Rover Scout Registration

- o To Register online, you will first need to login to your Myscouts account. If you are a returning member or are moving up from the Venturer section, you will need to connect with your Council Office or the Scouts Canada Help Centre to be granted membership web access.
- o If you are a new member, follow the 'Create account' options below.

Using Find a Group

- o Your local group can be found by going to http://www.scouts.ca and going to 'Find a Group'.

- o On the 'Find a Group' page you can enter your postal code and applicable age group.
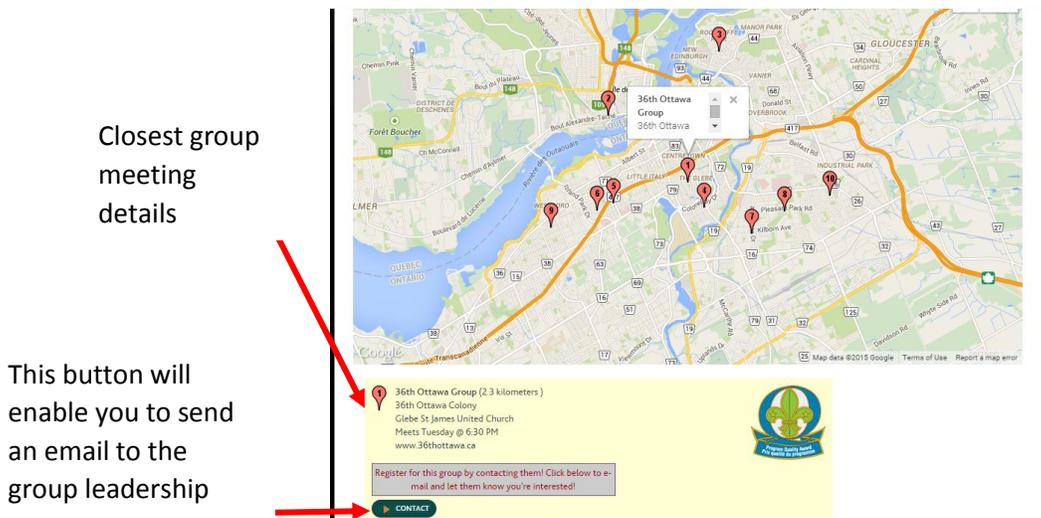
Enter your postal code →
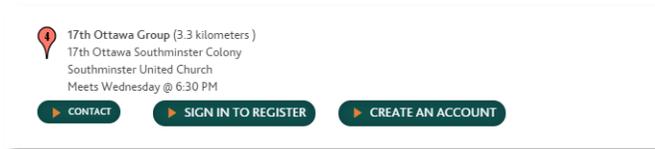
Choose your age group →

You can filter results by meeting day of the week, tick off the nights you are interested in, tick all for full results!

- o You will be given a map of where your nearest groups are and basic information on where and when they run. Using the 'contact' button you will be able to contact the group via email.
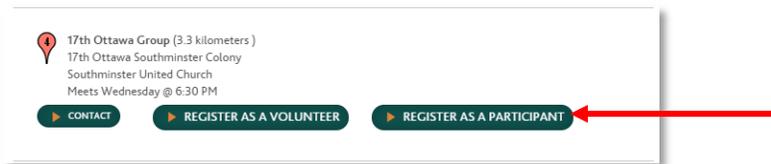
Closest group meeting details

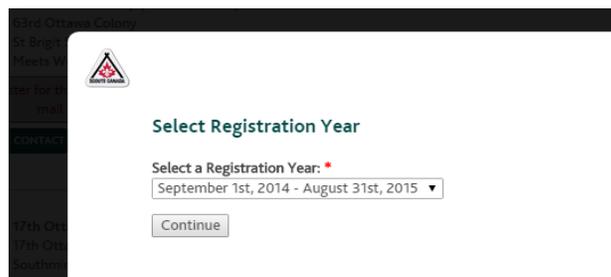This button will enable you to send an email to the group leadership

Registering online

o If you see a group you would like to register with, and it has the option to 'create an account', or 'register as a participant' (if you are already signed into a myscouts account), then you can register with the group online! It will indicate in the same area if the group is full and is not taking any more participants this year.

o Going to 'create an account' will take you to a page where you can fill in all of your personal information **if you are a new member.** If you are a returning member, you will need to sign in to your Myscouts account.

o Once this is done, and you go back to the 'Find a Group' page (you may need to resubmit your postal code in Find a Group) you should see options to 'register as a volunteer' or 'register as a participant'.

o Click on 'register as a participant'.

o A pop up box will appear, confirm the registration year and click 'continue'.

o   Select 'Myself'

o   The next few screens are where you enter all of your details into the system. This information should be completely accurate and up to date, as these are the details which will be sent to the group you are registering with. Remember that fields marked with a red asterisk are compulsory, fields not marked are not compulsory. Click on 'save changes' to advance screens.
o   After entering personal information be faced with the 'add role' screen, here you can double check you are happy with the registration you are making, you can then hit 'add role'.

o   You will next be asked to read and agree to the terms and conditions regarding the Scouts Canada privacy policy, terms of registration, medical policy and participant agreement. You will be able to read these policies in full on screen at the time.
o   After agreeing to terms and conditions, the registration confirmation screen (as below example) will confirm the registration details and price of the membership fee. Hit 'continue' if you are happy with all these details.

o   This screen should display a $0.00 quote as Rovers are not subject to a participation fee.
o   After selecting 'continue' you will be brought to an 'Add Reference' screen. Please submit the contact information of 5 reference before submitting your registration.

- **How to resume a lost registration**
    o   If you are forced to abandon this process through whatever reason, power cut, internet outage etc, you will be able to resume your registration.

- When you log back into myscouts.ca, you will see a tab entitled 'incomplete registrations'. Simply click 'resume' to resume where you left off, or 'delete' to get rid of this registration and associated information'.

My Roles	My Family	My Training	My Registration History	**Incomplete Registrations**			
Year	Organization		Registrant	Role	Progress		
2015	17th Ottawa Southminster Colony		Davina Squire	Beaver Scout	Order Details	RESUME	DELETE