

SCOUTS | TERRAIN – How to: Use the Data Import tool



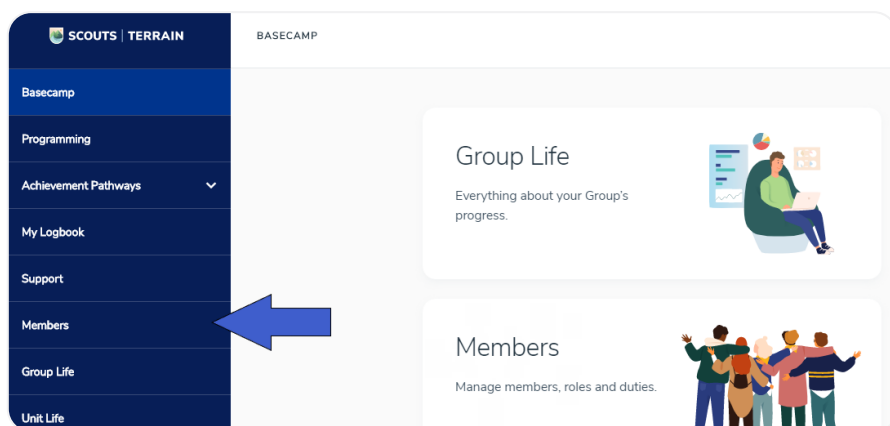
Do you have Pioneer Tracker data to enter into Scouts | Terrain or has your Group just started on their new Program journey and you need to enter mapped achievements from the old Program? Remember that these instructions are primarily for adult Leaders, who have permission to do the following.

Step 1

Log in to Scouts | Terrain using the explanation in the Log In one-pager or following the prompts at <https://terrain.scouts.com.au>

Step 2

Navigate to the Members section by using the navigation button on the top left of the Basecamp page.

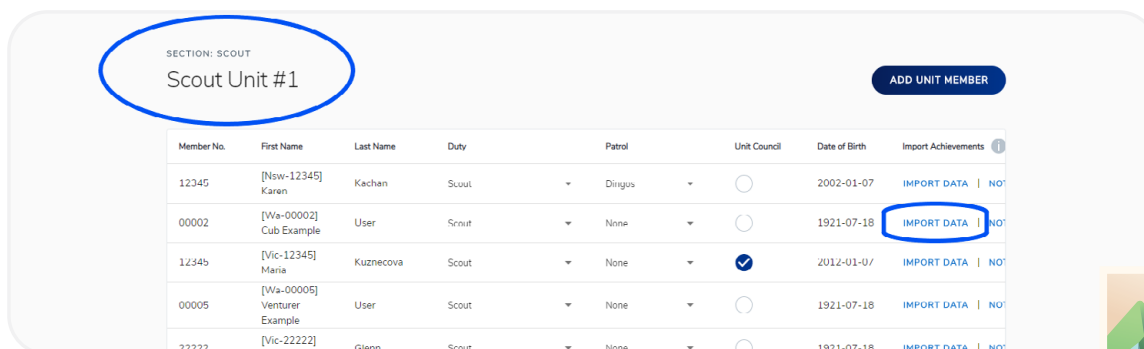
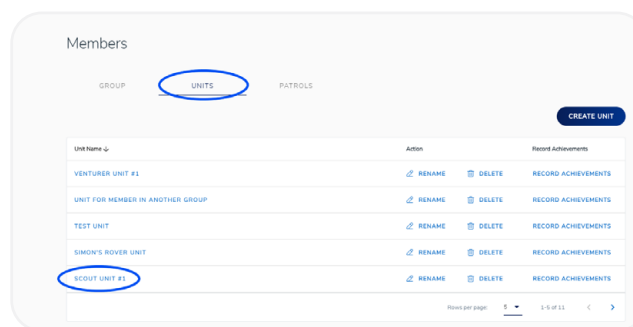


Step 3

Use the instruction on the How to - navigate the members table 1 pager found at pr.scouts.com.au/terrain/ to set up members in Units, Patrols, and what role members have within their Units and Patrols including whether or not they are part of the Unit Council

Step 4

- Use the Data Import tool by navigating to the appropriate Unit in the Units menu tab. Each member will need their data entered individually with the Data Import tool. The only reason you would select not required is if you have a new youth member of the street and they have done nothing in the outdoors space or if you are an adult leader that doesn't hold a role as a Rover Scout as well.
- You might need to scroll across in the members table to find it.
- Click on the Data Import button for the specific youth member you would like to enter data for.
Note: once you start this function you CAN NOT save and exit to come back to it you need to complete each youth member in full once started.



