

SCOUT CENTRAL HANDBOOK



9 October 2017
Photo - Angus Boxall



Logging In

Whether logging into Scout Cloud, Scout Central, or the Scout Wiki, you'll begin here. The three bits of information you'll need are:

Select Branch	The Branch you belong to
Membership Number	Your Branch membership number
Password	The password you've set

Note:

If you are logging in for the first time, your password will be your date of birth - DDMMYYYY

User Types

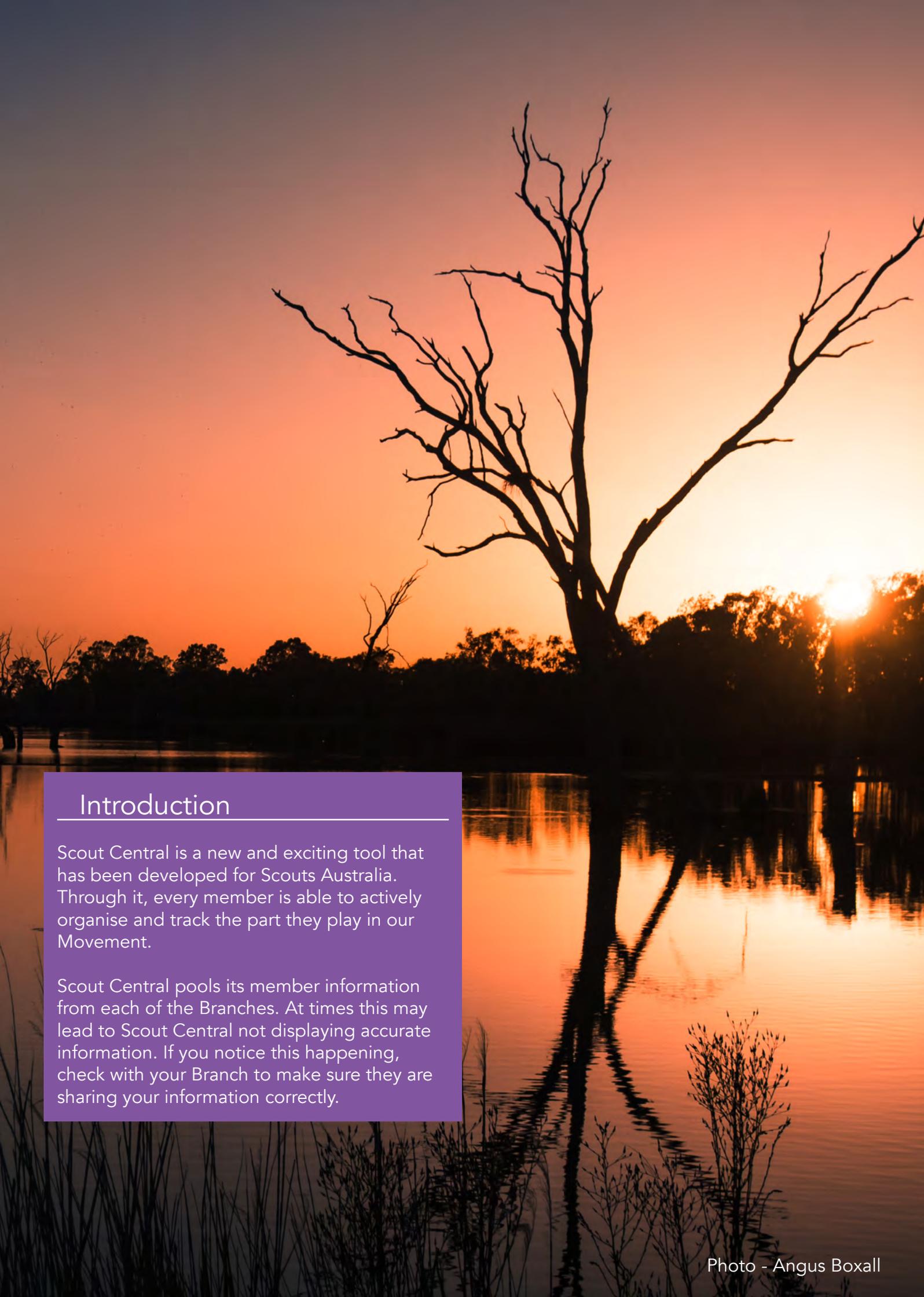
Scout Central provides different tools for different users. These vary depending upon your role within your Formation. Throughout this document, items will have icons next to them to denote which users have access to what tools.

Leader	L	Section Leader, Group Leader, etc.
Young Leader	YL	Sixers, Patrol Leaders, Venturer Scouts, and Rover Scouts
Youth Member	YM	Joey Scouts, Cub Scouts, and Scouts.

Note: Sixer and PL access is given by Leaders through a Members Register see *Register Sheet: History*

TABLE OF CONTENTS

Logging In	2
<u>SCOUT CENTRAL</u>	5
Getting Started	6
Personal Account Settings	7
Accessing your Formation/s	8
Formation Information	9
<u>Term Program</u>	
Create Term	10
Add New Meeting	11
Add From Library	11
Add New Program	12
<u>Photo Albums</u>	
Create an Album	13
Adding Photos	14
<u>Attendance and Register</u>	
Marking attendance	16
Member Register Sheet	16
History	17
Attendance	17
Camps/Excursions Attended	18
Badgework	19
Progress Chart	20
Name Bar	20
Requirements and Marking Off	21
<u>Program Finder</u>	22
Search / Sort / Filter	23
Activities & Programs	24
Submit a Program/Activity	25

