

# Scouting Ireland Database Information Sheet.

Please note that this is just the basics of the database and does not cover every aspect. If you have any issues or questions do not hesitate to call your GSF for help.

To gain access to the database you must be connected to the internet. The address for the database is: <https://db.scouts.ie> . Type this into the address bar of your web browser. Note you do not need to type www before this address.

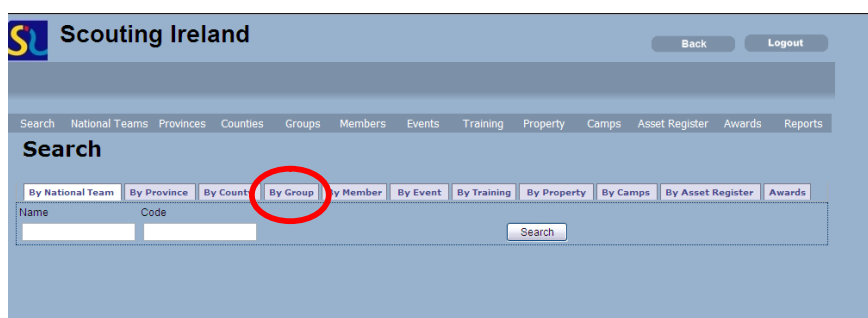
This will take you to the Login page



Enter your username and password and click the login button.

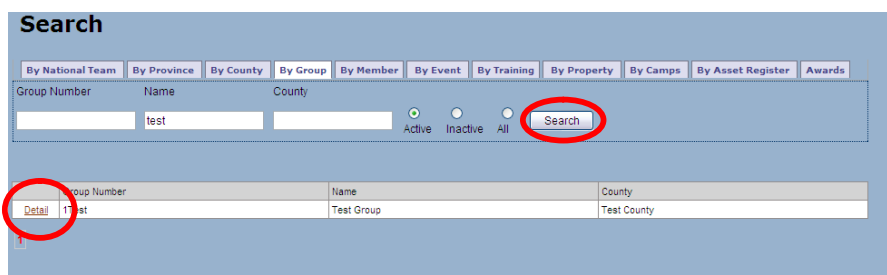
If you do not know your username or password or if you have not received one, you should contact National Office at 01 4956300 and speak to Marie Dalton. If you enter your password incorrectly 3 times you will be locked out for 24 hours. You should check you have the correct details before you try again.

After you log in, you will be brought to a search page. To find your group click on the 'By Group' tab.



This will take you to a page where you can search by group number e.g.: 10CAVAN or by group name e.g. BALLYJAMESDUFF or by county e.g. CAVAN MONAGHAN.

As you only have access to your own group you can just click on the Search button without entering any search criteria and it will display only your group. When your group comes up just click on "Detail" to bring you to your group's page.



This will bring you to your group's page.

	Firstname	Surname	Member Number	House No./Name	Street	Member Type
<a href="#">Detail</a>	John	Doe		aa	bb	Scouter - Pending
<a href="#">Detail</a>	Jane	Doe		aa	bb	Scouter - Pending
<a href="#">Detail</a>	Snow	White		aa	bb	Scouter - Pending

Here you can edit all details belonging to your group, including details of adult members, youth members, properties, events, camps, programme sections, appointments. You can also view details of your group's census and payments made.

There are a line of tabs under the notes section of your group page which allow you to view or make changes to your group.

## To Add a new Adult member

Click on the 'Adult Members' tab located under the notes section of your groups page. You will then be shown a list of all Adult members currently registered with your group. There may be more than one page of members depending on the size of your group. You can move between pages of adult members by clicking on the numbers at the bottom of the page.

Click on 'Add New Member'

	Firstname	Surname	Member Number	House No./Name	Street	Member Type
<a href="#">Detail</a>	John	Doe		aa	bb	Scouter - Pending
<a href="#">Detail</a>	Jane	Doe		aa	bb	Scouter - Pending
<a href="#">Detail</a>	Snow	White		aa	bb	Scouter - Pending

You will then be brought to a page where you can enter the new member's details. For every adult member you must enter Name, Address, DOB, gender, member type and contact details.

When you pick an adult member type the section for parents details will become blanked out as it is not required.

When all details have been entered click the 'save' button.

Notes

Member of

Select National Team

Select Province

Select County

Select Group

Select Group Section

Save Cancel

Although you can add adult members at any time their registration will be pending until all forms have been sent in and Garda vetting has been completed. When the member is vetted their status will be changed from pending to scouter in headquarters.

## To add a Youth Member

When in your group's homepage click on the 'Youth Member' tab. This will then show you a list of all the youth members registered with your group. There may be more than one page of members. You can choose which youth members you would like to view by choosing a filter from the drop down menu.

You can also transfer youth members from one section to another by choosing from the transfer drop down menu to the right of each member's names.

