

Scouts Victoria

Extranet
February 2023



Scouts
VICTORIA

Automation of A2 and A3 process

- Used for all changes of roles, Classifications or positions of Adult supporters
- Used for move to Fellowship
- Used for retirement
- leaderroles@scoutsvictoria.com.au email used for all State, Region Commissioners appointments and secondary roles



Step 1: Open member record

On right hand side of page select Change Adult Membership

Registration Date:	27th Apr 2022
Police Clearance Date:	26th Apr 2022
WWC Card No:	1586342A - 01 <input checked="" type="checkbox"/>
WWC Expiry Date:	14th Feb 2024
Current Role:	TRAINEE ASSISTANT VENTURER LEADER Check Prerequisite
Approval Date:	26 Apr 2022
W1 Clearance Status:	Y
Reviewed Date:	
Next Review Date:	
Class Date:	27 Apr 2022
Years Of Service:	5 years 218 days

[\[View Review History\]](#) [Prerequisites for other roles](#) [\[Review Leader\]](#)

[\[Change Adult Membership\]](#)

Choose select or retire

Please select the type of application you would like to request:

Change

Retire



Select role or position to change or retire

Classifications/Roles Held

Please select an appointment you would like to Change:

	Classification/Role
<input checked="" type="radio"/>	JOEY SCOUT LEADER

Select to change formation or select same as current

Formation: Same as current

Select new role (or in case of an Adult supporter write position) or same as current

Classification/Role/Position: Same as current

Insert comments then select submit

Additional Comments

0/400 character limit



Step 2: Email is sent to Member

Subject: Change of role/position or Group Application Received [_{member name}](#)

Dear Preferred Name

{initiator name} {role and formation} has [submitted an application](#) to move you to {role/position} in {new Group or existing group}

Application Link

Please check all details. If you agree, please select submit and this will be sent for approval.

If you do not agree, please select reject and add reasons for rejecting, then select submit.

Note: A role change may require further training as discussed with your Team Leader

Copied to LIC incoming and outgoing if applicable and next up LIC

Subject: Retirement of Membership Received [_{member name}](#)

Content:

Dear Preferred name

{initiator name} {role and formation} has submitted a form for retiring your Membership (Role to be retired and Formation)

Application link

Please check all details. If you agree, please select submit and this will be sent for approval.

If you do not agree, please select reject and add reasons for rejecting.

Thank you for your service and support to Scouts Victoria. Your contribution has been truly appreciated.



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Step 3: Member selects link in email

Member Comments:

0/400 character limit

Please accept or reject this application for the Change in Adult Membership of your membership.

Member adds comments and either accepts or rejects change or retirement

Step 4: If accepted change or retirement : email to LIC (incoming and outgoing) and next up LIC

Subject: Change of role/position or Group Application Received –{member name}

A change notification has been received to move {member Name} to {role or Position} at {group/ District}

Note: a role change may require further training

Action required by you as Leader in Charge of Incoming District/Region:

Log into extranet workflow

Please select agree and this will be sent to membership list for processing.

If you do not agree before rejecting contact LIC to discuss reasons. In some cases, you may speak directly to applicant. Note dates and summary of conversation.

Then select reject and add reasons for rejecting

Action required by you as Leader in Charge of outgoing Formation and Incoming Formation:

This is a notification, there is no action on your part, however, if you would like to reject or comment on this change, please contact member services immediately.

If no response after 14 days, MST moves to next stage



Step 5: Next-up team Leader approves change or retirement

Go to workflow: Adult membership change applications

Open and then select approve or reject



Open up workflow select approve reject button right hand side

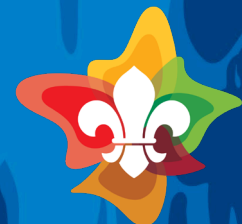
[Approve/Reject]

Add comments and then approve or reject

Comments:

0/400 character limit

Approve Reject Cancel Application



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Step 6: MST

- MST checks
- Auto-populates the Adult membership list which is approved by Craig Whan ACC People and Culture each Sunday

Step 4: If rejected change or retirement : email to LIC (incoming and outgoing) and next up LIC

Subject: Rejected Change of role/position or Group Application –{*member name*}

This change has been rejected by member to move {member Name} to {role or Position} at {group/District}

Comments from member

Actions required by you: follow up with LIC and applicant as you see necessary.

If the decision is to continue with this A2, contact peopleandculture@scoutsvictoria.com.au to discuss the way forward.

Subject: Rejected retirement of role/position or Group Application –{*member name*}

This retirement has been rejected by [member](#).

Comments from member

Actions required by you: follow up with LIC and applicant as you see necessary.