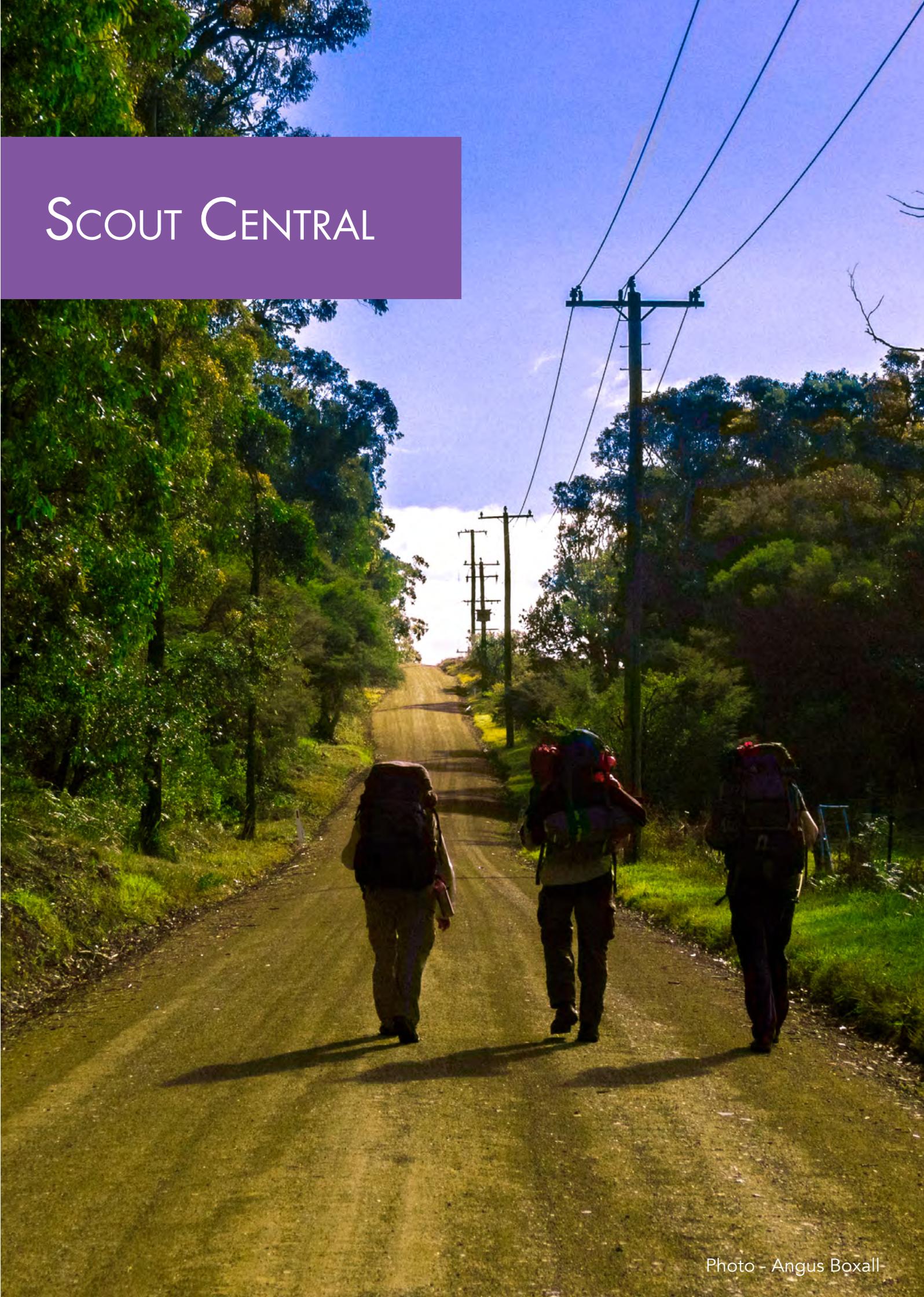


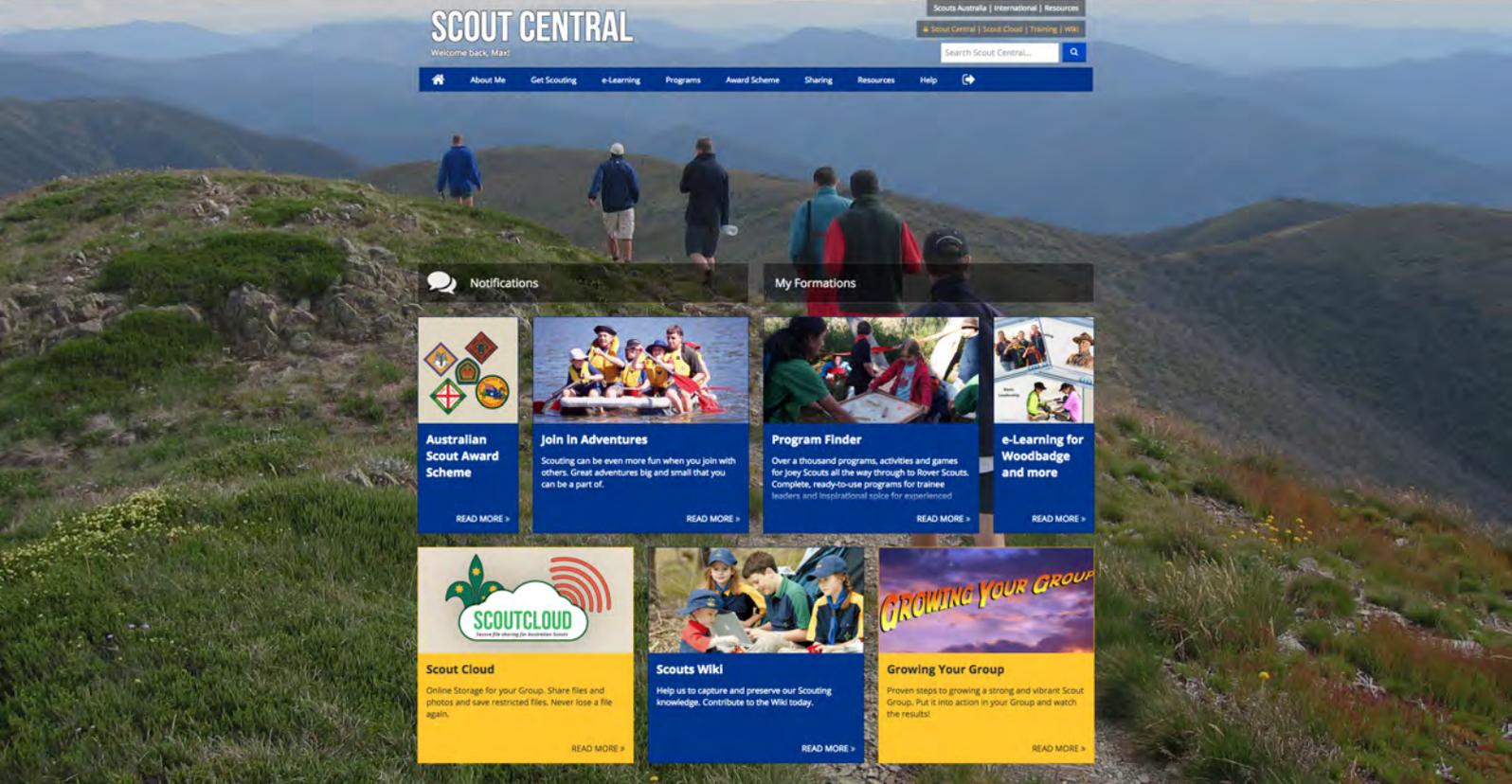
Introduction

Scout Central is a new and exciting tool that has been developed for Scouts Australia. Through it, every member is able to actively organise and track the part they play in our Movement.

Scout Central pools its member information from each of the Branches. At times this may lead to Scout Central not displaying accurate information. If you notice this happening, check with your Branch to make sure they are sharing your information correctly.

SCOUT CENTRAL





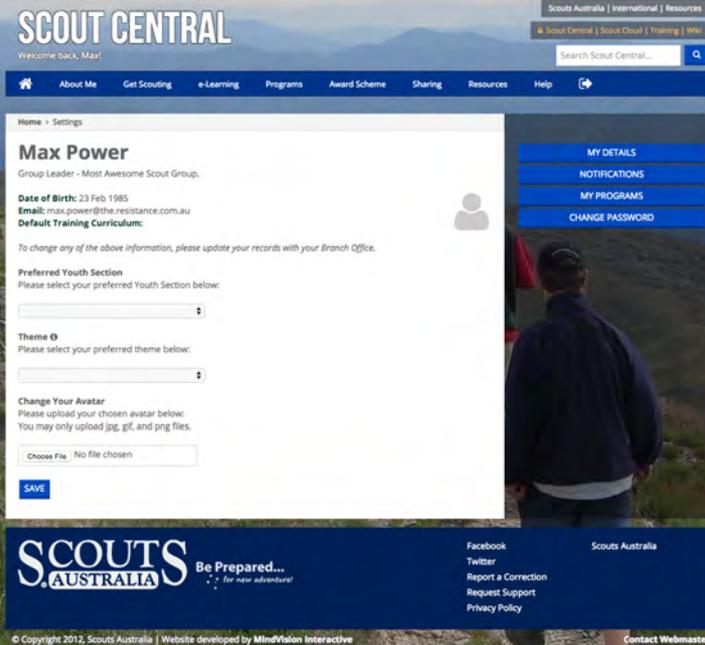
Getting Started

Once you've logged in, you'll be presented with a personalised lander page. This will give you access to all the features and tools within Scout Central. These include Scout Cloud, eLearning, the Scout Wiki, as well as all your Group/Section specific information.



Navigating Scout Cloud is done through the top navigation bar. Hovering over each menu item will display sub-menu items that can be clicked. The 'house' (🏠) icon will bring you back to this landing page from any other page; while the 'arrow' (➡️) icon will log you out of Scout Central.

