

How to setup online self-registration for Groups

Setup of Group bank account

One of the prerequisites for online self-registration is the setup of your Group bank account information. This will permit Group proceeds to be deposited through the online payment system.

Once collected, the appropriate fee for each level of Scouts Canada will be separated and forwarded by Electronic Funds Transfer (EFT) to the appropriate Group.

Setup online self-registration:

The following information is required from each Group in order to setup online registration:

- 1) Name and address of the banking institution;
- 2) Name of the account holder as it appears on the bank statements/cheques;
- 3) Transit number;
- 4) Account number;
- 5) A void cheque (scanned copies are accepted).

How to activate Online Registration:

To activate online registration, simply login to Myscouts.ca, click on your registered role, and then access the required organization profile by selecting '**Org Options**' on the left-hand menu. Then select '**Edit Organization Details**'. The last option on the '**Edit Organization Details**' is the '**Activate Online Registration**' option. To activate online registration, select '**Yes**' then click the '**Save Updates**' button to ensure your selection has been saved.

Note: Online self-registration is activated for a Group after these actions occur:

- 1) Group bank account information is on file with Scouts Canada; you can complete the submission form located at the bottom of these instructions to ensure that your records are logged in [Myscouts.ca](https://myscouts.ca);
- 2) The National Service Centre checks 'Bank account received by finance' in [Myscouts.ca](https://myscouts.ca) admin;
- 3) The National Service Centre checks 'Allow online registration and payment' in [Myscouts.ca](https://myscouts.ca) admin;
- 4) Group fees have been set for the Scouting Year. Please view, 'How to set up Group Fees' for more information. Included below.
- 5) Until online self-registration is activated, the '**Register**' button will not be visible in the Find A Group feature as part of the online self-registration process.

For more information on Electronic Funds transfer from the National Service Centre to your Group, please contact the Scouts Canada Help Centre at helpcentre@scouts.ca

How to set Group Fees:

Group fees will need to be programmed before activating online registration. To add a fee, open the Group Profile menu and click '**Add Fee**' from the left hand menu. A participant and volunteer fee must be set even if the Group does not charge a fee (volunteer fees are always \$0). Fees can be edited from the Fees tab at any time during the year.

If a Group is charging varying fees throughout the Scouting Year, it is important to overlap the start and end dates to prevent any interruptions of service. For example, if a fee is set to end on January 1st, the subsequent fee should also start on January 1st.

How Parents can register online

You must be logged into MyScouts (Myscouts.ca) to register online. If you do not have an account, you can easily create one from the Myscouts.ca home page.

To find or create your account, simply select from one of two choices on the homepage:

- 1) You or your child have ever registered or taken training with Scouts Canada
- 2) This is your first experience with Scouts Canada

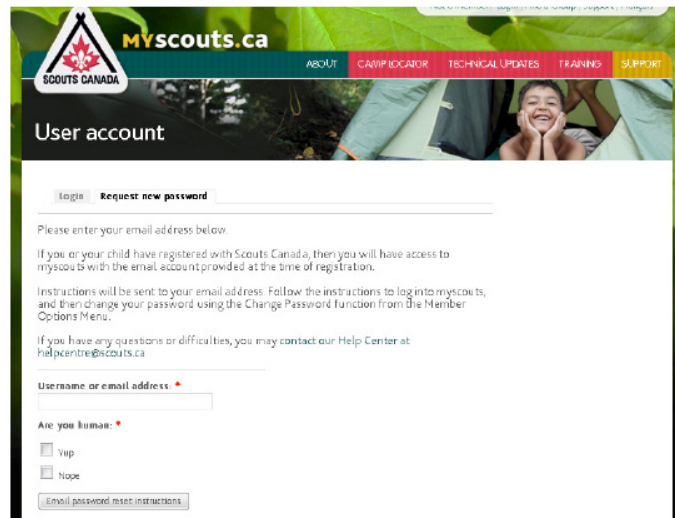


1) YOU OR YOUR CHILD HAVE EVER REGISTERED OR TAKEN TRAINING WITH SCOUTS CANADA

If you or your child have ever registered or taken training with Scouts Canada, you can log in or request a new password, then follow the instructions for the online registration.

How to request a new password:

- Please go to Myscouts.ca. Click the 'Request New Password' link. You will be presented with a screen where you need to enter your login email.
- You will also need to select the appropriate option indicating that you are not a 'bot'.
- You will receive an email with a link that expires within 24 hours. Click on the link to reset your password and access your profile.

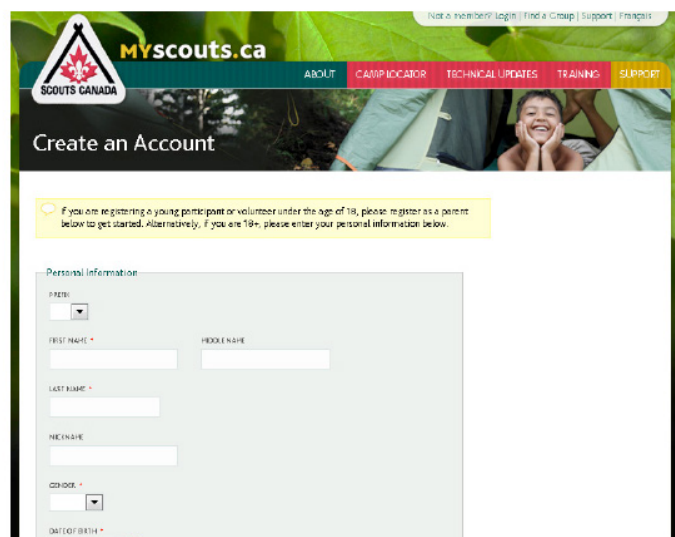


2) THIS IS YOUR FIRST EXPERIENCE WITH SCOUTS CANADA

If this is your first experience with Scouts Canada, you can create an account, and then follow the instructions for online registration.

Creating an account on Myscouts for new registrants and/or new parents is easy, simply:

- Go to Myscouts.ca. Where it asks 'Have you or your child ever registered or taken training with Scouts Canada?' By clicking 'No' you will be presented with a 'create an account' screen. Parents or Volunteers should enter their own personal details here.
- Once completed, check your email from helpcentre@scouts.ca to confirm the creation of your new account.



GROUP FINANCIAL INFORMATION REQUEST FORM

Please fill out the below information and return a completed form along with a void cheque (which can also be scanned) to Tania Burns at tania.burns@scouts.ca or via fax to 613.224.3571. Forms can also be dropped off or mailed to:

Attn: Tania Burns
Scouts Canada National Service Centre 1345 Baseline Road
Ottawa, ON K2C 0A7

PLEASE SUBMIT THE FORM AND VOID CHEQUE.

GROUP INFORMATION

Group Name: _____ Area: _____

Please provide the contact information for the person who manages the Group's bank account.

Group Contact: _____ Phone Number: _____

Address: _____ Apt/Unit: _____

Province: _____ Postal Code: _____

Email: _____

BANK INFORMATION FOR DIRECT DEPOSIT

Name of Account Holder (As it appears on the bank statement/cheques): _____

Bank Name: _____ Branch Address: _____

City: _____ Province: _____ Postal Code: _____

Transit #: _____ Institution #: _____ Account #: _____

Please also provide a copy of a void cheque with this form.

Signature of Signing Officer

Please Print Name

Date