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## WHAT CAN SCOUTS.DIGITAL DO?

Scouts.Digital can manage the following Tasks & Activities for any South African based Scout Group (Land, Sea & Air):

The following "Members" can login to Scouts.Digital

1. SGL, TS/ATS, PS/APS, Parent Helpers
2. Parents + Parents Committee
3. Scouts + TL / PL

Scouts.Digital can be used from any device with Internet connectivity, from any location, and will respond automatically to the viewing screen width. (From Smart TV to mini cell phone)

Multiple "Members" can logon to Scouts.Digital simultaneously and perform tasks, administer the group or view reports.

1. This number has been tested in a real environment and we have had nearly 500 unique sessions happening in a live environment (Live server, test Scout Group) with no ill effect on the Scouts.Digital Production System.
2. If we have more than 500 sessions operating on the Scouts.Digital Production System simultaneously, Scouts.Digital will not stop doing what it does best (Manage your Scout Group). It will simply slow down slightly.

Scouts.Digital currently runs the following Cub & Scout programs:

- 2015 Cub program (Recruit / Membership / Silver Wolf / Gold Wolf / Leaping Wolf) (Including the 4 separate challenge areas in Silver Wolf & Gold Wolf)
- Scout Program (Recruit / Membership / Pathfinder / Adventurer / 1<sup>st</sup> Class / Explorer / Springbok)
- The new Scout program (Entsha) is currently being tested on Scouts.Digital, in conjunction with a test Scout Group and will be offered on a Group by Group basis as and when the Program and Badges are finalized.
  - Moving to the new program will be a simple process, including ensuring all existing advancement signoffs are moved across to the new structure.

Scouts.Digital has the following high level functionality:

1. Dashboards
  - a. Separate Dashboards, based on you role within your Scout Group (SGL, TS/ATS, PS/ APS, Parent, Scout)
  - b. If an Adult Scouter is also a Parent, they get to see the Parent Dashboard as well as their Scout Group's Management Dashboard
  - c. Parents Committee Members see the SGL dashboard as well as their Parent Dashboard.



## 2. Events

- a. Events are activities that happen outside of normal weekly programs and, typically, require a permit.
- b. Management of all Regional, District & Group Events
  - i. Regional Events are managed by Regional Commissioners
  - ii. District Events are managed by District Commissioners
- c. This area is shown to all Scout Group Members (Adult Scouters, Parents & Scouts)

## 3. Attendance

- a. Interactively capture Attendance for all Programs & Events
- b. Once attendance has been captured for a Program / Event, you can alter that attendance record, interactively on a per cub or scout basis.
- c. Attendance can be captured for the current program / event or programs / events that have happened in the past.
  - i. The attendance register for Programs / Events that have happened in the past will show cubs / scouts that were active at the time that the program was run. (This is an important part of Star Awards)
- d. Which Cub / Scout / Scouter has attended a program
- e. Which Cub / Scout has attended an event
- f. This information is used in reporting, but also used if Advancements are attached to a Program. Advancements tasks can be interactively signed off if a Cub / Scout attended a program where the Advancement task was offered.
  - i. This is a manual process as the cub / scout may not have completed the task
- g. This information is also utilised to determine nights camped or Kilometers hiked as each event (and attendance to that event) has these associated fields.

## 4. Advancement

- a. Cub & Scouts with separate tasks, signoffs and notes within each advancement level
  - i. Photos can be uploaded to each Advancement Task for each Scout (photographic proof of evidence)
  - ii. Documents can be uploaded to each Advancement Task for each Scout (Log books, etc.)
  - iii. Photos and Documents can be uploaded by Scouts, PL's (Their Patrol only), TL's (Their Troop only) Parents (Their scout only) and Adult Leaders (All Scouts).
    1. In order to minimize the risk of unwanted content being uploaded to the photo locations, a report is provided detailing all photos uploaded for the group (and their locations, which scout and which advancement). This report should be viewed periodically.
    2. Photos can be removed from Scouts.Digital by any Adult Leader