Adult Members Youth Members Census Payments Properties Events Camps Programme Sections Appointments/Positions

Filter Member By All

Active Inactive All

		Firstname	Surname	Member Number	House No./Name	Street	Member Of	Member Type
<a href="#">Detail</a>	<a href="#">Remove</a>	Mary	Smith		aa	bb	Test Scouts Scou	Transfer To ...
<a href="#">Detail</a>	<a href="#">Remove</a>	Tommy	Stout		a	b		Transfer To ...

Add Current Member Add New Member

Scouting Ireland Member Management System © 2007

Adding a youth member is the much the same as adding an adult member. Click on the 'Add New Member' Button and fill in the form as with the Adult member.

You can view or edit details of any member in your group by clicking on the 'Detail' button to the left of their name.

## Census

To create the census for your group click on the Census tab on your group's page. You will be shown previous census paid and also there will be a button giving you an option of creating a new Census.

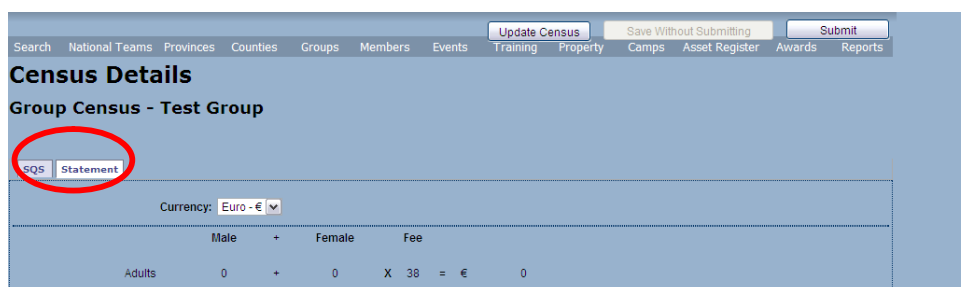
Adult Members Youth Members Census Payments Properties Events Camps Programme Sections Appointments/Positions

	Submit	Year	Submission Date	Calculated Payment
<a href="#">Detail</a>	Submitted	2008	09/07/2008	4674.0000

Create 2009 Census

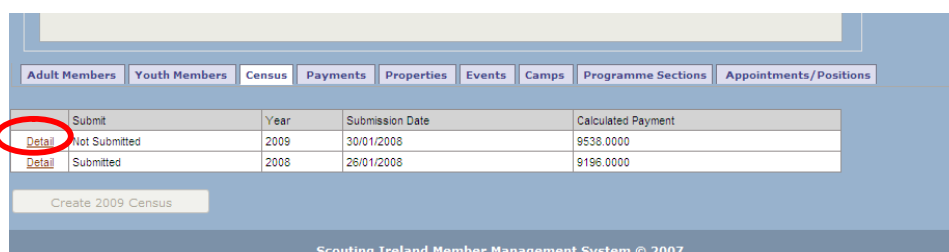
Scouting Ireland Member Management System © 2007

Click the 'Create 2009 Census' button. This takes you to a page where you can review your census and SQS details for your group. It also gives you a statement detailing monies owed to SI for registration. There is a tab allowing you to move between the statement and the SQS pages.

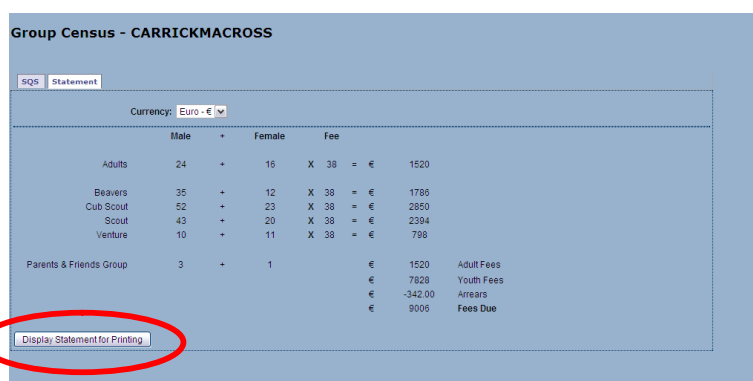


Here you have 2 options. You can save the census without submitting if you are not finished with your group's details yet, or you can submit the census, you should only do this if you are sure you are finished entering details for this year.

If you save without submitting you will be brought back to your group's page where you can make further changes. To come back to your current Census you should click on the detail button in the Census tab.



Click on the 'Up date' Census button to ensure changes made are included in your statement. When you are ready to submit the Census, click on the Submit Census button and click the 'Display Statement for Printing' Button at the bottom of the statement.



This will open a document for printing which contains a declaration at the bottom to be signed by the Group Leader and sent into National office with the payment. Your group is not registered until this declaration and payment is sent in.