Membership Administration User Guide

Version 4 – May 2008

Version 4 (May 2008) of this guide has been updated as below:

- Introduction
- Sections H and I – Amendment to wording of introduction

Version 3 (January 2008) of this guide has been updated as below:

- Section L – Administering Adult Training added

  This section is only relevant to those Members who are responsible for the administration of Adult Training in Regions, Counties/Areas and Districts.

Welcome! The membership administration system, accessed via logging into scouts.org.uk, holds the records of the members of The Scout Association. This guide will help you make the most of the available tools and covers key functions and tasks.

This guide covers the following:

Section A – Register

In order to access the system you will need to register. If you have used Programmes Online you will have a valid username and password which will allow you access. If you have signed up in the past but cannot remember your details please refer to Section C of this guide. In order to register for the first time you will need to know the following information:

- your name (as it is recorded in the database – available on your appointment card);
- your eight digit membership number (available on your appointment card or address cover sheet that accompanies Scouting magazine); and
- your date of birth.

In addition to this you will need to have ready a username and password that you will remember.

1. Click on the ‘Log-In/Register’ link in the top right of the scouts.org.uk homepage.
2. Click on the ‘Register’ button at the foot of the login page.

3. Enter the following details into the form:
   - First name – This should be entered as it is recorded – your appointment card is a good place to check this if you are unsure.
   - Surname – Again this should be entered as it is recorded in the database – your appointment card is a good place to check this if you are unsure.
   - Date of birth – This should be entered in the format dd/mm/yyyy.
   - Membership number – This is available on the cover sheet that accompanies your bi-monthly Scouting magazine, on your appointment card, or of you receive the weekly ScoutingPlus email in the top right of the email. Please ensure that you enter your eight digit membership number including leading zeros).
   - Username – Choose something memorable to use as your username, such as your name e.g. if your name is Joe Smith choose 'joesmith'. Please try to avoid usernames that are linked to your current role such as 'akela' or 'scoutleader29th'. You cannot use spaces but the following symbols are acceptable: . - _. Please note that it is not possible to change your username following registration.
   - Password – Choose a memorable word or a string of letters and numbers at least five characters long as your password. Your password is case sensitive. You cannot use spaces but the following symbols are acceptable . - _. Hints and tips for keeping your password safe are available in APPENDIX ONE of this guide.
4. Click the 'Register' button at the foot of the form. The system will now verify the information that you have entered and ask you to confirm it. If you are content that the information is correct click 'Continue', otherwise click 'Cancel'.
5. The system will confirm that your registration has been successful and that you are now able to login.

Section B – Login

In order to access the membership administration tools you are required to login. You should have registered (as detailed in Section A of this guide).

1. Click on the 'Log-In/Register link in the top right of the scouts.org.uk homepage.
2. Enter your username and password into the form then click the 'Log-In' button. You will then be taken to your homepage.

Section C – Forgotten login details

If you have forgotten or lost your username or password it is possible to retrieve/reset these details.

If you have forgotten or lost your password.

1. Click on the 'Log-In/Register' link in the top right of the scouts.org.uk homepage.
2. Click on the 'I've forgotten my password' link (located in the log-in box). You will then be invited to enter the following details:
   - Username – This should be the username you entered when you initially registered – if you cannot remember your username you will find it in the top right corner of your weekly ScoutingPlus email.
   - Date of birth – This should be entered in the format dd/mm/yyyy.
   - Membership number – This is available on the cover sheet that accompanies your bi-monthly Scouting magazine, on your appointment card, or of you receive the weekly ScoutingPlus email in the top right of the email. Please ensure that you enter your eight digit membership number including leading zeros.
   - Email address – This should be the email address that is recorded in the database, this is the email address to which ScoutingPlus is sent.
3. Upon completing these details click on the 'Submit at the foot of the form. A new password will be emailed to the email address you entered (provided all of the details match with those recorded in the database).

Section D – Changing login details

It is not possible to change your username once you have registered for the first time. It is possible to change your password.

