

ScoutMap

# Youth Member Onboarding



# Handbook Guide

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

- Submit an Enquiry
- View/Update an Enquiry
- Submit Expression of Interest (EOI)
- View/Update Expression of Interest (EOI)
- Submit an Application
- Endorse an Application
- View/Update Application
- Pay Membership Fees



Submit an Enquiry- General User



# Submit an Enquiry



## General User

### Steps

1 Open your web browser and enter the below URL For Parents/Guardians to Submit enquiry for Youth Member Enquiry link:

<https://scoutmap.my.site.com/scouts/s/enquiry-submission>

2 Enter the details

Home Book Now Q Log in

Enquiry Form - Scouts WA Youth Membership

Primary Parent/Guardian Details/Emergency Contact details

First Name

Last Name

\*Phone No.

\*Email  
you@example.com

Residential Address

Street

City State/Province  
WA

Zip/Postal Code Country  
Australia

Youth Details 1

First Name

Last Name

Preferred Name

\*Gender  
--None--

\*Date of Birth

Youth Details 2

First Name

Last Name

Preferred Name

\*Which group are you interested in joining?  
--None--

Additional Comments

I have read and agree to the terms of privacy policy available at below URL  
<https://scoutswa.com.au/policies-procedures/>

Submit

Support and Feedback

# Submit an Enquiry



## General User

### Steps

- 3 Select group
- 4 Select check box
- 5 Click on the Submit button

The screenshot shows a web form with the following elements:

- 3**: A dropdown menu with the label "\* Which group are you interested in joining?" and the selected option "Chittering Scout Group".
- 4**: A text input field with the label "Additional Comments".
- 4**: A checked checkbox with the label "I have read and agree to the terms of privacy policy available at below URL" and the URL <https://scoutswa.com.au/policies-procedures/>.
- 5**: A blue "Submit" button.

View/Update Enquiry- Group Leader



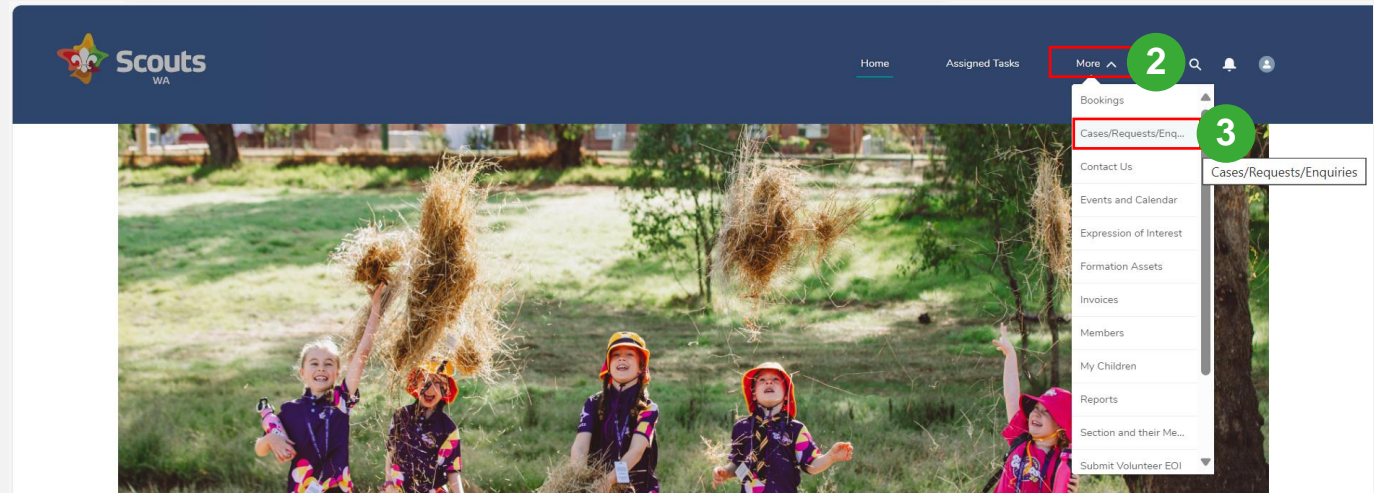
# View/Update Enquiry



## Group Leader

### Steps

- 1 Log in to ScoutMap
- 2 Click on More tab
- 3 Click the drop-down arrow and Select Cases/Request/Enquiries



# View/Update Enquiry



## Group Leader

### Steps

4

Click on Enquiry Tab

Click on the Case Number

Scouts WA

Home Assigned Tasks More

Enquiries Resignation Notices Request Pending Actions Requests

Enquiries

30 items • Sorted by Case Number • Filtered by All cases - Type • Updated a few seconds ago

Search this list...

Case Nu...	Parent Name	Youth Name	Age	Account Name	Date/Time Opened	Status	Youth Gender	Youth 2
4 00001285	Monika Choudhary	Monika Choudhary	31	Monika Choudhary Household	22/2/2024, 1:48 pm	New	Female	
2 00001276	Jai Ram	Sita Ram	14	Jai Ram Household	22/1/2024, 2:27 am	New	Prefer not to answer	Dilip Ram
3 00001275	ygygig ygygigiu	iugiugiu giugiug	0	ygygig ygygigiu Household	20/1/2024, 6:03 pm	New	Male	ghig uyugi
4 00001274	uhluhu iuyuiyuo	iuyiyu uiuy	0	uhluhu iuyuiyuo Household	20/1/2024, 6:01 pm	New	Male	
5 00001272	yiyiyu iuyuiyuy	hiuhuo hiuooi	0	yiyiyu iuyuiyuy Household	20/1/2024, 5:12 pm	New	Male	
6 00001271	truyru uruyruy	fuyfuy hffuyf	0	truyru uruyruy Household	20/1/2024, 3:10 pm	New	Male	
7 00001270	gigiug uigiugiu	giuy ygiyg	0	gigiug uigiugiu Household	20/1/2024, 3:17 am	New	Male	
8 00001269	huihiuyiu uiuiu	iuhiuh iuhiuh	0	huihiuyiu uiuiu Household	20/1/2024, 2:38 am	New	Male	
9 00001251	Sugandhini Shetty	Sakhi Shetty	17	Sugandhini Shetty Household	7/1/2024, 3:13 pm	New	Prefer not to answer	Anushka Shetty
10 00001250	GFN GLN	YF YL	6	GFN GLN Household	5/1/2024, 10:05 pm	New	Nonbinary	UJ UL



# View/Update Enquiry



## Group Leader

### Steps

5 View the case details

6 Click on Edit

The screenshot displays the Scouts WA case management interface. At the top, there is a navigation bar with the Scouts WA logo, a search icon, and notification icons. The main content area shows a case card for Case Number 00001285, with a priority of Medium and a status of New. The case owner is Mark Batters. Below the case card, there are tabs for 'DETAILS' and 'RELATED'. The 'DETAILS' tab is active, showing fields for Case Number, Formation Name (Chittering Scout Group), Type (Enquiry), and Additional Comments. On the right side of the case card, there are buttons for '+ Follow' and 'Edit', with the 'Edit' button highlighted by a red box and a green circle containing the number 6. Below the case card, there is a feed section with a search bar and a post from Scouts\_WA (Customer) created on 22 February 2024 at 1:48 pm. The post includes a case card for Case Number 00001285 and a 'View more details' link. At the bottom of the feed, there are 'Like' and 'Comment' buttons and a '1 view' indicator.

# View/Update Enquiry



## Group Leader

### Steps

Now, update the status

7 Click the drop-down arrow and select In Progress

8 Enter comments (If Any) in internal comments field

9 Click on Save button

Scouts WA logo

### Edit 00001285

Case Number: 00001285  
Formation Name: Chittering Scout Group  
Type: Enquiry

Case Owner: Mark Batters  
Contact Phone: [Redacted]

Case SLA: 1/3/2024  
This field is calculated upon save

Status: [Dropdown menu open showing: --None--, In Progress (highlighted), Resolved-Proceed to EOJ, Resolved-Did not proceed]

Additional Comments: [Redacted] (highlighted with a red box and a green circle with the number 8)

Youth Details:  
Youth Name: Monika Choudhary  
This field is calculated upon save  
Contact Name: Monika Choudhary  
Age: 31  
This field is calculated upon save

Buttons: Cancel, Save & New, Save

Scouts WA logo

### Additional Information

Case Origin: Web  
Priority: Medium

Description: [Redacted]

Internal Comments: [Redacted] (highlighted with a red box and a green circle with the number 9, containing 'In Progress')

Date/Time Opened: 22/2/2024, 1:48 pm  
Date/Time Closed: [Redacted]

Web Email: [Redacted]  
Web Company: [Redacted]

Web Name: [Redacted]  
Web Phone: [Redacted]

System Information:  
Created By: Scouts WA Site Guest User, 22/2/2024, 1:48 pm  
Last Modified By: Scouts WA Site Guest User, 22/2/2024, 1:48 pm

Buttons: Cancel, Save & New, Save (highlighted with a red box and a green circle with the number 9)

# View/Update Enquiry



## Group Leader

### Steps

10 Click on Change Owner icon

**Case** [Change Owner] [Follow] [Edit]

Priority: Medium | Status: In Progress | Case Number: 00001285

DETAILS	RELATED
Case Number: 00001285	Case Owner: Mark Batters
Submission Name: Chatterbox Scout Group	Contact Phone: [Redacted]
Type: Enquiry	Case SLA: 1/9/2024
Additional Comments: [Redacted]	Status: In Progress
	Unit/are of Group: [Redacted]
<b>▼ Youth Details</b>	Youth Gender: Female
Youth Name: Monika Choudhary	Age: 31
Contact Name: Monika Choudhary	
<b>▼ Youth Details 2</b>	Youth Gender: [Redacted]
Youth Name: [Redacted]	Age: 0
Youth 2: [Redacted]	
<b>▼ Parent/Guardian Details</b>	Parent Name: [Redacted]
Parent Email: [Redacted]	Alternate Name: [Redacted]

**Log A Call** [New Task] [Post] [Email]

Recap your call... [Add]

Search this feed... [Filter] [Clear]

Scouts\_WA (Customer) created this case. 22 February 2024 at 1:48 pm

00001285 [View more details]

Like Comment 1 view

Write a comment...