If the decision is to continue with this A2, contact peopleandculture@scoutsvictoria.com.au to discuss the way forward.

Step 5: If member rejects, follow instructions in email



Hosting is now available for all sections

The screenshot shows the Scouts Victoria Extranet Admin interface. The navigation menu on the left includes: Group Information, Group Address Book, Municipal Councils, School Engagement, Financials, Recruitment, Annual Reports, Meeting Night Report, Youth Admin, Adult Membership Admin, Police Check Admin, WWC Admin, 3 Yearly Review, Group Member Listing Mailout, Census 2022, Census Comparison, Raffle Admin, Our School Raffle, Leader in Charge, Book Meeting Room, Book Equipment, and Scout Magazine. The Youth Admin menu is expanded, showing options like Fee Calculator, Register New Youth, Upgrade To Next Section, Transfer Between Groups, Transit Youth, School Award Letters, Youth Hosting (with a sub-menu for Report and Manage Youth Hosting), Inactivate Youth, Certificate, Birthday Letters, Award, Peak Awards, and Appoint/Remove Position. The main content area displays 'ADMIN - Administration Tools for Scout Members' and a copyright notice for 2002 Scouts Australia - Victorian Branch.

Extranet/Admin/Youth Admin/Youth Hosting/Manage Youth Hosting



Youth Member Information

RegID :
FirstName :
Surname :
Class Type :
Primary Formation : ROVER UNIT 1

Subsidiary Sections Information of Youth Member [add new section](#)

Search New Section

New Subsidiary Information
Crew Type : ROVER
Start Date : 2022-01-27
End Date : n/a
Subsidiary Section : [Select Subsidiary section](#)
 | [Cancel](#)

Edit Section

Search Section with any input field below.
Note : Click on the row in the below table to assign section.

Section Name :
Section ID :
Group ID :
Group Name :

| [Cancel](#)

Search Result				
No.	Section ID	Section Name	Group ID	Group Name

Select add new section

Insert hosting Group Name

Select search

If search is correct select

Section Name :

Search Result					
	No.	Section ID	Section Name	Group ID	Group Name
<input type="button" value="select"/>	1	3380201C1			



Editing Hall Hire

1. Go to Extranet/admin/home group page
2. Scroll down to Group Asset- properties
3. Select property

Group Asset - Properties	
Property	
	1st Albert Park (000001)
	1st Bell Post Hill (000072)

Property page will open

4. Select edit hall hire

Hall Hire:	Yes	[Edit Hall Hire]
------------	-----	----------------------------------











5. Select Yes/No

Hall Hire:	Yes ▾	[Update] [Cancel]
------------	-------	---

6. Select update

Workflows

You have Workflow Tasks

-  [Accounts To Be Paid](#)
-  [Enquiries To Join Scouts To Be Followed Up](#)
-  [Group Admin Information](#)
-  [Online Membership Application\(s\) to Be Processed](#)
-  [Police Clearance Admin](#)
-  [School Engagement](#)
-  [Training](#)
-  [WHS/Child Safe Scouting expired/expiring within 6 weeks](#)
-  [WHS/Child Safe Scouting not completed](#)
-  [Youths With Relevant Court Orders](#)

Workflows will only show
if there are matters outstanding

There ARE NO SURPRISES !

Group Page

HOME MY ACCOUNT STAFF ADMIN

Group Information

Group Information

Group Address Book

Municipal Councils ▶

School Engagement ▶

Financials ▶

Recruitment ▶

Annual Reports ▶

Meeting Night Report ▶

Youth Admin ▶

Adult Membership Admin ▶

Police Check Admin ▶

WWC Admin ▶

3 Yearly Review ▶

Group Member Listing Mailout ▶

Census 2021 ▶

Census Comparison ▶

Raffle Admin ▶

Our School Raffle ▶

Leader in Charge ▶

Book Meeting ▶

Search or Select Group Name(s) to display

Group Name:

Group Code:

Search by postcode: Search

Included surrounding postcode

- 1ST ALEXANDRA
- 10TH CAULFIELD
- 10TH FOOTSCRAY
- 10TH IVANHOE
- 10TH MALVERN
- 12TH CAULFIELD
- 13TH MALVERN
- 15TH BRIGHTON
- 15TH ESSENDON SEA SCOUTS
- 16TH BALLARAT
- 17TH ESSENDON
- 19TH CAMBERWELL
- 1ST ALEXANDRA
- 1ST ALFREDTON
- 1ST ALPHINGTON
- 1ST ALTONA
- 1ST ANAKIE
- 1ST ANZA
- 1ST ASHBURTON
- 1ST AVOCA
- 1ST BALLAM PARK