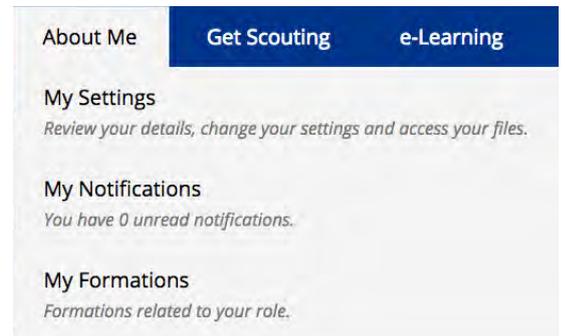




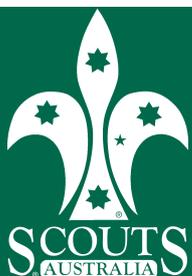
Personal Account Settings L YL YM

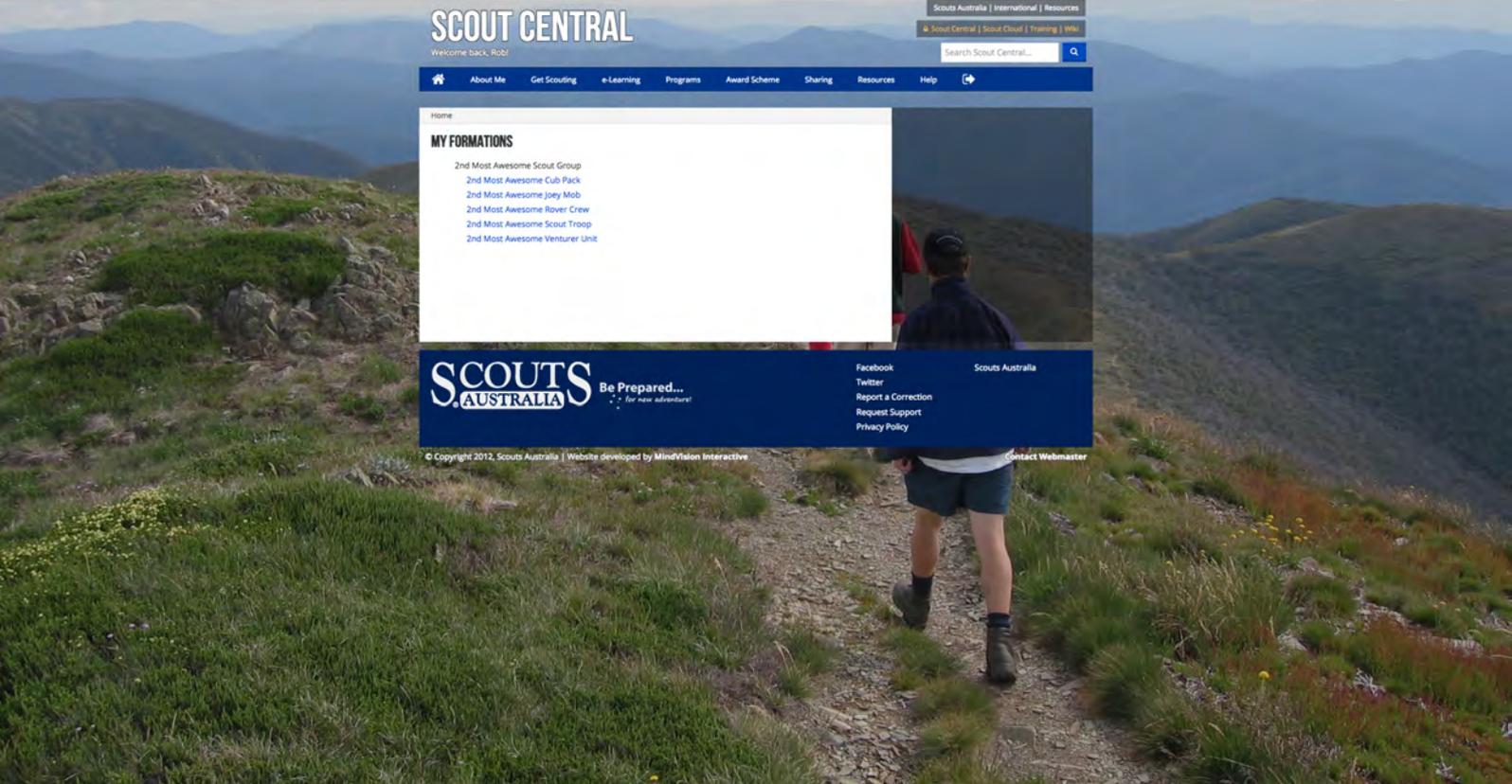
At some point you may want to modify your account settings, change password, or your account picture. Doing all of this and more can be accomplished in the settings page.

Your settings can be accessed through the 'About Me' tab, and clicking 'My Settings.' To change your personal details including your date of birth and email, you will have to contact your Branch. They will need to update your Membership records, which will be reflected on Scout Central. You are able to change any of the other settings present, including those below.



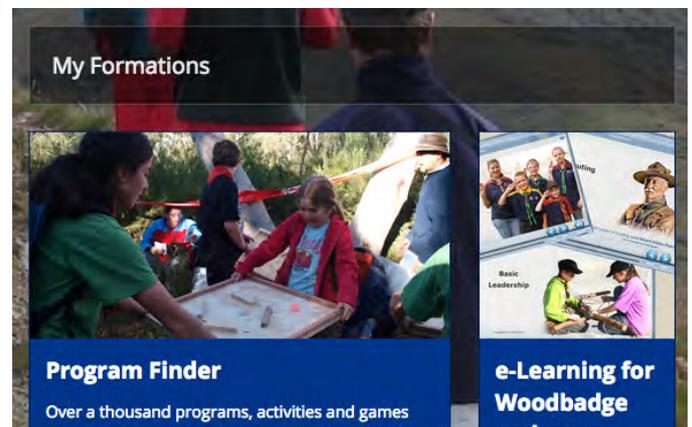
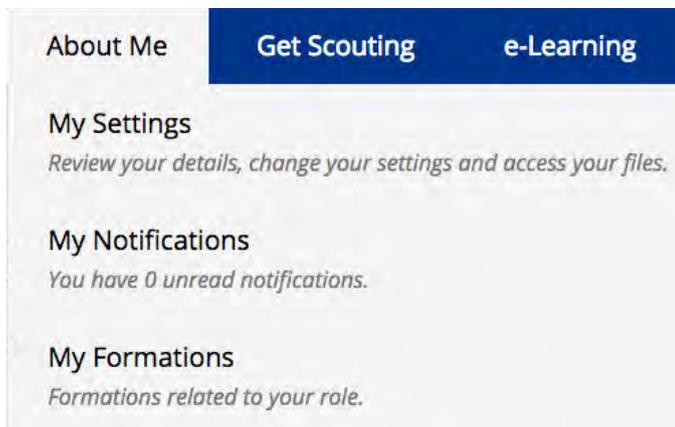
Preferred Youth Section	The section that you are involved with
Theme	Change the colour scheme of Scout Cloud to a section other than your preferred section
Change your Avatar	This is image that will be displayed next to any information you include on Scout Central
Change Password	This settings is found on the right side context menu





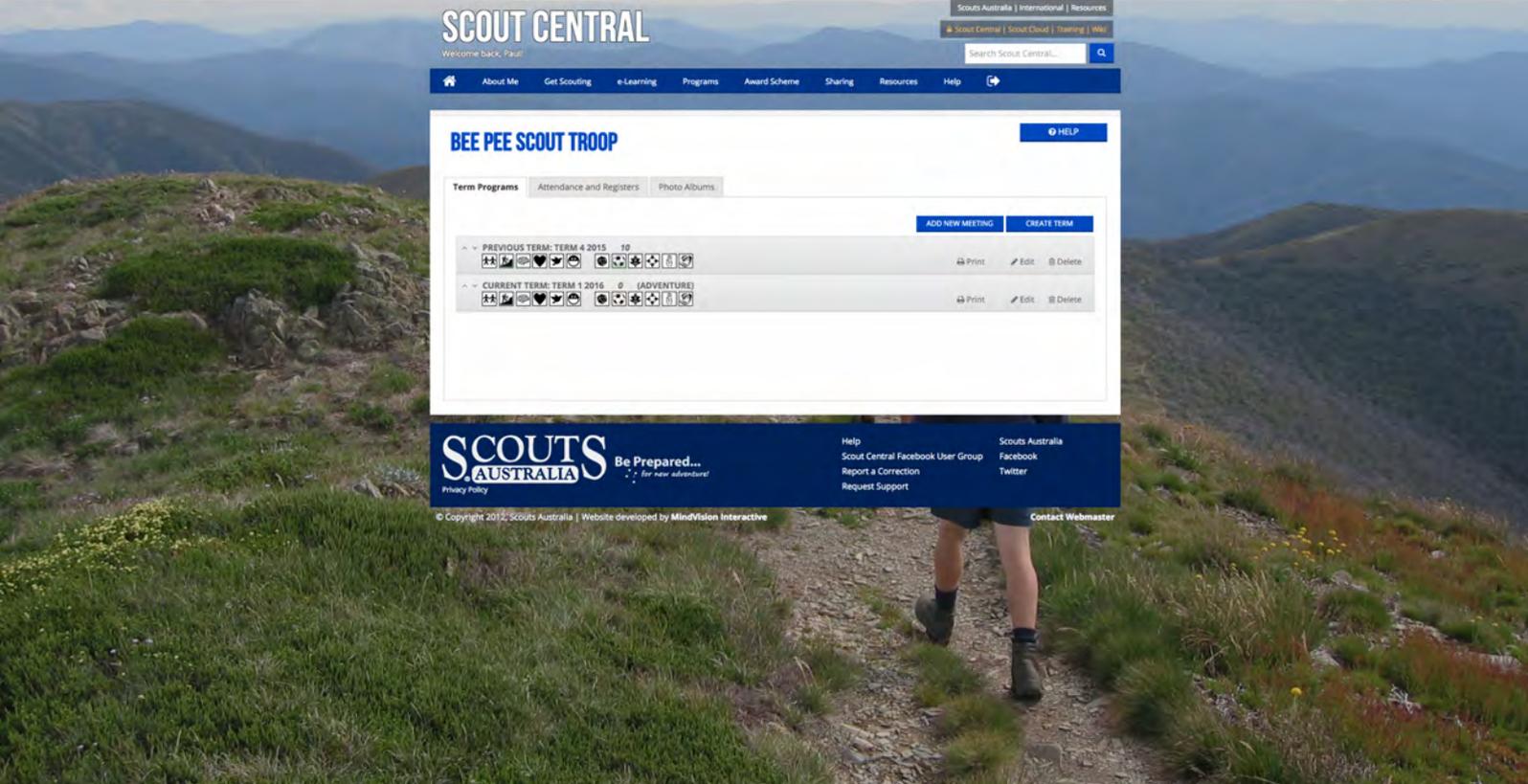
Accessing your Formation/s L YL YM

The 'My Formations' section is one of the most important, and most used tools in Scout Central. Getting to it can be done a number of ways. Either from the 'About Me' tab in the navigation menu, or from the 'My Formations' button on your landing page.



