

# How to set up 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](#);
- 2) The National Service Centre checks 'Bank account received by finance' in [Myscouts.ca](#) admin;
- 3) The National Service Centre checks 'Allow online registration and payment' in [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 [GroupSupport@scouts.ca](mailto:GroupSupport@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



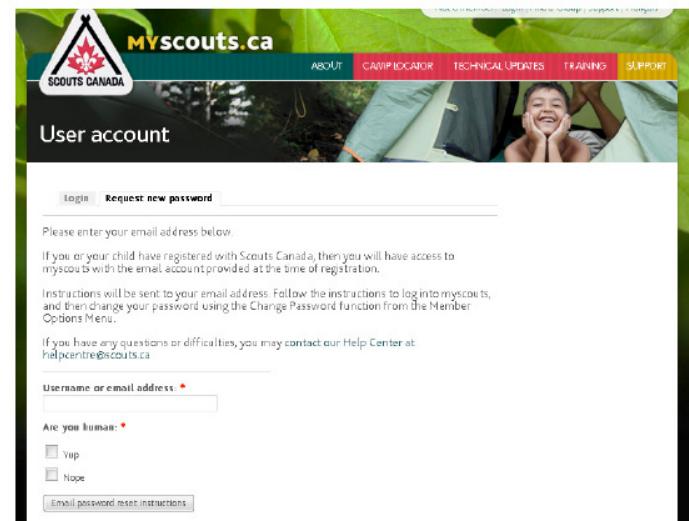
The screenshot shows the Myscouts.ca homepage. At the top, there is a navigation bar with links for 'ABOUT', 'CAMP LOCATOR', 'TECHNICAL UPDATES', 'TRAINING', and 'SUPPORT'. The main heading 'Myscouts.ca' is on the left, accompanied by the Scouts Canada logo. Below the heading, a red banner says 'Find a Scouts Group Near You!' with a link 'Click here to go to our group locator'. Underneath the banner, there is a 'Login to myscouts.ca' section with fields for 'Your Email Address' and 'Your Password', and a 'Login' button. To the right, there is a 'Find or Create your Account' section with two numbered options: '1 If you or your child have ever registered or taken training with Scouts Canada Click here to find your account.' and '2 If this is your first experience with Scouts Canada Click here to create an account.'.

### 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 to 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 in 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.



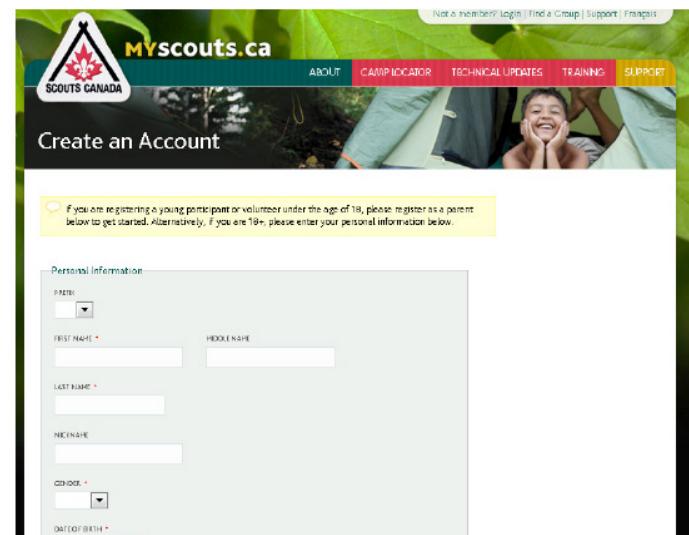
The screenshot shows the 'User account' registration page on Myscouts.ca. At the top, there is a navigation bar with links for 'ABOUT', 'CAMP LOCATOR', 'TECHNICAL UPDATES', 'TRAINING', and 'SUPPORT'. The main heading 'User account' is on the left, accompanied by the Scouts Canada logo. Below the heading, there are two buttons: 'Login' and 'Request new password'. A text field asks 'Please enter your email address below.' with a note: 'If you or your child have registered with Scouts Canada, then you will have access to myscouts with the email account provided at the time of registration.' Below this, there is a note: 'Instructions will be sent to your email address. Follow the instructions to log into myscouts, and then change your password using the Change Password function from the Member Options Menu.' A link 'If you have any questions or difficulties, you may contact our Help Centre at helpcentre@scouts.ca' is provided. The main form has fields for 'Username or email address' (marked with a red asterisk) and 'Are you human?'. Under 'Are you human?', there are two checkboxes: 'I'm' and 'I'm not'. At the bottom right of the form, there is a link 'Email password reset instructions'.

### 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 [Support@scouts.ca](mailto:Support@scouts.ca) to confirm the creation of your new account.



The screenshot shows the 'Create an Account' registration page on Myscouts.ca. At the top, there is a navigation bar with links for 'ABOUT', 'CAMP LOCATOR', 'TECHNICAL UPDATES', 'TRAINING', and 'SUPPORT'. The main heading 'Create an Account' is on the left, accompanied by the Scouts Canada logo. Below the heading, there is a note: 'If you are registering a young participant or volunteer under the age of 18, please register as a parent below to get started. Alternatively, if you are 18+, please enter your personal information below.' The main form has sections for 'PERSONAL INFORMATION' and 'PARENT'. The 'PERSONAL INFORMATION' section contains fields for 'FIRST NAME' (marked with a red asterisk), 'LAST NAME' (marked with a red asterisk), 'NICKNAME', 'GENDER' (marked with a red asterisk), and 'DATE OF BIRTH' (marked with a red asterisk). The 'PARENT' section contains a dropdown menu for 'PARENT'.