# View/Update Enquiry



## Group Leader

### Steps

11 Click the drop-down arrow and select Queues

The screenshot shows a web application interface for managing a case. The main page displays case details for case number 00001285, including priority (Medium), status (In Progress), and formation name (Chattering Scout Group). A modal dialog titled "Change Case Owner" is open, showing a search for users. The "Queues" option is selected, and a red box highlights it. A green circle with the number "11" is overlaid on the dialog. The dialog also contains a warning message and a list of items that will be transferred to the new owner.

**Change Case Owner**

Search Users...

- Users
- Queues (selected)

The new owner will also become the owner of these records related to 00001285 that are owned by you.

- Notes and attachments
- Open activities

Cancel Change Owner

# View/Update Enquiry



## Group Leader

### Steps

12 Search Membership Service Queue

13 Click on Change Owner

Home Assigned Tasks More

Case

Priority: Medium Status: In Progress Case Number: 00001285

DETAILS RELATED

Case Number: 00001285

Formation Name: Chittering Scout Group

Type: Enquiry

Additional Comments

▼ Youth Details

Youth Name: Monika Choudhary

Contact Name: Monika Choudhary

▼ Youth Details 2

Youth Name: Youth Gender:

Youth 2: Age: 0

▼ Parent/Guardian Details

Log A Call New Task Post Email

Recap your call... Add

Search this feed... Search this case...

Membership Service Queue

Send notification email

Membership Service Queue will also become the owner of these records related to 00001285 that are owned by you.

- Notes and attachments
- Open activities

Cancel Change Owner

View/Update Enquiry- Member Services



# View/Update Enquiry



## Member Services

### Steps

1 Log on to ScoutMap

2 Select the Membership Service Queue List view

3 Click on Case number to view details

Customer Engagem... Cases

Search...

Cases  
**Membership Service Queue** [dropdown] [refresh]

44 items • Sorted by Type • Filtered by Membership Service Queue • Updated a few seconds ago

Search this list

<input type="checkbox"/>	Case Number	Type	Contact Name	Parent Name	Status	Priority
<input type="checkbox"/>	00001236	Role Change	Srihan A		New	Medium
<input type="checkbox"/>	00001259	Role Change	Chris Mick		New	Medium
<input type="checkbox"/>	00001168	Resignation Notice	Jennith A	Jennith A	New	Medium
<input type="checkbox"/>	00001169	Resignation Notice	Pinky P		New	Medium
<input type="checkbox"/>	00001170	Resignation Notice	Priya H		New	Medium

Customer Engagem... Cases

SW Group | Account | R-000453 | Reservati...

Cases  
**Recently Viewed** [dropdown] [refresh]

28 items • Updated a minute ago

Search this list...

New Change Owner

<input type="checkbox"/>	Case Number	Subject	Status	Date/Time Opened	Case Owner Alias
<input type="checkbox"/>	00001285		In Progress	22/2/2024, 1:48 pm	Membership Service Queue
<input type="checkbox"/>	00001141		New	4/12/2023, 12:23 pm	mbatt
<input type="checkbox"/>	00001190		In Progress	21/12/2023, 1:20 pm	Membership Service Queue
<input type="checkbox"/>	00001276		New	22/1/2024, 2:27 am	Membership Service Queue
<input type="checkbox"/>	00001277		New	23/1/2024, 7:28 pm	ph
<input type="checkbox"/>	00001275		New	20/1/2024, 6:03 pm	mbatt
<input type="checkbox"/>	00001205		New	21/12/2023, 7:15 pm	sa
<input type="checkbox"/>	00001118		New	25/11/2023, 12:22 am	msmit
<input type="checkbox"/>	00001114		New	24/11/2023, 7:20 pm	dchan
<input type="checkbox"/>	00001113		New	24/11/2023, 7:20 pm	dchan
<input type="checkbox"/>	00001090		New	21/11/2023, 5:54 pm	sm
<input type="checkbox"/>	00001236		New	22/12/2023, 5:24 pm	Membership Service Queue
<input type="checkbox"/>	00001262		New	12/1/2024, 2:36 pm	Membership Service Queue

# View/Update Enquiry



## Member Services

### Steps

- 4 Click on Account in the Account Name field on the Enquiry

The screenshot displays a customer engagement interface for a case titled "00001285 | Case". The main details section includes:

- Contact Name: [Monika Choudhary](#) (Age: 31)
- Youth Details 2:
  - Youth Name: (Youth Gender: )
  - Youth 2: (Age: 0)
- Parent/Guardian Details:
  - Contact Email: [monika.f.monika@capgemini.com](mailto:monika.f.monika@capgemini.com)
  - Parent Name: Monika Choudhary
  - Account Name: [Monika Choudhary Household](#) (highlighted with a red box and a green circle with '4')
- Additional Information:
  - Case Origin: (Priority: )

A dropdown menu for the "Monika Choudhary Household" link is open, showing the following details:

- Phone: (Billing Address: )
- Website: (Account Owner: Chandrabrabha P)
- No related lists to display

On the right side of the interface, there is a notification for "Scouts WA Site Guest User (Customer)" dated 22 February 2024 at 1:48 pm, stating "Case created". Below this is an "Activity History (0)" section.



# View/Update Enquiry



## Member Services

### Steps

5 Click on Enable As Partner.

The screenshot shows a CRM interface for a customer engagement system. At the top, there is a search bar and navigation tabs for 'Customer Engagem...', 'Cases', and '00001285 | Case'. Below this, a specific case is selected, showing the account name 'Monika Choudhary Household' and the account owner 'Chandraprabha P'. A red box highlights the 'Enable As Partner' button in the top right corner, with a green circle containing the number '5' next to it. Below the account name, there are tabs for 'Details', 'Activity', and 'Calendar'. The 'Details' tab is active, showing fields for 'Account Name', 'Description', 'Parent Account', and 'Phone'. There is also a section for 'Address Information' with a 'Billing Address' field. On the right side, there is a 'Related' section with 'Related Contacts (2)', listing two contacts for 'Monika Choudhary' with their email addresses and roles. At the bottom of the interface, there is a 'Windows' watermark and a message: 'Activate Windows. Go to Settings to activate Windows.'

# View/Update Enquiry



## Member Services

### Steps

- 6 Click on Enable As Partner Button.

The screenshot displays a web application interface for managing accounts. The main window shows the details for the 'Monika Choudhary Household' account. A modal dialog box titled 'Enable As Partner' is open in the center, containing the following text: 'Once an account is enabled as a partner, it appears in reports and list views that are filtered on the isPartner field. Additionally, partner users can be created from contacts associated with this account. Are you sure?'. The dialog has two buttons: 'Cancel' and 'Enable As Partner'. The 'Enable As Partner' button is highlighted with a red square and a green circle containing the number '6'. In the background, the account details are visible, including the account name, description, and address information. The 'Related Contacts' section on the right lists two contacts for Monika Choudhary with their email addresses and roles.

# View/Update Enquiry



## Member Services

### Steps

7 Account is enabled as Partner Account.

The screenshot displays a web application interface for managing accounts. At the top, there is a search bar and navigation tabs for 'Customer Engagem...' and 'Cases'. The main content area shows the details for an account named 'Monika Choudhary Household'. The account owner is listed as 'Chandraprabha P.'. The interface includes sections for 'Details', 'Activity', and 'Calendar'. The 'Details' section contains fields for 'Account Name', 'Description', 'Parent Account', and 'Phone'. There is also a section for 'Address Information' with a 'Billing Address' field. On the right side, there is a 'Related' section with a 'Chatter' tab and a list of 'Related Contacts (2)'. Both contacts listed are 'Monika Choudhary' with the email 'monika.f.monika@capgemini.com' and the role 'Parent'. A green circle with the number '7' is overlaid on the right side of the interface, indicating the current step in the process.

# View/Update Enquiry



## Member Services

### Steps

- 8 Click on Related Tab and Select Parent Contact under Related tab

The screenshot shows a web application interface for account management. The main content area displays the details for the 'Monika Choudhary Household' account. The 'Details' tab is active, showing fields for Account Name, Description, Address Information, Parent Account, and Phone. The 'Related' tab is also visible, showing a list of 'Related Contacts (2)'. The first contact, 'Monika Choudhary', is highlighted with a red box and a green circle containing the number 8, indicating the step to be followed.

Account Name	Parent Account
Monika Choudhary Household	

Description	Phone

Address Information	
Billing Address	

Related Contacts (2)
Monika Choudhary Email: monika.f.monika@capgemini.com Roles: Parent:
Monika Choudhary Email: monika.f.monika@capgemini.com Roles: Parent: Monika Choudhary

# View/Update Enquiry



## Member Services

### Steps

9 Click on Enable Partner User button

The screenshot shows a web application interface for a contact profile. At the top, there is a search bar and navigation tabs. The main content area displays the contact details for **Monika Choudhary**. In the top right corner of the profile card, there are several action buttons: **+ Follow**, **Enable Partner User** (highlighted with a red box and a green circle with the number 9), **Clone**, and **Delete**. Below the profile card, there are sections for **Details** and **Activity**. The **Details** section includes tabs for **Membership Information**, **Primary Parent/Guardian/Emergency Contact**, and **Ancestry**. The **Activity** section shows filters and a list of activities, with a note that there are no activities to show.