Once you are on Group Page;

[\[Log an enquiry for this Group\]](#) [\[Locate Schools on Map\]](#) [\[Group Car Park Report\]](#) [\[Group Report Card\]](#)

Jump To: Please Select ▼

Please Select

Formation Documents

Census Comparison

Section Meeting Nights

Group Asset

Your Group orig [change\]](#)



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Workflows

 [Adult Membership Admin](#)

Admin- inform of any photos missing

 [Adult Membership Review](#)

Review is for Region and District personnel

 [Census 2021](#)

Stay tuned for 2022

31st March

Webinar TBC

 [Training](#)

- [1 Trainee Leader\(s\) with Insufficient Training for their CAL \(Within 11 months of their appointment\)](#)
- [1 Provisional Leader\(s\) with Insufficient Training for their roles \(Within 11 months of their appointment\)](#)
- [1 Provisional Assistant Leader\(s\) with Insufficient Training for their roles \(Within 11 months of their appointment\)](#)
- [3 Provisional Leader\(s\) with Insufficient Training for their roles \(More than 15 months since their appointment\)](#)

Workflows

Child Safe Scouting

→ 2 Adult Member(s) with Valid WWC but have not completed the Child Safe Scouting eLearning module

WHS/Child Safe Scouting expired/expiring within 6 weeks

→ 0 Child Safe Scouting expired/expiring within 6 weeks

→ 0 WHS expired/expiring within 6 weeks

WWC Admin

→ 1 Adult Member(s) with no WWC

Police Clearance Admin

→ 0 Adult Members - Police Clearance expiring within 6-3 weeks (older than 5 years)

→ 0 Adult Members - Police Clearance expiring within 3-1 weeks (older than 5 years)

→ 0 Adult Members - Police Clearance expiring within 1 week (older than 5 years)

→ 0 Adult Members - Police Clearance expired (older than 5 years)

→ 0 Adult Members - Police Clearance (GAP workflow)



Workflows

[Contact Details To Be Updated](#)

- No email address or incorrect email address
- Incorrect postal address
- No email for primary contact

[School Engagement](#)

- [6 Youth members without an assigned school](#)
- [0 Youth members without a year level](#)

Membership/search/edit member
Type in name/search
Click on name
Edit Member
Alter email, school etc

Search/Edit Member	Search Members
New Member ▶	1. Search By
Statistical Reports ▶	Registration ID: <input type="text"/>
Personnel Listings ▶	Surname: <input type="radio"/> Exactly <input checked="" type="radio"/> Like <input type="radio"/> Sounds Like
Adult Support	First Name: <input type="radio"/> Exactly <input checked="" type="radio"/> Like <input type="radio"/> Sounds Like
Admin	Preferred Name: <input type="radio"/> Exactly <input checked="" type="radio"/> Like <input type="radio"/> Sounds Like
	Email Address: <input type="text"/>
	Age Range (eg. 8 or 8-10 for age range or 8,10 for age 8 and 10) <input type="text"/>
	<input type="checkbox"/> Select All Classification
	Classification : <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Leader <input checked="" type="checkbox"/> Other
	Member Status: <input checked="" type="checkbox"/> Active
	2. Sort by
	Sort By : <input type="text" value="Registration ID"/> ▼
	<input type="button" value="Search"/>



Workflows



Enquiries To Join Scouts To Be Followed Up

GL is sent an email

These enquiries once followed up can be finalised by

- Clicking on finalise enquiry in email you receive
- Going to workflow and selecting ref number and then selecting follow up this member

* Please record details of enquiry as details will disappear once you have finalised

Below is an enquiry to join your Group, received today on the Scouts Victoria website.

Please contact the enquirer ASAP as to how they can join your Group.

If you cannot respond within 48 hours, please ask your Section Leaders or Group Committee to assist you.

Once you have responded, please finalise the enquiry via this link: Finalise enquiry (note, you no longer need to login to Extranet to finalise the enquiry



Workflows



[Youths With Relevant Court Orders](#)

→ [4 Youths Requiring Certified Copies of Court Orders](#)

Court orders if not added in the application system or if there is an error
- send to privacy@scoutsvictoria.com.au

Group Page

- Add/edit Group fee

Youth Group Fee for 2022 (Last Modified on 26 May 2021)

Annual Payment	JOEY	CUB	SCOUT	VENT	ROVER
Annual	\$ 0	\$ 340	\$ 340	\$ 340	\$ 340
4 Term School Payment					
1st term	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
2nd term	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
3rd term	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
4th term	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
Weekly Payment					
Weekly	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

[ADD/EDIT GROUP FEE]

