

Planning Nights in Scouts | Terrain

Step 1: Accessing Scouts | Terrain

Open your web browser of choice (Google Chrome is recommended).
Head to <https://terrain.scouts.com.au>

If you have not yet used Scouts | Terrain, you will need to change your password and verify your email address.

To login, select VIC as the state.

Your username is your Membership Number (it can be found on your Scouts ID card)

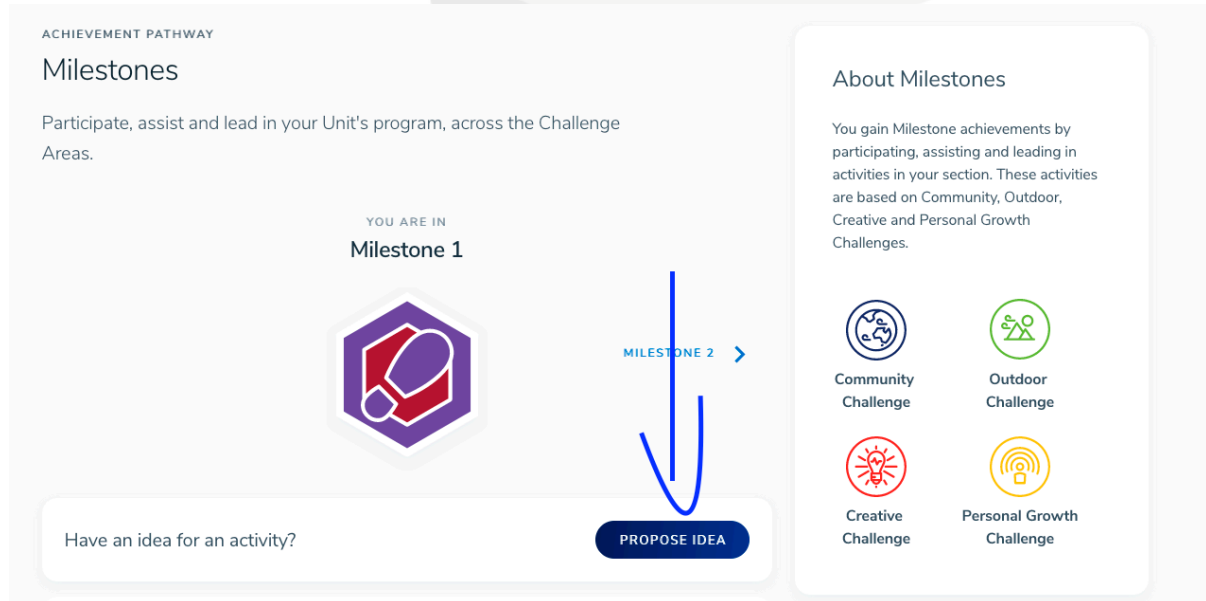
Step 2: Propose your idea!

This can be done at any time, and we encourage you to add idea's as soon as you have them! This can help heaps when you are then planning programs later.