# View/Update Enquiry



## Member Services

### Steps

10 Select Profile as Parent Partner Community User

11 Click on Save

Now, Parent is enabled as Partner user

The screenshot shows the 'New User' form in a system interface. The form is titled 'New User' and 'User Edit'. It contains fields for 'General Information' such as First Name (Monika), Middle Name, Last Name (Choudhary), Suffix, Alias (mchou), Email (monika.f.monika@caggemii), Username (monika.f.monika@caggemii), and Nickname (monika.f.monika). On the right side, there are dropdown menus for 'Role' (cp Partner Person Account), 'User License' (Partner Community), and 'Profile' (highlighted with a red box and a green circle containing the number 10). Below the 'Profile' dropdown, a list of options is visible: 'Member Partner Community User', 'Parent Partner Community User', and 'Partner Community User'. At the bottom of the form, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box and a green circle containing the number 11.

# View/Update Enquiry



## Member Services

### Steps

A user will be created for the parent

Below permission sets are assigned

- GoMeddo User
- GoMeddo Experience Cloud User

User **Anand Vardhan** [Help for this Page](#)

[Permission Set Assignments \(4\)](#) | [Permission Set Assignments: Activation Required \(0\)](#) | [Permission Set Group Assignments \(0\)](#) | [Permission Set License Assignments \(0\)](#) | [User Skills \(0\)](#) | [Managers in the Role Hierarchy \(5+\)](#) | [OAuth Apps \(0\)](#) | [Third-Party Account Links \(0\)](#) | [Installed Mobile Apps \(0\)](#) | [Authentication Settings for External Systems \(0\)](#) | [Login History \(0+\)](#) | [User Provisioning Accounts \(0\)](#)

#### User Detail

[Edit](#) [Sharing](#) [Reset Password](#) [Freeze](#)

Name	Anand Vardhan	Role	<a href="#">Anand Vardhan Household Partner User</a>
Alias	avard	User License	Partner Community
Email	<a href="mailto:anand.vardhan@yopmail.com">anand.vardhan@yopmail.com</a>	Profile	<a href="#">Parent Partner Community User</a>
Username	anand.vardhan@parent.com	Active	<input checked="" type="checkbox"/>
Nickname	anand.vardhan <a href="#">i</a>	Partner User	<input checked="" type="checkbox"/>
Title		Customer Portal User	<input type="checkbox"/>
Company		Contact	<a href="#">Anand Vardhan</a>
Department		Marketing User	<input type="checkbox"/>
Division		Mobile Push Registrations	<a href="#">View</a>
Address	100 feet road Perth WA 8322 Australia	Allow Forecasting	<input type="checkbox"/>

#### Permission Set Assignments

[Edit Assignments](#) [Permission Set Assignments Help](#)

Action	Permission Set Label	Date Assigned	Expires On
<a href="#">Del</a>	<a href="#">GoMeddo Experience Cloud User</a>	13/2/2024	
<a href="#">Del</a>	<a href="#">GoMeddo Scheduler</a>	13/2/2024	
<a href="#">Del</a>	<a href="#">GoMeddo User</a>	13/2/2024	
<a href="#">Del</a>	<a href="#">Survey Force - Guest</a>	13/2/2024	

# View/Update Enquiry



## Member Services (Required only in Prod)-SS need to be updated later

### Steps

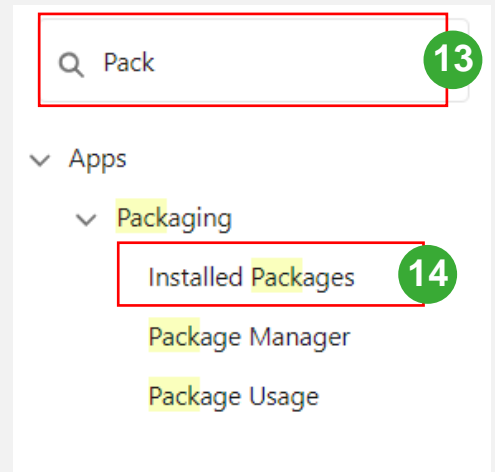
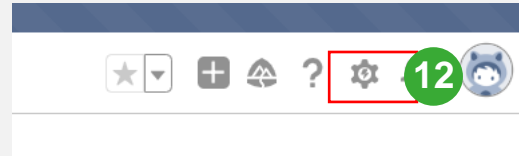
Add GoMeddo Licenses

12 Go to Setup

13 Search Packages

14 Click on Installed Packages

15 Find and Click GoMeddo



Action	Package Name	Publisher	Version Number	Namespace Prefix	Install Date	Limits	Apps	Tabs	Objects	AppExchange Ready
Uninstall	<a href="#">GS_Sales_Reports_Dashboards</a>	Salesforce Success Programs	1.0		25/8/2023, 1:44 pm	✓	0	0	0	Not Applicable
Uninstall	<a href="#">Salesforce.ConnectedApps</a>	Salesforce.com	1.7	sf_com_apps	28/11/2023, 2:41 pm	✓	0	0	0	Not Passed
<b>Description</b> This package contains Connected Applications for all the officially supported Salesforce client applications such as Touch, Salesforce for Outlook, Sa...										
Uninstall	<a href="#">Salesforce.MobileApps</a>	Salesforce.com	1.20	sf_chtr_apps	30/10/2023, 3:54 pm	☐	0	0	0	Passed
<b>Description</b> This package contains connected applications for the officially supported Salesforce Mobile Apps										
Uninstall	<a href="#">Salesforce.com.CRM.Dashboards</a>	salesforce.com	1.0		25/8/2023, 1:44 pm	✓	0	0	0	Not Applicable
<b>Description</b> Salesforce.com CRM Dashboards										
Uninstall	<a href="#">FlowActionsBasePack</a>	UnofficialSF	3.15	ust3	16/1/2024, 2:34 pm	✓	0	0	0	Not Passed
Uninstall	<a href="#">GoMeddo</a>	GoMeddo	5.9	B25	8/11/2023, 12:11 pm	☐	4	30	56	Passed
Uninstall	<a href="#">recordDetail_1</a>	UnofficialSF	1.9.1		16/1/2024, 2:42 pm	✓	0	0	0	Not Applicable
Uninstall	<a href="#">FlowScreenComponentsBasePack</a>	UnofficialSF	3.3.1		16/1/2024, 2:38 pm	✓	0	0	2	Not Applicable
Uninstall	<a href="#">Survey_Force</a>	Salesforce.com	2.63		20/12/2023, 4:43 pm	✓	2	4	4	Not Applicable
Uninstall	<a href="#">Salesforce Agile Accelerator</a>	Salesforce Agile Packaging Org	1.161	agf	3/10/2023, 1:50 pm	☐	2	35	94	Passed
<b>Description</b> An agile project management app by Salesforce. Please read our "Getting Started Guide" which can be downloaded from our AppExchange listing and visit...										



# View/Update Enquiry



Member Services (Required only in Prod)-SS need to be updated later

## Steps

- 16 Click on Manage Licenses
- 17 Add user

SETUP  
**Installed Packages**

Package Details  
GoMeddo (Managed) [Help for this Page](#)

**Installed Package Detail** Uninstall View Components **Manage Licenses** Become Primary Contact View Dependencies

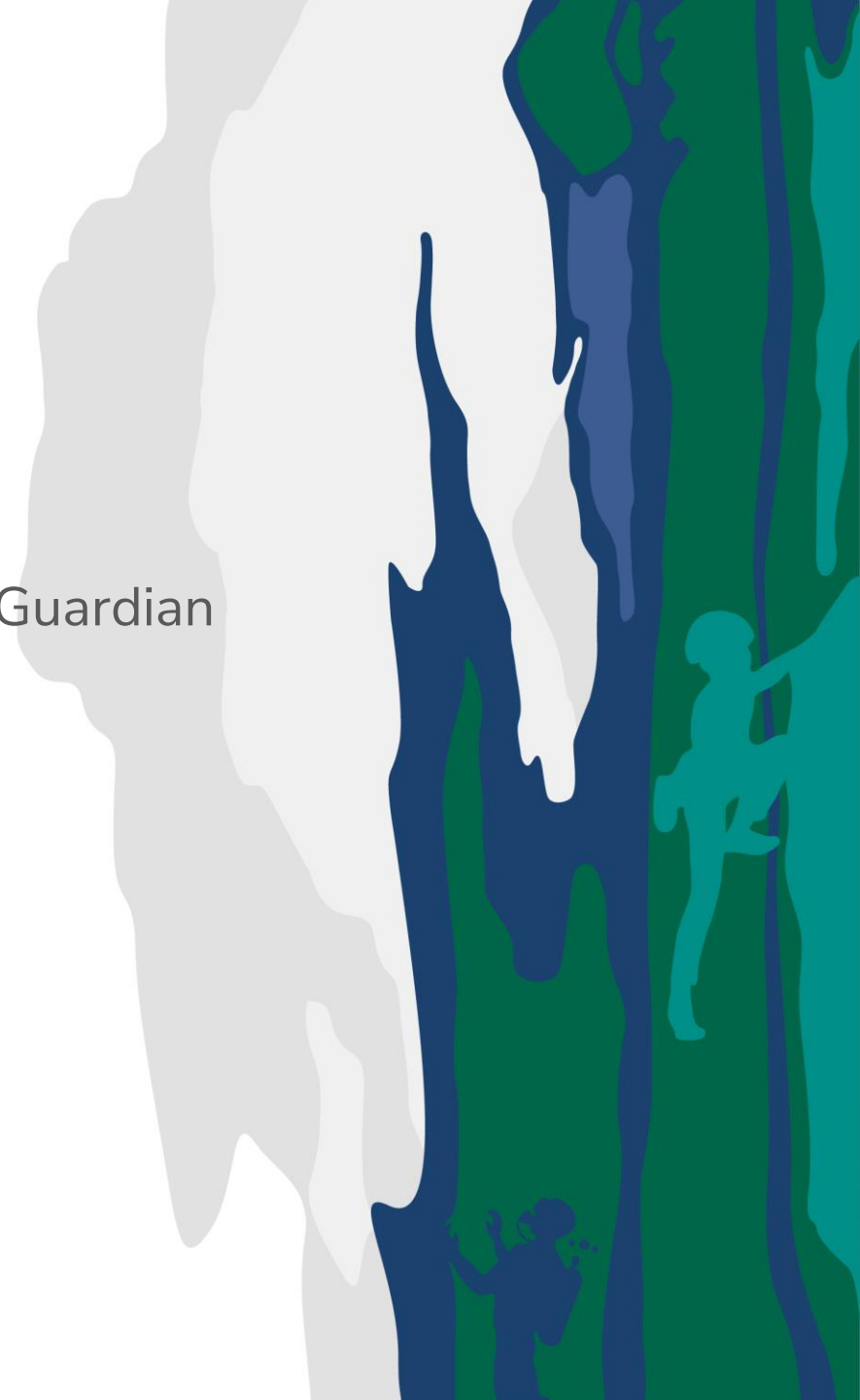
Package Name	GoMeddo	Version Number	5.14
Language	English	First Installed Version Number	5.9
Version Name	2024/03/04	Package Type	Managed

