

# Scouting Ireland

## Training Booking Process Document

**Version 1**

**August 2018**



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## Important Information – Booking Courses September 2018 - August 2019

All confirmed training courses for 2018 -2019 are now open for bookings. You can find the details of all training courses by following the details set out below.

There have been new changes to the training booking system that came into effect on August 25<sup>th</sup> 2018. As a result the terms and conditions of booking training courses have changed. The new terms and conditions of booking courses can be found by clicking [HERE](#).

Below in Section 9 you will find a copy of the training calendar for the upcoming Scout Year, September 2018 – August 2019. (This calendar was last updated in October 2018). Further dates will be added as the scout year progresses and these dates will be available through the membership management system [my.scouts.ie](http://my.scouts.ie). Please refer to the training calendar on the membership management system [my.scouts.ie](http://my.scouts.ie) for the most up to date information.

## Training Booking Process Document

Welcome to the Training Booking Process Document. Here you will find instructions and information surrounding the Scouting Ireland training booking process. This is the first version of this document and we will review and update if any changes are made to the system or new information becomes available. We hope you find this document useful in your training journey.

### Section 1 - Making a training course booking

At the moment you can book training courses two ways via [my.scouts.ie](http://my.scouts.ie) which are; “Method One” (Group Bookings) and “Method Two” (Individual Bookings).

**Method One (Group Bookings)** is used when a group wishes to book and pay for one or more member(s) of the group onto a training course. Bookings made via “Method One” must be paid by the group through the group profile.

**Method Two (Individual Bookings)** is used for singular bookings where a member wishes to make their own booking and pay the course fee themselves. Bookings made via “Method Two” must be paid through the individual’s profile.

#### **Method One - Applicable to Group Leader, Deputy Group Leader and Group Trainer.**

- Log onto [my.scouts.ie](http://my.scouts.ie).
- Click “Manage Group”.
- Click the “Events” Tab and select “Training”.
- A list, of courses, will appear for the current year (2018). (To change the year “click change date”)
- Click “View Event” to see further details of the course. (Course information, T+C’s etc.).
- If you wish to book a place(s) click “Book Now”.
- Select the number of participants you wish to book and enter any additional information such as special need requirements/dietary requirements and click “Next”.
- Select the members you are booking and click “Next”.
- Click to confirm that you have read, understand and accept the terms and conditions.
- Click “Confirm and Book Event”.
- Please note your booking will not be confirmed until payment has been received.

#### **Method Two – Applicable to all Adult Members.**

- Log onto [my.scouts.ie](http://my.scouts.ie).
- Click “My Profile” and scroll to the calendar at the end of the page.
- Click Training Events.
- Click the highlighted dates to see the training courses.
- Click “Find Out More” to see further details of the course (Course information, T+C’s etc.).
- If you wish to book a place, click “Book Now”.
- Enter any additional information such as special need requirements/dietary requirements and click “Next”.
- Click to confirm that you have read, understand and accept the terms and conditions.
- Click “Confirm and Book Event”.
- Please note your booking will not be confirmed until payment has been received

## Section 2 – Cancelling or adjusting a Training Booking

Below you will find instructions on how to cancel or adjust your booking on a training course.

Please note cancellations within 14 days of the course are non-refundable and non-transferrable. It is not possible for you to make a cancellation on the MMS in this time frame therefore you must email notice of your cancellation to your training Course Leader as well as the Training Administrator ([trainingbookings@scouts.ie](mailto:trainingbookings@scouts.ie)).

Note it is not possible for a group to increase or decrease their numbers after a payment has been made. If you need to adjust your booking after you have made payment please email the Training Administrator ([trainingbookings@scouts.ie](mailto:trainingbookings@scouts.ie)).

For **adjusting** bookings made with **Method One** please follow the instructions below.

