

Online Scout Manager



Parent User Guide

Who is this for?

⇒ Parents

Summary

⇒ (1) Registration & Login

⇒ (2) Personal Details

⇒ (3) Payments

⇒ (4) Gift Aid

⇒ (5) Good to Know



3rd Hampton Hill

Moving On - Moving Up

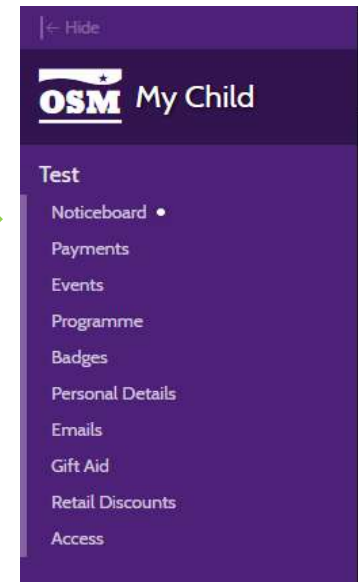
(1) Online Scout Manager – Registration & Login



New Beaver, Cub, Scout added to OSM by Leader
Required information:

- Name
- Date Of Birth
- Date Joined Scouting
- Date Joined current P&H section
- Parent email address / Phone number

Email invite sent to parent with instructions to access OSM “Parent Portal”



Parent clicks on unique email link for their scout

OSM requests you create an account.

- Once created, a second email is sent to activate it. (check SPAM folders)



Log in and create a password

Welcome to OSM.

<https://www.onlinescoutmanager.co.uk/>

(Optional) mobile phone version

<https://www.onlinescoutmanager.co.uk/m>

(2) Online Scout Manager – Personal Details



Edit Primary Contact 1

Postcode:

Email 1:

Email 2:

Receive emails from Leaders?

Phone 1:

Phone 2:

Receive text messages from Leaders?

Receive text messages from Leaders?

Time: 25/03/2019 13:13

Person: Test Parent

Please add all email addresses that you would like the weekly info / newsletter to be sent to.



No email, no communications.

We tend to use WhatsApp instead of text messaging, Tick the box for any phone number you would like scout WhatsApp communications on.



No tick, no WhatsApp

OSM My Child

Test

- Noticeboard
- Payments
- Events
- Programme
- Badges
- Personal Details**
- Emails
- Gift Aid
- Retail Discounts
- Access

<p>Primary Contact 1 <input type="button" value="Edit"/></p> <p>First Name <small>not set</small></p> <p>Last Name <small>not set</small></p> <p>Email 1: <input type="text" value="testparent@email.com"/></p> <p>Email 2 <small>not set</small></p> <p>Phone 1 <small>not set</small></p> <p>Phone 2 <small>not set</small></p> <p>Required</p>	<p>Primary Contact 2 <input type="button" value="Edit"/></p> <p>First Name <small>not set</small></p> <p>Last Name <small>not set</small></p> <p>Email 1 <small>not set</small></p> <p>Email 2 <small>not set</small></p> <p>Phone 1 <small>not set</small></p> <p>Phone 2 <small>not set</small></p> <p>Optional</p>	<p>Emergency Contact <input type="button" value="Edit"/></p> <p>First Name <small>not set</small></p> <p>Last Name <small>not set</small></p> <p>Email 1 <small>not set</small></p> <p>Email 2 <small>not set</small></p> <p>Phone 1 <small>not set</small></p> <p>Phone 2 <small>not set</small></p> <p>Required</p>
<p>Doctor's Surgery <input type="button" value="Edit"/></p> <p>First Name <small>not set</small></p> <p>Last Name <small>not set</small></p> <p>Surgery <small>not set</small></p> <p>Phone 1 <small>not set</small></p> <p>Phone 2 <small>not set</small></p> <p>Required</p>	<p>Member <input type="button" value="Edit"/></p> <p>Email 1 <small>not set</small></p> <p>Email 2 <small>not set</small></p> <p>Phone 1 <small>not set</small></p> <p>Phone 2 <small>not set</small></p> <p>Optional</p>	

Fill out the personal details. This will help us with activity planning and allow us to contact you in an emergency.

⚠ Please make any changes needed and click the button below to confirm that the details for Testing are correct.

I confirm these details are correct

If prompted to confirm details, please do so. Leaders need to know your records are up to date

OSM – Personal Details (continued)



Essential Information

Medical details

Allergies

Dietary requirements

Swimmer Yes No
Can swim 10 metres unaided.

Fill out Medical details. This will help us with activity planning and allow us to help your child in an emergency.

Swimming information is essential for any water activities.

Additional Information

This allows you to add extra information for your members. Any fields added here will be added to the member's profile.