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

**Licensed Users** Add Users Remove Multiple Users

Full Name ↑	Role	Active	Profile
No records to display.			

Submit EOI for Youth Membership-Parent/Guardian



# Submit EOI for youth Membership



## Parent

### Steps

Parent will receive a Welcome email.

1 Click on link and set the password

Hi [redacted]

Welcome to Scout CEPI To get started, go to [redacted]

Username: [redacted]

Thanks,  
Scouts WA

Enter a new password for [redacted]

Make sure to include at least:

- 10 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 11/3/2024, 10:55 am.

# Submit EOI for Youth Membership

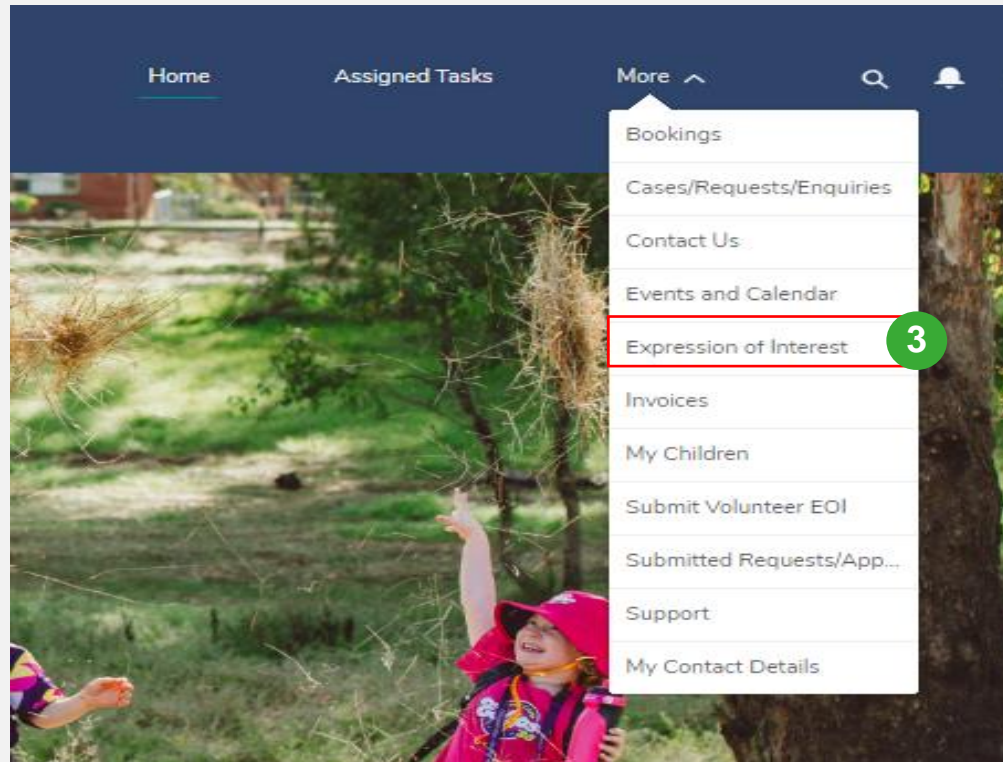


## Parent

### Steps

2 Log on to Portal

3 Click on Expression of Interest



# Submit EOI for Youth Membership



## Parent

### Steps

4 Enter the detail

5 Click on Submit

Membership Application

Prospective Youth Member Details

First Name

Last Name

Preferred Name

\*Date Of Birth:

\*Gender:

--None--

Residential Address

Street

City

State/Territory

Post/Postal Code

Country

School

Primary Parent/Guardian/Emergency Contact\*

Salutation

--None--

First Name

Last Name

\*Relationship to Prospective Youth Member

\*Mobile No.

\*Primary Email ID

Secondary Email ID

\*Interested Group/Formation

--None--

Emergency Contact

\*Same as above

--None--

Medical Information

Do you consider the prospective youth member to have a disability, impairment or long-term condition?

Yes

No

Does the prospective youth member have any allergies?

Yes

No

Does the prospective youth member have any medications with them?

Yes

No

Does the prospective youth member have: (please tick all applicable and provide additional details)

Asthma

Diabetes

Epilepsy

Is there any further information you consider to be important?

Yes

No

I have read and agree to the terms of the Scouts Australia privacy policy available at below URL.

