



FAQ: LDS Online Registration Process in Myscouts.ca

Introduction

Groups sponsored by the Church of the Latter Day Saints (LDS) can now issue online registration coupon codes to families wishing to join Scouts Canada. A parent can enter this coupon code during the online self-registration process and will not be required to remit the registration fee at the time of registration. The registration fee will later be collected from the appropriate LDS Stake.

LDS Stakes have in the past remitted registration fees to Scouts Canada for members of their Church. However it was a time consuming and tedious process to identify which registrations within a Group belonged to LDS members. This process now quickly and clearly identifies which members in a Group belong to the LDS Church, and more specifically to what LDS Stake.

1. When is this LDS registration process available?

It is available now in Myscouts.ca. However, it is necessary that LDS Stakes, their primary contacts, and coupon codes be setup in Myscouts.ca.

2. Who sets up an LDS Stake in Myscouts.ca?

Council offices will set up Stakes in Myscouts.ca. This information will need to be collected in conjunction with LDS Church, Stake Representatives and LDS Sponsored Groups.

3. Who creates and issues LDS registration coupons?

Council offices will create the registration coupons for each Stake. They will require the help of LDS Stake Representatives to determine how many coupons to generate and how many times a registration coupon can be used.

4. How are LDS coupon codes distributed to LDS Group?

This is a manual process outside of Myscouts.ca and will be the responsibility of the Stake.

5. Why do Stakes need to be created in Myscouts.ca?

Groups that comprise an LDS Stake may not be the same as the Groups that comprise a Scouting Area. In order to invoice an LDS Stake these organizations need to be setup in Myscouts.ca.



6. Are Wards and Branches included in the LDS Myscouts.ca module?

No. See question 4.

7. Why does the coupon option not appear for a Group?

Most probably the Group is not setup as an LDS sponsored Group. To do this go to the Group profile in Myscouts and select 'Edit Meeting Details' and select "LDS Church" in the 'Sponsor Type' dropdown menu.

8. How does a Stake decide the number of times a coupon can be used?

The number is a judgement call and should be based on a Stakes internal budget. Generally the number will be greater if the code is used for a Group rather than a Section.

9. What happens if a non-LDS parent wants to register their child in an LDS Group?

The parent will go through a normal online self-registration. They will be asked for a credit card payment at the end of the registration process and the registration will go into a national batch.

10. Why is there no Group fee with an LDS registration?

There is no transfer of funds from a Stake to the Group. Group fees are not necessary.

11. What happens if a Stake does not pay the full amount and there is cost sharing between the Stake, a Ward, and the parent?

This should be handled internally by the Stake. The Stake will need to make arrangements with the Ward and the parent outside of Myscouts.ca.

12. How does Myscouts.ca identify the registrations done by LDS members within a Scout Group?

Every registration where a coupon code is used is entered into an accounting batch specific to the Stake. The Stake batch will be comprised of all LDS registrations for a specific time period and will be used as a source document when collecting registration fees.



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13. How do Council Registrars find out who is in an LDS registration batch?

There is a new report in Myscouts called 'LDS Batch Report' that give this information. When the report is run the user can select any LDS batch from any time period – both current and in previous time periods.

14. What happens to registrations if an LDS Group changes to a different Stake?

Answer: The registrations will remain the original Stake's batch and the original Stake will be billed. The coupon codes assigned to the original Stake will not work for the Group when it is moved to a new Stake. Parents in this 'moved' Group will need to use the coupon codes assigned to the new Stake.

15. Who is responsible for collecting registration fees from Stakes?

Scouts Canada's Finance department will bill Stakes on a monthly basis.