Nights Away ✎ Edit

Hikes ✎ Edit

Sibling(s) in Group (Y/N) ✎ Edit

Parent Role ✎ Edit

Add any additional relevant notes that leaders may need to know about.

Some fields may be read only – these are edited by the leaders

Consents

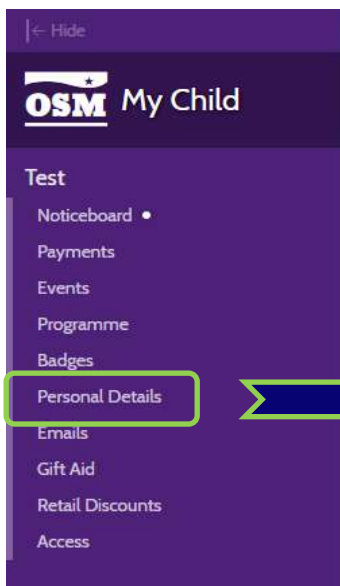
Photographs Yes No All


Sensitive information Yes No

We need photos of scouts for our website, welcome pack and other communications to keep the group alive and funded.

Tick this to show consent, names will never be published.

Finally acknowledge consent for the stored information, permission to add you to the WhatsApp group, and the parents name giving consent



 Please make any changes needed and click the button below to confirm that the details for Test are correct.

I confirm these details are correct

Confirm any bright yellow boxes that may appear

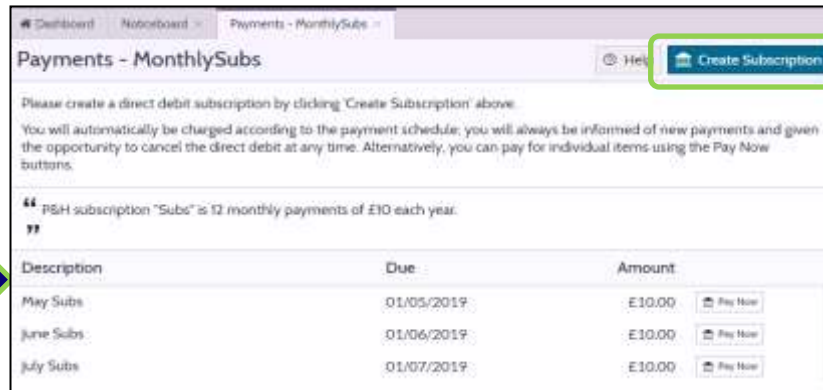
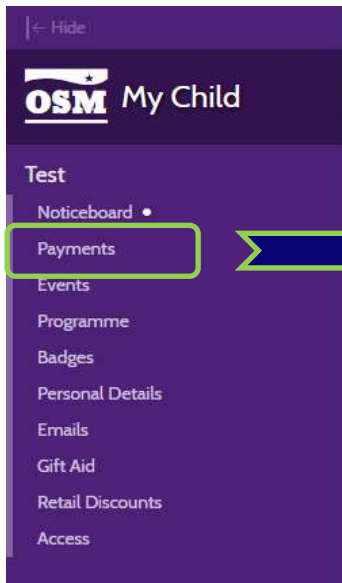
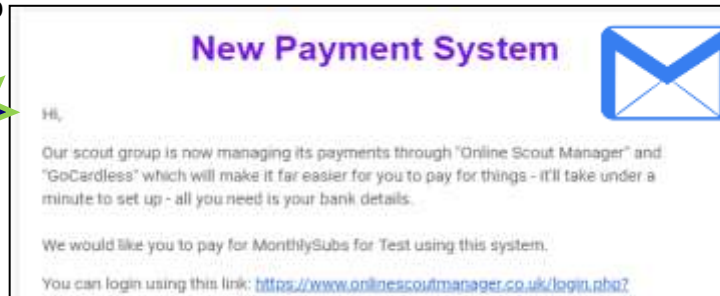
(3) OSM – Payments



Subscription payments are a donation of £45 each term per scout all year.

Payments are taken by direct debit managed by OSM and GoCardless a 3rd party service similar to PayPal. Leaders do not access your banking information, only the payment plan.

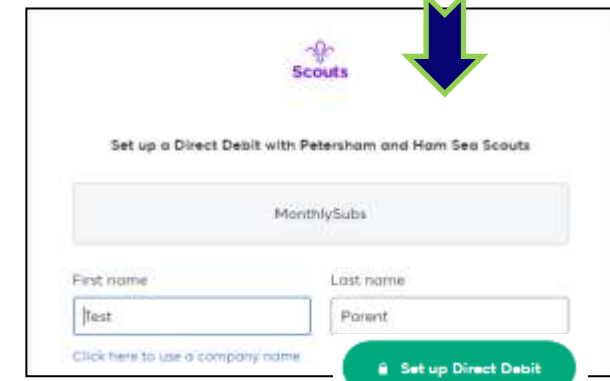
The leader will add you to the payment plan. You will be sent an email linking you to the OSM Payments tab



In the payments section of OSM you can see the payment schedule.