Submit

4

5

# Submit EOI for Youth Membership



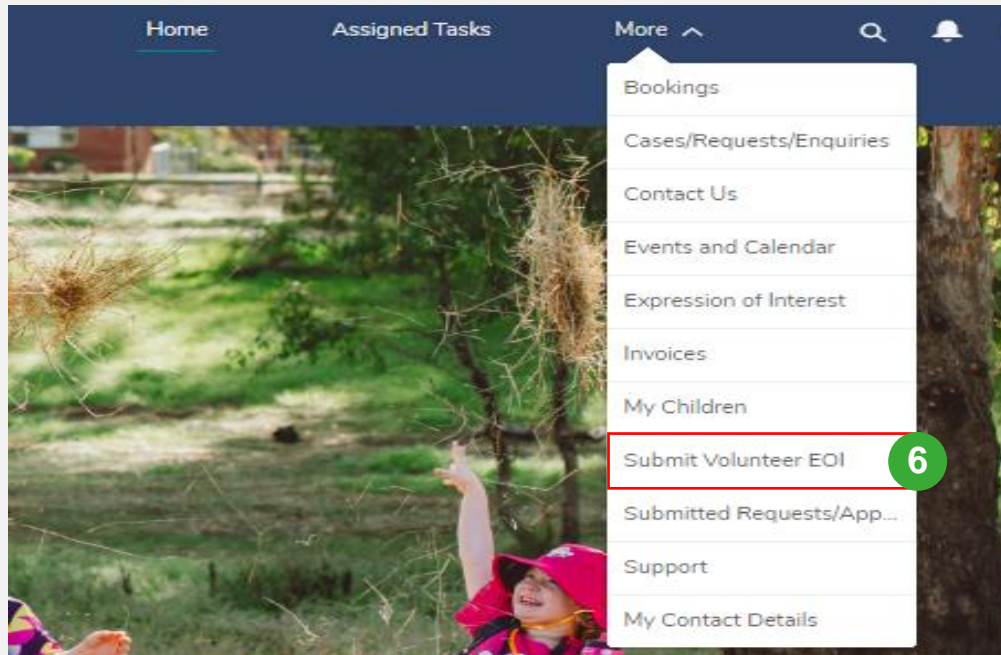
## Parent

### Steps

6 Click on Submitted Volunteer EOI tab

7 Select 'Submitted Member Applications' list view

Now, you will be able to see EOI Submitted



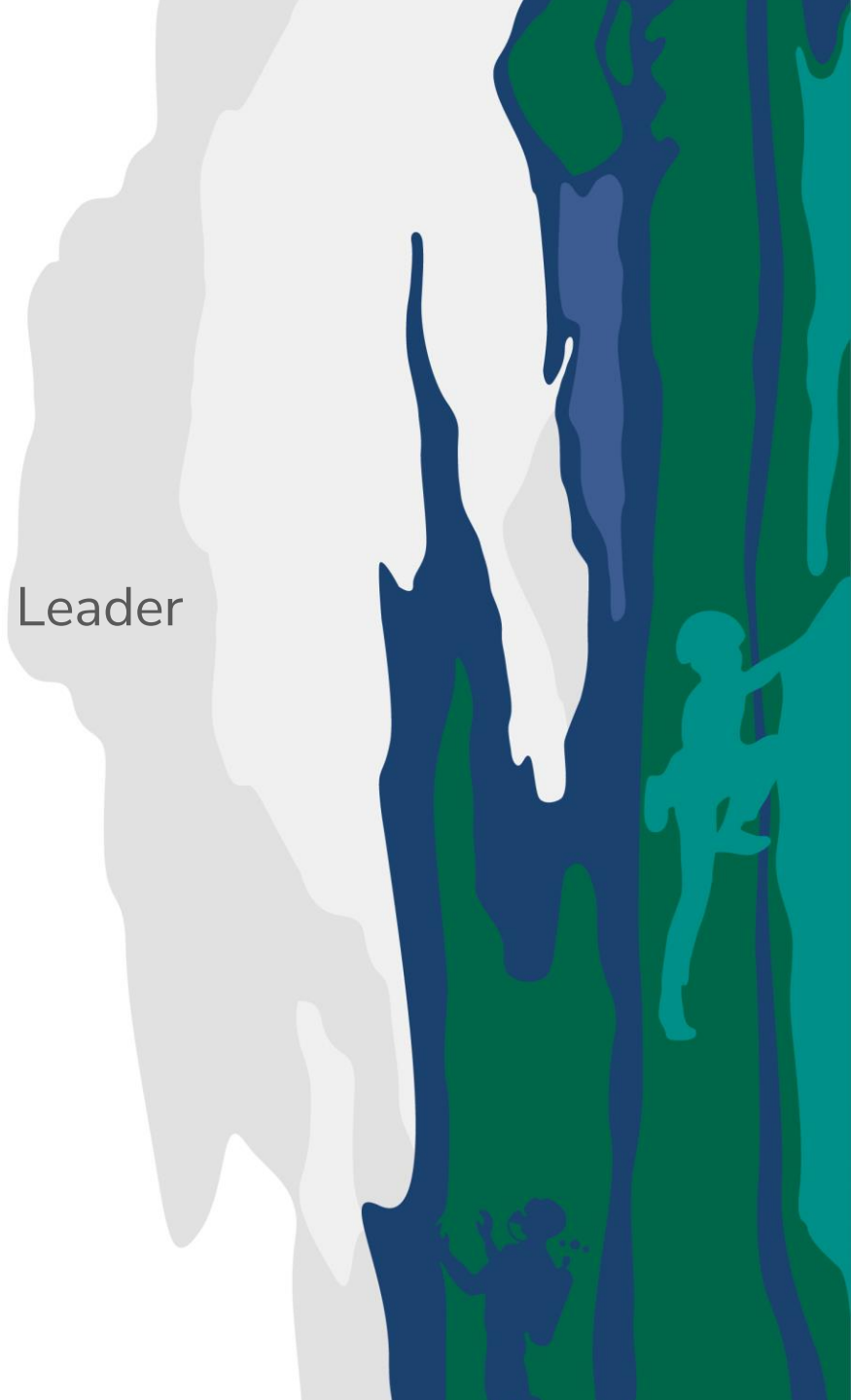
### Submitted Member Applications 7

2 items • Sorted by Opportunity Name • Filtered by All opportunities - Opportunity Record Type, Stage • Updated a minute ago

Q Search this list.. [Settings] [List View] [Refresh]

	Opportunity Name ↑	Household	Parent	Member	Email	Age	Mobile No.	Stage	
1	Mithil H - Expression of Interest	Group Account1	Priya H	Mithil H	nikhil.pabelkar@caggemini.com	12	0990088009	Onboarding complete	▼
2	White Adam - Expression of Interest	Blue Adam Household	Blue Adam	White Adam	potluri.likhita@caggemini.com	13		Application Submitted	▼

View/Update Expression of Interest- Group Leader



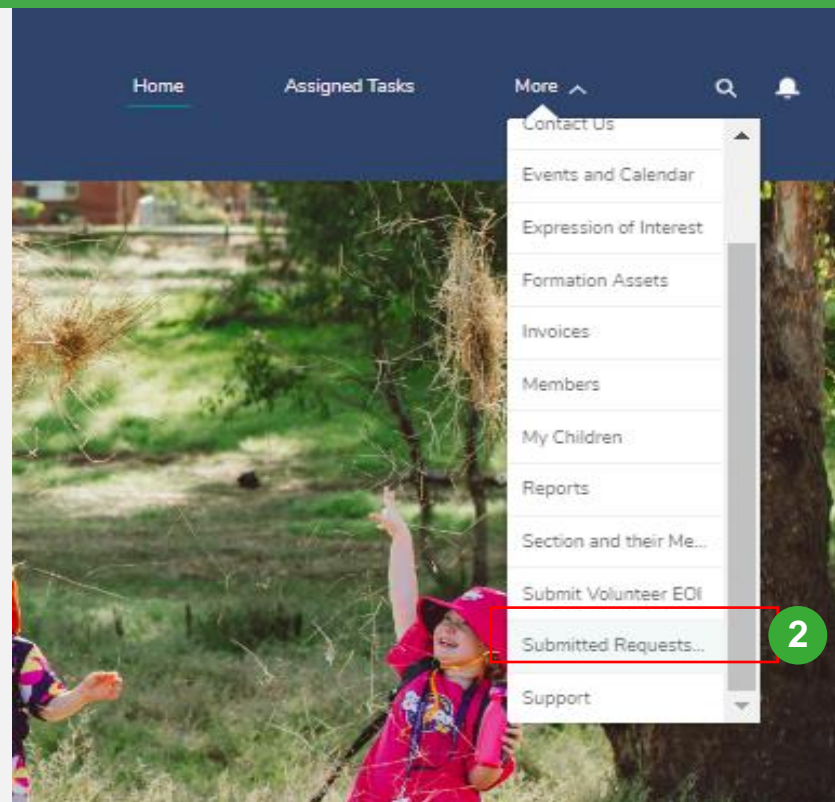
# View/Update Expression Of Interest (EOI)



## Group Leader

### Steps

- 1 Log on to Salesforce
- 2 Go to Submitted Request/Application





# View/Update EOI



## Group Leader

### Steps

3 Select Submitted Applications list view

4 Click on Opportunity Name to view application

**3 Submitted Applications** Submitted Member Application Submitted Volunteer Application

EOI Submitted ▾

19 items • Sorted by Opportunity Name • Filtered by All opportunities - Stage • Updated a few seconds ago

Search this list...

4 Opportunity Name ↑	Household	Parent	Member	Email	Age	Phone	Mobile ...	Stage	M...	Opportu...
Amrutha H - Expression	Priya H		Amrutha H	poojitha.ch@caggemini...	16			Application Submitt...		EOI Member ▾
2 Ananya Vardhan - Expr...	Anand Vardhan Househ...		Ananya Vardhan	anand.vardhan@yopmai...	8			Application Submitt...		EOI Member ▾
3 Gopal H - Expression of ...	Priya H		Priya H	potluri.likhita@caggem...		0990088009		Application Submitt...		EOI Member ▾
4 Gopal H - Expression of ...	Priya H							Application Submitt...		EOI Member ▾
5 Gopal H - Expression of ...	Priya H							Application Submitt...		EOI Member ▾
6 Gopal H - Expression of ...	Priya H							Application Submitt...		EOI Member ▾
7 Gopal H - Expression of ...	Priya H	Priya H	Gopal H	poojitha.ch@caggemini...	18		0990088009	Application Submitt...		EOI Member ▾
8 Gopal H - Expression of ...	Priya H		Gopal H	poojitha.ch@caggemini...	18	0990088009		Application Submitt...		EOI Member ▾
9 Gopal H - Expression of ...	Priya H	Priya H	Gopal H	poojitha.ch@caggemini...	18		0990088009	Application Submitt...		EOI Member ▾
10 Gopal H - Expression of ...	Priya H	Priya H	Gopal H	poojitha.ch@caggemini...	18	0990088009	0990088009	Application Submitt...		EOI Member ▾
11 Jennith A - Expression o...	Jennith A Household	Jennith A					0191919191	Application Submitt...		EOI Member ▾
12 Jennith A - Expression o...	Jennith A Household	Jennith A					0191919191	Application Submitt...		EOI Member ▾
13 Jennith A - Expression o...	Jennith A Household	Anitha A					0843765219	Application Submitt...		EOI Member ▾
14 Jennith A - Expression o...	Jennith A Household	Anitha F	Jennith A	khushboo.goel@cagge...	20	0191919191	0191919291	Application Submitt...		EOI Member ▾
15 Lee Adam - Expression ...	Blue Adam Household	Blue Adam	Lee Adam	blue.adam@yopmail.com	18		0987656433	Application Submitt...		EOI Member ▾
16 Ritvik V - Expression o...	Jennith A Household	Jennith A	Jennith A	khushboo.goel@cagge...	20	0191919191	0191919191	Application Submitt...		EOI Member ▾
17 ShreyasQ PatilQ - Expre...	ShreyasQ PatilQ House...	ShreyasQ Patil...	ShreyasQ PatilQ	pshreyas20@gmail.com	37		0978789008	PCC Initiated		EOI Volunteer ▾
18 Sitha Ramineni - Expres...	Ram Ramineni Househo...		Sitha Ramineni	ramineni.ram@yopmail...	8			Waitlist		EOI Member ▾
19 White Adam - Expressi...	Blue Adam Household	Blue Adam	White Adam	potluri.likhita@caggem...	13	0986667557	0987656433	Application Submitt...		EOI Member ▾

# View/Update EOI



## Group Leader

### Steps

On the Application detail  
(Opportunity Detail)

5 Go to Prospective Youth  
Member detail

6 Click on Member Name

7 Go to Related Tab

8 Go to Related accounts  
section

9 Click on Add Relationship

5 **Prospective Youth Member Details**

Member Jennith A	6	Age 20
Gender Male		School

Contact  
**Mr. Jennith A**

Title	Phone (2) ▼ 0191919191	Email khushboo.goel@capgemini.com	Contact Owner Chandraprabha P	Contact Type Adult
-------	---------------------------	--------------------------------------	----------------------------------	-----------------------

DETAILS **RELATED** 7

8 **Related Accounts (6+)** 9 **Add Relationship**

Account Name	Direct	Roles
Chittering Scout Group	<input type="checkbox"/>	Other
District SW	<input type="checkbox"/>	Decision Maker
Jennith A Household	<input checked="" type="checkbox"/>	

# View/Update EOI



## Group Leader

### Steps

On the add relationship screen

10 In the Account Field select the relevant formation

11 Select the role

12 Click on Save

### New Account Contact Relationship

\* = Required Information

#### Account Contact Relationship Information

10 \* Account  
Search Accounts...  
Complete this field.