- Log onto [my.scouts.ie](http://my.scouts.ie).
- Click “Manage Group”.
- Click the “Events” Tab and select “Training”.
- A list, of courses, will appear for the current year (2018). (To change the year “click change date”)
- Go to the course you want to make the change to and click “Edit Members”.
- On the next page you can increase/decrease or leave the numbers as they were booked.
- Click “Next”
- Click “add” or “remove” as per your requirements.
- Click Save Changes
- If you have increased or decreased then your payment will be modified to reflect the change. If you have just changed the names then your payment will not be modified.

For **cancelling** the entire group booking made with **Method One** please follow the instructions below.

- Log onto [my.scouts.ie](http://my.scouts.ie).
- Click “Manage Group”.
- Click the “Events” Tab and select “Training”.
- A list, of courses, will appear for the current year (2018). (To change the year “click change date”)
- Go to the course you want to make the change to and click “Cancel Booking” as required.
- A pop up message will ask you to confirm your cancellation. Press “Yes”. Note this will cancel the entire group booking for the course.

For **cancelling** bookings made with **Method Two** please follow the instructions below.

- Log onto [my.scouts.ie](http://my.scouts.ie).
- Click “My Profile” and scroll to the calendar at the end of the page.
- Click Training Events.
- Click the date you are booked onto.
- Click the “cancel” button
- A pop up message will ask you to confirm your cancellation. Press “Yes”

## Section 3 – Making Payment

Training course bookings will not be confirmed until payment in full has been received.

You have 7 days from when you make a booking to make the full payment. If payment has not been received within this time frame, the booking will be automatically cancelled and removed from the course.

When you make a training course booking you have two payments options. **(Online or Manual)**

**Online Payment** – This is the quickest and easiest option which involves paying by card through the Scouting Ireland Payment Portal.

**Manual Payment** – There are two manual options.

**Manual Option 1** – Electronic Funds Transfer (EFT). This is done through online banking. You must include your **invoice number** from your Scouting Ireland statement on your EFT. Failure to include the invoice number may lead to complications with your booking.

**Manual Option 2** – Cheque made payable to Scouting Ireland. You must enclose your statement with your cheque. Failure to enclose the statement may lead to complications with your booking.

To make a payment for a training booking, log on to [my.scouts.ie](http://my.scouts.ie) and follow instructions below.

- **Group Bookings - Method One;** Go to “Manage Group” then “Payments Tab”.
- **Individual Bookings - Method Two;** Go to “My Payments”.

### **Online Payments**

- Select the Training Payment you wish to make.
- Select “Online Payment”
- A pop up message will ask you to “press submit” to go to the “Scouting Ireland Payment Page”.
- When you get to the payment page enter your card details as instructed to complete the payment.
- When your payment has been received it will be marked as successful.