1. Click on the ‘Log-In/Register’ link in the top right of the scouts.org.uk homepage.
2. Enter your username and password into the form then click the ‘Log-In’ button. You will then be taken to your homepage.
3. Click on the ‘Edit my profile’ link in the top right of your homepage.
4. Enter the following details into the form:
    - Password – Enter your new password. You cannot use spaces but the following symbols are acceptable: . - _.
    - Confirm password – Re-enter your password (exactly as entered above).
5. Click the ‘Reset’ my password button.

Section E – Viewing/editing personal details

It is possible to view (and edit selected) details held in the database. Please note that you need to be logged in to view/edit your details (please see Section B of this guide).

1. When logged in, select the ‘My Details’ option on the main navigation panel on the right hand side.
2. The ‘My Details’ area is split into six further tabbed sections:
    - Personal – this tab displays the personal information held about you. This information was probably first supplied when you completed the Adult Application form. If any of this information is inaccurate, select the ‘Edit’ button at the foot of the page. If you amend/add any details, don’t forget to click ‘Save’ at the foot of the page.
    - Roles – this tab displays the roles you have in Scouting. If you are unsure of what any of the role codes mean, simply hover your mouse pointer over the code and the full title will be displayed. If you have a provisional role (indicated with a (P) under the role code) it is possible to track the progress of your appointment.

      PLEASE NOTE: At this stage, this functionality is only relevant to Counties/Areas taking part in the Adult Appointment Process trial (Cambridgeshire, Carmarthenshire, City of Coventry, East Lancashire, Gordon and Warwickshire). Following the review of the trial, this functionality should be available to all Counties/Areas.

      If you believe that any of the details recorded about your roles are inaccurate you should contact your District Appointments Secretary.
    - Awards – this tab displays any Scouting decorations and awards that have been awarded to you.
    - Training – this tab displays your training records. You will be able to view what training you have undertaken. It is likely that some of your training will be shown in different ways, this will depend on when you completed your training.
    - Mailing – this tab gives you the option to choose which communications you receive from The Scout Association (and any other third party organisations). To edit any of these options, select the ‘Edit’ button at the foot of the page. Don’t forget to click ‘Save’ when you have finished.

      You have the option to choose to receive Scouting magazine (and supplement), to receive ScoutingPlus (the weekly email from the Communications Team at Gilwell Park) and to select any additional information you wish to receive.
    - Location – the information on this tab is used to set your default search location. Your location should be set to where you have an active appointment and where you are most likely to be searching for other Members. To add your location click the ‘Edit’ button at the foot of the page.

      Set your location by selecting the relevant options from the drop down lists (Country, Region, County/Area, etc.). The options should be set in the order they appear on the page as the previous field provides the list of options in the next field.

Section F – Searching for Members

It is possible to search and view [limited] information of other Members. The level (e.g. Group, District, etc.) at which you are able to search and view at is based on your active role. If you have a Group role you will be able to search and view other adults within the same Group, if you have a County/Area role you will be able to search and view other adults within the County/Area (including Districts and Groups within the County/Area).

It should be noted that not all information is available to all those who are able search. For example a Cub Scout Leader will be able to see all of the other adults in their Group, but only able to view their name, address, telephone number(s) and email address(es) on the personal tab. They will also be able to view non-sensitive information on the other tabs. The Group Scout Leader would be able to view information on all tabs and edit information on the Personal, Mailing and Location tabs for adults within the Group. For further information on editing information please refer to Section E of this guide.

Please note that you need to be logged in to search for Members (please see Section B of this guide).

1. When logged in, select the 'Member Search' option on the main navigation panel on the right hand side.

2. Using the standard search page you can search for Members in two ways:

   - using their membership number – simply type in the membership number and click 'View Member'.
   - using their surname – simply type in the surname and click 'Search'.

   Both of these options will display a list of Members (who you are able to view based on your role). By clicking on any part of the detail shown in the search results you will be able to view the Members' details.

It is possible to refine the standard search by…

3. Using the advanced search page (accessed by clicking on the 'Advanced Search' button at the foot of the page) you can refine your search using a number of fields. The advanced search is intended to be used to search for groups of members who share common details.