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Step 5

When you enter the Data Import tool per member you will see

- The youth members name on the top left of the page
- What section the youth member is in on the top right of the page
- What component of the program you are currently entering data into on the top right of the page

Data Import

[Vic-12345] Maria Kuznecova

Scout

Introduction To Scouting

Component of the Achievement Pathways you are entering data for

Select component of the Achievement Pathways you are entering data for

! Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.

SUBMIT ALL ACHIEVEMENTS

Step 6

Enter Information for Program Essentials first

- Introduction to Scouting – Date Awarded (in essence when did this youth member Join Scouting)
- Introduction to Section – Date Awarded (when did this youth member join their current Section)
- Milestones – Click on the Add button on the right hand side of the Milestone heading

Data Import

[Vic-12345] Maria Kuznecova

Scout

Milestones

! Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.

Milestone 1

Milestone 2

Milestone 3

ADD

ADD

ADD

SUBMIT ALL ACHIEVEMENTS

a) Select the status for this Milestone from the dropdown (awarded, in progress or not required)

Milestone 1

Status

Awarded

In Progress

Not Required

Select "Awarded" if the Youth Member you are entering data for has already achieved this Milestone (either through their engagement in the program or when mapping from the old program)

Select "In Progress" if the Youth Member is currently working towards this Milestone or has mapped part way through a milestone.

Select "Not Required" if you are entering data for a Youth Member who has joined Scouting part way through a section's age range and they are skipping this Milestone



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b) Enter the number of Participates, Assists and Leads the youth member has done in each Challenge Area for that Milestone using the plus button or your keyboard.

Status
In Progress

Participates completed: 21

Community Challenge	6	+	Creative Challenge	4	+
Outdoors Challenge	5	+	Personal Growth Challenge	6	+

To increase or decrease the number of Challenges in each area, use the + or the - button.

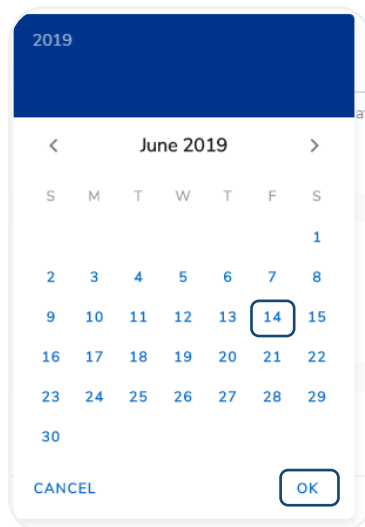
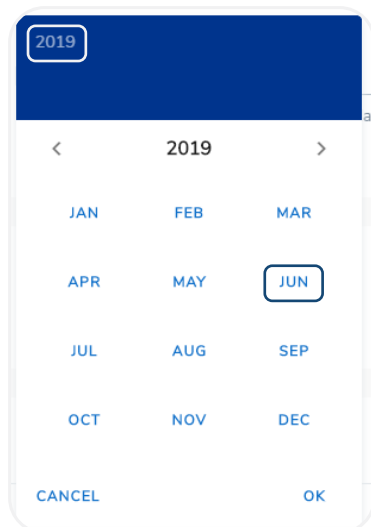
Assists completed: 2

Community Challenge	1	+	Creative Challenge	0	+
Outdoors Challenge	0	+	Personal Growth Challenge	1	+

Leads completed: 1

Community Challenge	0	+	Creative Challenge	0	+
Outdoors Challenge	1	+	Personal Growth Challenge	0	+

c) Enter the date this milestone was awarded (if this is an already awarded Milestone).



Date awarded
14/06/2019
If you are unsure about the date, enter today's date.