- Edit Banking Details

Group Direct Banking

Bank Name	Account Name	BSB No.	Account No.	Edit	Remove
BENDIGO BANK (Main)	Scout Association - 1 <input type="text"/>			[EDIT]	[REMOVE]

[ADD GROUP DIRECT BANKING INFORMATION]

- See census comparison



Group Page

- Add/edit Section Nights, this feeds to the website enquiries page

Section Meeting Nights Add				
Property	Section	Meeting Day(s) and Time	Comments	Action
	CUB SCOUT UNIT 1 (3360601P1)	Tue(18:00-19:30)		Delete
	SCOUT UNIT 1 (3360601T1)	Wed(18:30-20:30)		Delete
	VENTURER UNIT 1 (3360601U1)	Mon(19:00-21:00)		Delete
	JOEY SCOUT UNIT 1 (3360601M1)	Tue(16:45-17:45)		Delete

- Add/edit Group Assets and trailers

Group Assets - Trailers Add Trailer Show Unused Trailer(s)					
Trailer ID	Trailer Description	Registration No	Trailer Value(\$)	Status	Action
<input type="text"/>	8 x 5 Box Trailer	<input type="text"/>	1675	In Use	View / Edit
	6 x 4 Carpenters Trailer		1155	In Use	View / Edit
	Canoe Trailer		3000	In Use	View / Edit

- View insurance history



Group Page

Reports

- [Group Statistic Report](#)
- [Group Gender and Age Report](#)
- [Group Training History](#)
- [Group Financial report](#)
- [Group Invoicing](#)
- [Create Group Brochure](#)
- [Group Youth School Report](#)
- [Member COVID Vaccination Status CSV](#) **(THIS LIST IS PRIVATE AND CONFIDENTIAL AND NOT TO BE SHARED OR EMAILED TO ANYONE)**

- View reports
- You can also get reports from

Search/Edit Member
New Member
Statistical Reports
Personnel Listings
Adult Support Admin

Group Report
New Member Report
Inactive Member Report
Youth Transferred
Youth Upgraded
Gender And Age
Financial Report
Jamboree Financial Report
Groups with / without Specific Positions Report
Sections with no Section Leader Report
Section Leader Strength(s)
Youth Court Order Report
Photo Permission Report

Please email any Comments/Suggestions to extranet@scoutsvictoria.com.au

MEMBERSHIP - Membership Statistics & Scout Member Details



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And more reports

HOME

MY ACCOUNT

ADMIN

- Group Information
- Group Address Book
- School Engagement ▶
- Financials ▶
- Recruitment ▶

Please email any Comments/Suggestions to extranet@scoutsvictoria.com.au

ADMIN - Administration Tools for Scout Members

- Annual Reports ▶
 - Group ▶
 - Listing By Awards Received
 - Group QSA Report
 - Census Comparison Group Report
 - New Member Report
 - Meeting Nights
 - Property Listing by Group
 - Personnel Report
- Meeting Night Report ▶
- Youth Admin ▶
- Census 2021 ▶
- Census Comparison ▶
- Raffle Admin ▶
- Our School Raffle ▶
- Book Equipment ▶
- Promotions ▶
- Scout Supplies ▶
- Service Desk



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Generate a Youth invite to join

HOME MY ACCOUNT STAFF ADMIN MEMBERSHIP TRAINING

Search/Edit Member
New Member ▶ Initations ▶ Generate Invitation to Join
Statistical Reports ▶ Applications ▶
Personnel Listings ▶ Reports ▶ Membership Invitation List
Office Bearer Admin
Adult Support Admin
Fellowship Admin
Rover Fellowship Admin

Generate Invitation to join your Formation as a Member

Step 1: Please select the Classification the person is applying for

Youth Rover Leader Adult Helper
Office Bearer Adult Supporter

Generate Invitation to join your Formation as a Member

Step 1: Please select the Classification the person is applying for

Youth Rover Leader Adult Helper
Adult Supporter

Step 2: Please fill in the details below

Legal Given Name Legal Surname Gender Date of Birth Email (To which the invitation will be sent)

Please Select DD/MM/YYYY

* For applicants under the age of 18, an email address of their Parent/Guardian is required

[Click here to clear the form and start again](#)

You will need correct Legal name, date of birth and email to proceed



Step 2: Please fill in the details below

Legal Given Name

Bloggs

Legal Surname

Joe

Gender

Male



Date of Birth

27/02/2010



Email (To which the invitation will be sent)

bloggs@scoutsvictoria.com.au

! This email might not be valid. Please consider verifying your email.