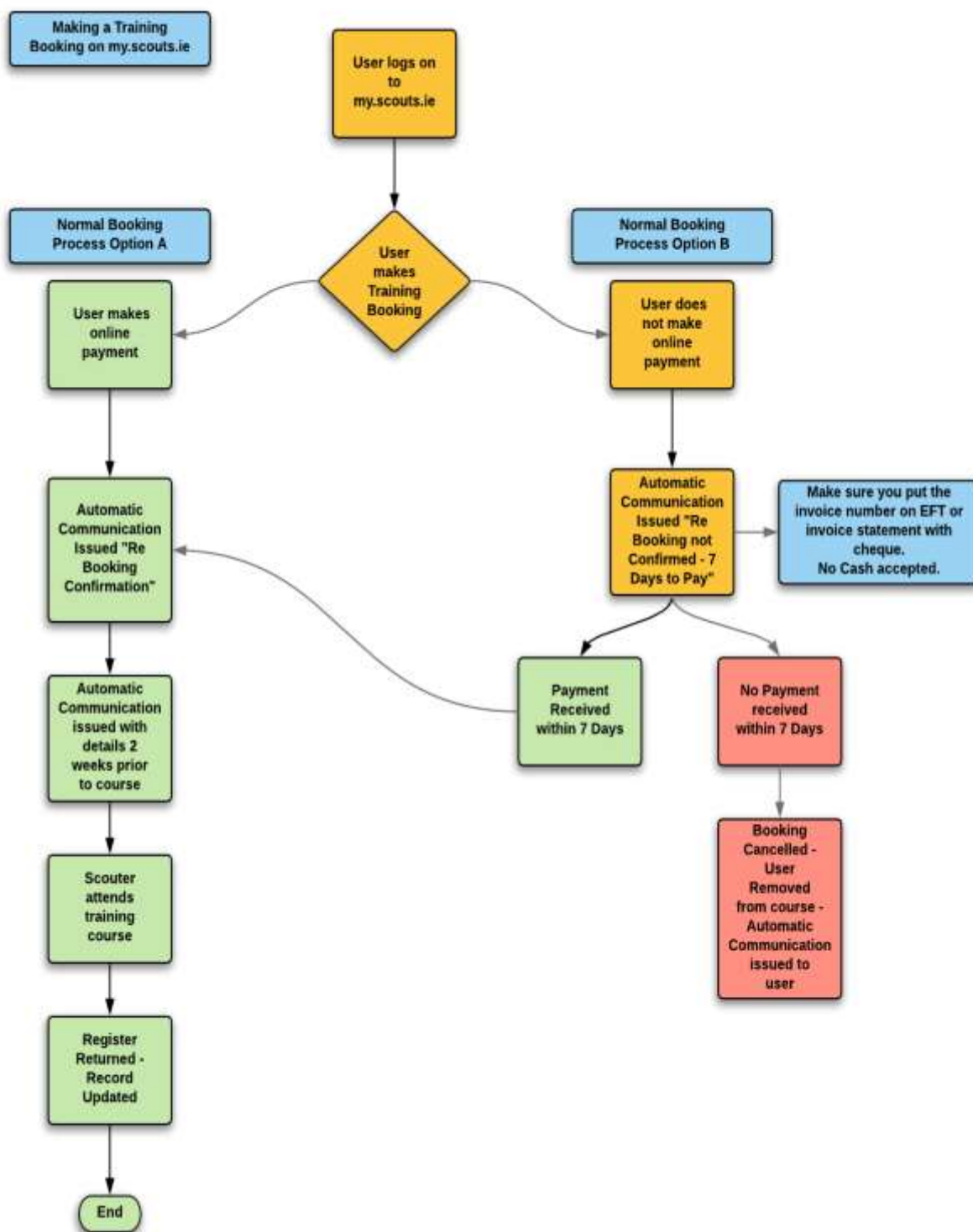
### **Manual Payments**

- Select the Training Payment you wish to make.
- Select “Manual Payment” and follow the instructions that appear on the screen when you select this option.
- When your payment has been received it will be marked as successful.

## Section 4 - Further Points about Training Course Bookings

- If there is no “Book Now” button next to the course, this means the training course is fully booked out or closed for bookings.
- Only correctly registered adult members of Scouting Ireland with Garda Vetting will be able to book onto courses.
- Ventures that have turned 17.5 years old and have completed Garda Vetting are eligible to book onto Training Courses.
- If a group cannot find or select a member on the group member booking list, this means they are not eligible to attend the course either due to not having completed vetting or not having the previous required training course completed (e.g. Being a Scouter prior to Youth Led Programme)
- If your booking is within 7 - 21 days of the course start date then your booking is considered as a “late booking”. To complete your booking in this time will require immediate online payment by card through the Scouting Ireland Membership Site.
- It will not be possible to make a training booking within 7 days of the training course start date.
- Cancellations within 14 days of the course are non-refundable and non-transferrable. Cancellations in this time frame must be made in writing by email to your training Course Leader as well as the Training Administrator ([trainingbookings@scouts.ie](mailto:trainingbookings@scouts.ie)).
- Payments for training bookings that were made using (Method 1 – Group Bookings) can only be paid for by the; Group Leader, Deputy Group Leader, Group Treasurer and Group Secretary.
- The course information for confirmed training courses will be circulated automatically by email 14 days before the course. It is the responsibility of the Scout Group and the participant to ensure their contact details are correct on the MMS.
- In the event that the training course you have booked onto is cancelled you will be notified by email.
- Refunds are processed by your provincial office. To locate your provincial office please click [HERE](#).
- It is not possible for a user to adjust a group booking after payment has been made. If you need to adjust your booking after you have made a booking please email the Training Administrator ([trainingbookings@scouts.ie](mailto:trainingbookings@scouts.ie)).