- Create a direct debit subscription
- Open the GoCardless Direct Debit page
- Enter details, and "Setup Direct Debit"
- When you leave Scouts the direct debit will be cancelled.

That's it. The Leaders can make adjustments or correct any mistakes if required. (please keep to a minimum!)



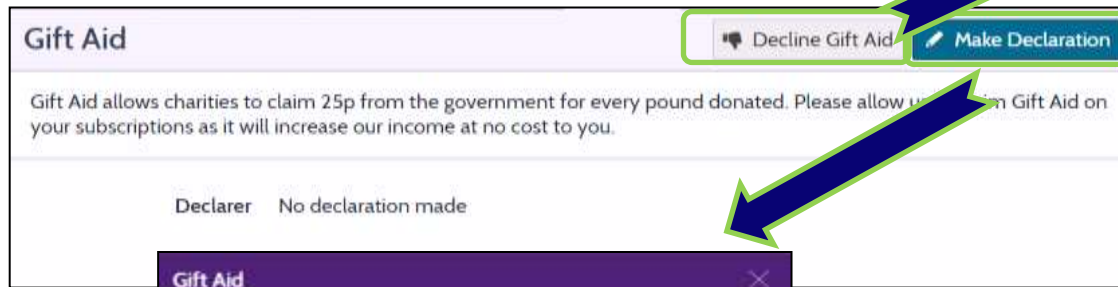
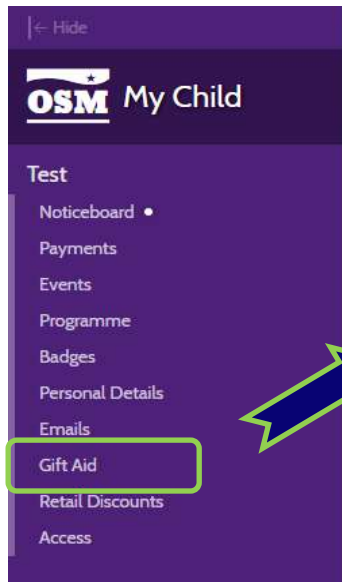
(4) OSM – Gift Aid



GIFT AID: We are a registered charity and Gift Aid allows us to claim 25p from the government for every £1 donated from a UK tax-payer. Please allow us to claim Gift Aid on your subscriptions as it will increase our income by **25%** at no cost to you.

If you are an eligible UK tax-payer & willing to apply gift aid, please make a declaration accepting this agreement.

If you are not eligible, declining gift Aid declaration will mark our records as declined so that we know not to chase you to sign up.



Gift Aid

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

I understand that the group will be given 25p for every £1 that I give for membership fees.

I confirm I would like all past (within the last 4 years), present and future donations to be included for Gift Aid for The Petersham and Ham Sea Scout Group.

Tax payer's name

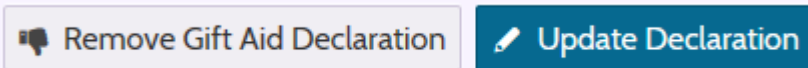
House name/number

Post Code

Agreement I agree to the statements above.

Declarer TESTING TEST TW10 7UJ

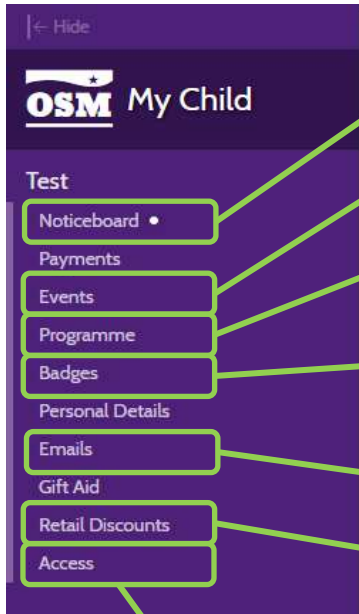
Date Declared 2019-11-26



Removing the gift Aid declaration will mark our records as declined so that we know not to chase you to sign up.



(5) OSM – Good to know



Generic welcome to OSM or possibly up to date announcements depending on the leader in charge

Events are similar to programme but are used when leaders need to collect an activity payment. There can be multiple events in a single day.

The programme shows you the expected activity over the next term and helps you to plan for the big events and camping trips.

Warning – this is subject to change based on leader availability etc

Badge tracking is easy at last. Check on what badges your scout has earned and chase us up to have them awarded

Emails are all logged here so that you have a copy if you can't find it in your regular inbox

Something for you... Thanks for using OSM!

A list of email addresses that have access to log in and view records.