This will bring you to a list of Formations that you're a part of. For Group Leaders, and Leaders in Charge, you'll have access to all of the Sections within your Formation. For Section Leaders, you'll have access to the Section that you are a part of within your formation. Clicking on a Formation will give you access to all the information relating to that Section.





Formation Information

BEE PEE SCOUT TROOP

[HELP](#)

Term Programs Attendance and Registers Photo Albums

Once you've selected a Formation, you'll be able to access their 'Term Programs,' 'Photo Albums,' and 'Attendance and Registers' records.

Term Programs

All the programs you've added will show up here. It will show all previous, and upcoming programs that you've planned, so it can be used as an archive, and a term planner.

Attendance and Register / My Achievements

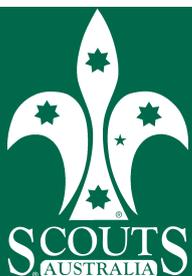
Every registered youth member in your Formation will be visible here. You will be able to mark attendance for activities, and access a specific youth member's records (their 'Register Sheet').

Photo Albums

You can create albums for events, and place the photos you've taken in them. All the Leaders in your Formation can add photos to an album, and all the youth members can see them, and add comments.

Progress Chart

Every youth member and badge will be visible here for assessing the overall progress of the formation through the award scheme. You will be able to mark off requirements against multiple youth members.



Term Programs: Create Term L YL

Creating a term allows you to catalogue your programs within the year more easily. Doing so will make finding specific programs in the future much easier. Term programs can also be printed for reference.



To create a term, click the 'Create Term' button in the top right corner of the 'Term Programs.' This will bring up a 'Add a New Term' form that you can add information too.

ADD A NEW TERM ✕

Name*

Start date*

Theme

Remark

Name	Title of the term
Start Date	First date in the term. This can be the first night the formation will meet, or the first day in the week of the term.
Theme	The theme of the term, if any.
Remarks	Any comments about the term.

Once a term has been created, it will be placed in the list of terms in order of its date. This may mean that it isn't displayed if it's not the previous, current, or next term.

To display all your Formation's terms, you press the 'Show all Terms' button, located next to the 'Create Term' button.



Term Programs: Add New Meeting **L** **YL**

DETAILS

Name*
jamboree

Meeting Type
Camp Form required

Camp Type
Standing Camp

Nights
12

Date*
2 Jan 2016

Start*
07:00 PM

Finish
08:00 PM

Location
Cateract Scout Park

Duty

Theme

Award Scheme Coverage

Remarks

To add meetings to your term, you click the “Add New Meeting” button. This will bring up a form to fill in. The first section lets you give basic details of the meeting, including Name and Type. If the meeting is a camp or a hike, you’ll be able to include nights and kilometres respectively.

The next section allows you to specify date and location and the section after that will let you include specifics about the night including duty six/ patrol, theme, sections of the award you plan on covering and any additional remarks.

Finally, you’re able to include resources to run the evening. You are also able to include a program from the program library or build your own.

RESOURCES
Add any supporting documents or files to this meeting.
ADD FILE

PROGRAM
AoPG Method
Would you like to add a program to this meeting?
ADD FROM LIBRARY OR **CREATE NEW PROGRAM**

A DAY IN SYDNEY

Add to Favourites **SCHEDULE**

Term Programs: Add From Library **L** **YL**

Adding a program from the Program Finder Library makes it easy to program terms. After clicking the ‘Add From Library’ button, you’ll then have to navigate through the list of programs to find the one you wish to add to your term. Clicking on it will show you a detailed view of the program, and give you the option to ‘schedule’ it.

You’ll then be able to program it as part of your term, including date and time. You also have the option to include extra details such as ‘Theme,’ ‘Award Scheme Coverage,’ and ‘Remarks.’

Once you’ve saved it, you’ll be able to go back and edit it as you would any other program.

Note: Details on using the Program Finder can be found in the ‘Program Finder’ Section.



Term Programs: Add New Program L YL

Adding a new program requires you to fill out more details about the activity, including the theme, parts of the award scheme covered, items as part of the program, and any comments.

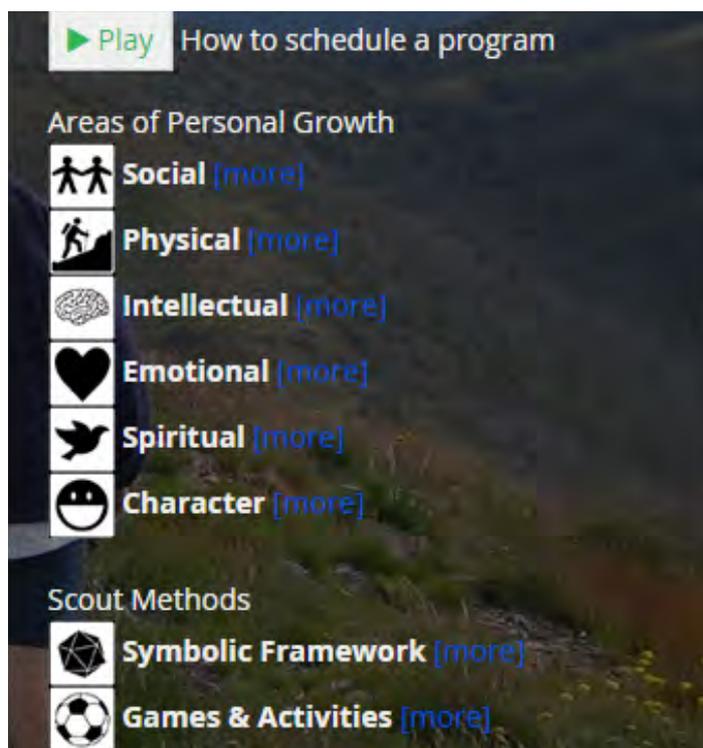
The parts of the form that can be filled out as part of step two, are:

Theme	A theme, if any, for the night
Form Required	Whether a form is required for the program
Award Scheme Coverage	Any part of the program that pertains to an aspect of the award scheme
Remarks	Any comments on the program. Contacts, etc.
Program Items	Items that form part of the program

As you add 'Program Items' to the list, their times will be added, to give a running total of how much time has been programmed. For each item, you can add information such as:

Length	The length of time the item will take as part of the program
Title	Title of the item
Leader	Who will be in charge of running the item
Equipment	Any equipment needed for the item to run
AoPG	Any Areas of Personal Growth that the item covers
Method	Any parts of the method that are used in the activity

For help working out any Areas of Personal Growth, or parts of the Scout Method, check the context menu on the right side of the Program form. There is also a video that further explains how to schedule a program.



BEE PEE JOEY MOB

HELP

[Term Programs](#)
[Attendance and Registers](#)
[Photo Albums](#)



Sample 2 (4)



Samples (2)

CREATE AN ALBUM



Be Prepared...
for new adventures!

Privacy Policy

[Help](#)
[Scout Central Facebook User Group](#)
[Report a Correction](#)
[Request Support](#)

[Scouts Australia](#)
[Facebook](#)
[Twitter](#)

Photo Albums L YL YM

Photo albums allow you to amass a collection of photos of your formation that spans youth members, and Leaders. You can keep track of events and share them with the rest of your Group. Clicking the 'Photo Album' tab, you'll be shown a grid of all of your albums.

Photo Albums: Create an Album L

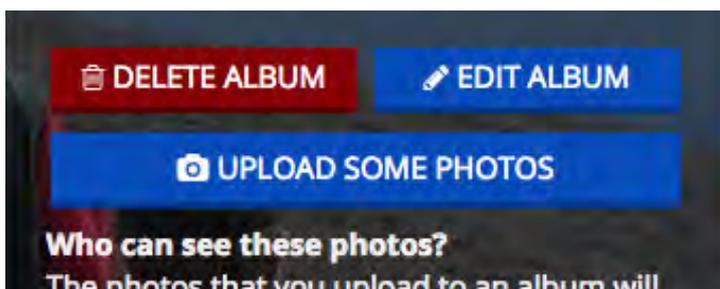
To create a new album, you can click the 'Create an Album' button. This will bring up a form that will ask you for an album 'Title,' and 'Description.'