** For applicants under the age of 18, an email address of their Parent/Guardian is required*

Step 3: Please select

The Group:

The Youth Classification:

SCOUT (RECOMMENDED)

The Section:


Generate Invitation to Apply

[Click here to clear the form and start again](#)

Recommends classification (select) and then select section
Generate invitation to apply



You will receive an email once parent has completed


- Go to workflow/Online membership applications to be processed
- Youth Membership Application(s) to join your Group
- Find application select 

Online Membership Application

Approval

Please check through the membership application before you proceed

Member Registration Date

Registration Date 

[← Back](#) [Approve](#) [Reject](#)

Formation Details

Applicant Details

Emergency Contacts

Additional Information

School Details

Medical Authority

Family Court Orders

Privacy Notice

Approval

- Select approve



Youth age ranges and sections

The extranet will automatically upgrade a youth member to next section on their

- 9th Birthday
- 12th Birthday
- 15th Birthday
- 18th Birthday



Youth age ranges and sections

- Joey Scouts commence at 5 years of age and transition to the Cub Scout Unit after turning 8 and before turning 9.
- Cub Scouts start from 8 years of age who transition to the Scout Unit after turning 11 and before turning 12.
- Scouts is for young people, aged from 11 years, who transition to the Venturer Scout Unit before turning 15.
- Venturer Scouts are between 14 and 18 years old, who transition to the Rover Scout Unit *after* turning 18, whilst Venturer Scouts who turn 18 during Year 12 can wait to transition until they complete Year 12.
- Rovers are from 18 to 25 years. A Rover Scouts time in the Unit ends by their 26th birthday.



Edit

Member services can edit a name and/or DOB on a record

You can alter Parental details directly from member record

And by Selecting Edit on a members record you can update;

- Home and postal address
- Contact details
- Email
- School



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To upgrade section before birthday

Scouts Victoria

HOME MY ACCOUNT STAFF ADMIN

Please email any Comments/Suggestions to extranet@scoutsvictoria.com.au

ADMIN - Administration Tools for Scout Members

Acrobat Reader

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- Group Information
- Group Address Book
- Municipal Councils ▶
- School Engagement ▶
- Financials ▶
- Recruitment ▶
- Annual Reports ▶
- Meeting Night Report ▶
- Youth Admin ▶
 - Fee Calculator
- Adult Membership Admin ▶
 - Register New Youth
 - Upgrade To Next Section
- Police Check Admin ▶

Upgrade Youth

Youth Registration ID [Search Youth Members]

Submit

Upgrade Youth

Registration ID:

Firstname:

Surname:

Current Youth Details

Class:

Class Date:

Section Details: UNIT 1

Group Details:

District Details:

Region Details:

New Youth Details

New Classification: CUB ▼

New Section: ▼

New Class Date: 25 ▼ January ▼ 2022

Change Reason: Upgrade ▼

Save



To delay upgrade or keep in a section

Same process BUT there are 2 separate steps

Upgrade Youth

Registration ID:

Firstname:

Surname:

Current Youth Details

Class:

Class Date:

Section Details: SCOUT UNIT 1

Group Details:

District Details:

Region Details:

New Youth Details

New Classification:

New Section:

New Class Date:

Change Reason:

Step One: You must select

1. Classification and
2. New Section

Step 2: Then go to member profile



Registration No:
Full Name:
Preferred Name:
DOB:
Gender:

Home Address:
Postal Address:

Phone(H):
Phone(W):
Mobile:
Fax:
E-mail:
Promotion Mail (eg. Fundraising):
Publish Photo:
Publish Contact Details:
Last Updated:
Comment:
Spiritual Affiliation:
Language:
School:
Year Level:
School/Year Level - Last Updated:
Auto Upgrade:
Receive additional magazine:
Receive newsletter:
CareMonkey Sync:

Parental Detail(s):
Simon Caruana
[View/Add/Edit](#)

Relationship
Father

Additional Information
[Click here to view/edit additional Information](#)

Undertaking and Declaration
[View](#)

[Edit](#)

Select EDIT

Then scroll to bottom of EDIT page

Year Level: Year 4

10. Miscellaneous

Auto Upgrade: Yes No

CareMonkey Sync: Yes No

[Save](#) [Close](#)

Change Auto upgrade to NO
You will need to go back and change
auto upgrade to yes when the member
does move to next section



Youth Transferring

- To transfer to another Group

Group Information	
Group Address Book	
School Engagement	
Financials	
Recruitment	
Annual Reports	
Meeting Night Report	
Youth Admin	Fee Calculator
Census 2021	Register New Youth
Census Comparison	Upgrade To Next Section
Raffle Admin	Transfer Between Groups
Our School Raffle	Transit Youth
Book Equipment	Rover and Venturers Admin
Promotions	Inactivate Youth
Scout Supplies	
Service Desk Tickets	