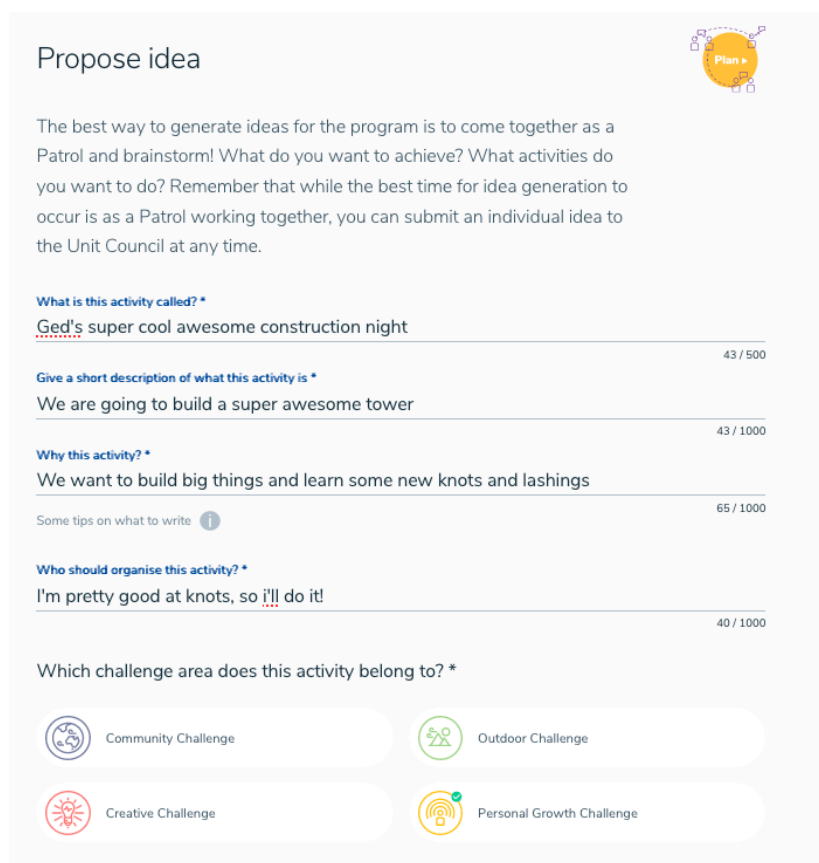
To do this, head to your Basecamp, and head for Milestones:



Once you are in Milestones, you should see a big “Propose Idea” button:



From this window, you can flesh out the basic idea of your night. It's OK if you don't have super specific answers just yet, we can add that later:



During this step, you need to give your activity a name, tell us what is involved, and why you think this would be a good activity.

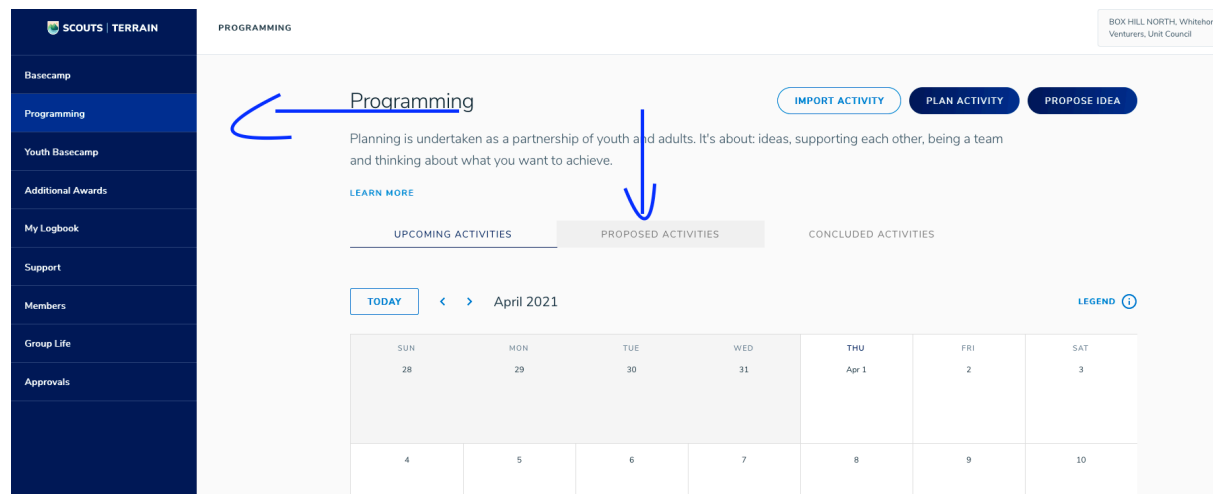
When suggesting someone to run it, it could be you, it could be a Unit Council night, or it might be someone else entirely.

Don't forget to think about what challenge area the night is!