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d) Press the save button for each Milestone you add achievements to

Milestone 1

Status
Awarded

CANCEL SAVE

Remember to press Save at the top of each Milestones set of data, otherwise it will default back to not being filled out

Step 7

Enter information for Special Interest Areas next.

- The project name and any small details that you want carried over for Special Interest Areas
- What type of Special Interest Area this project fits under or mapped to
- The date in which this was awarded or mapped
- Enter all Special Interest Areas that the youth member has achieved or mapped from the old program

Important: Make sure you press save on each one after entering the required project information.

Special Interest Areas Project

CANCEL SAVE

Project name
Enter the Project name as well as any details about the completed Project you want here – this could include if it mapped from the old Award Scheme

Type of Special Interest Area
Drop down for what Special Interest Area the Project fits into

Date awarded
If you are unsure about the date, enter today's date.
Date awarded or best guess

Step 8

Enter information for Outdoor Adventure Skills next.

- Select the Outdoor Adventure Skills Area you would like to enter information for in the dropdown menu on the left hand side of the screen under the warning message for data import.

⚠ Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.

Bushcraft

Select the Outdoor Adventure Skill Area you would like to enter information for

Completed	Date awarded	Awarded in
<input type="radio"/>	DD/MM/YYYY	
<input checked="" type="radio"/>	DD/MM/YYYY	
<input checked="" type="radio"/>	DD/MM/YYYY	
<input checked="" type="radio"/>	DD/MM/YYYY	
<input checked="" type="radio"/>	DD/MM/YYYY	
<input checked="" type="radio"/>	DD/MM/YYYY	



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For all Outdoor Adventure Skills Areas and Stages already completed, do the following:

- I. Tick the completed circle
- II. Enter rough date of completion (or at least a day in the year it would have been achieved)
- III. Enter what Section this Stage was awarded in (this is especially important to not effect progression towards peak award in current section)
- IV. Press Save at the bottom of the page once you have completed each Areas import
Note: there's an image on the next page which shows you where these actions are.

[Vic-12345] Maria Kuznecova Scout Outdoor Adventure Skills

Please make sure that you double check your entry before you click Save. Once saved, you cannot edit this entry.

Vertical Select the Outdoor Adventure Skill Area you would like to enter information for

The area of the Achievement Pathways you are entering data for

Stage	Completed	Date awarded	Awarded in
1 Vertical	<input checked="" type="checkbox"/>	25/02/2015	Cub Scouts
2 Vertical	<input checked="" type="checkbox"/>	31/08/2015	Cub Scouts
3 Vertical	<input checked="" type="checkbox"/>	10/06/2017	Scouts
4 Abseiling	<input checked="" type="checkbox"/>	20/02/2019	
4 Canyoning	<input checked="" type="checkbox"/>	26/10/2019	Venturer Scouts
4 Caving	<input type="checkbox"/>	DD/MM/YYYY	
4 Climbing	<input type="checkbox"/>	DD/MM/YYYY	
5 Abseiling	<input type="checkbox"/>		Venturer Scouts

Click to tick if completed by the Youth Member

Date Awarded to your best knowledge

Section earned in – this is important due to progressions for Peak Awards

Step 9

Enter date Awarded for Unit Management, Leadership/ Personal Development Course completion, if completed.

Step 10

Enter date Awarded for Adventurous Journey, if completed.

Step 11

Enter date Awarded for the completion of the Peak Award Personal Reflection, if completed. **You will not be able to enter additional awards yet into the bulk upload – please keep any records of these at this stage**

Step 12

You've now entered all data you need to for this youth member. To finalise this, click on the Submit all Achievements button on the top right of the page. Make sure you read the prompts carefully, tick the buttons presented if you agree to the terms and then press Submit, completing that youth members Data Import.

Submit all Achievement data

This is the final step in the Data Import. You are about to submit the Achievement Pathways data of this youth member into Scouts Terrain. You can only do this once and this cannot be undone.

- I have entered all the Achievement Pathways data of this youth member & all the data entered are correct and up-to-date.
- I understand that once submitted, the Data Import feature will be disabled.

CANCEL

SUBMIT

