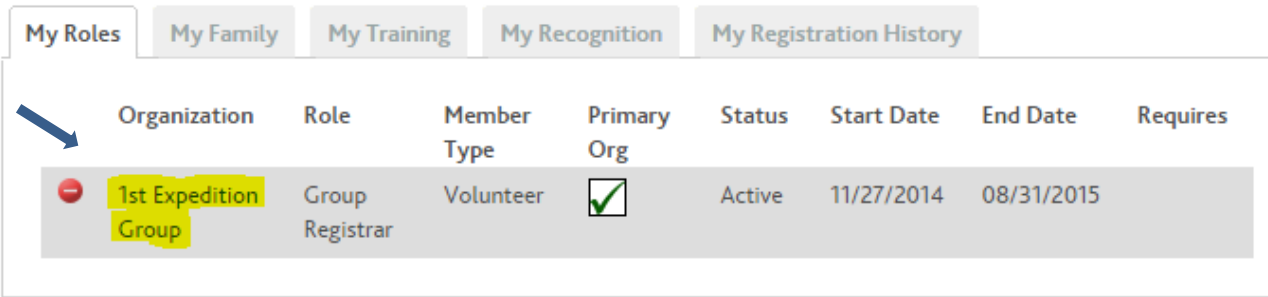


How To Set the Half-Year Group Fee

Step 1: Log into Myscouts.ca

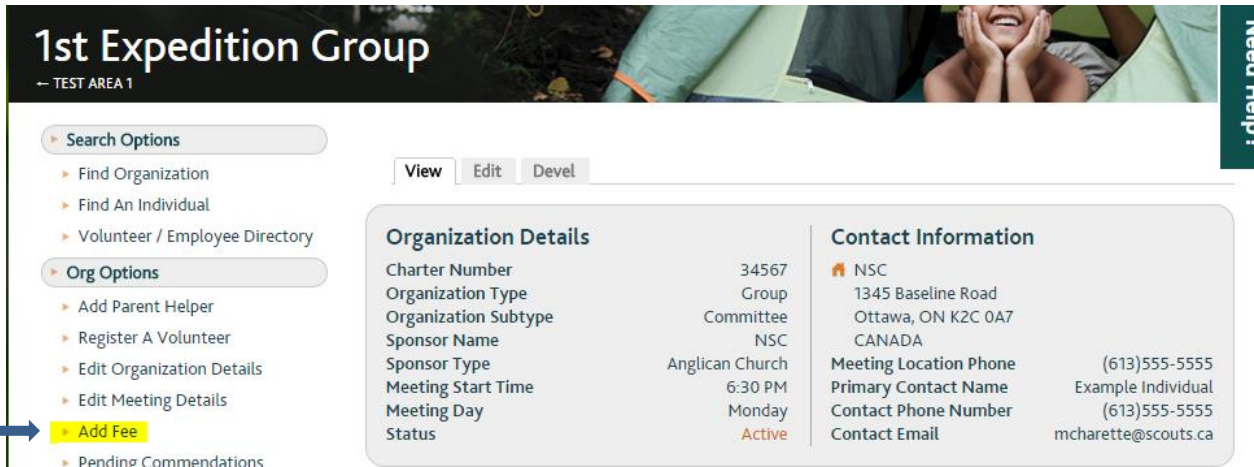


Step 2: Click on the Group*



*If you have multiple Volunteer roles within your group, make sure that you are accessing the Group profile page, and not a Section profile page (e.g. 1st Expedition B Pack)

Step 3: Click on "Add Fee". A new window will open.



Step 4: Select the member type. Choose Member Type "Participant"



Add/Edit Organization Fees

ORGANIZATION NAME
1st Expedition Group

MEMBER TYPE:
Participant Step 4

REGISTRATION YEAR:
2014-2015 Step 5

AMOUNT *
10.00 Step 6

FROM: *
02/01/2015 Step 7
Format: mm/dd/yyyy

TO: *
08/31/2015 Step 8
Format: mm/dd/yyyy

SAVE Step 9

Step 5: Select the Registration Year. Choose the *current* Scouting year (2014/2015)

Step 6: Enter the GROUP PORTION amount *only*. (Only enter what your Group will be collecting from the fee, not the entire fee that will be charged)

Step 7: In the 'From' date field, enter the date Feb 1, 2015.

Step 8: In the 'To' date field, enter the date Aug 31, 2015.

Step 9: Click 'Save'

Step 10: Review fees that are set. Ensure that for current Scouting year, there is *only* 1 fee entry programmed for the Feb 1, 2015-Aug 31, 2015 period.

*******Note: Reminder that the 2014/2015 year is represented as Year 2015.*******

In the below example, you will notice that the first line is the entry that we just entered. The third line, however, is a GROUP FEE set with a date range that is programmed to take effect between Feb 1, 2015 – Aug 31,2015, for the 2014/2015 year. To ensure that participants are charged the correct registration fee, the third line will need to be deleted. Simply click on the **RED** circle to delete this entry.

	Child Orgs	Batches	Employees	Volunteers	Fees	Screening	Quick Reports
	Year	Fee	From	To	Member Type		
	2015	0.00	02/01/2015	08/31/2015	Participant		
	2015	0.00	05/01/2014	08/31/2015	Volunteer		
	2015	1.00	05/01/2015	08/31/2015	Participant		
	2014	0.10	02/01/2014	09/05/2014	Participant		