Step 3 (for Unit Council) – Add the night to the program

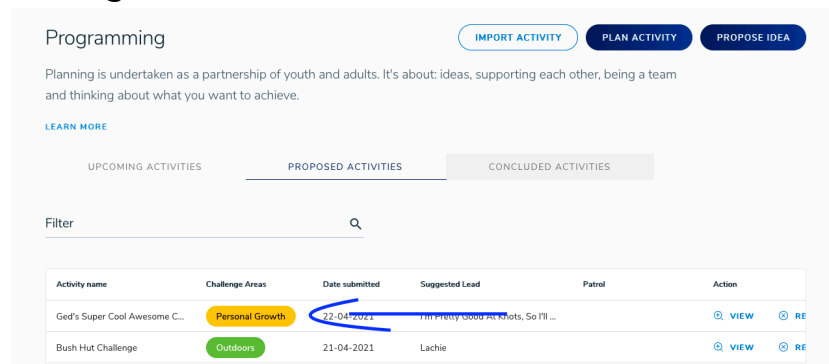
If you are on Unit Council, part of your duties is to assign nights into the program from the list of ideas. This might be done one at a time, or in a block each term.

First, head to Programming in the sidebar, then head to Proposed activities:



The screenshot shows the 'PROGRAMMING' section of the Scouts Terrain interface. The left sidebar contains navigation options: Basecamp, Programming, Youth Basecamp, Additional Awards, My Logbook, Support, Members, Group Life, and Approvals. The main content area is titled 'Programming' and includes buttons for 'IMPORT ACTIVITY', 'PLAN ACTIVITY', and 'PROPOSE IDEA'. Below this is a description of planning and a 'LEARN MORE' link. The 'PROPOSED ACTIVITIES' tab is selected, showing a calendar for April 2021. The calendar has columns for SUN (28), MON (29), TUE (30), WED (31), THU (Apr 1), FRI (2), and SAT (3), with rows for dates 4-10.

From this window, you can look in the list to find the night you are adding:



The screenshot shows the 'Proposed Activities' list in the Scouts Terrain interface. The list has columns for Activity name, Challenge Areas, Date submitted, Suggested Lead, Patrol, and Action. Two activities are visible:

Activity name	Challenge Areas	Date submitted	Suggested Lead	Patrol	Action
Ged's Super Cool Awesome C...	Personal Growth	22-04-2021	Tim Pretty Good At Photos, So I'll ...		VIEW RE
Bush Hut Challenge	Outdoors	21-04-2021	Lachie		VIEW RE

You might need to scroll the list across to see the “Plan Night” button

On the next window, you can review any details about the night. Maybe as part of your planning the idea has changed slightly, or you think it fits a different challenge area. Now is the time to update these details.

Next, the important bits. Who, when and where?

The screenshot shows a web interface for planning an activity. At the top, there are two tabs: 'Plan details' (selected) and 'Who, when & where' (indicated by a '2' in a blue circle). The main heading is 'Who, when & where'. Below this, there are three sections:

- Who is this activity for? ***: Four radio buttons are present: 'Group' (unselected), 'Unit' (selected), 'Patrol' (unselected), and 'Project Patrol' (unselected).
- Who will organise this activity? ***: A dropdown menu shows '[8033656] Gerard HOOK' with a close icon (X) on the right.
- Location ***: The text 'The park next to the hall' is entered. A character count '25 / 500' is visible on the right.

At the bottom, there are four input fields for dates and times:

- Start date ***: 06/10/2034
- Start time ***: 12:00 AM
- End date ***: 03/08/2035
- End time ***: 12:01 AM