   The advanced search form is split into five sections:

   - Search Location – This allows you to set the location in which you wish to search for Members. This will be pre-populated with information if you have set up details in your 'Location' tab of the 'My Details' area (please see the last bullet point of Section E of this guide).

     To set the location you wish to search in select the relevant options from the drop down lists (Country, Region, County/Area, etc.). The options should be set in the order they appear on the page as the previous field provides the list of options in the next field. If this is left blank (with no selections made from the drop down lists, it will automatically default to the location of your active role).

     To search for all Members in a particular location (for example a Group or District), enter the details of the location using the drop down lists and click 'Search'. It is possible to refine the output in three ways:

     – by selecting the option 'Show all at and below this level' the search will return all of the Members at the specified location and below (for example if the specified location is a District, the search results would show all those with a District appointment plus all those with appointments in Groups within the District).

     – by selecting the option 'Show all at this level only' the search will return all of the Members at the specified location only (for example if the specified location is a District, the search results would show all those with District appointments only).

     – by selecting the option 'Show all below this level only' the search will return all of the Members below the specified location only (for example if the specified location is a District, the search results would show all those with appointments within Groups in the District and exclude District appointments).

   - Personal Details – It is possible to refine your search using a Member's personal details. If you know any of the details of the individual(s) you are searching for, enter them in this section. For example if you know the surname of a Member you are searching for within a specified District or Group, enter the details and the search results should reflect this.

- Role – It is possible to refine your search by defining a specific role. This can be combined with any entries made to the fields in the 'Personal Details' section above. For example if you are looking for a Member with a specific role and you know their surname, these can be combined to refine your search.

  This section also allows Members with a specific role at a specific location to be displayed. For example if looking for all Group Scout Leaders within a District, set the 'Search Location' section details to the specific District, then in the 'Role' section select 'Group' in the 'Role Level' field followed by 'Group Scout Leader' in the 'Role' field, then click 'Search' at the foot of the page.
- Include – This section allows you to define the status and type of Members you are searching. For example it is possible to search roles that are: active (where the role(s) start date is in the past and the end date is in the future; in-active (where the role(s) have end dates in the past but the Member is not lapsed); and active elsewhere (where the role(s) start date is in the past and the end date is in the future but the role is in another location e.g. Group or District).
- Sort – This section allows you to choose the sorting and ordering of your search results. Use the drop down lists to define the sorting.

Section G – Extracting data for mailings/emailing

It is possible to extract data from the membership system for mailing/emailing purposes. The data can be extracted as individual reports in pdf (.pdf) format (which can be viewed using a pdf viewer such as Adobe Acrobat Viewer, which is available to download at no cost from www.adobe.com/products/acrobat/readstep2.html) or as data exported in a comma separated value (.csv) sheet (which can be opened using software such as Microsoft Office Excel, Microsoft Works, Open Office, etc.).

Please note that you need to be logged in to extract data (please see Section B of this guide).

To view pdf format files you need to have a pdf viewer installed on your computer. Please refer to details above for details of a free pdf viewer.

To generate an individual report for a Member in pdf format (note that it is possible to generate reports for multiple members) – please refer to step two in the process below:

1. When logged in, search for the Member(s) that you wish to run the report(s) on (please refer to Section F of this guide for details on searching).
2. Using the tick box(es) in the far right column of the search results, click to tick the Member(s) you wish to run reports for. It is possible to tick a number of Members, similarly by clicking the 'Select all' button at the foot of the search results page you will select all Members that have been returned by the search. By selecting 'Deselect all' all Members that have been selected, will be unselected.
3. From the drop down list at the foot of the search results page, select the 'Export selected as PDF' option, then click the 'Go' button.
4. You will then be given the option by your internet browser to open or save the pdf file that has been generated (the terminology of these options may vary across internet browsers). By selecting open (or similar) the pdf file will open using the pdf viewer installed on your computer.