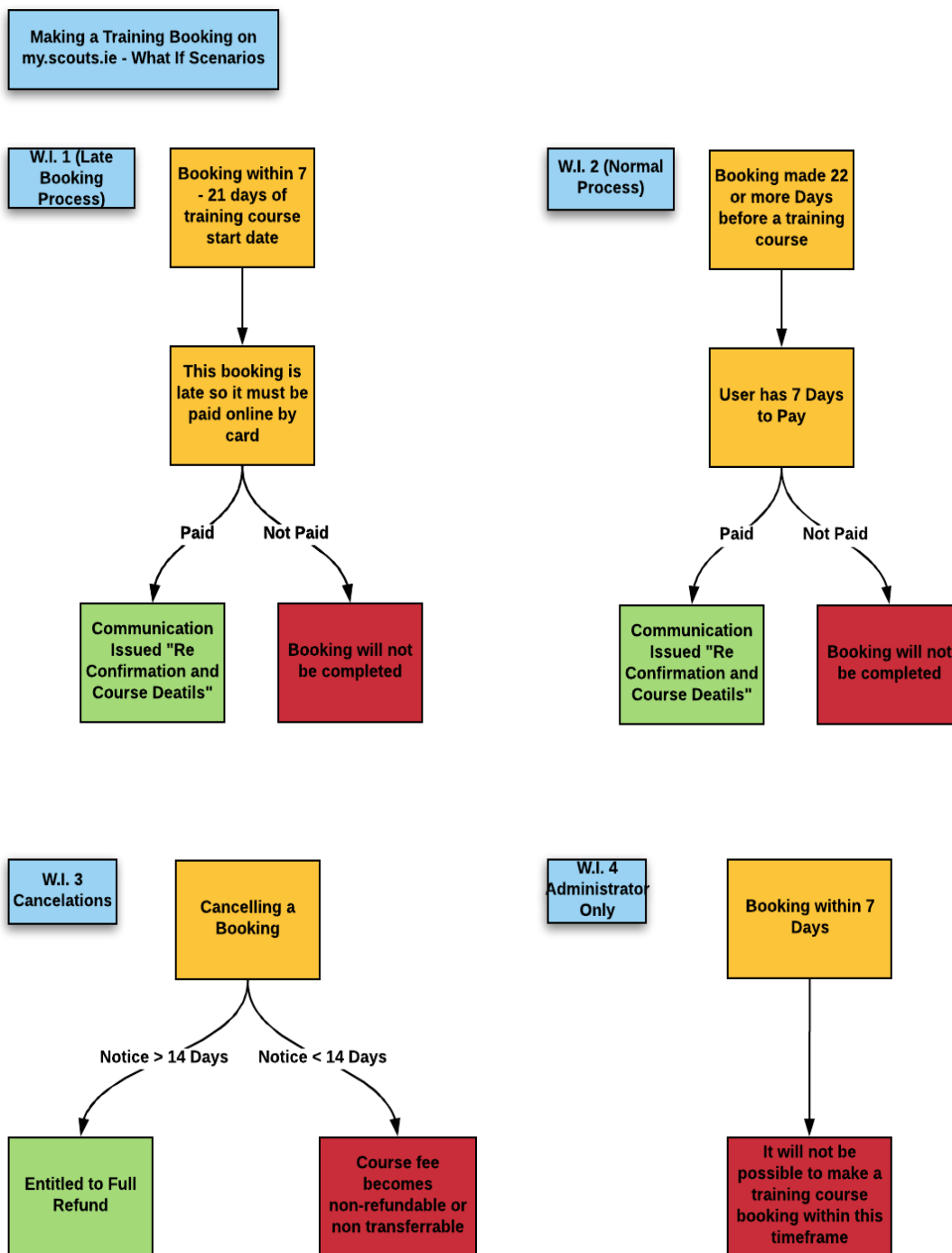
### Section 5 - Training Booking Process Flow Chart – Normal Bookings



