

Scouts | Terrain – How to: Set Up Groups/ Units



Is it your first time logging in to Scouts Terrain and you need to set up the Group/ the Units?

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

From the dropdown menu select Members

Click on the “ALL” tab to see a list of all Members in your Scout Group (if you don't log a support request by emailing yp.support@scouts.com.au)

The screenshot shows the Scouts Terrain interface. On the left is a dark blue navigation menu with the following items: Basecamp, Programming, Achievement Pathways (with a dropdown arrow), Support, Members (highlighted with a yellow arrow), and Approvals. The main content area features a large illustration of a Scout camp with a red pennant that says 'Start HERE' and a green pennant that says 'EXPLORE'. Below the illustration is a 'MILESTONES' button. Below the navigation menu is a white 'MEMBERS' panel. The panel has a title 'Members' and three tabs: 'ALL' (circled in red), 'PATROLS', and 'UNITS'. Below the tabs is the text 'First Cheltenham Group'. There is a search bar labeled 'Filter' and two dropdown menus: 'Unit' (set to 'All') and 'Section' (set to 'All'). Below these is a table with the following data:

Member No.	First Name	Last Name	Unit	Patrol
12345	[Nsw-12345] Karen	Kachan	Scout Unit #1	None

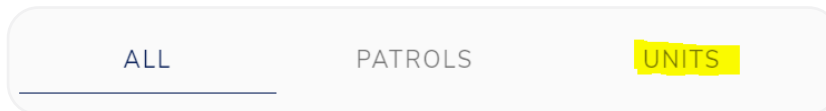


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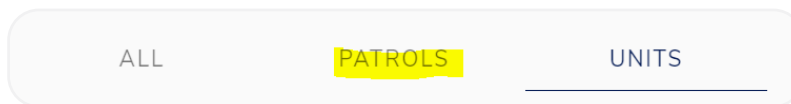
Step 3

- Set up all Units in the Group by selecting the Units tab
 - At the bottom of the Units page, you will see a “Create Unit” button
 - Create all Units in your Group by following the prompts. You can have multiple Units in the same section grouping - just make sure you label them in a way you can identify which is which!
- Note: You need to have Units set up before you can set up Patrols.



Step 4



- Set up all ‘home’ Patrols by selecting the ‘Patrols’ tab
- Click on ‘Create Patrol’ button (likely to be top right on the screen)
- Follow the prompts to create your Patrols. You can create (and delete) Patrols as you require.



Step 5

- Set up members in their Units and Patrols by selecting the ‘All’ tab
- Assign the Unit the member is in by using the dropdown under the Unit column
- Assign the Patrol in the Patrol column using the dropdown menu. If you cannot see the Patrol you are looking for, check that you have created that Patrol in that Unit.
- Assign responsibilities/duty (Patrol Leader, Assistant Patrol Leader, Unit Leader) in the ‘Duty’ column.



Unit	Patrol	Duty	Unit Council
Scout Unit #1 	Tiger 	Scout 