Scouts | Terrain
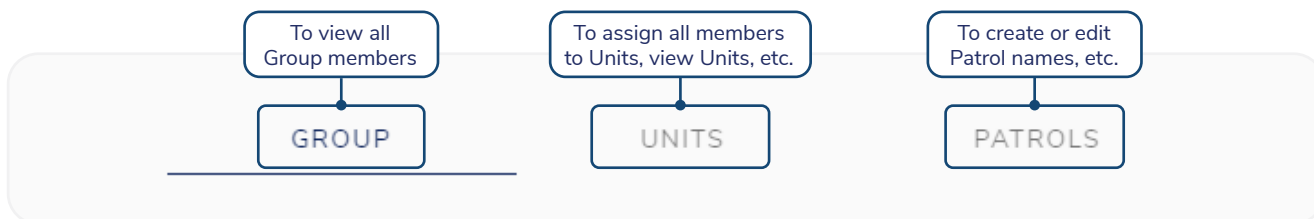# Members Tab Fuctions

Wanting to understand the Members table better?

Login to Scouts Terrain using the explanation on the login one pager or following the prompts at https://terrain.scouts.com.au Navigate to the Members table by using the navigation menu on the left of the Basecamp page.

Navigating left to right, top to bottom you will have a Group, Units and Patrols menu located at the top of the page - each menu has different functions and purposes

To view all Group members

To assign all members to Units, view Units, etc.

To create or edit Patrol names, etc.

GROUP   UNITS   PATROLS

Group Table

- This will show you all Members within the Group (Youth and Adults). This is pulled from your Branch membership system so if someone is missing or someone has left the Group however is still showing hear please contact your IT support team to ask them to rectify this matter
- You will be able to see Membership No, First and Last Name, Unit, Role and Section if assigned (this occurs through the Units menu), Date of Birth and Status as a Member. additionally you will have access to import Members previous achievements or mapping from previous Award Scheme achievements however it is better to enter this data from the Units menu.
- You can organise the Group Members table by Member No, First Name, Last Name or Date of Birth by using the little arrow on the side of each of these headings once you are hovering over it.
- At the bottom of the page there will be a slide rail so you can drag across the members and see all data fields
- At the bottom of the page you can also see a rows per page dropdown and you can change this depending on how many people you want to see on the one page

You can navigate backwards through the different levels of pages using each of these words as if they were a button

Pressing Logout from anywhere in the system will log you out of Scouts|Terrain

MEMBERS GROUP   LOGOUT

Members

You are currently viewing the Groups members table (this is shown by the line under the heading)

GROUP   UNITS   PATROLS

First Cheltenham Group

You can search for an individual member through this **filter** function

Filter

These components are information pulled from the Units table and can be changed in the Units table

You can filter/order your table in a range of ways by clicking on the arrow that appears next to Member No., First Name, Last Name or Date of Birth

Member No.	First Name	Last Name	Unit	Role	Section	Date of Birth ↑	Status	Import Achie
00001	[Wa-00001] Joey Example	User	Joey Unit #1	Member	Joey	1921-07-18	Active	IMPORT D.
00002	[Wa-00002] Cub Example	User	Cub Unit #1	Member	Cub	1921-07-18	Active	IMPORT D.
00005	[Wa-00005] Venturer Example	User	Venturer Unit #1	Member	Venturer	1921-07-18	Active	IMPORT D.
22222	[Vic-22222] John	Glenn	Scout Unit #1	Member	Scout	1921-07-18	Active	IMPORT D.
00003	[Wa-00003] Scout Example	User	Scout Unit #1	Member	Scout	1921-07-18	Active	IMPORT D.

The scroll bar when used will help you see the remaining information at the far right or left of the members table

You can edit how many people are showing in your **Members List** at any given point by changing from all members all the way down to fivemembers by using the dropdown

Rows per page: 5 ▾   1-5 of 17   ‹ ›

Scouts | Terrain
Members Tab Fuctions

Units Table

- This will show you current Units you have created within the Scout Group and give you options to rename the Units, Delete the Unit or Create new Units within the Scout Group

Use these buttons to navigate back and forward through the members table's different tiers

Assign Duty for the member (Patrol Leader, Assistant Patrol Leader, Unit Leader or Adult Leader)

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MEMBERS • UNITS • SCOUT UNIT #1

Assign if the member is part of the Unit Council (including adult Leaders

LOGOUT

The name of Unit you are currently viewing and what Section the Unit is operating in

SECTION: SCOUT
Scout Unit #1

You can re-organise your table by pressing on the arrow that appears next to either Last Name, First Name, Member No., or Date of Birth

To add a member to this Unit press the **add Unit Member** button and either select from the Group dropdown or select a member to add to the Unit by their membership number