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- b. PL & TL can sign off scout advancements (PL -> their patrol, TL -> The Troop), but this signoff must be authorised by an Adult Leader.
  - i. This is similar to a "Right of Veto". Where an Advancement is signed off by the PL, the Advancement is marked as signed off, but any Adult Leader has the right to veto the PL's signoff.
- c. Advancements can be associated to a Program (IE Advancement tasks can be offered in programs)
  - i. If a Scout or Cub has attended the program and has not yet been awarded the Advancement on offer in that program (and is working on the Advancement level on offer), the Adult Leaders can interactively sign off these Advancements
    - 1. All advancements in that program to All cubs / Scouts
    - 2. All Advancements in that program to a single cub / scout (cub by cub / scout by scout)
    - 3. A Single Advancement offered in a Program to a single cub / scout (cub by cub / scout by scout)
  - d. A standard, printable, Advancement sheet is provided per Cub Pack / Scout Troop / Scout Patrol, detailing the advancement levels achieved by each Cub / Scout. This is the large format Advancement Sheet that is often found hanging on Scout Hall walls.
  - e. A standard, printable, Scout Record sheet is available on a Scout by Scout basis. This details each advancement level for each scout (including signoff date) and also includes events attended, KM hiked, nights camped, etc.
- 5. Badges
  - a. Cub & Scouts with separate tasks, signoffs and notes within each badge
  - b. Once a Badge is awarded to a Cub / Scout, Scouts.Digital automatically generates the Award Certificate (in Triplicate in PDF format) and emails the necessary adults (SGL + Pack if Cub / SGL + Troop if Scout).
    - i. Badge Award certificates are maintained on Scouts.Digital for each Cub / Scout and can be viewed at any point in time.
- 6. Reports

The real power of Scouts.Digital resided in its ability to report on the information for your Scout Group. The following reports are currently available.

- a. Management Reports
  - i. Overall Scout Group
  - ii. District Cubs
    - 1. District report for all Cubs
    - 2. Previous Months District Report (for the time your group has been using Scouts.Digital)



- iii. District Scouts
  - 1. District report for all Scouts
  - 2. Previous Months District Report (for the time your group has been using Scouts.Digital)
- iv. Account Consistency
  - 1. Check to see if your Scout Group accounts are configured correctly
- v. Contact Details
  - 1. All Contact details
  - 2. Cub Parent Contact Details
  - 3. Scout Parent Contact Details
  - 4. Scout Contact Detail (if their email address is captured)
  - 5. Scout Parent Contact details per patrol.
- vi. Access Details
  - 1. Details of every successful logon your "Members" made to Scouts.Digital and a trail of the last 50 pages that person visited.
- b. Accounts
  - i. An interactive list of all active Accounts on Scouts.Digital for your Scout Group with Parents (+ Contact Details), Cubs & Scouts (+ Contact details)
- c. Attendance
  - i. Overall Attendance per program
  - ii. Overall Cub Attendance + Per program
  - iii. Overall Scout Attendance + Per program
- d. Cubs
  - i. An interactive list of all active Cubs on Scouts.Digital for your Scout Group with details
- e. Scouts
  - i. An interactive list of all active Scouts on Scouts.Digital for your Scout Group with details
- f. Advancements Attained
  - i. High Level Advancements (Cubs & Scouts)
  - ii. Tasks within each advancement (Notes & Signoff per task)
  - iii. PL's can sign off within their patrol, but Adult Scouter must authorise (PL's cannot sign off their own advancements)
  - iv. TL can sign off within the troop, but Adult Scouter must authorise (TL's cannot sign off their own advancements)
  - v. Parents & Scouts can see these details
    - 1. Parents & Scouts can add notes, photos and documents to each Advancement Task
- g. Badges Awarded
  - i. High Level Badges Awarded (Cubs & Scouts)
  - ii. Tasks within each Badge (Notes & Signoff per task)
  - iii. Parents & Scouts can see these details
    - 1. Parents & Scouts can add notes to each Badge Task