Please email any Comments/Suggestions to extranet@scoutsvictoria.com.au

ADMIN - Administration Tools for Scout Members

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- To accept a youth Member into your group

Group Information	
Group Address Book	
School Engagement	
Financials	
Recruitment	
Annual Reports	
Meeting Night Report	
Youth Admin	Fee Calculator
Census 2021	Register New Youth
Census Comparison	Upgrade To Next Section
Raffle Admin	Transfer Between Groups
Our School Raffle	Transit Youth
Book Equipment	Rover and Venturers Admin
Promotions	Inactivate Youth
Scout Supplies	
Service Desk Tickets	

Please email any Comments/Suggestions to extranet@scoutsvictoria.com.au

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Youth Inactivation

The screenshot shows the Scout Victoria Admin interface. At the top, there are navigation links for HOME, MY ACCOUNT, and ADMIN. Below this is a header area with the text "Please email any Comments/Suggestions to extranet@scoutsvictoria.com.au". The main content area is titled "ADMIN - Administration Tools for Scout Members". On the left, there is a sidebar menu with various options. The "Youth Admin" option is expanded, and the "Inactivate Youth" option is highlighted. Below "Inactivate Youth", there are two sub-options: "Inactivate Youth" and "List of Future Youth Inactivation". In the center of the page, there is a logo for "Acrobat Reader" and some copyright information.

Inactivate Youth

Youth Registration ID [[Search Youth Members](#)]

Or you can put in a future inactivation date :
Inactivate by schedule

Inactivating Youth

Please check if the member's information is correct!

Inactivate Inactivate By Schedule

Registration ID:

Firstname:

Surname:

Status:

Current Youth Details

Class: JOEY

Class Date:

Section Details:

Group Details:

District Details:

Region Details:

Inactivating Date:

Inactivating Reason:

ADULTS IN SCOUTING



REQUIREMENT	LEADER	ADULT HELPER	ADULT SUPPORTERS: GROUP ROSTERED PARENTS	ADULT SUPPORTERS: Previous office bearer positions	ROVER OR YOUTH OVER 18	FELLOWSHIP	OTHERS*
AGE	18+	18+	18+	18+	18+	18+	18+
ONLINE MEMBERSHIP A	YES	YES	YES	YES	YES	NO ,MUST COME THROUGH ROVER OR LEADER PATHWAY	NO
WORKING WITH CHILDREN CARD	YES	YES	YES	YES	YES	YES	SEE BELOW
POLICE CHECK	YES	YES	NO	YES ONLY IF REQUIRING ACCESS TO EXTRANET	NO	YES	NO
REFEREE CHECK	YES	YES	NO	NO	NO	MUST COME THROUGH ROVER OR LEADER PATHWAY	NO
BCORE CHILD SAFETY AND BCORE WORKPLACE HEALTH AND SAFETY (RENEWED EVERY THREE YEARS) AND COMPLETED WITHIN THREE MONTHS OF APPOINTMENT	YES	YES	YES	YES	YES	YES	NO
UNIFORM	YES	NO	NO	NO	YES	YES	NO
NUMBER OF NIGHTS AT SECTION	UNLIMITED	UNLIMITED	MORE THAN 2 NIGHTS PER TERM BUT NOT EVERY WEEK	MORE THAN 2 NIGHTS PER TERM ON ROSTER BUT NOT EVERY WEEK	UNLIMITED	UNLIMITED	WHEN INVITED BUT NO MORE THAN 2 NIGHTS PER TERM
OVERNIGHT ACTIVITIES	YES once WHS and Child Safety training completed	YES once WHS and Child Safety training completed	YES once WHS and Child Safety training completed	YES once WHS and Child Safety training completed	YES once WHS and Child Safety training completed	YES once WHS and Child Safety training completed	NO
COMMENTS	Must complete proficiency within 12 months of appointment		"Must be legal guardian of at least one active youth member in the Section. If the individual is not the legal guardian, they must be registered as an adult helper"				
<p>*Others includes Guest Presenters,subject matter experts for badge work (e.g. A person to help deliver a session on woodworking) and visting parents/guardians/family. Visting parents/guardians/family attend to see badges presented to their young person , or join in for special persons night (mother day/fathers day etc). They must have some existing relationship with a youth member. They are not required to have a Working with Childrens Card. However, may only participate- they cannot supervise or be left unsupervised with any youth member. Any activity that someone in this category attends must be held in an open hall with a Leader present at all times.Visiting parents/Guardians/Family cannot attend more than two activities per term, if they wish to then they must become and Adult Helper of Group Rostered Parent (or a leader).</p>							
<p>*Guest Presenters or subject matter experts(such as the local wildlfe rescue group) may only present to a group fully supervised by a Leader. Under no circumstances can they present to any individuals without a Leader present. Presentations must be in an open hall or space. as per WWC legislation , they must have Working with Children's card and be able to present it upon request. They must be supervised by a leader at all times and not be allowed to left alone with youth members at any time.</p>							