11 Roles

Available	Chosen
Cub Scouts	
Joey Scouts	
Rovers	
Scouts	

\* Contact  
A B

Primary Formation

Relationship Strength  
--None--

Active

#### Relationship Status

Start Date

End Date

Cancel Save & New Save 12

# View/Update EOI



## Group Leader

### Steps

13 Go back to Opportunity

14 Click on pencil icon beside the stage

15 Update Stage to 'In Trial'

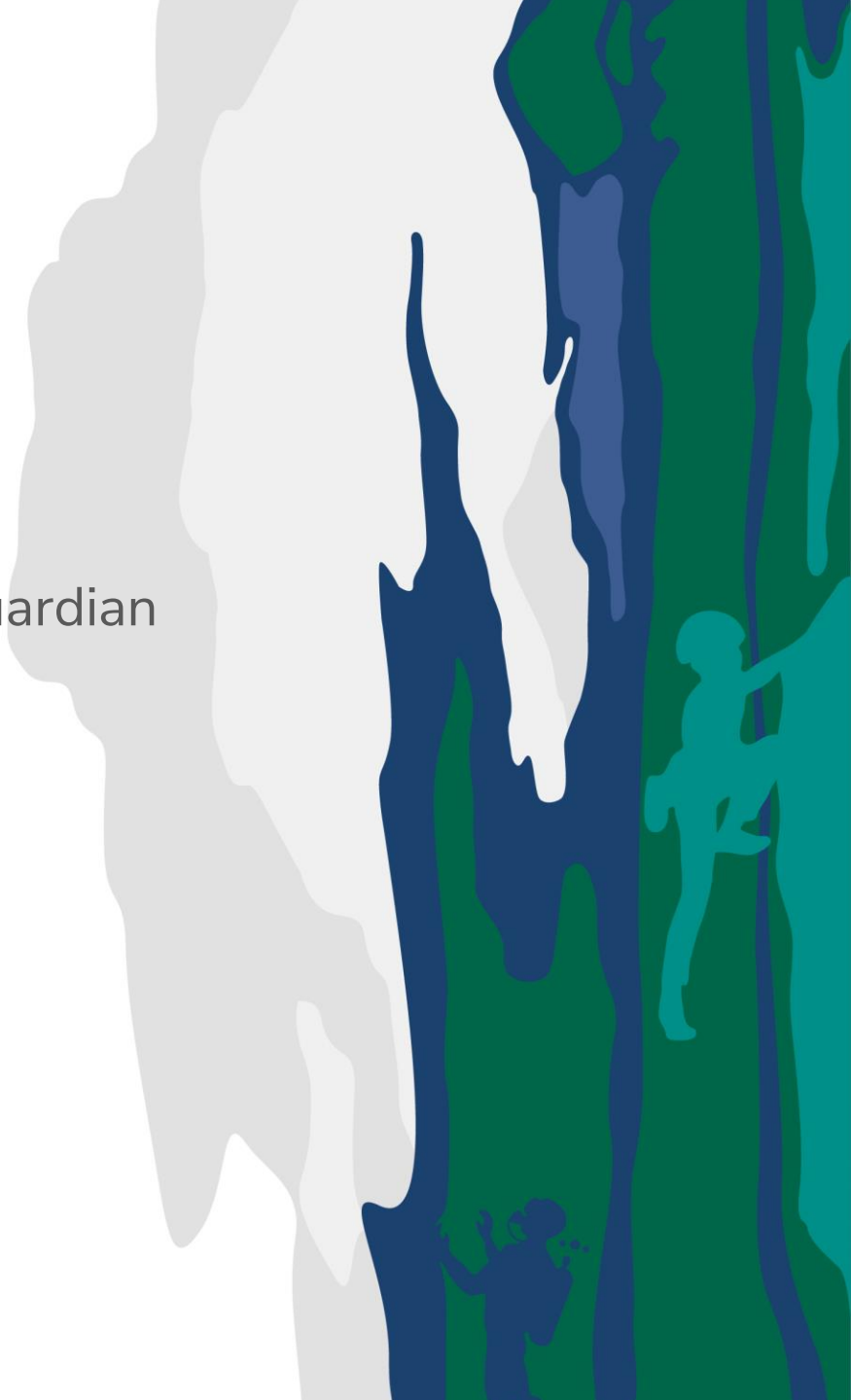
16 Click on Save

Now, Application is moved to 'In Trial' and 'Member Number' is generated

NOTE: You can keep application in 'Waitlist' by changing Stage to 'Waitlist'.

The screenshot shows a web interface for updating an EOI. At the top, there is a form with a 'Stage' dropdown menu currently set to 'EOI Submitted'. A red box highlights a pencil icon to the right of the dropdown, with a green circle containing the number '14' next to it. Below this, a larger dropdown menu is open, showing various stage options: '--None--', 'Application Submitted', 'Waitlist' (which is selected and has a checkmark), 'In Trial' (highlighted with a red box and a green circle containing '15'), 'Membership Application Submitted', 'Endorsed/Pending Payment', 'Onboarding complete', and 'Did not proceed'. At the bottom of the form, there is a 'Save' button highlighted with a red box and a green circle containing '16', and a 'Cancel' button to its left. The text 'Are there any court Order' is visible above a checkbox.

Submit Membership Application-Parent/Guardian



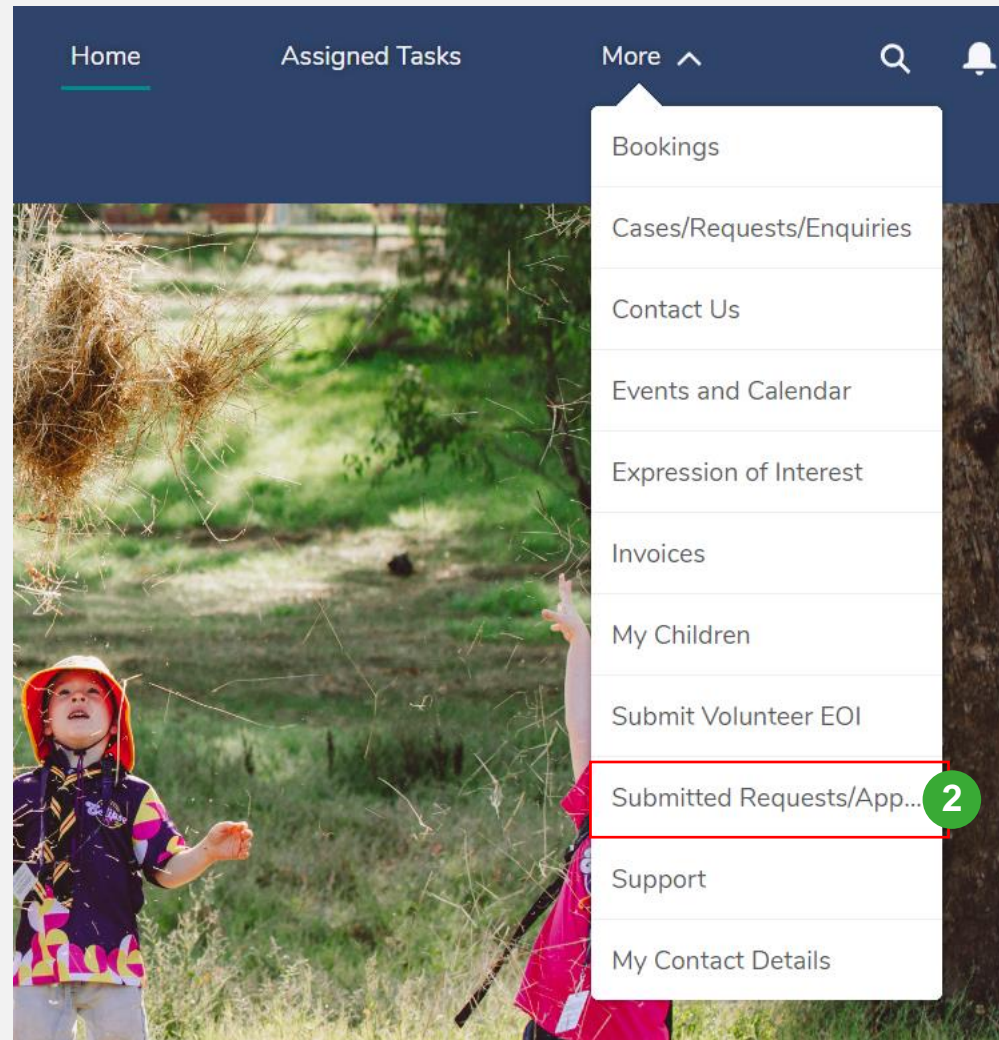
# Submit Membership Application



## Parent

### Steps

- 1 Login into ScoutMap
- 2 Click on Submitted Requests/ Applications tab



# Submit Membership Application



## Parent

### Steps

3 Click on the Opportunity Name

4 On Opportunity details, Click on 'Click to Submit Application' link

#### Submitted Member Applications ▼

3 items • Sorted by Opportunity Name • Filtered by All opportunities - Opportunity Record Type, Stage • Updated a few seconds ago

Opportunity Name ↑	Household	Parent	Member	Email	Age	Mobile No.	Stage
3 Lee Adam - Expression of Interest	Blue Adam Household	Blue Adam	Lee Adam	blue.adam@yopmail.com	18	0943943221	Application Submitted



### Opportunity Danie; Garcia - Expression of Interest

Account Name: [Chattering Cub Group](#)      Close Date: 8/4/2024      Amount:      Opportunity Owner: [Blue Adam](#)

DETAILS      RELATED

Account Name ⓘ  
[Chattering Cub Group](#)

Submit Application  
[Click to Submit Application](#) 4

# Submit Membership Application



## Parent

### Steps

5 Enter the details

6 Click on Submit

Now, Application is submitted.