Green = Successful/Cleared  
 Orange= Pending  
 Red = Issue/Problem

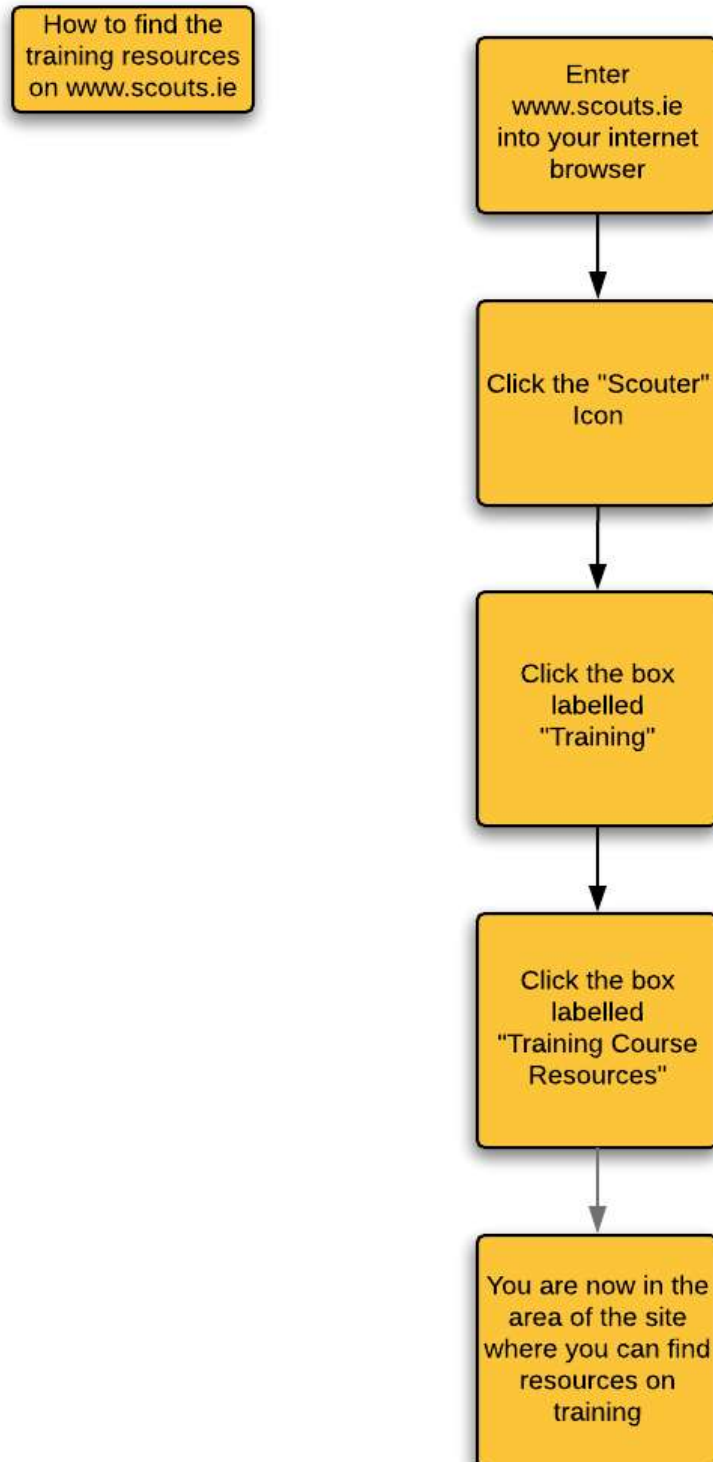


## Section 6 - Training Booking Process – What If Scenarios Flow Chart




Green = Successful/Cleared  
 Orange= Pending  
 Red = Issue/Problem

## Section 7 - How to view online training resources



## Section 8 - Graphic Outline of the Woodbadge Training Scheme

Wood Badge Component	Training Strand	Description	Notes	Commitment / Cost
<b>This is Scouting</b>  Awarded Gilwell Woggle	<b>Induction</b>	Induction into your local Scout Group, delivered locally by the Group Leader or their nominee. Runs concurrently with The Story of Scouting (online and course) and Being a Scouter.	For all Adults who must complete their Membership and Garda Vetting Applications during this process.	4 – 5 Briefings with Group Leader /Group COST: None
	<b>The Story of Scouting</b>	This is an interactive training session covering a basic introduction to the fundamentals of Scouting.	For all adults new to Scouting.	30 minutes online 3 hour course
	<b>Being a Scouter</b>	Provides adults with a full understanding of the fundamental principles of Scouting and the core elements of our Programme. Also covers the core competencies required in Safeguarding (Child Protection) which enables adults to engage safely and effectively with youth members.	For all Adults.  This training experience is followed by a practical application of learning back with your programme section.	2 day/ 1 Overnight Residential  COST: €125 /€95
<b>The Scouter in Action (Wood Badge Trail)</b>  Awarded Wood Badge Pin	<b>Youth Led Programme</b>	Provides Scouters with an in-depth understanding of how to facilitate and support 'Youth Led' Programme.	These 4 training experiences, Youth Led Programme, Scouting Together, Adventure Skills Facilitator and Learning for your Team can be completed in any order.  Scouters who have been assessed by an expert panelist (to level 7 or higher), will be deemed to have completed an Adventure Skills Facilitator.	2 day/ 1 overnight Residential COST: €125 /€95