August 2021 V3

Generate Invitation to join your Formation as a Member

Step 1: Please select the Classification the person is applying for

<input type="button" value="Youth"/>	<input type="button" value="Rover"/>	<input checked="" type="button" value="Leader"/>	<input type="button" value="Adult Helper"/>
<input type="button" value="Adult Supporter"/>			

Step 2: Please fill in the details below

Legal Given Name	Legal Surname	Gender	Date of Birth	Email (To which the invitation will be sent)
<input type="text" value="Bloggs"/>	<input type="text" value="Joe"/>	<input type="text" value="Male"/>	<input type="text" value="27/02/2000"/>	<input type="text" value="bloggs@scoutsvictoria.com.au"/>

! This email might not be valid. Please consider verifying your email.

** For applicants under the age of 18, an email address of their Parent/Guardian is required*

Step 3: Please select

The Group:

The Leader Role:

[Click here to clear the form and start again](#)

Select role



Generate Invitation to join your Formation as a Member

Step 1: Please select the Classification the person is applying for

Youth

Rover

Leader

Adult Helper

Adult Supporter

Step 2: Please fill in the details below

Legal Given Name

Bloggs

Legal Surname

Joe

Gender

Male



Date of Birth

27/02/2000



Email (To which the invitation will be sent)

bloggs@scoutsvictoria.com.au

! This email might not be valid. Please consider verifying your email.

** For applicants under the age of 18, an email address of their Parent/Guardian is required*

Step 3: Please select

The Group:

The Position:

Group Support Committee Member

Generate Invitation to Apply

[Click here to clear the form and start again](#)