Once you've saved your changes, your new album will load for you to add photos.

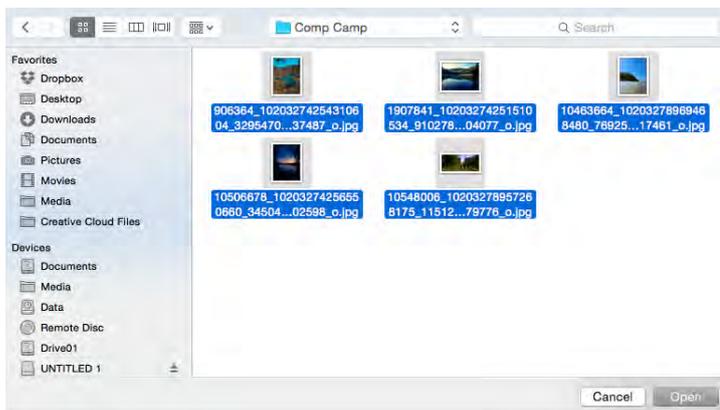
A photo album can also be created in the term program tab, by clicking the camera icon to the right of a meeting night.



Photo Albums: Adding Photos L



To add photos to your photo album, you click “Upload Some Photos” in the right sidebar. This will then let you select which photos you intend on uploading. Once they’ve been uploaded, you’ll be able to view, comment, add captions, and delete photos.



You are also able to delete an album. On doing so you will be able to select another album to put the photos it contains, or delete the photos with the album.

Note:

- Any photos uploaded as a photo album are visible to all other members on Scout Central. If you would like to restrict access to photos; they can be uploaded to Scout Cloud.
- Videos can’t be uploaded as part of a Photo Album.



BEE PEE ROVER CREW

Term Programs **Attendance and Registers** Photo Albums

Tip! Click the relevant cell to mark attendance. Click member names to open register.

Add a new meeting
 Enter date **CREATE RECORD**
REFRESH MEMBERS **CREATE TERM**

Term 2

NAME	25 Apr	02 May	09 May	16 May	23 May	30 May	06 Jun	13 Jun	20 Jun		
ADULTS											
Emilio Purje											
ADULTS											
NAME	SERVICE	AGE	25 Apr	02 May	09 May	16 May	23 May	30 May	06 Jun	13 Jun	20 Jun
Abel Azure	35 mths	26 yrs 4 mths	✓	✓	✗	✓	✓	✗	✗	✗	✓
Morris Lian	13 mths	26 yrs 1 mth	✓	✓	✓	✗	✓	✓	✗	✓	✗
Josie Violet	13 mths	25 yrs 6 mths	✗	✓	✓	✗	✓	✗	✗	✗	✓
Arianna Amber	13 mths	25 yrs 1 mth	✗	✗	✗	✗	✓	✗	✓	✓	✗
Eugenie Flame	13 mths	25 yrs 0 mths	✗	✓	✓	✗	✓	✗	✓	✓	✗
Nigel Apurthana	13 mths	24 yrs 5 mths	✗	✓	✓	✗	✓	✗	✗	✗	✓
Landon White	13 mths	22 yrs 9 mths	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vaida Indigo	13 mths	22 yrs 8 mths	✗	✗	✗	✓	✓	✗	✗	✗	✗
Lizabelle Auburn	13 mths	22 yrs 1 mth	✗	✓	✓	✓	✓	✗	✗	✗	✗
Hester Aqua	13 mths	21 yrs 10 mths	✗	✓	✗	✓	✓	✗	✗	✗	✓
Albertina Crimson	13 mths	21 yrs 9 mths	✗	✗	✗	✗	✓	✗	✓	✓	✓
Lanord Cream	13 mths	21 yrs 7 mths	✓	✓	✗	✓	✓	✓	✗	✗	✗
Euan Chatterbox	13 mths	21 yrs 3 mths	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geni Orange	13 mths	20 yrs 2 mths	✗	✗	✗	✗	✗	✗	✗	✗	✗

Attendance and Register L YL

The Attendance and Register allows you to keep tabs on the members within your section. It gives you the ability to monitor meeting attendance, badgework, maintain a record of camps and excursions, and move the member up to the next section.

Note: Members of merged formations will not be visible, as they are not part of your formation on Branch Records. For them to become visible in Scout Central, they must first be registered to your formation through your Branch Membership System.



The screenshot shows the 'Attendance and Register' page for a 'BEE PEE ROVER CREW'. It features a table with columns for NAME, SERVICE, AGE, and a grid of dates for marking attendance. The grid shows various attendance statuses: undefined (dashed box), attended (green checkmark), and not attended (red X).

Attendance and Register: Marking attendance L YL

Once you've 'created a record' of the meeting, you'll be able to mark the youth members attendance. The options for attendance are:

Undefined	<input type="checkbox"/>	Attendance has not been set, or has been reset.
Attended	<input checked="" type="checkbox"/>	Marked as attending a meeting.
Not Attended	<input checked="" type="checkbox"/>	Marked as not attending a meeting.

All members will begin as having their attendance as undefined. To alter a member's attendance, you click the dashed box corresponding to the member's name, and meeting. Clicking it once will mark them as attending; twice as not attending; and three times will reset their attendance to undefined. Unlike the Terms, and Meetings, you are able to change a members attendance at will.

Note: Sixers, Patrol Leaders, Venturer Scouts, and Rover Scouts have access to change the attendance, as part of their duties. They cannot see other information about members.

Attendance and Register: Member Register Sheet L (All) YL YM (Own)

Youth Member Register Sheets give you access to an array of youth member details. You'll see basic details such as their joining date; what position they may hold, attendance for meetings, camps and, excursions; and badgework.

NAME	SERVICE	AGE
Abel Azure	5 mths	25 yrs 8 mths
Morris Lilac	5 mths	25 yrs 5 mths

To access a member's Register Sheet, you click the members name in the 'Attendance and Register' tab.



Register Sheet: History L

REGISTER SHEET - ABEL AZURE (#3 14 159)

History			
DATE JOINED	17 Feb 2013	DATE LEFT/BOOTED	Edit
CURRENT POSITION	Save	CREW LEADER	9 Feb 2015 Cancel Save
REMARK	Favorite Animal: Aardvark - Favorite Fruit: Artichoke - Favorite Month: April - Favorite Colour: Blue		Edit

The history tab displays basic information about a member. Clicking the edit button will make contents in the row modifiable.

Register Sheet: Attendance L

In a Member's Register, the Attendance is individualised, showing the members attendance for the current year. You are able to look at a members attendance history by clicking the 'Previous Year' button. Attendance can be marked in the Register Sheet in similar fashion to the 'Attendance and Register' tab, with the exception that it must be saved.

June	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
------	--------------------------	--------------------------	-------------------------------------	-------------------------------------

[SAVE](#)



REGISTER SHEET - ABEL AZURE (#314159)

History				
DATE JOINED	17 Feb 2013	DATE LEFT/BOOTED		Edit
CURRENT POSITION	Crew Leader	CREW LEADER	09 Feb 2015	Edit
REMARK	Favorite Animal: Aardvark - Favorite Fruit: Artichoke - Favorite Month: April - Favorite Colour: Blue			

Attendance						
MONTH	MEETING 1	MEETING 2	MEETING 3	MEETING 4	MEETING 5	MEETING 6
April		✓				
May	✗	✗	✓		✓	✗
June	✗	✗	✓	✓		

Camps Attended		
DATE	DESCRIPTION	NIGHTS
02 May 2015	Coastal Track	1

Excursions Attended		
DATE	DESCRIPTION	
25 Apr 2015	ANZAC Day Dawn Service	

BEE PEE ROVER CREW

- History
- Attendance
- Camps Attended
- Excursions Attended
- Primary Rover Scout Badges
- Membership
- Qualifications
- Community Development Badge
- Personal Growth Badge
- St George Award
- The Baden-Powell Scout Award
- Progress Badges
- Rover Skills Badge
- Physical Badge
- Service Badge
- Squire Training
- Specialist and Other Rover Scout Badges
- Their Service - Our Heritage
- Amateur Radio Operator Badge
- Anchor Badge
- First Aid Badge
- Faith Awareness Badge
- Landcare Badge
- Language Emblem
- Language Emblem (Deaf Sign)
- Life Saving Badge

Register Sheet: Camps/Excursions Attended L

The 'Camps Attended' and 'Excursions Attended' modules offer comparable features, with the exception that excursions can only go over a one day period, while Camps can spread over multiple days.

