



User Manual

ver 1.04



www.online.scouting.org.za

Table of Contents

Introduction.....	2
1. Multiple Language Support	2
2. User Registration & Logging In.....	3
3. Storing Personal Details.....	4
4. Viewing Badge Course Applications	5
5. Apply for a Badge Course.....	6
Apply for a badge course without logging in.....	6
A Scout logs in and applies for a course.....	7
A System Administrator (or Scout HQ) log in and capture a Badge course	7

Introduction

Currently, the main focus of the Scouts Online system is to allow scouts to apply for Provincial Badge Courses online, and to enable scouters to view these applications.

This will hopefully ease the process of applying for badge courses!

Once the Badge Course Applications are running smoothly in this system, we can consider adding more functionality such as :-

- Applications for Outdoor Activities
- Booking of Campsites
- Ordering of badges from the shop
- Etc

(Note: the above are only ideas)

It should be noted that this move towards online functionality will not take over from any existing systems as one will always need to cater for fax and over-the-counter applications. In time this will hopefully be integrated more into the everyday running of the Scouting HQ, but this is currently not the case as we are simply testing a concept.

We are always eager to hear from you regarding ideas, problems, suggestions, questions, etc, and the email address to use for all communication regarding this system is :



wcapeonline@scouting.org.za

1. Multiple Language Support

The entire Scouts Online system can be viewed in English, Afrikaans or Xhosa. Although all the text is not currently translated, it is very easy to alter the language files for the various languages. It would also be easy to add more languages should the need arise, but one would obviously need to find someone to do the translations!

As the site grows with functionality, and as things change, so too will the requirements for various languages. One cannot hold back on the development of the site while waiting for people to translate text.

The entire site will always default to English where a translation has not yet been done. Scout terminology will also always appear in English as the official documentation for Advancement Levels, Interest Badges, etc is English.

If you are able to help with translations, or if you pick up errors, please let us know so that we can make the necessary corrections.

You can change your default value by logging in and clicking on the “System Options” menu (under the “My Details” menu).

2. User Registration & Logging In

Although one does not have to register as a user, it is highly recommended! Someone who does not register as a user, but who wants to use the system will be limited to the following functionality :-

- View the calendar and all events
- Apply for a badge course

When applying for a badge course (without logging in), the user will need to capture all details as no personal information can be drawn from the system.

To register as a user, one simply needs to click on the link “Register as a User” and follow the prompts on the screen.

You will be required to enter a valid email address as well as your name and surname. An email will then be sent to you which contains your password with which you can login.

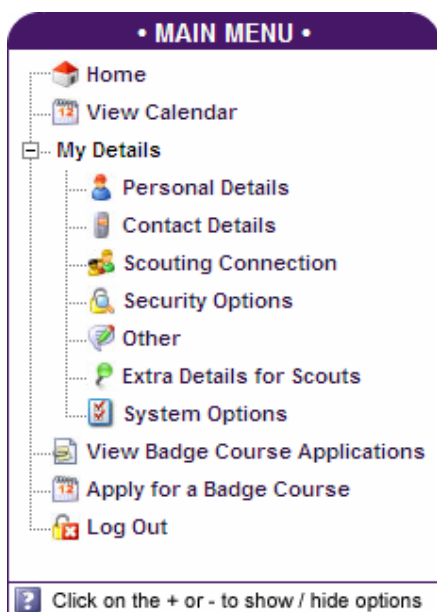
*** The email is sent immediately, and in most cases received within seconds. It could however take up to a few hours for you to receive it. Please wait at least 2 hours before reporting any errors.**

Please note that each individual user will need to use their own unique email address and a single email address cannot be shared between users.

To login, one simply needs to enter your email address and password and click the “Login” button.

Please also note the “Forgotten your Password?” link which may be of assistance.

3. Storing Personal Details



Everyone who logs into the system will have a Menu with items specific to them. Under the section “My Details” one can click on the various items in order to save your details.

The menu item “Extra Details for Scouts” is only available for Scouts as this contains some information on badges attained and scout specific information.

One screen worth particular notice is the “Scouting Connection” screen. This is where you can choose whether you are a Scout or a Scouter. If you choose an option other than “Scout” you will need to wait a little while as the information that you enter will need to be verified.



How do you fit in?

Please indicate how you 'fit into' the scout scene. Choosing anything other than 'Scout' will result in a verification process and you may need to wait several hours before being able to use the features associated with your choice.

Choosing something other than Scout will result in an email being sent to you. Please look out for it!

How do you fit in?

What is your role?

Select your Province

Select your District

Select your Group

[I do not see my District or Group, or there is a mistake...](#)

The reason for the verification process is that scouters will be able to view personal details of scouts within their group, and we would not want the wrong people to get this information!

There is currently only one person who is able to verify users, so please be patient if this takes a little longer than expected.

4. Viewing Badge Course Applications

Badge Applications

These are the Badge Applications received. Acceptance to the course is not automatic and the Course Leader will update the Notes field as to whether or not the candidate is accepted; as well as contact the Scout or Scouter.

