



Group Support Centre: Resource

MyScouts Group Commissioner Short-Cut Guide

10 quick shortcuts to help Group Commissioners navigate MyScouts

1. How to view missing volunteer screening criteria

Individually: On the Scouter's homepage under 'My Roles' tab missing screening are listed under the heading 'Requires'

Everyone: Run a Volunteer Readiness Report

2. How to contact any Scouts Canada Group

Your homepage: Under 'Search' → 'Volunteer/Employee Directory' → Enter criteria & select 'Search' → Select the arrow under the name listed & the option to 'EMAIL' will appear.

**This allows you to contact anyone Active with Scouts Canada without disclosing personal information.*

3. How to move youth between Sections

On the Section pages (Colony, Pack, Scouts, Venturers) go to the dashboard at the bottom of the page and select the 'Transfer Participants' tab → drop down menu 1 to select the Action 'Transfer Only' → drop down menu 2 to select the Section you are transferring the youth to. (Note: this can currently only be done between the dates that the role is registered for (i.e. Jan 1-Dec 31). Please contact your local Membership Services Registrar for transfers you need completed before that time).

4. How to add a completed Scouter interview

On the Scouter's homepage under 'Admin Options' → 'Screening' → 'Interviews' tab → 'Add Interview' → Add interview information, names of interviewers, your name under 'Approval' and Save.

5. How to manually add references to a Scouter's account. *Note: Backcheck completes reference checks for new Scouters. These are added by the Scouter when they apply. Group Commissioners should not add references for every volunteer. This is an option to be used when a Scouter transfers from another Group or under special circumstances. **If you are unsure when to use this feature reach out to your Relationship Manager.***

On the Scouter's homepage under 'Admin Options' → 'Screening' → 'References' tab → 'Add Reference' or 'Edit' the reference if required and already listed. The check mark needs to be selected to have the reference added.

6. How to add training to a youth or Scouter account?

On the Scouter's homepage under 'Admin Options' → 'Add Training' → Search for training (use key words & remember % to be used in the place of unknown characters) → choose 'Select' found next to the listed training.

7. How to set Group fees?



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On the Group's homepage go to the dashboard at the bottom of the page select the 'Fees' tab → add the additional Group fee to the current year listed. *Note: Only add the additional Group Fee NOT the National Fee (\$230) plus the Group Fee.*

8. How to add a Volunteer role

On the Section pages and the Group homepage under 'Org Options' there are the options to 'Add Parent Helper' / 'Add Adult Overnight Helper'. Select the role you would like to add and either add an existing volunteer or a new volunteer. *Note: Section Scouters should self-register in their MyScouts account. Parent and Adult Overnight Helper Roles and Group Committee roles cannot be registered for by the Scouter independently.*

9. How to 'Find a Group' near my own or throughout Canada

At the very bottom of every page in the green footer is the option to 'Find a Group'. This is where you can input any postal code and a list of the Groups closest to the postal code included will be listed.

10. How to add Group Commissioner Approval

On the Group's homepage under 'Org Options' → 'Scouter Approval' will be listed with a number listed in brackets. When selected the approval dashboard will appear where you can use the drop-down menu titled 'Action' and select 'Approve' if the Scouter only requires Group Commissioner Approval (GCAP) and/or Council Approval (CAP) then select 'Process Batch' at the top of the dashboard.