Camps Attended				
DATE	DESCRIPTION	NIGHTS	CAMP TYPE	KILOMETERS TRAVELLED
2 May 2015	Coastal Track	1	Hike	28

ADD EXISTING CAMP ADD NEW CAMP

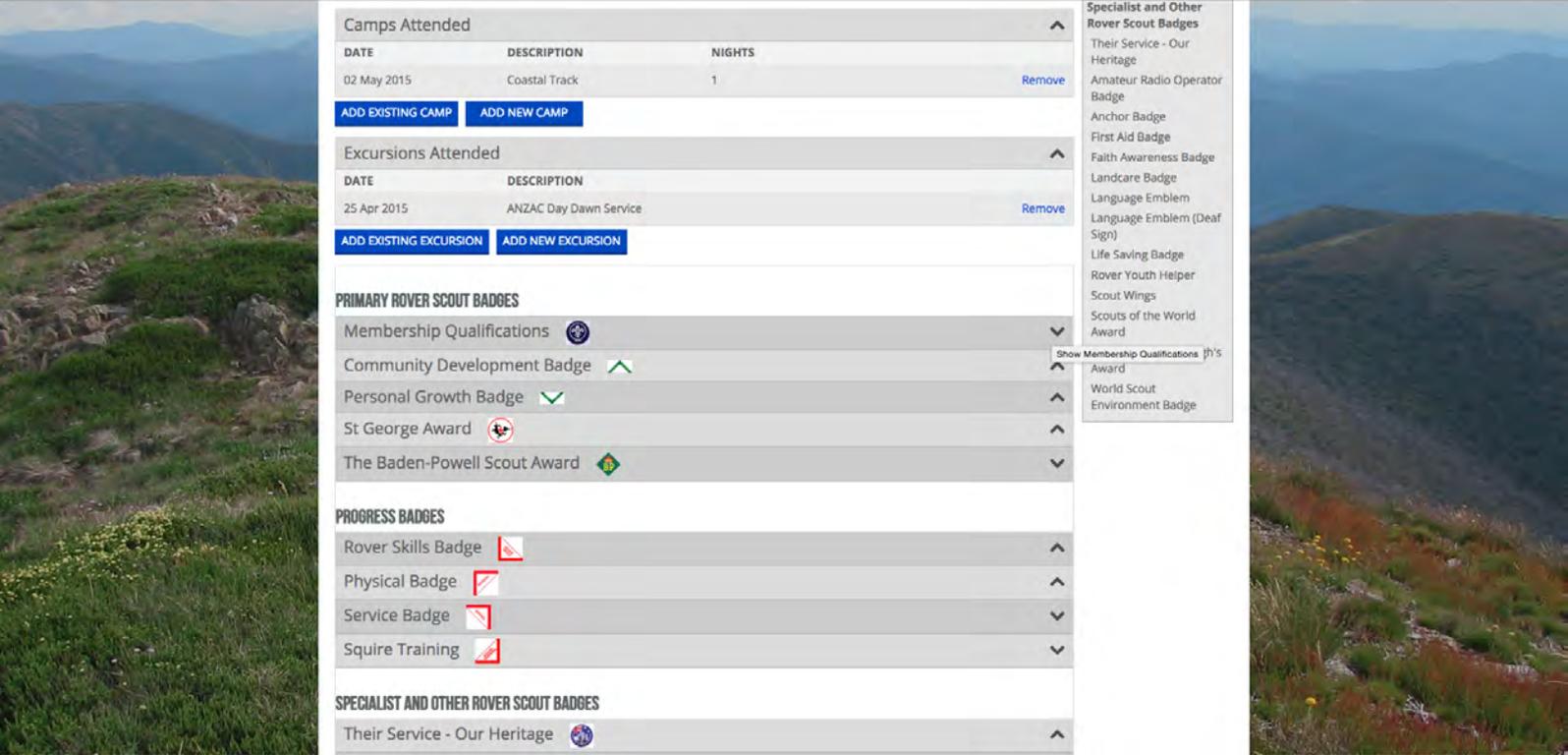
To create a new Camp/Excursion, click the 'Add New Camp/Excursion' button. This will prompt you to select the beginning date, add a description, select a Camp/Excursion type and input how many nights it ran over (for camps) as well as kilometres you've travelled (for hikes). Be sure to save any changes you make.

Excursions Attended			
DATE	DESCRIPTION	EXCURSION TYPE	KILOMETERS TRAVELLED
25 Apr 2015	ANZAC Day Dawn Si	Normal Excursion	

ADD EXISTING EXCURSION ADD NEW EXCURSION

If you have already created a Camp/Excursion in another Members Register Sheet, you'll be able to add it, by clicking the 'Add Existing Camp/Excursion' button. This will present a drop-down box for you to select a existing Camp/Excursion. To handle variations on a Camp/Excursion, a new entry will have to be created for each variant. Multiple events can co-exist on the same day.





Register Sheet: Badgework

You are able to monitor what badges a youth member has been awarded in their Register Sheet. For each badge in the respective sections award scheme, you are able to set the date that it was awarded to the youth member.

PRIMARY ROVER SCOUT BADGES

Membership Qualifications 	▼
Membership Qualifications	Edit
Awarded	<input type="text" value="17 Feb 2013"/> Cancel Save
Community Development Badge 	▲

Clicking the (▲) arrow to the right side of any badge reveals the awarded field. To the right of this will be an 'edit' button. Clicking this will allow you to select the date that a badge was awarded.

Home > Bee Pee Cub Pack > Progress Chart

BEE PEE CUB PACK

Effective Date: 05 Oct 2017

	AQUAMARINE	BROWN	RED					
	Mikki Rose	Roderick Cherry	Long White	Wayne Byzantine	Jennell Cocoa	Janine Cream	Kathi Blush	Lorenzo Chart
PRIMARY CUB SCOUT BADGES								
Membership Qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Bronze Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Silver Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Gold Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grey Wolf Award	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Cub Scout Link Badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACHIEVEMENT BADGES - ARTS AND LITE...								
Entertainer (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entertainer (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art and Design (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art and Design (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handcraft (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handcraft (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literature (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literature (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handyworker (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handyworker (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Masks and Sculpture (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Masks and Sculpture (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Musician (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Musician (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography (Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography (Level 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Progress Chart L YL YM

The Progress Chart allows you to see the progress of your whole formation and mark off everyone's requirements in one screen. The Progress Chart shows every member of your formation along the top, and all the badges and requirements of the section down the side.

The Progress Chart is accessed through the formation portal, by clicking "Progress Chart" on the far right.

Progress Chart: Name Bar

Effective Date: 05 Oct 2017

	AQUAMARINE	BROWN	RED					
	Mikki Rose	Roderick Cherry	Long White	Wayne Byzantine	Jennell Cocoa	Janine Cream	Kathi Blush	Lorenzo Chart
PRIMARY CUB SCOUT BADGES								

The name bar has a number of features that allow you to configure how you'd like to work within the Progress Chart.

Six/Patrols

Youth members are grouped into patrols for easy management.

Compact View COMPACT VIEW

This allows you to view more youth members across the screen by shortening their names. It's useful when you need to manage a large number of members.

Hide Name Long White HIDE

Hovering over a name will let you hide their column from view. This is useful if you only want to see some youth members, for example when reviewing the progress of everyone at a particular level or for those who attended a specific activity.

Show All SHOW ALL

This brings back any hidden youth members.

Effective Date Effective Date: 05 Oct 2017

This is the date that any requirements will be recorded against.

Progress Chart: Requirements and Marking Off L

The badges and requirements of each section are displayed down the length of the page and the tick boxes correspond to each youth member across the name bar.

PRIMARY CUB SCOUT BADGES									
i Membership Qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ i The Bronze Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ i The Silver Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ i The Gold Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i Grey Wolf Award	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
i Cub Scout Link Badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Marking Off Requirements

Clicking the arrow to the left of a badge will display all its requirements. By default, all the requirements will be shown.