To export the data of a number of Members in a comma separated value (.csv) sheet (this method of export is most useful for mail merges and importing email addresses into email software):

1. When logged in, search for the Member(s) that you wish to export the data of (please refer to Section F of this guide for details on searching).
2. Using the tick box(es) in the far right column of the search results, click to tick the Member(s) you wish to export the data of. It is possible to tick a number of Members, similarly by clicking the 'Select all' button at the foot of the search results page you will select all Members that have been returned by the search. By selecting 'Deselect all' all Members that have been selected, will be unselected.
3. From the drop down list at the foot of the search results page, select the 'Export selected as CSV' option, then click the 'Go' button.
4. You will then be given the option by your internet browser to open or save the file that has been generated (the terminology of these options may vary across internet browsers). By selecting open (or similar) the file will open using the most appropriate package installed on your computer (such as Microsoft Office Excel, Microsoft

Works, Open Office, etc.).

The file will contain the following fields of data for the Members that you have selected:

- Membership number;
- Title;
- Surname;
- Forename(s);
- Date of birth;
- Member type;
- Address (line 1);
- Address (line 2);
- Address (line 3);
- Address (line 4);
- Address (line 5);
- Postcode;
- Latest role;
- Role County;
- Role District;
- Role Group;
- Home telephone number;
- Work telephone number;
- Home email;
- Work email; and
- Portal ID (Username).

It is possible to highlight and select the specific data in the sheet and copy it into other software packages. This may be useful for emailing the Members of a Group, where the data in the 'Email' field can be copied from the csv file into email software.

It is also possible to use this data to perform a mail merge, the csv file is the data file that is used. Software such as (Microsoft Office Word, Microsoft Office, Open Office, etc.) that support mail merge provide comprehensive help and support material on making use of mail merge features.

Section H – Adding Adult Members (managers and administrators only)

This section is relevant only to: County/Area/District/Regional Secretaries, Appointments Secretaries, Administrators and Commissioners (access to perform the functions contained in this section is restricted to these roles).

You can use the membership system to add new Members. This process should be undertaken for new Members using the Adult Appointment form (Form AA). The data from this form can then be entered directly into the membership system. During this process you will be required to add the first role to the Members' record.

Please note that you need to be logged in to add Members (please see Section B of this guide).

To add a new adult Member:

1. When logged in, select the 'Add Adult Member' option on the main navigation panel on the right hand side.
2. Complete the fields on the form (the fields mirror the Adult Appointment form) as fully as possible. Whilst we do encourage that all fields are completed accurately, the fields that must be completed in order to move to the next step In the process are:

- Surname;
- Forename;
- Title;
- Gender;
- Date of birth;
- Address (line 1);
- Address (line 2); and
- Postcode.

When all of the data is entered click 'Next' at the foot of the form.

3. The system will now check for possible duplicate records (if for example a Member already has a record but you are unaware of it). If any duplicates (or possible duplicates are found) you will be given the opportunity to choose the existing record (where appropriate) or proceed with the creation of a new record.

   To select the record you wish to use click the radio button on the left of the record, then click the 'Use selected Member' button at the foot of the form. To amend any details or go back to the previous step, click the 'Cancel' button at the foot of the form.

   If no duplicates (or possible duplicates) are found you will advance to the next step immediately.

4. To add the Members' role complete the following fields:

   - Role level – From the drop down list select the role level (e.g Group, District, etc.).
   - Role – Select the role title from the drop down list (this list is populated from the choice made in the 'Role level' field).
   - Country – Select the country in which the role is located from the drop down list.
   - Region – Select the Region in which the role is located from the drop down list.
   - County – Select the County in which the role is located from the drop down list.

   The following two fields will only be displayed for District and Group roles respectively:

   - District – Select the District in which the role is located from the drop down list.
   - Group – Select the Group in which the role is located from the drop down list.
   - Start date – This should be entered in the format dd/mm/yyyy (or use the calendar to select the date).
   - Review date - This should be entered in the format dd/mm/yyyy (or use the calendar to select the date).
   - Set the role to provisional by clicking the 'Provisional' radio button.

     Please note: The 'Pre-Provisional' option is only to be used by those Counties/Areas involved in the Adult Appointment Process trial (Cambridgeshire, Carmarthenshire, City of Coventry, East Lancashire, Gordon and Warwickshire). This option **MUST NOT** be used for any roles is any other Counties/Areas.