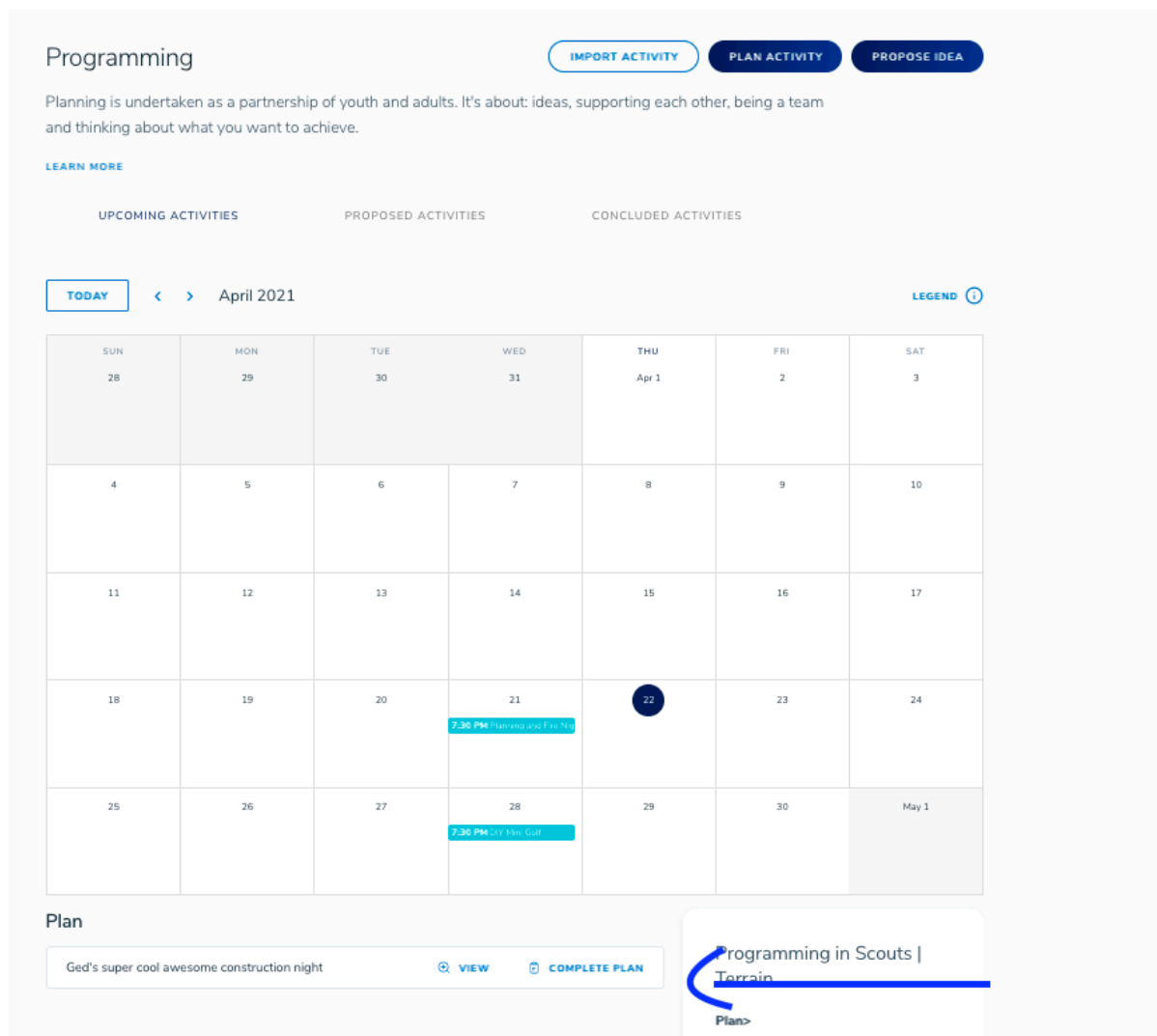
Who this activity is for – the default will be Unit, however some activities might be a Patrol or Project Patrol activity. Group activities are for the whole scout group, and it's rare that we will use these.

Who will organise – this will usually be the person leading the activity. If more than one person is leading, pick one of them to be the person entering the info.

Location and Times are also important – don't forget them!

Step 4 – Complete your plan!