7 Logout

**Photo Consent**

• Photo Approval (I accept that photos of the applicant may be used for promotional purposes and on Scouts WA managed media channels)

Yes  
 No

**Social Impact**

What is your child's current level of confidence?

--None--

Has your child had previous involvement in Scouting?

Yes  
 No

**Medical Information**

Do you consider the prospective youth member to have a disability, impairment or long-term condition?

Yes  
 No

Does the prospective youth member have any allergies?

Yes  
 No

Does the prospective youth member have any medications with them?

Yes  
 No

Does the prospective youth member suffer from: (please tick all applicable and provide additional details)

Asthma  
 Diabetes  
 Epilepsy

Is there any further information you consider to be important?

Yes  
 No

**Medical Authority**

In the event of an accident or illness I authorise any Officer, Servant or Agent of The Scout Association of Australia, Western Australian Branch (Scouts WA) to obtain on my behalf and at my expense such urgent medical assistance, treatment and nursing, hospital and ambulance service as may be considered as appropriate by the Officer, Servant or Agent of Scouts WA and (should it be advised by a duly qualified Medical Practitioner that it is necessary) to authorise a general anaesthetic. This clause also includes any dental treatment urgently required. I further agree to pay on demand by Scouts WA all such medical, hospital and other fees and expenses incur red or to be incurred in such circumstances other than such fees and expenses recoverable under the policy of insurance taken out by Scouts WA. I acknowledge that I have read the above provisions prior to signing.

**Liability Statement Waiver**

In consideration for being allowed to enter and participate in any activity or program at any place or site where any Scouts WA activity or program is conducted, the undersigned (Member) has read and agrees to the terms of the Scouts WA Liability Statement (Waiver) located at <https://scoutswa.com.au/policies-procedures/>

**Membership**

•

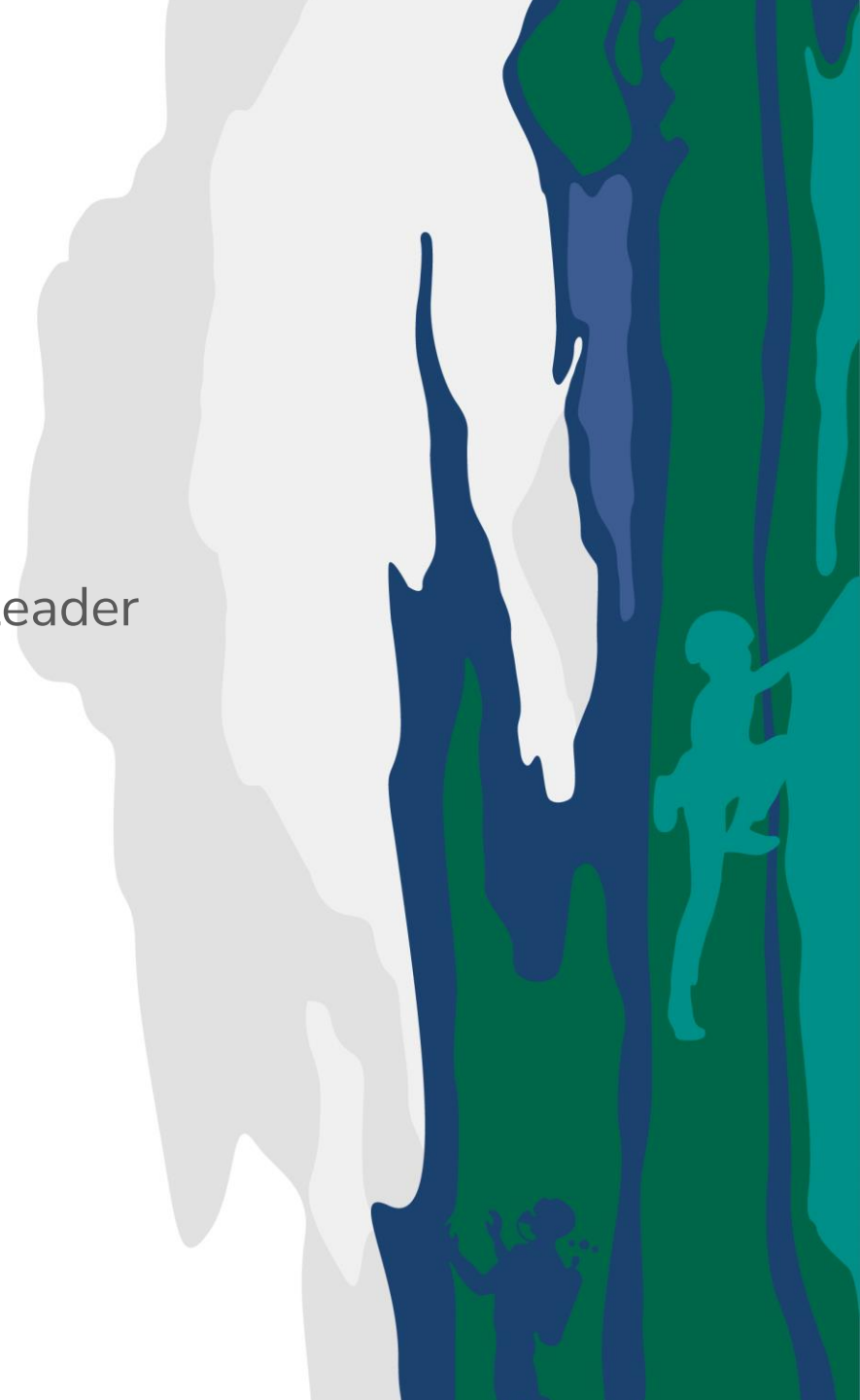
I understand that this form does not constitute membership of Scouts WA and an application for membership will require completion of this online application and payment of the relevant fees.

5

6



Endorse Membership Application- Group Leader



# Endorse Membership Application

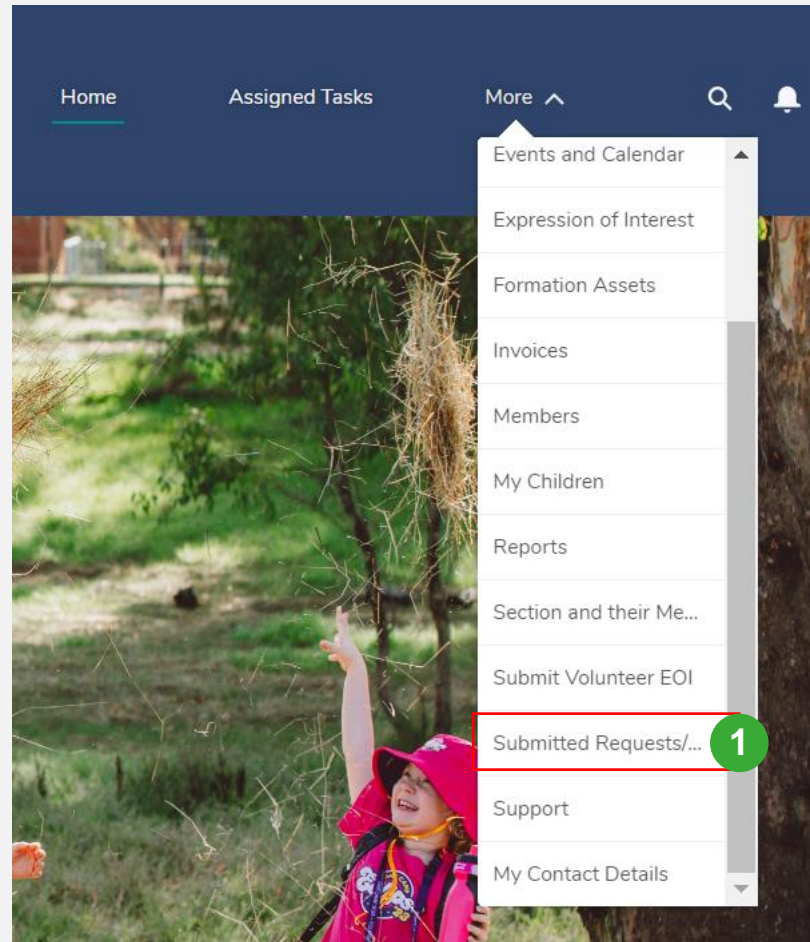


## Group Leader

### Steps

#### Group Leader logs into ScoutMap

1 Click on 'Submitted Request/Applications' tab



# Endorse Membership Application



## Group Leader

### Steps

2 Click on Submitted Member Applications tab

3 Click on Opportunity created (Name/Number)

**Note:** Stage will be updated to 'Membership Application Submitted' and Membership Fee is populated.

Submitted Applications **Submitted Member Application** Submitted Volunteer Application

Submitted Member Applications ▾

37 items • Sorted by Stage • Filtered by All opportunities - Opportunity Record Type, Stage • Updated a few seconds ago

Q Search this list... ⚙️ 📄 🔄

	Opportunity Name	Household	Parent	Member	Email	Age	Phone	Mobile No.	Stage	Members...
1	Ranjan Ali - Expression of Interest	Ranjan Ali H...	Ranjan do0 not use Ali						Application Submitted	
2	Ranjan Ali 4 - Expression of Interest	Ranjan Ali H...	Ranjan do0 not use Ali						Application Submitted	
3	Ranjan Ali - Expression of Interest	Ranjan Ali H...	Ranjan do0 not use Ali						Application Submitted	

# Endorse Membership Application



## Group Leader

### Steps

4 Click on pencil icon and Enable 'Endorsed' checkbox and Save

5 Update Stage to 'Endorsed/Payment Pending' and Save

Now, Application will be moved to 'Endorsed/Payment Pending' stage.