   When complete click the 'Next' button at the foot of the form.

5. Complete the tick boxes (as appropriate) with the Member's mailing preferences. When completing the Scouting Magazine option please ensure that you select the correct supplement (where relevant).

   ScoutingPlus is the weekly email sent from the Communications Team at Gilwell Park. We encourage all adults to elect to receive this communication.

   The mailing options should reflect the Member's choices as declared on the first page of the Adult Appointment form under the 'Data Protection' heading and 'Post' sub-heading.

   When complete click the 'Next' button at the foot of the form.

6. The Member's location should be set so that it is at the same level as the Member's active role (as added in step two). This effectively sets the default location of where the Member is most likely to be searching for other Members.

   Set the location by selecting the relevant options from the drop down lists (Country, Region, County/Area, etc.).

The options should be set in the order they appear on the page as the previous field provides the list of options in the next field.

When complete click the 'Next' button at the foot of the form.

7. The system will confirm that the Member has been successfully added. The following information will be summarised:
   - Membership number;
   - Name;
   - Date of birth; and
   - Gender.

Section I – Adding/amending roles (managers and administrators only)

This section is relevant only to: County/Area/District/Regional Secretaries, Appointments Secretaries, Administrators and Commissioners (access to perform the functions contained in this section is restricted to these roles).

It is possible to add/amend roles on Members' records. You can add a new role, review dates to be amended and roles ended.

There is one key point to bear in mind when ending a Member's role if the reason for ending the role is unsatisfactory. That is that a Cancellation Form (Form CS) must be sent to the Records Team at Gilwell Park in addition to ending the role on the membership system.

Please note that you need to be logged in to add/amend roles (please see Section B of this guide).

To **add** a role to a Member's record:

1. Search for the Member you wish to add a role to (please refer to Section F of this guide for details on searching) and view their record.
2. Click on the 'Roles' tab, then click the 'Add role' button at the foot of the page.
3. To add the Members' role complete the following fields:
   - Role level – From the drop down list select the role level (e.g Group, District, etc.).
   - Role – Select the role title from the drop down list (this list is populated from the choice made in the 'Role level' field).
   - Country – Select the country in which the role is located from the drop down list.
   - Region – Select the Region in which the role is located from the drop down list.
   - County – Select the County in which the role is located from the drop down list.

   The following two fields will only be displayed for District and Group roles respectively:

   - District – Select the District in which the role is located from the drop down list.
   - Group – Select the Group in which the role is located from the drop down list.
   - Start date – This should be entered in the format dd/mm/yyyy (or use the calendar to select the date).
   - Review date - This should be entered in the format dd/mm/yyyy (or use the calendar to select the date).
   - Set the role to provisional by clicking the 'Provisional' button.

     Please note: The 'Pre-Provisional' option is only to be used by those Counties/Areas involved in the Adult Appointment Process trial (Cambridgeshire, Carmarthenshire, City of Coventry, East Lancashire, Gordon and Warwickshire). This option **MUST NOT** be used for any roles is any other Counties/Areas.

   When complete click the 'Save' button at the foot of the form.

   The Member's roles tab will be displayed with the new role added.

To **amend** the review date of a Member's role:

1. Search for the Member you wish to amend the role review date of (please refer to Section F of this guide for details on searching) and view their record.
2. Click on the ‘Roles’ tab, then click the ‘Edit Review‘ button next to the role that you wish to amend the review date of.
3. Enter the review date in the format dd/mm/yyyy (or use the calendar to select the date).

   When complete click the ‘Save’ button at the foot of the form.

   The Member’s roles tab will be displayed with the review date amended.

To **end** a Member’s role:

1. Search for the Member you wish to end a role for (please refer to Section F of this guide for details on searching) and view their record.
2. Click on the ‘Roles’ tab, then click the ‘End role‘ button next to the role that you wish to end.
3. Enter the end date in the format dd/mm/yyyy (or use the calendar to select the date).

   When complete click the ‘End role’ button at the foot of the form.

   The Member’s roles tab will be displayed with the end date displayed.

   If the Member has no active roles you will be asked to either: add another role to the Member’s record, or lapse the Member and provide the reason.