- h. Scouters
    - i. Report on all active Adult Scouters with their contact details
    - ii. Parents & Scouts can see these details
  - i. Census
    - i. Standard Census Format, with all calculations executed
    - ii. Cubs Names & Details required by Census Form
    - iii. Scout Names & Details required by Census Form
    - iv. Adult Leader Names & Details required by Census Form
  - j. Equipment
    - i. What equipment in which store at what value.
  - k. Financial
    - i. Financial Dashboard
    - ii. Age analysis
      - 1. Current, 30 Days, 60 Days, 90 Days, > 90 Days
    - iii. Invoices Issued
    - iv. Payments Captured
    - v. Account Analysis
      - 1. Invoices, Discounts, credit notes & payments on an account by account basis with detail provided
    - vi. Invoices Emails
  - l. Weekly Emails Sent
  - m. Photos in Advancements
7. Group Management
- a. Star Awards
    - i. Star Pack (Calculations and format of Star Pack Award)
    - ii. Star Troop (Calculations and format of Star Troop Award)
      - 1. Star Patrol (Per Patrol)
  - b. Financial Management
    - i. Parents Committee Treasurer can manage Financial Management
    - ii. Accounts
      - 1. Add & Manage Accounts
      - 2. Upload documents for Accounts
    - iii. Payments Made
      - 1. Add & Manage Payments Made (Associated to account and invoice)
    - iv. Fee Types
      - 1. Add and Manage fee types
    - v. Set Fees
      - 1. Add and manage annual fees
    - vi. Annual Discounts
      - 1. Add discounts to annual invoicing (Invoice by invoice)
    - vii. Financial Years
      - 1. Add and manage financial years
    - viii. Invoicing
      - 1. Add manual invoices
      - 2. Add Automated annual invoicing



- ix. Credit Notes
  - 1. Add Credit Notes
- c. Program Management (Add & Manage)
  - i. Programs are the standard weekly programs that are run as a matter of course.
  - ii. An automated email is sent (Tuesday morning) to each parent for the program that is to be run in that week.
    - 1. Cub Programs are sent to Cub Parents
    - 2. Scout Programs are sent to Scout Parents + Scouts
    - 3. Parents can unsubscribe from this, but are advised not to.
  - iii. Allows Advancements to be specified and if a Cub / Scout attended a Program, allows an Adult Scouter to sign off that advancement.
  - iv. If a program is not captured for the week and a holiday has not been specified on Scouts.Digital, each adult leader will receive a "Program not found for this week" email on a daily basis.
    - 1. This will continue until either a Program is created for that week or a Holiday is specified for that week.
- d. Adult Scouters are managed via the AMS (Adult Management System)
  - i. Manage Adult Leaders
  - ii. Manage Warrants including expiry dates
  - iii. Manage Charges including expiry dates
  - iv. Manage Awards including apply for awards
  - v. Manage Past Training
  - vi. Documents can be uploaded to each Group on the AMS
    - 1. Annual Registration Form
    - 2. Annual Census Forms
- e. Parents Committee (Add & Manage)
  - i. Parents Committee members can manage Adds to and Removes from the Parents Committee
- f. Parents (Add & Manage)
  - i. All Adult Scouters can manage, but Parents allowed to manage some details (Their own details)
  - ii. Upload documents for Parents
- g. Cubs (Add & Manage)
  - i. All Adult Scouters can manage, but Parents allowed to manage some details (Their Cubs only)
  - ii. Upload documents for Cubs
    - 1. Application Forms
    - 2. Annual Consent Forms, etc.
- h. Scouts (Add & Manage)
  - i. All Adult Scouters can manage, but Parents allowed to manage some details (Their Scouts only).
  - ii. Scouts allowed to manage some of their details.
  - iii. PL can manage some of the details (Their patrol).



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- iv. TL can manage some details (The troop)
- v. Upload documents for Scouts
  - 1. Application Forms
  - 2. Annual Consent Forms, etc.
- i. Equipment (Add & Manage)
  - i. Including Insurance value, replacement value and condition, in separate store locations
  - ii. Parents Committee Quartermaster can manage equipment
- j. Newsletters (Add & Manage)
  - i. Shown to all Members (Including Parents & Scouts)
  - ii. Upload newsletter to Scouts.Digital
- k. Meeting Minutes (Add & Manage)
  - i. Upload Meeting Minutes to Scouts.Digital
  - ii. Only Shown to Parents Committee and Adult Scouters