	AQUAMARINE		BROWN	
	Mikki Rose	Roderick Cherry	Long White	
PRIMARY CUB SCOUT BADGES				
i Membership Qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ i The Bronze Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ i The Silver Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Health and First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain how to keep your feet in good co...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss why sleep is important.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the importance of a balanced diet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

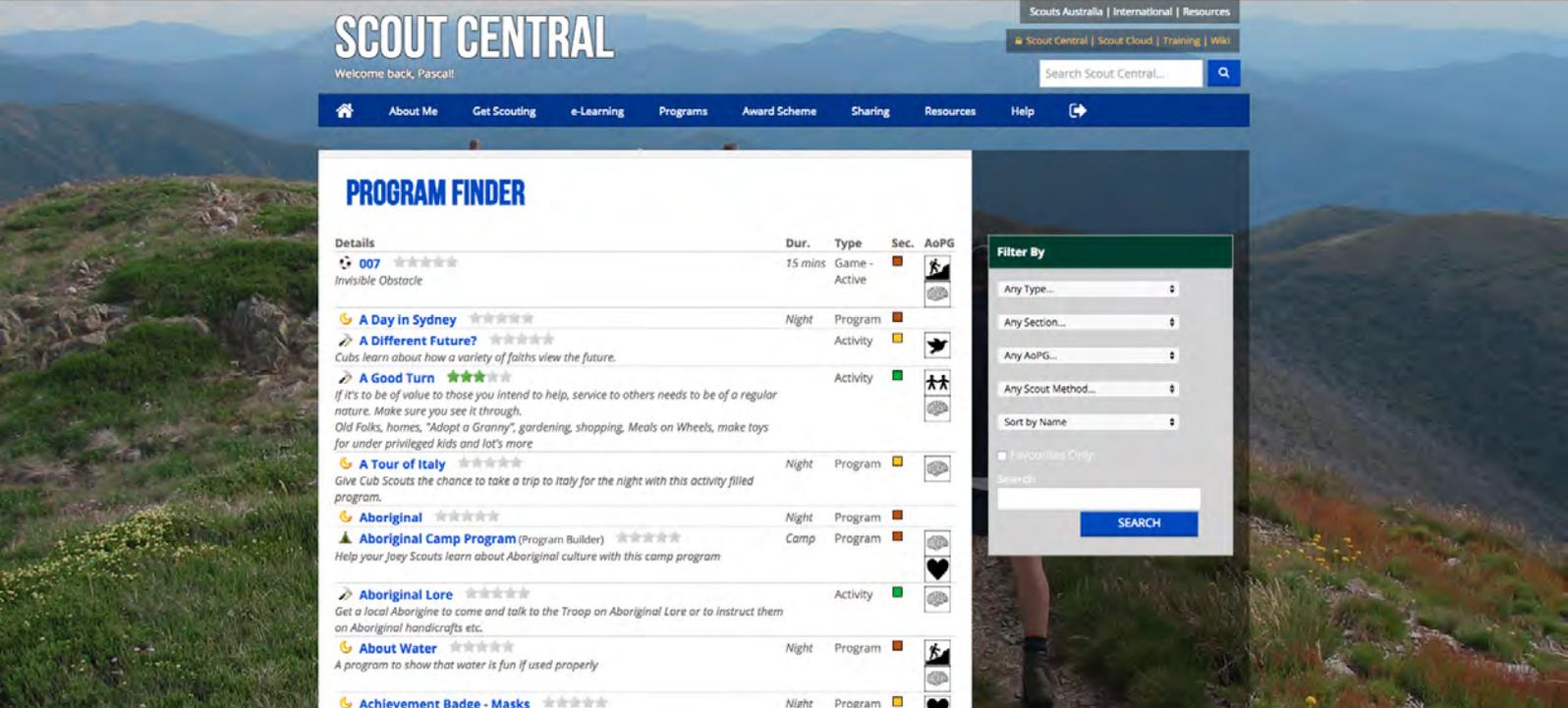
You are able to show and hide each category of a badge by toggling the arrow next to each category. This is useful for badges with a large number of requirements or where youth members have completed a category in its entirety.

▲ i The Silver Boomerang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Health and First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Ropes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Outdoor Scouting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Our Cub Scout Traditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Symbols of Australia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Promise and Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Fitness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To mark off a badge, category or requirement, you click the tick box. If you mark off a badge, it will show a green tick. If you mark off a category or requirement, it will show a green tick and an orange dash for the badge (and category if you marked off a requirement). This indicates the badge has been started.

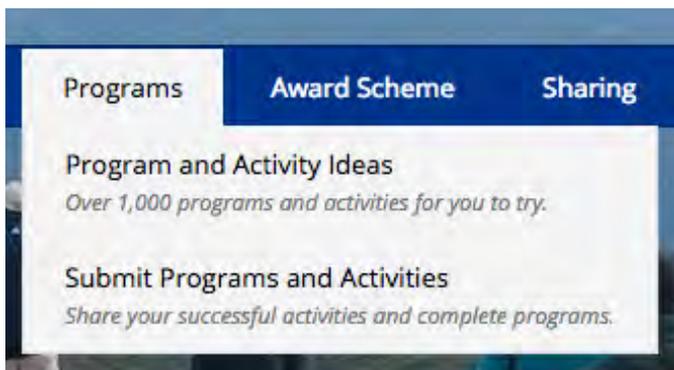
▲ i The Silver Boomerang	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
– Health and First Aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
– Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define the Buddy System and explain its ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the causes of accidents around th...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the safety aspects of travelling in ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate an understanding of the da...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Identify safe areas for swimming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain what to do to make sure you don'...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate three ways of making distre...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discuss the ways that fires can start in th...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Show what to do if you are in a fire at ho...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss what to do if you do not feel safe ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Ropes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Youth members are able to see all the badge requirements and progress, but are unable to mark any requirements as completed.



Program Finder L YL YM *See Term Program: Add from Library*

The Program finder is a one stop shop for programs that have been developed by other Leaders. You're able to search through the programs, and add them to your term. To get to the program finder, you can either hover over the 'Programs' tab in the Navigation bar, and click 'Program and Activity Ideas,' or on the home page, click the 'Program Finder' tile.



Programs are shown in a list giving you the details, duration, activity type, section, and Areas of Personal Growth that it incorporates. Each program has a star rating, based on feedback given by other members.

Details	Dur.	Type	Sec.	AoPG
Prayer Tree ★★★★★ Have the Joeys write a prayer and add it to the prayer tree.	10 mins	Activity		
Promise and law for new Joey Mob ★★★★★ Get to know you game, discussion of promise and law, chasing game, promise and law puzzles and story all designed to help a new Mob get to know each other and the basics of Promise and Law. With extra team game (newspaper walk)	Night	Program		

Clicking a program's title, brings up more details on the program.



Program Finder: Search / Sort / Filter L YL YM

To help you find programs you're interested in, you can use the search, sort, and filter functions to help narrow down what you're looking for. The 'Filter By' panel gives you a number of options to narrow your search by a programs characteristics.

Type	Activity	An item that can be included in a meeting
	Program	A complete meeting program
Section		Program specific to a section
AoPG		Programs that incorporate an area of personal growth
Scout Method		Programs that incorporate an aspect of the Scout method
Sort	Name	Sort programs alphabetically
	Recent	Sort programs by most recent first.
Favourites Only		Only show programs that you've favourited.

You can limit your search to just programs that you've 'favourited,' and search for a program by name in the 'Search' field.

A DAY IN SYDNEY

Add to Favourites SCHEDULE DOWNLOAD RESOURCES

Youth Section: Joey Scouts
Activity Type: Program
Theme:

Duration: Night
Location: Indoors

Growth Areas Incorporated:
No Associated Areas of Growth.

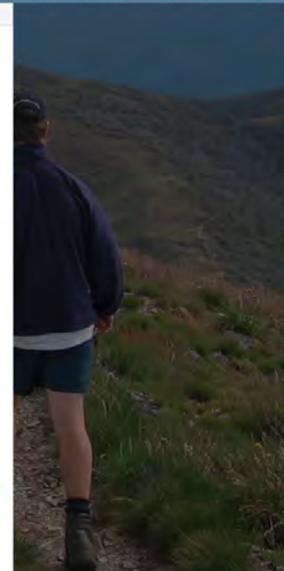
Scout Methods Used:
No Associated Scout Methods.

Equipment:



Comments

Fun Factor: ★★★★★
Fit with AoPG: ★★★★★
Ease of Delivery: ★★★★★



Program Finder: Activities & Programs L YL YM

Clicking an item will provide you with its information in detail. You are able to 'Favourite' a program to make it easier to find again. There are a few notable differences between an 'Activity,' and a 'Program.' A program will let you schedule it as part of a term, and give you access to a PDF version of the program to print. Both may have resources attached to download as well.

Comments

Fun Factor: ★★★★★
Fit with AoPG: ★★★★★
Ease of Delivery: ★★★★★

There are no comments for this program yet - be the first!