When you are ready to finish planning your night, or you have been asked to help plan a night, you will have been assigned as the organiser in Scouts | Terrain. Head into the programming page, and down the bottom you will see a list of nights ready for you to plan:



The screenshot shows the 'Programming' interface. At the top, there are three buttons: 'IMPORT ACTIVITY', 'PLAN ACTIVITY', and 'PROPOSE IDEA'. Below this is a brief description of programming and a 'LEARN MORE' link. The main area is divided into three tabs: 'UPCOMING ACTIVITIES', 'PROPOSED ACTIVITIES', and 'CONCLUDED ACTIVITIES'. A calendar for April 2021 is displayed, with the 22nd highlighted. A blue bar on the 22nd indicates a plan for '7:30 PM Planning and Fire Night'. Below the calendar, a 'Plan' section shows a search bar with the text 'Ged's super cool awesome construction night' and two buttons: 'VIEW' and 'COMPLETE PLAN'. A blue arrow points from the 'COMPLETE PLAN' button to a callout box that says 'Programming in Scouts | Terrain' and 'Plan>'.

Hit “Complete Plan” to open up the planning window. If you aren’t sure what the night is, you can click “View” to see a summary of the plan, date and time.

Activity details



This step is to be completed by the assigned Organiser.

Location *

The park next to the hall

25 / 500

Start date *

06/10/2034

Start time *

12:00 AM

End date *

03/08/2035

End time *

12:01 AM

Who is going to lead this activity?

[8033656] Gerard HOOK

Tip: you can select more than one Youth Member

Who is going to assist?

[6047888] Zoe WATKINS

Tip: you can select more than one Youth Member

Once you are completing the plan, you can update the location, date(s) and times if needed.

The most important bit here is to make sure you assign who is Leading and Assisting with you. You can have multiple people leading and assisting, but you need a minimum of 1 Leader and 1 Assister per night.

Add schedules in this activity (optional)

Start date Start time End time

Enter activity plan 0 / 1000

Who is leading? 0 / 500 Who is assisting? 0 / 500

[ADD ANOTHER](#)

What elements of the Scout Method will be covered in this activity? *

Community Involvement
 Personal Progression

Learning by Doing
 Promise Law

Nature and the Outdoors
 Symbolic Framework

Patrol System
 Youth Leading, Adult Supporting

General equipment list (optional) 0 / 1000

Additional notes (optional) 0 / 1000
 eg. notes, requirements, equipment list or URLs. Only the Unit Council and the Organiser will be able to see this

Upload files (optional) 0 files
 e.g runsheets, map, activity plan or any other supporting documents

The last step is to add any extra info that's needed.

Schedules can be handy for bigger activities, such as Camps where the activity might be broken into sections.

Have a think about which bits of the Scout Method might be covered, and select them here. You can update it later during the review process.

You can also add any equipment you might need, or notes. You can also upload files, such as any maps you might be using for a hike, or forms that need to be filled in.

Once you are happy, click "Complete Plan" to add it to the calendar.

Next, head to the review tab:

Review

Talk to the participants after the activity. What was achieved, what was enjoyed and how have they grown?

Don't forget to Review this activity after it has finished. Participates, Assists and Leads will only be assigned once the Review is completed and the activity has been concluded.

Who organised this activity?
Gerard HOOK

Who was this activity for?
Whitehorse Venturers

Who led this activity?
[8023856] Gerard HOOK

Who assisted this activity?
[8547888] Zoe WATKINS

How was the activity? *

Great Okay Boring

This activity was *

Adventurous Fun Challenging Inclusive

What elements of the Scout Method were covered in this activity? *

Community Involvement Personal Progression
Learning by Doing Promise Law
Nature and the Outdoors Symbolic Framework
Patrol System Youth Leading, Adult Supporting

How was it covered? * 0 / 300

How has the Unit grown? * 0 / 300

CONCLUDE ACTIVITY

Here, you can change who Lead and Assisted – maybe someone you weren't expecting to help jumped in, or someone else was sick.

How was the activity – don't think too hard!

You can also adjust any elements of the Scout Method used.

How was it covered – a quick summary of what we did in the night – even if plans changed!

How has the Unit Grown – what did we learn, what worked, what didn't – all those thoughts.

There is no "correct" answer for the Review, it's just a good chance for us to look at how we are doing.