Opportunity  
Ranjan Ali - Expression of Interest

Account Name: Chittering Scout Group | Close Date: 7/3/2024 | Amount: | Opportunity Owner: Mark Batters

DETAILS | RELATED

Account Name	Submit Application
Chittering Scout Group	Cannot submit application
Stage	Membership Fee
Application Submitted	
Closed Reason	Endorsed
	<input type="checkbox"/>

Chittering Scout Group | 7/3/2024

- Application Submitted
- Waitlist
- In Trial
- Membership Application Submitted
- ✓ Endorsed/Pending Payment
- Onboarding complete
- Did not proceed

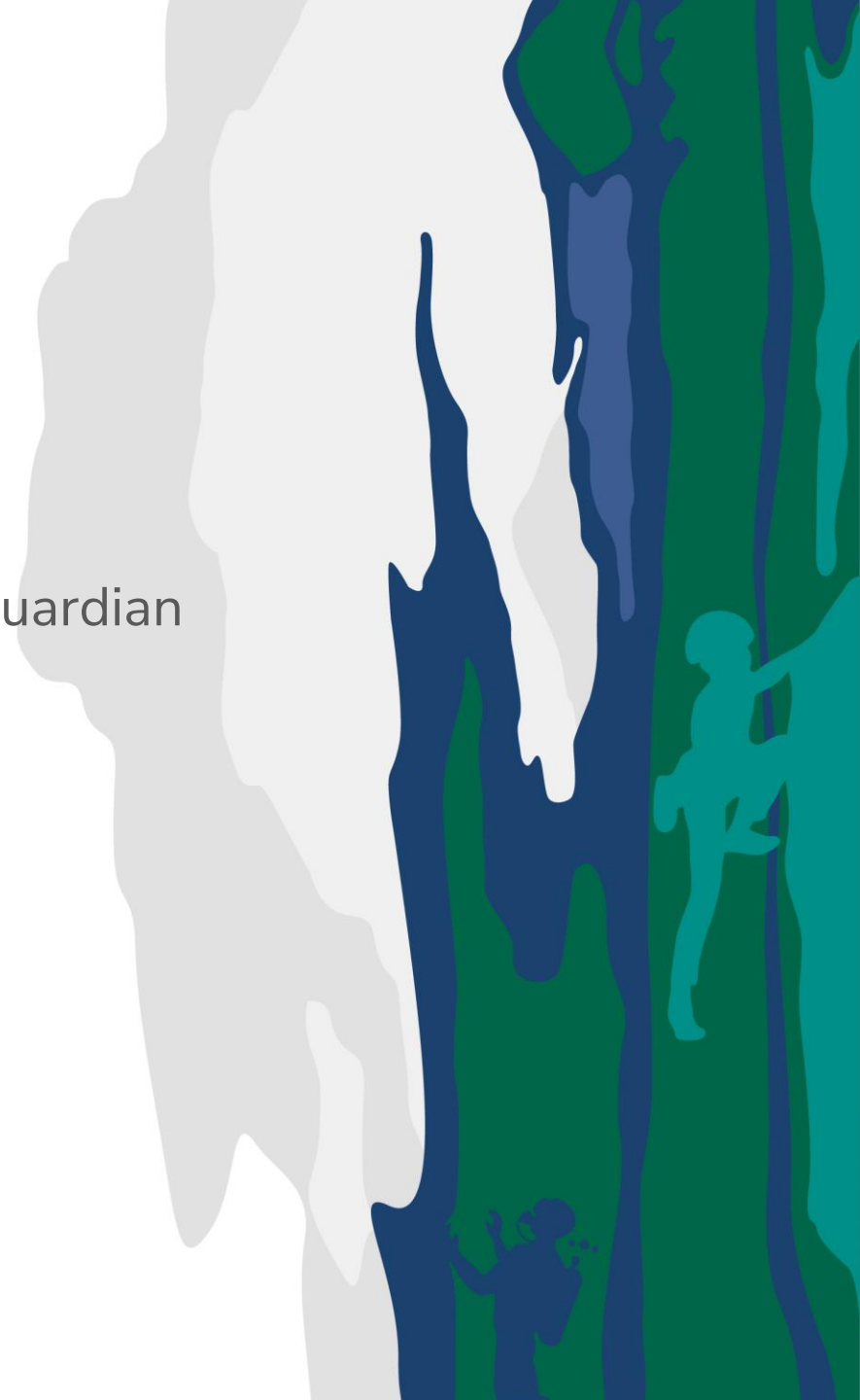
Endorsed/Pending Payment

View all dependencies

4

5

Complete Membership Payment- Parent/Guardian



# Complete Membership Payment



## Parent

### Steps

#### **Login as Parent/Guardian**

An email stating that an invoice has been prepared and a payment link is available will be sent to the parent.

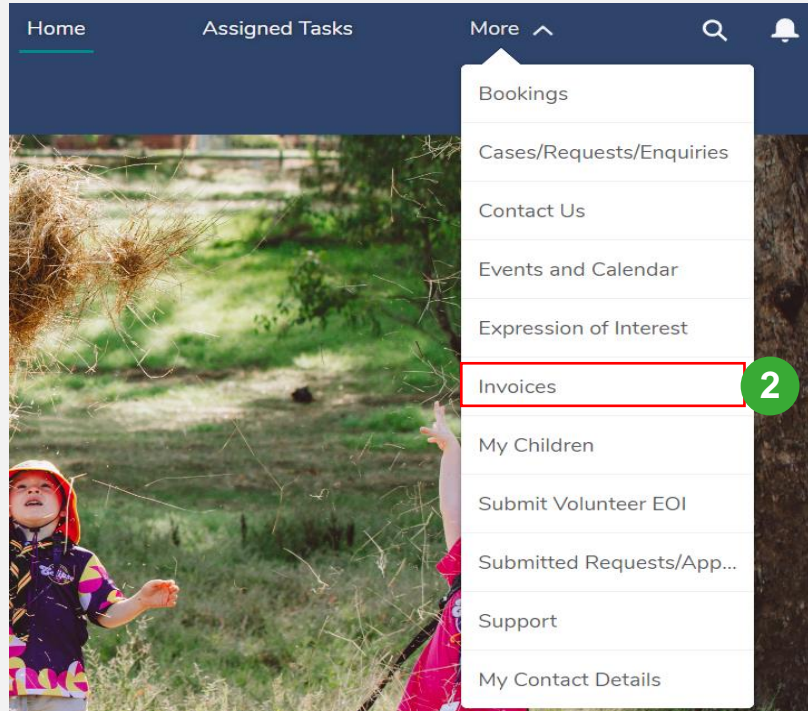
# Complete Membership Payment



## Parent

### Steps

- 1 Go back to Portal
- 2 Click on Invoices tab
- 3 Click on Invoice Number (sent in email)



50+ items • Sorted by Invoice Number • Filtered by All invoices

Invoice Number ↑

1 I-000083

3


# Complete Membership Payment



## Parent

### Steps

- 4 On Invoice details Page  
Click on Payment link

 Invoice  
I-000200

**DETAILS** RELATED

Invoice Number	I-000200
Due Date	4/4/2024
Membership Fee From Date	4/4/2024
Membership Fee To Date	4/4/2025
Amount	
Status	Unpaid
Application Submitted	<u>Jennith A - Expression of Interest</u>
Type of Invoice	Membership
Member	<u>Jennith A</u>
Transaction Id	
Receipt Number	
Payment	<a href="#">Click here for payment</a> <b>4</b>
Youth Name	Jennith A



# Complete Membership Payment



## Parent

### Steps

5 Select Payment Method

6 Provide details

7 Click on Pay

Amount Payable : \$null

Please select payment method

Credit Card  Bank Account **5**

Account Name

SMITH, JOHN

BSB

999-999

Account Number

9999999999 **6**

Pay **7**

# Complete Membership Payment



## Parent


### Steps

Now, payment is completed, and Receipt Number is displayed.

System will redirect you to Invoice page and below fields will be updated:

- Receipt Number
- Transaction id
- Status = Paid

8 Logout

 Invoice  
I-000205

**DETAILS** RELATED

Invoice Number  
I-000205

Due Date  
4/4/2024

Membership Fee From Date  
4/4/2024

Membership Fee To Date  
4/4/2025

Amount  
\$208.00

Status  
Paid

Application Submitted  
[Jennith A - Expression of Interest](#)

Type of Invoice  
Membership

Member  
[Jennith A](#)

Transaction Id  
3698001699

Receipt Number  
3698001699

Payment  
Payment complete