

Scouting Ireland
National Office
Larch Hill
Dublin 16

T +353 (0)1 495 6300
F +353 (0)1 495 6301
questions@scouts.ie



Ref: L31/2017 - Website Development Update and Process Changes

15 October 2017

Dear Scouter,

Following the communication issued on:

- 22nd September 2017 - [L28-2017 - Website Development Update and Process Changes](#);
- 9th October 2017 - [L29-2017 - Website Development Update and Process Changes](#);

we would like to give another update on the website development project. There are some **VERY IMPORTANT CHANGES** being made to our processes and procedures.

As you are aware, we are at a very advanced stage of the testing of our new membership management system. And we are intending for this system to **go live to our members on Tuesday 31st October 2017**.

The first iteration of the new system will be released with the following functionality:

- Creating Profiles (Youth and Adult registration) – the Adult Application forms will be withdrawn (vetting/Access NI procedures will remain unchanged)
- Annual Census
- Scout Group Controls
- Scout County Controls
- Scout Province Controls
- Training & Activity Bookings and Payments
- International & Domestic Camping Approvals

The rest of the functionality mentioned in our previous communications:

- Census, Badges, awards, interactions, international camps,
- Reporting, Chief Scouts Awards, historic profiles, online notifications & call to action
- Integrated e-learning

Will follow in the next iteration/s shortly thereafter.

Adult Application Forms – **VERY IMPORTANT**

National Office **will not** be able to process **ANY** Adult Application Forms after the 20th October 2017. Any forms that are received after this date, will be returned and the applicant advised they will need to go through the new, online process, once the system goes live on the 31st October 2017. Applications that are in the system up to this point will be transferred to the new system. All applications, from the 31st will be made online using our new system.

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16

Training Bookings – **VERY IMPORTANT**

Training Bookings will not be processed between 20th – 31st October.

The following list is the course availability for courses scheduled as far as Christmas 2017. Anyone wishing to booking onto these courses between 20th – 31st October should contact Anthony Greene in National Office directly on agreene@scouts.ie.

Online bookings will open for future training courses after the 31st October 2017.

Course Name	Date	Location	Places Available
Youth Led Programme	4/11/2017	Castle Saunderson	5
Youth Led Programme	11/11/2017	Carne Training Centre	1
Advanced Group Leader	25/11/2017	Larch Hill	16
Basic Group Leader	02/12/2107	Carne Training Centre	7
Being a Scouter	09/12/2017	Mornington, Meath	17

The full schedule of training courses can be seen on the National Calendar - [HERE](#)

National Activity Bookings – **VERY IMPORTANT**

Bookings for National Activities will not be processed between 20th – 31st October 2017. Payments will be processed for those who have already made bookings on to National Activities up until that point. Online bookings will open for future activities after the 31st October.

This does not affect bookings or payments for Jamborí 2018 – Click [HERE FOR SITE](#)

Chief Scout Awards – **VERY IMPORTANT**

Chief Scout Award applications will continue to be processed using the existing system until the next iteration of the membership management system goes live in the weeks after the 31st October. We will provide an update on this as appropriate.

Existing Database (db.scouts.ie) – **VERY IMPORTANT**

The existing database, db.scouts.ie, will be switched offline on Friday 20th October 2017. This is to allow for the transfer and checking of data to our new system. All current data will be transferred to our new platform so Scout Groups will not have to re-enter information. There can be no changes made or reports run between when the old system goes offline and the new one goes online

New Profiles – **VERY IMPORTANT**

Every member of Scouting Ireland will have a profile on the new system. There will be an email sent to everyone that has an email address on the system which will include a link to set up your password on the 31st October 2017. If you do not have an email address noted on the existing DB by the 20th October 2017, you will

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16

not receive a link to set up your access to your profile. You will be able to contact the National Office after the 31st October to assist you with this.

Ahead of the system going live to our members on the 31st October 2017, a step-by-step guide to using the new functionality of the new system will be released. We will have a trained team in National Office that will be able to assist you with queries and we will be populating an online 'Knowledge Base' that will be populated with the FAQ's as we are receiving them. **The National Office will be extending its opening hours for a period of four – six weeks (exact time will be determined by the demand for support) after the system goes live. These extended opening hours will be advertised in the coming weeks.**

As noted above and previously, we are working hard to provide a user-friendly platform to assist our members with the administrative tasks of Scouting and we really hope that you will find the new tools useful. Changes to systems and processes are difficult and complex. We will appreciate your patience and understanding while this is rolled out and bedded in. We will do our very best to assist you with this transition and there will be an online feedback tool and we will be delighted to receive your feedback/suggestions as they occur.

We will continue to provide updates on this development until we are live with our new system.

Yours in Scouting

Noel O'Connor
Manager (Operations)

Kieran Cody
Communications Commissioner

CC:

All Scouters
Professional Staff

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16