ADD UNIT MEMBER

Member No.	First Name	Last Name	Role	Duty	Patrol	Unit Council	Date of Birth	Impo
12345	[Nsw-12345] Karen	Kachan	Member	Scout	None	○	2002-01-07	IMP
12345	[Wa-12345] Larson	Ferrell	Member	Scout	None	○	2020-01-07	IMP
12345	[Vic-12345] Maria	Kuznecova	Member	Scout	Scout Patrol #1	✔	2012-01-07	IMP
22222	[Vic-22222] John	Glenn	Member	Scout	None	✔	1921-07-18	IMP
00003	[Wa-00003] Scout Example	User	Member	Scout	None	○	1921-07-18	IMP

Use the import data function to import wherethe you member has mapped from in the old Program or if they are joining the organisation off the street and you need to benchmark Outrdoor Adventure Skills and/ or Milestones

The scroll bar when used will help you see the remaining information at the far right or left of the members table

Assign a Patrol for the members who should be in a Patrol (Note: You will need to create the Patrols first in the Patrols menu)

Rows per page: 5 / 10 / 15 / All   1-5 of 9   ‹ ›

Use the dropdown to select how many members you want to view on each page

- Once you create your Units in your Group, you can then click into them and assign members to the Unit, assign roles, assign Unit Council members, use the member import data tool from this Units table.

Use these buttons to navigate back and forward through the members table's different tiers

Pressing Logout from anywhere in the system will log you out of Scouts|Terrain

MEMBERS • UNITS

LOGOUT

Members

GROUP   UNITS   PATROLS

You are currently viewing all the currently created Units in your Scout Group as shown by the line under Units

You can create new Units in your Scout Group by using this **Create Unit** button

CREATE UNIT

Unit Name	Action
CUB SCOUT UNIT	✎ RENAME 🗑 DELETE
SCOUT UNIT	✎ RENAME 🗑 DELETE
VENTURER SCOUT UNIT	✎ RENAME 🗑 DELETE

Current name of the Unit – Select this Unit to be able to make edits to roles, Unit Council members, etc.

You can rename the Unit selected

Use the **Delete** button to delete the Unit in question, the members who will be in this Unit will move back to the Group table until they are reassigned to another Unit

Rows per page: 10   1-3 of 3   ‹ ›

If your Group is a large one or you have quite a few Units managed by your Group then you may need to select the amount of Units you want to show at any one time

Units Table (cont.)

- To add Unit members to the Unit press the add Unit Member button located on the top right of the screen and either select from the dropdown from within your Scout Group alliteratively you can create a combined Unit by entering the Members Branch of registration and Membership No. and search for them in the system. This can be a helpful feature when waiting for Membership transfer from another Group.

You can navigate through the members using these buttons

Pressing Logout from anywhere in the system will log you out of Scouts|Terrain

MEMBERS • UNITS • SCOUT UNIT #1 • ADD UNIT MEMBER   LOGOUT

Add Unit Member

Select members inside your group

Select members

If a member is currently registered in your Group and you are looking to assign them to this Unit select a member from this dropdown

Select members outside your Group

Select branch

If you want to add a member to this Unit who isn't currently registered with your Group then select the Branch they are registered with in the dropdown

Enter membership number

FIND MEMBER

If searching for an already registered member of the organisation that isn't currently part of your Scout Group to enter into this Unit – search by typing in their membership number

0 / 10

Select the **Find Member** button once you have entered their Branch and membership number (the button should appear in blue)

CANCEL   ADD

Once all relevant information is filled in, press **Add** or you can **Cancel**

Patrols Table

- This will show you currently created Patrols in the Group as well as give you the ability to create new Patrols in the Group or re-name existing Patrols

Navigation that can be used to navigate through the different Membership tables

Pressing Logout from anywhere in the system will log you out of Scouts|Terrain

MEMBERS • PATROLS   LOGOUT

Members

You are currently in the Patrols menu as shown by the line under the Patrol heading

To create a new Patrol in any Section of the Group press the **Create Patrol** button

GROUP   UNITS   PATROLS

CREATE PATROL

The name you have set for the Patrol – Note: We suggest you add what Section the Patrol belongs to in the name, as shown in this example

Patrol Name ↑	Action	
Emu	✎ RENAME	🗑 DELETE
Frilled Neck Lizard - Scout	✎ RENAME	🗑 DELETE
Koala - Scout	✎ RENAME	🗑 DELETE
Magpie - Scout	✎ RENAME	🗑 DELETE
Platypus - Scout	✎ RENAME	🗑 DELETE

You can rename the Patrol selected

Rows per page: 5 ▾   1-5 of 10   ‹ ›

You can select the amount of Patrols you want to show at any one time

Use the **Delete** button to delete the Patrol in question, the members who will be in this Patrol will move back to the Unit table until they are reassigned to another Patrol

Create Patrol

Patrol Name
Polar Bears (Venturer Scout Project Patrol)

Unit

Cub Scout Unit

Scout Unit

Venturer Scout Unit

Type in the name of the Patrol and add the Section in the Patrol name, so it is easily viewable in the dropdown when assigning members to Patrols

Assign which Unit it belongs to with the dropdown

- We would encourage you to put the name of the Section assigned to the Patrol in the Patrols name as shown in the screenshot, so it is easier to track which Patrol is in what Unit.