	<b>Scouting Together</b>	Provides Scouters with an understanding of effective interpersonal skills for working with both young people and adults. Also provides further training in Safeguarding.		2 day/ 1 overnight Residential COST: €125 /€95
	<b>Adventure Skills Facilitator</b>	Provides Scouters with the basic skills (in one Adventure Skill of choice) to facilitate and support Youth Members in attaining up to Stage 5 in that specific Adventure Skill.		Varies depending on adventure skill. COST: approx. €50/€38
	<b>Learning for your Team</b>	Scouters will choose from a range of modules of learning to enhance the capacity of their Scouter Programme Team.		3 hours per year COST: €10 /€10
<b>The Dynamic Scouter (Wood Badge Trail)</b>  Awarded Wood Badge Beads	<b>Learning for your Team</b>	Scouters will choose from a range of modules of learning to enhance the capacity of their Scouter Programme Team.	These 2 training experiences, Learning for your Team and Adventure Skills Facilitator can be completed in any order.  Adventure Skills Facilitator as above.	3 hours per year COST: €10 /€10
	<b>Adventure Skills Facilitator</b>	Provides Scouters with the basic skills (in one additional Adventure Skill of choice) to facilitate and support Youth Members in attaining up to Stage 5 in that specific additional Adventure Skill.		Varies depending on adventure skill. COST: approx. €50/€38
	<b>You, the Scouter</b>	Provides Scouters with an opportunity to review their learning journey to date. Also provides opportunities to enhance their understanding of Youth Led Programme & Interpersonal Skills.		This is the last training experience in the Wood Badge Trail.
<b>Continuing your Journey</b>	<b>Various</b>	This gives Scouters a range of options to enhance their skill set and learning on an ongoing basis beyond attaining the Wood Badge Beads.	Training done annually and can be an Scouting Ireland or external training experience.	Minimum of 3 hours per year.

