

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



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

## 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 navigation bar on the left hand side of the page 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 through the help function in the support page in ScoutsTerrain)

SCOUTS | TERRAIN

BASECAMP

Basecamp

Programming

Achievement Pathways

My Logbook

Support

Members

Group Life

Unit Life

Approvals

Group Life

Everything about your Group's progress.

Members

Manage members, roles and duties.

Currently viewing the Group table – If you are an adult leader, a youth member won't have this ability

Currently viewing Group. To create and move people into Units, go to the Units button to the right of this

The profile switcher to view which profile you are currently operating in, and to switch to other profiles

The Group you are currently viewing. If you are a part of multiple groups, change your view through the profile switcher on the top right of the screen

Members

GROUP UNITS PATROLS

First Cheltenham Group

Filter

Member No.	First Name	Last Name	Unit	Section	Date of Birth	Status	Import Achievements
12345	[New-12345] Karen	Kachan	Another Test Unit4, Joey Unit #1, Test Unit, Scout Unit #1	Joey, Joey, Scout, Scout	2002-01-07	Active	IMPORT DATA   NOT REQUIRED
10101	[Vic-10101] Automated	Tests	Venturer Unit #1, Joey Unit #1, Test Unit, Scout Unit #1, Automation Test Unit	Venturer, Joey, Scout, Scout, Scout	2020-01-07	Active	IMPORT DATA   NOT REQUIRED
20202	[Vic-20202] Visual	Tests	Venturer Unit #1, Test Unit, Scout Unit #1, Automation Test Unit	Venturer, Scout, Scout, Scout	2020-01-07	Active	IMPORT DATA   NOT REQUIRED
666	[Tas-666] Bear	Grills	Venturer Unit #1, Joey Unit #1, Test Unit, Scout Unit #1	Venturer, Joey, Scout, Scout	2020-01-07	Active	IMPORT DATA   NOT REQUIRED
00001	[Wa-00001] Joey Example	User	Venturer Unit #1, Joey Unit #1, Test Unit, Scout Unit #1	Venturer, Joey, Scout, Scout	1921-07-18	Active	IMPORT DATA   NOT REQUIRED

Scroll bar to move across the table

How many members in your Group you are currently viewing

First Cheltenham Group, Joey Unit #1, Unit Council

Rows per page: 5 1-5 of 16



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

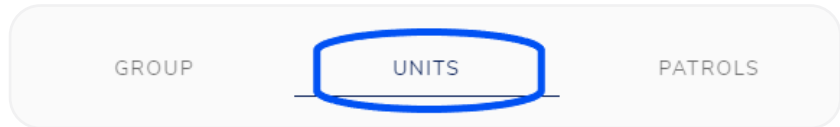


## Step 3

- Set up all Units in the Group by selecting the Units tab
- At the top right 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!

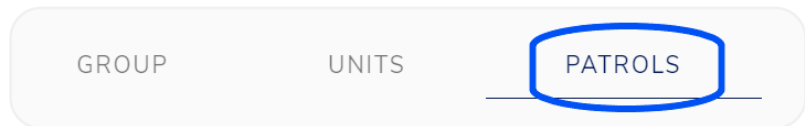
Note: You need to have Units set up before you can set up Patrols.

- Then add member to the Unit by pressing on the Unit you created and go to the add “Add Unit Members” button on the top right of the page



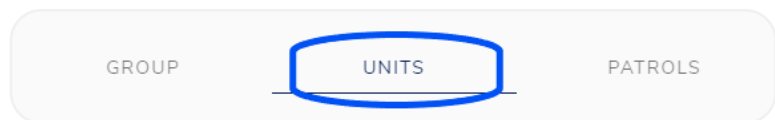
## Step 4

- Set up all ‘home’ Patrols by selecting the ‘Patrols’ tab
- Click on ‘Create Patrol’ button (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 going back to the Units table and selecting the Unit to which you want to assign members and their Patrols
- Assign the Unit the member that are in it by pressing the “Add Units Members” button on the top right of the page, and use the select members dropdown which are members already in your Scout Group or enter members membership number and Branch to allow them access to be a temporary member of your Unit
- 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 specific section.
- Assign responsibilities/duty (Patrol Leader, Assistant Patrol Leader, Unit Leader) in the ‘Duty’ column



Member No.	First Name	Last Name	Duty	Patrol	Unit Council	Date of Birth	Import Achievements
12345	[Nsw-12345] Karen	Kachan	Unit Leader	None	<input checked="" type="checkbox"/>	2002-01-07	IMPORT DATA   NO

Rows per page: 10 1-1 of 1

