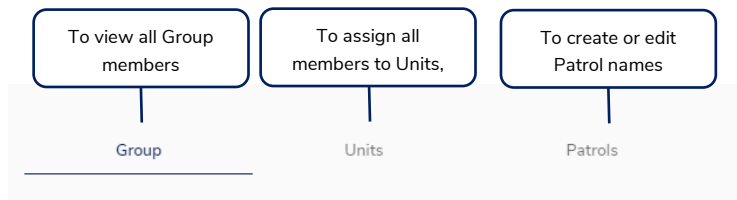# Wanting to understand the members table better?

Use this resource to assist in using the members table in Scouts | Terrain.
The instructions here relate to the functions for adults operating in a Scout Group.

Login to Scouts Terrain using the explanation information sheet 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.

To view all Group members	To assign all members to Units,	To create or edit Patrol names
Group	Units	Patrols

Group Table

First St Kilda

Filter 🔍

Member No.	First Name	Last Name	Unit	Section	Status	Action	
1032	Aaron	Carey	Cub Unit #1, New Unit, Another Unit	Cub, Joey, Cub	Active	Manage Achievement Pathways	Reset Passwor
1054	Adam	Duffy	W Test Unit, New Unit, Scout Unit #1	Cub, Joey, Scout	Active	Manage Achievement Pathways	Reset Passwor
1051	Amanda	Torres	New Unit, Scout Unit #1	Joey, Scout	Active	Manage Achievement Pathways	Reset Passwor
1042	Amanda	Richards	W Test Unit, Cub Unit #1, New Unit	Cub, Cub, Joey	Active	Manage Achievement Pathways	Reset Passwor
1102	Amber	Hoffman	Rover Unit #1	Rover	Active	Manage Achievement Pathways	Reset Passwor
1060	Amy	Booker	Scout Unit #1	Scout	Active	Manage Achievement Pathways	Reset Passwor
1074	Andrew	Mathis	Olga's Venturer Unit,	Venturer,	Active	Manage Achievement Pathways	Reset Passwor

- This table will show you all Members within the Group (Youth and Adults).
  - This listing is synced from your Branch membership system – if members are missing or someone has left the Group and is still showing here, please contact your Member Services / IT teams in your Branch to rectify
  - In this table you will be able to see the members Member No, First and Last Name, Unit, Role and Section (if assigned) via the Units Menu and status as a member
    - You can sort this table by clicking in the heading and sort by Member No, First Name, Last Name, Status or Action
    - Use the slider at the bottom of the table to see all data fields
    - Use the rows per page dropdown to change how many rows display on each screen
    - Search for a particular member using the search filter available
  - You will also have specific actions you can complete
    - Manage achievement pathways: Allows you to use Terrain as this member
    - Reset Password: Allows you to reset the member password. Will load a pop-up screen with the password you can provide the member to login (valid for 72hrs)
    - Baseline Achievements: Set a members current progress (for new members usually) – for more information about baselining please refer to separate support article

Units Table

- This table will show you current Units created within the Scout Group and give you options to
  - Rename – rename the unit
  - Delete – delete the unit
  - Record Achievements: Record the following achievements manually (refer to separate how to guide) – Milestones, Outdoor Adventure Skills, Additional Awards
  - Create Unit: Setup a new unit

- Select a Unit to see details of the unit
  - You can re-organise the table by clicking on the header (Member No, First Name, Last Name, Unit Council
  - Assign a duty for the member – Scout, Adult Leader, Unit Leader
  - Select the Patrol the member is part of (if Patrols have been setup)
  - Assign the member to the Unit Council (so they can program and action approvals)
  - Set the Baseline to be completed or not required (as applicable)
  - Remove member from the Unit
  - You can add a member to the Unit by clicking Add Unit Member
    - This interface allows you to select members inside your group or using a member number enter someone outside of your group

Navigate through members using these buttons

Basecamp > Members > Units > Olga's Venturer Unit > Add Unit Member

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 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 this dropdown

Enter membership number

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

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Find Member

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

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

Cancel   Add

Patrols Table

- Use the patrols table to create patrols for your members to be added to
- We encourage you to put the name of the Section assigned to the Patrol, so it is easier to track which Patrol is part of which unit (i.e. Monday Cubs – Red)

Basecamp > Members > Patrols

Members

Navigate through members table using these buttons. You are currently on the Patrols tab

To create a new Patrol press the **Create Patrol** button

Group   Units   Patrols

Create Patrol

Patrol Name	Action
Panda	✏ Rename 🗑 Delete
Kingfisher	✏ Rename 🗑 Delete
Penguin	✏ Rename 🗑 Delete

Name of the Patrol. We suggest adding the name/section of the Unit to help with tracking

Rename the relevant Patrol

Use the Delete button to delete the relevant Patrol. The members in this Patrol will move back to having no Patrol assigned under Units

Create a patrol

- When clicking the **Create Patrol** button this interface will display
- Enter the Patrol name (we recommend adding the Unit/Section name in)
- Select the Unit that the Patrol belongs to

Create Patrol

Patrol Name

Type the name of the Patrol and include the Section name so it is easily accessible when assigning members

Unit

Assign which Unit the Patrol belongs to with this dropdown

Cancel   Save