## Section 9 - Training Calendar 2018/2019

Please note this calendar is up to date as of October 2018 – For the most up to date information please check the MMS [my.scouts.ie](http://my.scouts.ie)

Training Calendar 2018/2019							
Code	Type of Course	Start Date	End Date	Start Time Day 1	Finish Time Day 2	Venue	Price
DP-YLP-1-918	Youth Led Programme	08/09/2018	09/09/2018	09:00	17:30	Larch Hill National Campsite	€ 120.00
NE-BAS-1-918	Being A Scouter	08/09/2018	09/09/2018	09:00	17:30	Castle Saunderson	€ 120.00
DP-BAS-2-918	Being A Scouter	22/09/2018	23/09/2018	09:00	17:30	Larch Hill National Campsite	€ 120.00
SE-BAS-2-918	Being A Scouter	22/09/2018	23/09/2018	09:00	17:30	Mount Melleray	€ 120.00
WP-BAS-1-918	Being A Scouter	22/09/2018	23/09/2018	09:00	17:30	St. Flannan's College	€ 120.00
WP-YLP-2-918	Youth Led Programme	22/09/2018	23/09/2018	09:00	17:30	St. Flannan's College	€ 120.00
NE-YLP-2-918	Youth Led Programme	29/09/2018	30/09/2018	09:00	17:30	Ozanam Holiday Centre, Co. Meath	€ 120.00
SP-BAS-2-918	Being A Scouter	29/09/2018	30/09/2018	09:00	17:30	Kilcully Scout Campsite	€ 120.00
WP-BAS-3-918	Being A Scouter	29/09/2018	30/09/2018	09:00	17:30	Ballinamore Scout Den, Co Leitrim	€ 120.00
NP-ST-1-1018	Scouting Together	13/10/2018	14/10/2018	09:00	17:30	BALLYHORNAN	€ 120.00
NE-BAS-3-1018	Being A Scouter	20/10/2018	21/10/2018	09:00	17:30	Castle Saunderson	€ 120.00
SE-YLP-3-1018	Youth Led Programme	20/10/2018	21/10/2018	09:00	17:30	Carne Training Centre	€ 120.00
SP-YLP-3-1018	Youth Led Programme	20/10/2018	21/10/2018	09:00	17:30	Kilcully Scout Campsite	€ 120.00
DP-BAS-3-1018	Being A Scouter	27/10/2018	28/10/2018	09:00	17:30	Larch Hill National Campsite	€ 120.00