Select position



Online Membership Application - Adult Leader, Adult Helper

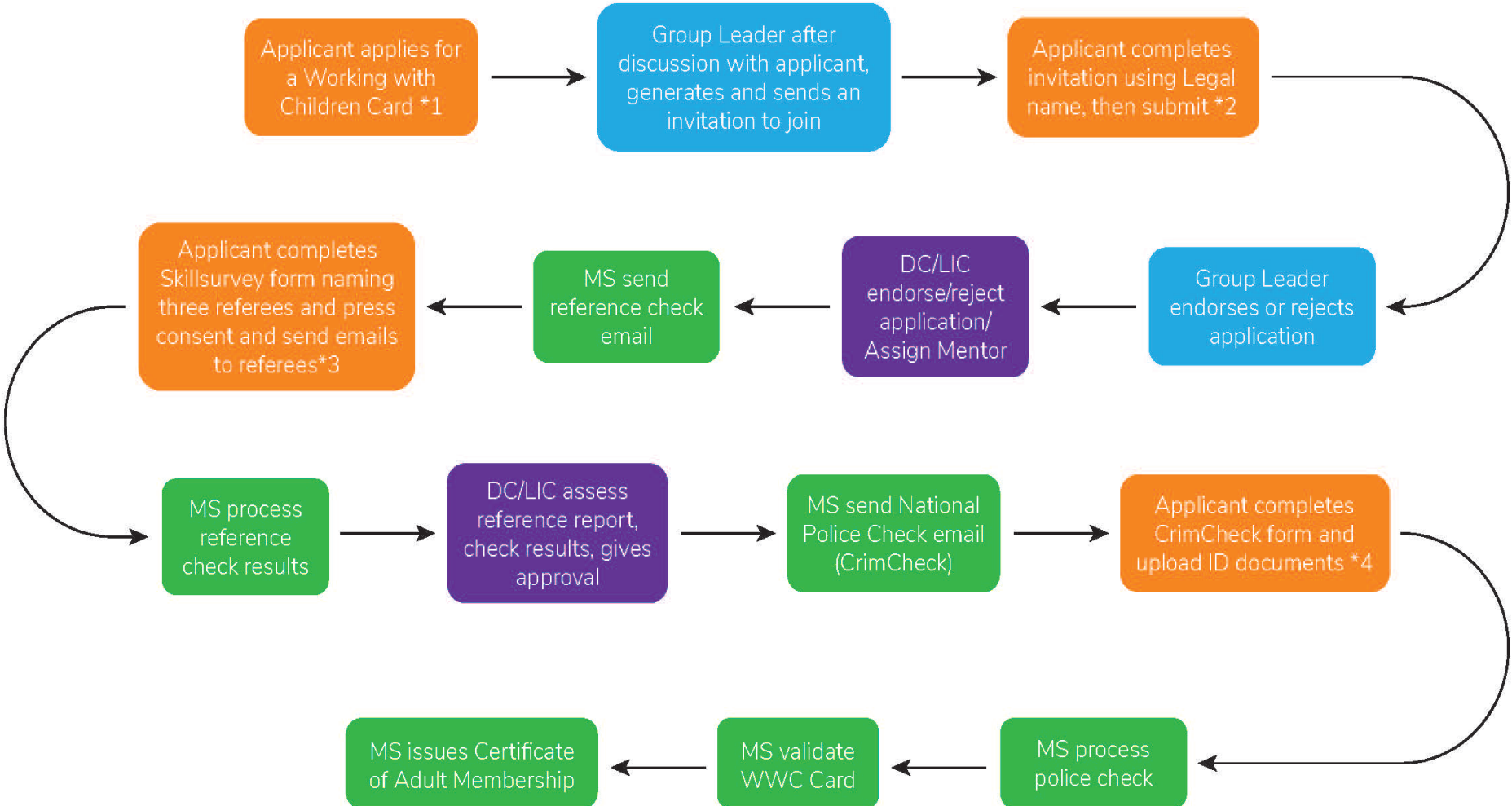


Group Leader or Leader in Charge (GL/LIC)

Applicant

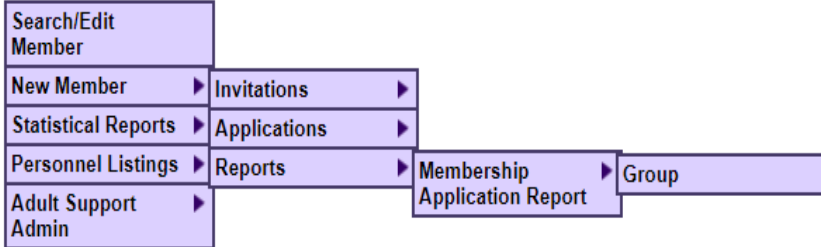
Member Services
VIC Scout Centre (MS)

District Commissioner
Leader in Charge of District (DC/LIC)



Searching

<https://scoutsvictoria.com.au/age-sections-adults/leader-resources/extranet-support-factsheets>



Membership Application Stage Report Group Report Wizard

Click Plus sign (+) to Select or Multiply sign (x) to Unselect a formation.

<p>Please select region(s)</p> <input type="text" value="Search regions"/> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Clear All 1</p> <p><input type="checkbox"/> Check all region(s)</p> <p>Next</p>	<p>Please select district(s)</p> <input type="text" value="Search districts"/> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Clear All 1</p> <p><input type="checkbox"/> Check all district(s)</p> <p>Next</p>	<p>Please select group(s)</p> <input type="text" value="Search groups"/> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Clear All 1</p> <p><input type="checkbox"/> Check all group(s)</p> <p>Next</p>
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Please select report condition(s)

Application Type(s)
Press Ctrl + Left Click to select more than one.

- Youth
- Rover
- Leader
- Adult Helper
- Office Bearer
- Fellowship

Select all application type(s)



Application stages

<https://scoutsvictoria.com.au/age-sections-adults/leader-resources/extranet-support-factsheets/>

Please select report condition(s)

Application Type(s)

Press Ctrl + Left Click to select more than one.

Youth
Rover
Leader
Adult Helper
Office Bearer
Fellowship

Select all application type(s)

Application Stage(s)

Press Ctrl + Left Click to select more than one.

AH - GL to approve application and submit to DC for endorsement
AH - DC to endorse
LDR & AH - MST to send Reference Check link to the applicant
AH - MST awaiting applicant's reference check
AH - DC to review the Reference Check and approve
AH - MST to finalise the application (Next step WWCC/Police Check)
AS - Group Approval
AS - MST Approval
AS - District Approval
AS - Region Approval
Youth - GL to approve application
LDR - GL to approve application and submit to DC for endorsement
LDR - DC to assign PLA and endorse
LDR - MST awaiting applicant's reference check
LDR - DC to review the Reference Check and approve
LDR - MST to finalise the application (Next step WWCC/Police Check)
~~OB - Group Approval~~

Select all application stage(s)

Slow points,
waiting on
applicant

Click "Create Report" to generate report.

Create Report

Changing Adult Roles

- <https://scoutsvictoria.com.au/age-sections-adults/leader-resources/extranet-support-factsheets/>