

Early Registration Instructions for the 2009-2010 Scouting Year

Early registration in MMS starts in May and ends August 31st. During this time it is possible in MMS to register a member for either the current registration year (2008-2009) or for the next registration year (2009-2010). After the roll-over to the new Scouting year on September 1st, it will only be possible to register a member for the 2009-2010 year.

In the Reports page of org units, there is a 'Next session registrants' report which lists all members who have been registered for the 2009-2010 session.

A) To register returning members for the next session:

1) Go to the *Active Members* screen of the Org Unit

The screenshot shows the Scouts Canada Membership Management System interface. The left sidebar contains a navigation menu with 'Active Members (Admin)' circled in red. The main content area displays the 'Org Unit Profile' for 'Test Group'. Below the profile is a table of 'Active Members' with columns for Current, Member #, Last Name, First Name, Type, Home Phone #, Batch #, and Register Next Session (09-10). A red arrow points from the 'Register Next Session (09-10)' button in the table to the next step.

Current	Member #	Last Name	First Name	Type	Home Phone #	Batch #	Register Next Session (09-10)
✓	1-MIZU1	Doe2	Frank	Volunteer			
✓	1-FWMTD	Johansen	Paul	Volunteer	(613) 123-4567		

- 2) Click on the book icon under '*Register Next Session (09-10)*' that corresponds to the member you want to register for 2009-2010. This will bring you to the *Registration Confirmation* screen.
- 3) Enter the payment information and then click the '*Confirm Registration*' button.
- 4) The member will now appear in the *Transfers and Other Registrations* screen and will still appear in the *Active Members* screen.

Note** If a member is swimming up to a new section (the member is a beaver this year but should be registered in the pack next year), you add the pack to the member record, make the pack the member's primary org unit, and then register the member. If you do not, the member will be registered in the beaver colony and will appear in the beaver colony next year.

Transferring a member and changing the primary org unit can both be done from the Forms Review screen.

B) To register a prospective or new member for the next session:

- 1) Go to the Org. Unit, *Prospective Members* screen
- 2) If you are registering a new member, create a new member in the same way as during normal registration (click on the 'new' button to the right of the Prospective Members list). After creating the new member you will be back at the *Prospective Members* screen where the newly created member now appears
- 3) Click on the '*Register (08-09)*' book icon to register for the current session. Or, click on the '*Register Next Session (09-10)*' book icon to register for the next session.

The screenshot shows the Scouts Canada Membership Management System interface. The left sidebar contains a menu with 'Prospective Members (Admin)' highlighted and circled in red. The main content area displays the 'Org Unit Profile' for 'Test Group' and a table of 'Prospective Members'. The table has columns for Member #, Last Name, First Name, Type, Home Phone #, Next Reg Year, Status, Register This Session (08-09), and Register Next Session (09-10). Three rows of prospective members are listed, each with a 'New' button and two registration buttons (book icons).

Member #	Last Name*	First Name*	Type	Home Phone #	Next Reg Year	Status	Register This Session (08-09)	Register Next Session (09-10)
1-NGCAP	Test1	Test	Youth			Prospective		
1-NGCWX	Test2	Test2	Youth			Prospective		
1-NZPO9	Test3	Test Prospective	Youth			Prospective		

- 4) Either action will bring you to the *Registration Confirmation* screen. Enter the payment info and confirm the registration.

- 5) Please verify that the correct year has been selected in the *Registration Confirmation* screen.

The screenshot shows the 'Registration Confirmation' screen in the Scouts Canada Membership Management System. The page includes a navigation menu with options like Home, My Profile, Members, Org. Units, Honours & Awards, Registrations*, and Administration. The main content area displays registration details for a member named 'Test'.

Registration Confirmation

Please complete the registration as follows:
 1) Click the "Edit" pencil icon at the bottom-right of the screen and select the payment type, Actual Fee and Amount Paid. Then click "Save".
 2) Click the "Edit" button at the top-right of the screen and enter a receipt number and any comments (reason for JV, reason for fee discount, etc.). Then click "Save".
 3) Click "Confirm Registration" to finalize this member's registration.

Org. Unit Test Group
 First Name Test
 Last Name Test
 Created By RADMIN
 Created Date 06/05/2009 6:11:12 AM
 Registration # 1-NZS2D
 Type Sales Order
 Reg. Date 06/05/2009
 Status Not Paid
 Comments

Member Type Youth
 Member Role Member (Youth)
 Receipt Number
 Registered By Paul Johnsen

Registration Details 1 - 1 of 1

Memb. Product	First Name	Last Name	Member Type	Member Role	Pmt Type	Actual Fee	Amt. Paid	Cheque #	Reg. Date	Memb. Type	Edit
Membership Registration 2008-2009	Test	Test	Youth	Member (Youth)	Not Paid	\$0.00	\$0.00			Membership	

If the wrong year has been selected, corrections can only be done at MMS support at the National Office. Please email mms@scouts.ca to correct any changes.

Please be careful when choosing which the registration year!

Notes:**For Currently Active and Prospective members registered for 2009-2010**

- You can view the registration record in the *Registration History* screen.
- If you click the '*Register*' book icon in the transfers screen you should get an error message that the member has already been registered for this year.
- After you register a member for next session, their Status Next Session should be 'Active'.
- As soon as you click either the register for 08/09 or 09/10 book icon, an unpaid registration record will be created. The record is only confirmed (i.e. 'paid') after you click the '*Confirm Registration*' button.
- It is important that next session org unit information has been entered in the system (go to Org Profile Admin screen). Maximum youth (next session) and Maximum Volunteers (next session) should be greater than zero. If these values are zero then any member registered for next year will have the status of wait listed. Most org units that had zero values in these fields have been changed to a non zero value so this should not happen often.
- If you click '*Next Registration step*' button in the *Member Profile Admin* Screen you will be able to enter the member's role and then be navigated back to the *Prospective Members* screen.
- There is a '*Next Session Registrants*' org unit report that will list all members in registered for next year.

Active Members registered for 2009-2010

- The member's Next Registration Year should now be REG-2009-2010.
- The Last Registration Year should remain REG-2008-2009.
- Member's status will still be Active or Probationary.
- The current checkmark will remain (the current check mark in the active members screen appears if the current registration year is the same as the last registration year).

Prospective Members registered for 2009-2010

- If you register a prospective member for next year (09/10) and not for this year (08/09) their status will remain as prospective. Registering them next year does not mean they are registered for this year. Only members registered for this year will be Active.