NP-BAS-2-1118	Being a Scouter	03/11/2018	04/11/2018	09:00	17:30	SHARE CENTRE	€ 120.00
DP-YLP-9-1118	Youth Led Programme	10/11/2018	11/11/2018	09:00	17:30	Larch Hill National Campsite	€ 120.00
NE-BAS-5-1118	Being A Scouter	10/11/2018	11/11/2018	09:00	17:30	Ozanam Holiday Centre, Co. Meath	€ 120.00
WP-GLT-4-1118	Group Leader/County Commissioner Basic	16/11/2018	18/11/2018	19:00	17:30	Gateway Hotel	€ 140.00
NE-YLP-6-1118	Youth Led Programme	17/11/2018	18/11/2018	09:00	17:30	Castle Saunderson	€ 120.00
SE-BAS-4-1118	Being A Scouter	17/11/2018	18/11/2018	09:00	17:30	Mount Melleray	€ 120.00
DP-BAS-10-1118	Being A Scouter	24/11/2018	25/11/2018	09:00	17:30	Larch Hill National Campsite	€ 120.00
NE-ST-8-1018	Scouting Together	24/11/2018	25/11/2018	09:00	17:30	Ozanam Holiday Centre, Co. Meath	€ 120.00
SP-BAS-4-1118	Being A Scouter	24/11/2018	25/11/2018	09:00	17:30	Kilcully Scout Campsite	€ 120.00
WP-BAS-5-1118	Being A Scouter	24/11/2018	25/11/2018	09:00	17:30	Petersburg Outdoor Adventure Centre	€ 120.00
NP-YLP-3-1218	Youth Led Programme	01/12/2018	02/12/2018	09:00	17:30	BALLYHORNAN	€ 120.00
SE-GLT-5-1218	Group Leader/County Commissioner Basic	01/12/2018	02/12/2018	09:00	17:30	Carne Training Centre	€ 140.00
NE-BAS-7-1218	Being A Scouter	08/12/2018	09/12/2018	09:00	17:30	Ozanam Holiday Centre, Co. Meath	€ 120.00
WP-BAS-6-1218	Being A Scouter	08/12/2018	09/12/2018	09:00	17:30	Esker Retreat Centre, Co Galway	€ 120.00
SE-BAS-6-119	Being A Scouter	19/01/2019	20/01/2019	09:00	17:30	Mount Melleray	€ 120.00
SP-YLP-5-119	Youth Led Programme	26/01/2019	27/01/2019	09:00	17:30	Kilcully Scout Campsite	€ 120.00
NP-BAS-4-219	Being a Scouter	09/02/2019	10/02/2019	09:00	17:30	BALLYHORNAN	€ 120.00
SE-ST-9-319	Scouting Together	23/02/2019	24/02/2019	09:00	17:30	Mount Melleray	€ 120.00
SE-YLP-8-219	Youth Led Programme	23/02/2019	24/02/2019	09:00	17:30	Mount Melleray	€ 120.00
SP-BAS-6-219	Being A Scouter	23/02/2019	24/02/2019	09:00	17:30	Kilcully Scout Campsite	€ 120.00
NP-BAS-5-319	Being a Scouter	09/03/2019	10/03/2019	09:00	17:30	CASTLE SAUNDERSON	€ 120.00

WP-YLP-8-319	Youth Led Programme	09/03/2019	10/03/2019	09:00	17:30	Petersburg Outdoor Adventure Centre	€ 120.00
SE-GLT-10-319	Group Leader/County Commissioner Basic	23/03/2019	24/03/2019	09:00	17:30	Carne Training Centre	€ 140.00
SP-BAS-7-319	Being A Scouter	23/03/2019	24/03/2019	09:00	17:30	Kilcully Scout Campsite	€ 120.00
NO-GLTA-1-319	Group Leader/County Commissioner Advanced	29/03/2019	31/03/2019	09:00	17:30	Larch Hill National Campsite	€ 140.00
NP-YLP-6-0419	Youth Led Programme	06/04/2019	07/04/2019	09:00	17:30	CASTLE SAUNDERSON	€ 120.00
SE-BAS-11-419	Being A Scouter	27/04/2019	28/04/2019	09:00	17:30	Mount Melleray	€ 120.00
SP-BAS-8-419	Being A Scouter	27/04/2019	28/04/2019	09:00	17:30	Kilcully Scout Campsite	€ 120.00
NP-BAS-7-0519	Being a Scouter	11/05/2019	12/05/2019	09:00	17:30	St Columbs Park House	€ 120.00
SE-YLP-12-519	Youth Led Programme	11/05/2019	12/05/2019	09:00	17:30	Carne Training Centre	€ 120.00
SE-BAS-13-519	Being A Scouter	25/05/2019	26/05/2019	09:00	17:30	Mount Melleray	€ 120.00
SP-YLP-9-519	Youth Led Programme	25/05/2019	26/05/2019	09:00	17:30	Kilcully Scout Campsite	€ 120.00
NP-ST-8-0619	Scouting Together	15/06/2019	16/06/2019	09:00	17:30	CASTLE SAUNDERSON	€ 120.00
SP-BAS-10-619	Being A Scouter	29/06/2019	30/06/2019	09:00	17:30	Kilcully Scout Campsite	€ 120.00