   To add another role click the ‘Add’ button then follow the steps under the ‘add a role to a Member’s record’ on page 11 of this guide.

   If the Member is to be lapsed, select the reason from the drop down list then click ‘Save’ at the foot of the form.

   The roles page will be displayed with the changes (new role added or lapsed).

   Please remember that where a role is ended for a reason that is deemed to be unsatisfactory, a Cancellation Form (Form CS) must be sent to the Records Team at Gilwell Park.

Section J – Providing feedback

We value your feedback and comments on the tools that are available to you and would encourage you to send feedback to us in the following way. To submit feedback you need to have email software installed on your computer. Please note that you need to be logged in to submit feedback (please see Section B of this guide).

1. When logged in, select the ‘Home’ option on the main navigation panel on the right hand side.
2. Click the ‘Feedback’ link (located at the foot of the page). A new email will open (generated from the email software installed on your computer).
3. Complete the email form with all of the required information being as specific as possible. Click the send when you have entered all of the required information.

   Your feedback will be reviewed and acted upon as appropriate. Please note that it is not possible for us to respond to all feedback.

Section K – Organisational details

It is possible to view information about the registration of a Group, District or County/Area. It is also possible to view all of the Members attached to a particular location (e.g. Group, District, County/Area). The membership system has an organisational details feature which allows you view these details.

Please note that you need to be logged in to use organisational details (please see Section B of this guide).

To view the registration details of a location:

1. When logged in, select the ‘Organisational Details’ option on the main navigation panel on the right hand side.
2. In the ‘Organisation Search’ field enter the name of the Group, District or County/Area that you are searching

for information on (e.g. 19th Bromley). Click the ‘Search’ button.

The search results will be displayed with the Country, Region, County/Area, District and Group headings (where appropriate to the location searched).

To view the details click on the link (the name of the location). The details held will be displayed.

To view the Members attached to a particular location:

This feature allows you to ‘drill down’ to find a Group, District, County/Area using the organisation tree (which mirrors the structure of Scouting between Groups and Headquarters). To this end you will need to know the respective Group and/or District and/or County/Area for the location you are looking for.

1. When logged in, select the ‘Organisational Details’ option on the main navigation panel on the right hand side.
2. In the ‘Organisation Tree’ section, click on the plus symbol ‘+’ to the left of the country in which the location you are searching for is located.

   The Regions located in that country will be displayed. Again, click the plus symbol ‘+’ to the left of the Region in which the location you are searching for is located.

   Continue this ‘drilling down’ process until you get to the location you are searching for. You then have three options:

   - Display – Click on this link to display the registration details held about the particular location.
   - Member Search – Click on this link to display all adult Members with an active appointment at the particular location.
   - Youth Search – Click on this link to display all youth Members (where there are any entered into the system) at the particular location.

Section L – Administering Adult Training

This section is relevant only to: Regional Training Advisers, Assistant Regional Commissioners – Adult Training (Scotland only), County/Area Training Managers, Local Training Managers, and County/Area/Local Training Administrators (access to perform the functions contained in this section is restricted to these roles).

It is possible to manage the administrative aspects of the Association’s Adult Training scheme using the membership system. You can enter an individual learner’s Personal Learning Plan into the system and progress can then be tracked and entered as the learner completes the learning and validation for each of the modules in their Personal Learning Plan. At various points in the process the system triggers administrative processes such as the issue of a module completion certificate.

Please note that you need to be logged in to use the Adult Training administrative functions (please see Section B of this guide).

To add a Personal Learning Plan to a Member’s record:

1. When logged in, search for the Member(s) that you wish to administer Adult Training for (please refer to Section F of this guide for details on searching).
2. When viewing a Member’s record, click on the ‘Training’ tab. The tab will be displayed and the Member’s training history will be displayed.
3. Click the ‘Add New Personal Learning Plan’ button located at the foot of the page.
4. From the drop down lists complete the following fields:
   - Role level – select the level at which the learner’s role is located in the Scouting Structure (for example ‘Group’ for Assistant Beaver Scout Leader, ‘District’ for Deputy District Commissioner).
   - Role – select the learner’s role.
   - County/Area – select the County/Area in which the learner is a Member.
   - District – select the District in which the learner is a Member. Please note that if the learner’s role is a County/Area role, please choose the title of the County/Area again in the District drop down list. This is important as the as the District field is used to print the learner’s location on the module completion

certificate.

