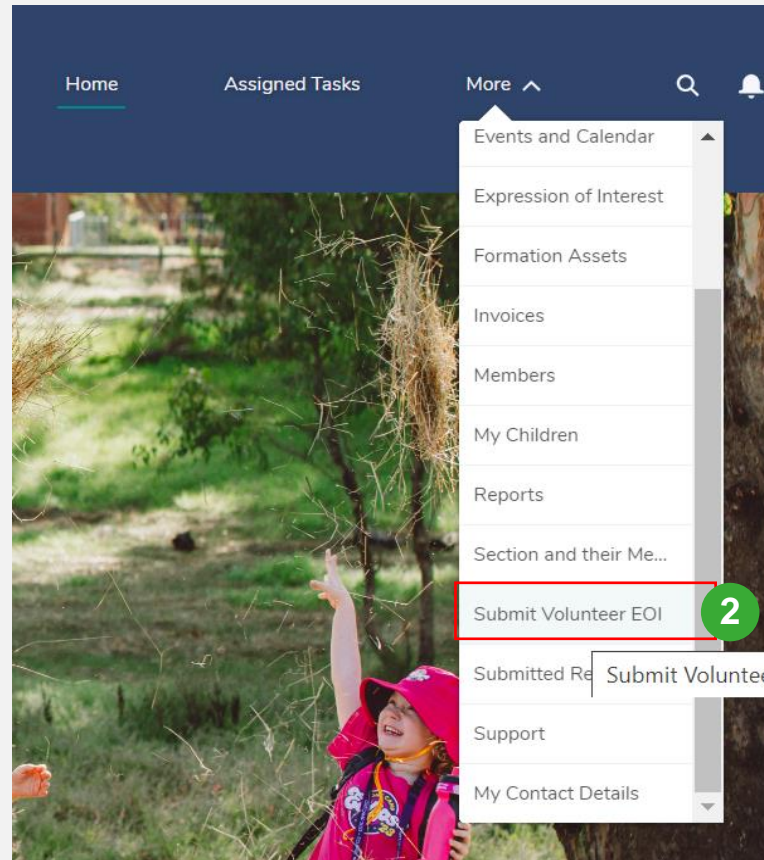
# How to Submit a Volunteer EOI

# How to Submit a Volunteer EOI

## Steps

**1** Log in to ScoutMap

**2** From the menu, click:
More > Submit Volunteer
EOI

# How to Submit a Volunteer EOI

**Scouts** WA

## Steps

**3** Enter all details

**4** Click Submit

**5** Logout from ScoutMap

---

Volunteer Application

Prospective Volunteer Details

First Name

First Name

Last Name

Last Name

Preferred Name

**3**

* Gender

--None--

* Date of Birth

Residential Address

Street

City

State/Province

WA

Zip/Postal Code

Country

Australia

Home Phone

No

Submit **4**

Support and Feedback