



Help develop well-rounded youth, better prepared for success in the world.

How to Add Volunteer Roles in MyScouts

(Taken from Pages 24-25 of the [Group Guide to MyScouts](#))

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Add Volunteer Role

Roles can be added to the profiles of “Active” Scouters by Group. You might use this to create a secondary role for a Scouter in another Section or on Group Committee, or to add a new role before removing an old one – change from Section Scouter to Contact Section Scouter.

This **option is *only* available through individual member profiles**, so first, use “Find an Individual” or “Volunteer” tab in the Section (or Group profile) where the member is already registered.

(You’ll know you’re in the right profile if the person’s name appears in white letters under the Scouts Canada logo.)

Select the “Add Volunteer Role” option, then search the Section in which the role will be added.

In the Add Role popup window, use the selector to choose the appropriate role. The role will be added in “Pending” status needing Commissioner approval of reappointment – GCap.

NOTE: the “Add Volunteer Role” option will *not* appear in:

- A Section profile
- The profile of a “Pending” Volunteer
- The profile of a member with only a Participant role
- The profile of a Scouter who is linked as your child (or parent)



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Add Parent Helper

Parent Helpers (and Parent Overnight) are not registered member roles and cannot be added by parents themselves.

These roles:

- Are added by the Group through the **Section profile**
- Can only be added to the profiles of people linked as parents/guardians of "Active" Participants in a particular Section.

Clicking the "Add Parent Helper" option opens a list of eligible parents/guardians from which to choose.

Adding Parent Helpers will also add a "Non-Members" tab to the Section profile.

A benefit of adding these roles is that non-members who complete training will appear on reports (Example: Volunteer Readiness report run including/for "Non-members".)

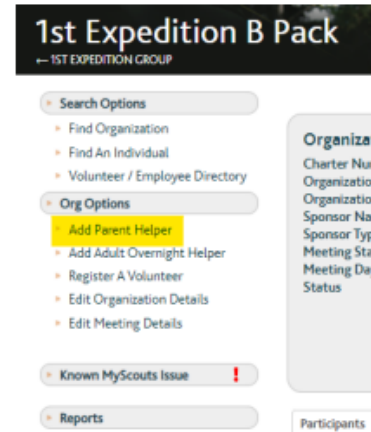
Note about "Parent Helper":

Maximum number of activities or events in which a parent may participate is five. Parents wanting to be more involved must register and be screened/trained as Scouters.

Note about "Parent Overnight":

This role is intended for parents/guardians attending with their own youth who need a bit of help (Example: Beavers at a sleepover, special needs youth). These folks are attending only to help their own youth.

Parents/guardians who will be more involved through helping the broader group (Example: as First Aider or camp cook) OR who are attending to help someone else's child (Example: a grandparent, aunt/uncle, support worker) are **Adult Overnight Helpers** and require additional screening.



Add Adult Overnight Helper

This option is intended for adults who:

- Will assist as resource people for overnight event(s)
- May or may not have their own youth in the program

Use this option with caution to avoid creating new profiles or adding roles to the wrong profiles.

This option allows you to search for existing profile or to create a new one (based on information provided by the non-member).

Information needed to create a new profile:

- First (and preferred, if different) and last names
- Date of birth
- Evening phone
- Email address (which cannot be in use on another MyScouts profile)
- Address – including postal code

Tip: rather than creating a profile for the non-member, you might ask them to create their own by visiting www.MyScouts.ca then choosing the #3 Volunteer for Scouts Canada option. (They should "Create an Account" only, not continue with the registration – unless they want to register as a Scouter.)