Select your District

Select your Group

Course

Show All Applications
(incl Rejected/Cancelled/not yet Reviewed)

[EXPORT TO CSV/EXCEL](#) [PRINT PDF](#)

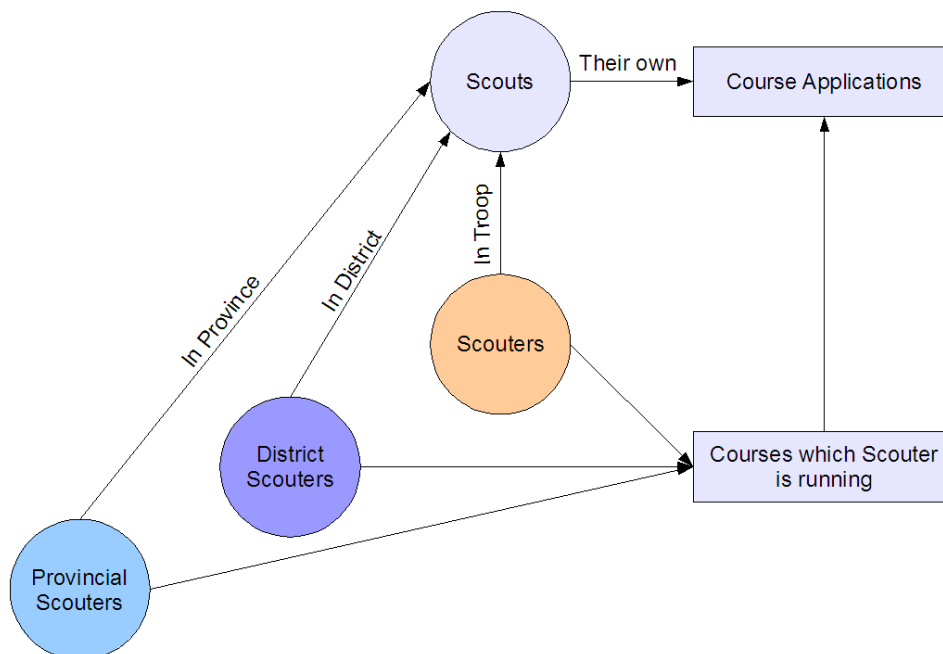
[|< FIRST](#) [<< PREV](#) [NEXT >>](#) [LAST >](#) 1 - 1 of 1

REF	COURSE	SURNAME	FIRSTNAME	GROUP	CL NOTES	HQ NOTES	PAID	CANCELLED	ACCEPTED
BC144	2009 Cooks	Jones	Vanguard	2nd Kenridge	You may attend		No	No	Yes

Change the number of rows you see at a time under the menu "My Details" and "System Options".

Click on the menu option : **View Badge Course Applications**

Every user will have the drop-down boxes for District, Group & Course; but will only be able to see Badge Applications according to the security level. Basically, a scouter can see only his/her scouts; unless they are running a course and in that case they can see all scouts on that particular course.



5. Apply for a Badge Course

There are 3 ways in which Badge Applications can be captured into the system. They are :-

- Apply for a badge course without logging in
- A scout logs in and applies for a course
- A System Administrator (or Scout HQ) log in and capture a Badge course

Apply for a badge course without logging in

This option is available for those wishing to apply for badges on behalf of others. Or, perhaps someone does not want to register as a user. *(I can't imagine why not!)*

From the main homepage, click on the menu option :- **Apply for a Badge Course**

Apply for a badge course

Select your District

Atlantic (CW 1/2) ▼

Select your Group

1st Camps Bay ▼

[I do not see my District or Group, or there is a mistake...](#)

Continue...

Choose the District and Troop you belong to, and then click "Continue".

Apply for a badge course

Atlantic (CW 1/2) : 1st Camps Bay

Course

2009 Lifesaver (24 & 25 January 2009) ▼

[I don't see the course I want to do](#)

[Sea Scout Base Courses](#)

• COURSE INFORMATION •

2009 Lifesaver : 24 & 25 January 2009

Closing Date 15 January 2009

Venue Sea Scout Base

Cost 120

Special Notes Be 12 yrs old, hold a Pathfinder & Swimming

Administered By Sea Scout Base

Your Details

Email

Surname

Firstname

Home phone

Now you can choose the badge course and fill in all the information as required on the form. Please capture as much information as possible as this will help know who is applying and how to get in touch with them!

You must supply a valid email address as this is the primary method of contact!

A Scout logs in and applies for a course

This is by far the easiest way of applying for a badge!

If a scout is logged into the system, they will have a menu option called :
Apply for a Badge Course

When clicking this menu, the following screen appears :-

Apply for a badge course

2009 Lifesaver (24 & 25 January 2009)
[I don't see the course I want to do](#)
[Sea Scout Base Courses](#)

• COURSE INFORMATION •	
2009 Lifesaver : 24 & 25 January 2009	
Closing Date	15 January 2009
Venue	Sea Scout Base
Cost	120
Special Notes	Be 12 yrs old, hold a Pathfinder & Swimming
Administered By	Sea Scout Base

By clicking this button you are applying for a badge course. This information will be emailed to Headquarters (or the Sea Scout Base) for processing. You cannot remove your application via this system. If you wish to retract from this you will need to contact HQ or the SSB directly.

You simply choose a course, and click Continue. That is all!!!

Be careful to select the *correct* course as the process cannot be undone.

A System Administrator (or Scout HQ) log in and capture a Badge course

This section will be completed soon!