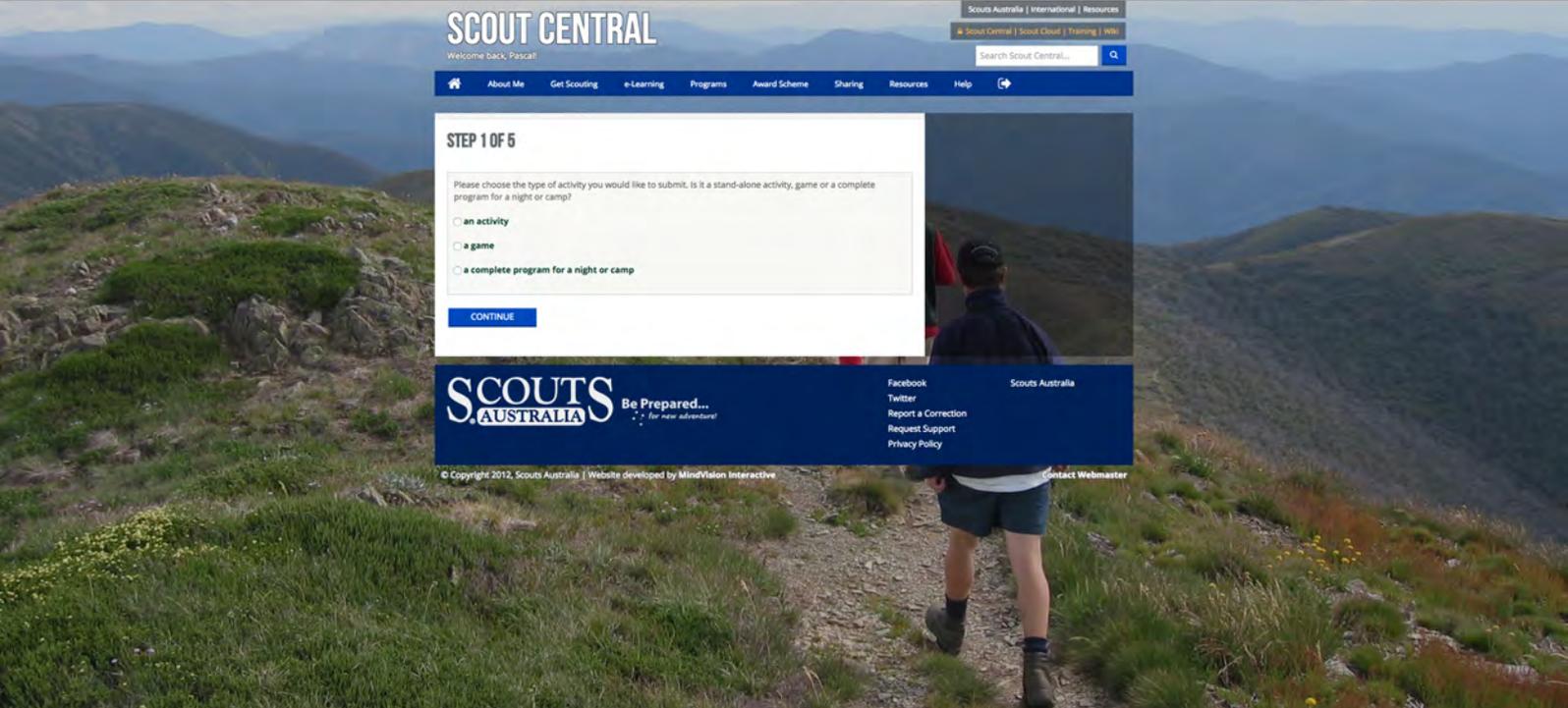
Share Your Experience:

My name: Pascal Wirth
My position: Group Leader 1st Oberula Scout Group e.g., ASL Bee Pie Scout Group

Comment: A great Program. A few bugs, but nothing major in the complaints department.

ADD COMMENT

You can rate how fun it is, how well it fits into the Areas of Personal Growth, and its ease of delivery out of 5 stars. Additionally, you can comment on an item as well.



Program Finder: Submit a Program/Activity L YL

Adding a program to the Program Finder shares it with the rest of the Movement, and adds it to the growing list of programs already available.

Step 1

This step asks you to select what type of activity you'll be submitting. The three options are: 'an Activity'; 'a Game'; or 'a complete program.'

STEP 1 OF 5

Please choose the type of activity you would like to submit. Is it a stand-alone activity, game or a complete program for a night or camp?

an activity
 a game
 a complete program for a night or camp

[CONTINUE](#)

Step 2

Here you add the basic details of your program. You can give your program a name, and select the Youth Section it's aimed for, whether it's a camp or night, and if it's indoors or outdoors. Finally, you can choose a theme from the drop down menu, or add your own.

STEP 2 OF 5

Name of your program*
Please provide a short, descriptive name for your program.
Campfire Night

Youth section*
Which Youth section should the program be associated with?
 Joey Scouts
 Cub Scouts
 Scouts
 Venturer Scouts
 Rover Scouts

Program type*
Is your program for a night or camp?
 Camp
 Night

Location*
Where would this program usually be conducted?
 Indoors
 Outdoors

Theme
Does this program have a theme? If so please select the best one. If you cannot find one to match please add one.
Campcraft

[BACK](#) [CONTINUE](#)



Step 3

This step requires you to add the following:

Description	The description of your program. How to do your program, and any notes. This will be visible to anyone who searches your program.
Keywords	A few descriptive words that will help people find your program.
Attachment	Whether you wish to upload an attachment to supplement your program. Note: You will be asked to upload your attachment after the last step.
Equipment	Any equipment that might be needed as part of your program.

Step 4

In this step you can nominate a part of any award scheme that your program works towards, as well as any Areas of Personal Growth, and part of the Scout Method that it includes.

Note: This will help others find it when they are searching for suitable programs.

STEP 3 OF 5

Description
Please provide a short description of your program. This will show in the search results.

Teach Joey Scouts about Campfires. How to stay safe around a fire, and how to light a fire. There is also time for some campfire songs, to enjoy the fire.

Keywords
Please provide a short list of keywords to help find it when searching.

Campfire, Camp, Fire, Joeys, Songs, Safety, Songs

Do you have a resource file you would like to attach?*
A resource file is any document other than the program outline that may be needed to complete the program, game or activity, if you are submitting a program and you are only attaching one file please click no.

Yes No

Equipment
Please list all required materials and/or items that are needed for this program. Place each item on a new line.

Fire Drum
Matches
Fire wood
Song Books
Fire Extinguisher
Fire Blankets
Water Bucket

[BACK](#) [CONTINUE](#)

STEP 4 OF 5

Link to the Award Scheme
Please select the elements of the award scheme this program can help to teach (if any).

Participation Scheme: Joey Scout Environment C | Joey Scout Environment C

Growth areas
Which Growth Areas best match this program?

Social Physical Intellectual Emotional Spiritual Character

Scout methods
Which Scout Methods are mainly used in this program?

Symbolic Framework Games & Activities Nature Team System Promise & Law Service

[BACK](#) [CONTINUE](#)



Step 5

This step simply confirms your programs details, and asks you to attach a PDF version of your program.

CONFIRM AND ADD RESOURCE

Thank you for submitting your Program, please confirm the details below. If you need to make any changes click the "back" button below.

Name: Campfire Night
Youth Section: Joey Scouts
Type: Night
Location: Outdoors
Theme: Campcraft
Description: Teach Joey Scouts about Campfires. How to stay safe around a fire, and how to light a fire. There is also time for some campfire songs, to enjoy the fire.
Keywords: Campfire, Camp, Fire, Joeys, Songs, Safety, Songs
Equipment: Fire Drum Matches Fire wood Song Books Fire Extinguisher Fire Blankets Water Bucket
Award Focus: Joey Scout Environment Challenge
Growth Areas: Social, Physical, Intellectual, Spiritual, Character
Scout Methods: Nature, Team System

Attach the Program Sheet

To ensure consistent and reliable formatting across all computers and devices the sheet must be attached in PDF format, later versions of Microsoft Word allow you to save your word documents as PDF, or you can use an online converter such as:

<http://www.freepdfconvert.com/>

<http://www.pdfonline.com/convert-pdf/>

Attach PDF* <small>Attach your PDF info sheet here.</small>
Choose File Joey Night - Campfire Night.pdf

BACK

CONFIRM AND ADD RESOURCE

ADD RESOURCE

Please upload your resource file now.

Attach resource <small>Attach your resource file here.</small>
Choose File Joey Night - Campfire Night.pdf

SUBMIT

Adding Attachment from Step 3

After you've confirmed your details, if you elected to upload an attachment, you will be asked to do it now.

Program Finder Curation

Before programs are made available on the program finder they are verified by a committee of Youth Program Leaders to assure the content fits the Scout Program and has been categorised correctly.



INDEX

A

Account

Login 2

logout 6

Password 2

Settings 7

F

Formation 8, 9

Attendance and Register 9, 16, 17, 18

Photo Albums 9, 14, 15

Register Sheet 19, 20, 21

Term Programs 9, 10, 11, 12

P

Program

Adding Programs 11, 12

Program Finder 22

Submit a Program 25

Term Programs 9