When complete click the 'Save' button at the foot of the form.

As list of the modules required for this role will be displayed. Modules that the learner has completed before will be shown in green and those that require to be completed shown in red. Some roles do not have an identified list of modules to be completed – if this is the case no modules will be displayed. It is possible to add modules manually to the learner's Personal Learning Plan (please refer to step seven).

5. If the Learner has previously completed any modules which require to be validated again, click the check box in the 'Redo' column (to the left of the module title) next to applicable modules.
6. If additional (an) module(s) require(s) to be added to the learner's Personal Learning Plan, click the 'Add additional modules' button at the foot of the page. From the drop down list select the appropriate module(s), followed by clicking the 'Save and Return to the Member's Training' button. You can continue to use the 'Add another module' button to add more modules, but when finished remember to click the 'Save and Return to Member's Training' button.

To add modules to an existing Personal Learning Plan:

1. Follow the steps under the heading 'To add a Personal Learning Plan to a Member's record' (above) until step two.
2. Press the 'Show Modules' button next to the Personal Learning Plan that the module(s) require(s) to be added to.
3. Press the 'Add/Redo Modules' button at the bottom of the list of modules, then select the module that is to be added to the Personal Learning Plan. Click the 'Save' button at the foot of the page.
4. Should additional modules be required to be added to the learner's Personal Learning Plan, repeat step three the required number of times until all modules are added.

Editing and validating a Module:

NOTE: On completion of this process (once all of the fields are completed as detailed below in step 3 – following validation of a module) a module completion certificate will be generated. Wood Badges should be requested in the traditional way (by completing Form WB).

1. Follow the steps under the heading 'To add modules to an existing Personal Learning Plan' (above) until step two.
2. Click the 'Edit' button to the left of the module that needs to be updated.
3. Enter the required information into the fields, all date fields need to be entered in the format dd/mm/yyyy. Please note that it is possible to add partial information, for example it is possible to update the module information with detail on the learning method and the date on which the learning aspect was completed. This detail can be saved and further details (i.e. validation details) added at a later date.

   NOTE: If the module is being validated, all fields with an asterisk (*) require to be completed – REMEMBER completing all fields will generate a module completion certificate.
4. When all of the details are entered, click the 'Save' button.

Please note that modules cannot be deleted through the system, please contact the Membership and Appointments team at Gilwell Park if anything is entered incorrectly in order that amendments can be made accordingly.

APPENDIX ONE – Protecting your passwords

This advice is not only relevant to your scouts.org.uk login but to all other online sites that require you to create and use a password. Here are some tips on keeping them safe:

- **never share your passwords**, this is the most important thing to remember, if someone else logs in using your username and password, anything they do will be logged against your username;

- choose a password that is at least five characters long; if possible use a combination of letters and numbers;
- avoid words referring to anything noticeable about you: the name of your spouse, child, pet or your favourite football team;
- don't use "password" or any other easily guessed option;
- use a different password for scouts.org.uk than you do for your internet banking or your email;
- change your password immediately if you think it has been compromised;
- remember to logout when you have finished using websites.

There are many ways of creating a password meaningful to the user but not easily guessed by anyone else. Here are some examples:

- Choose a phrase and compose the password from the initial letters and numbers of the words, for example:
  - 'ilia2bh' = I live in a 2 bedroomed house
  - 'igoho28j' = I go on holiday on 28th June
  - 'mtnbw62' = My telephone number begins with 62
- Linking two words together with a non-alpha character, for example:
  - 'cat*food'
  - 'bell%book'
- Forming easy to remember anagrams of words or names and adding a non-alpha character, for example:
  - 'nailgil*' from Gillian
  - 'ardhow£' from Howard
- Replacing letters in a word or name by a non-alpha character, for example:
  - 'ch#le*' from Charles
  - 'car+oon' from cartoon